



GUIDANCE FOR USE OF TSP “STATEMENTS OF WORK” NATIONAL TEMPLATES and STATE-MODIFIED STATEMENTS OF WORK

Technical Service Providers (TSPs), NRCS personnel, producers, and partners have requested clear guidance on the specific products and deliverables required for each category of technical assistance performed by TSPs. To respond to these requests, NRCS leadership assembled a team to develop national “Statements of Work” templates for each technical service category contained in TechReg. These Statements of Work outline deliverables for all 157 Conservation Practice Standards contained in the National Handbook of Conservation Practices (NHCP), as well as for Comprehensive Nutrient Management Plan development, Conservation Planning, and Cultural Resources Compliance activities.

The national Statements of Work templates are intentionally broad in scope and serve as generic models. They are designed to be modified or tailored at the State or local level. NRCS State Conservationists may elect to adopt or modify the national templates or develop their own to meet the specific needs within their intended use area.

In all cases, NRCS State Offices are to ensure that their own State name, contact information, and date of posting in the eFOTG are entered as the heading for each individual Statement of Work document. The Statements of Work, as adopted, modified, or created by the State will be posted, along with this guidance document in the eFOTG in Section IV in a new folder titled Statements of Work.

The Statements of Work will contain specific products or deliverables for technical services provided by TSPs or other authorized personnel. Others who may find these statements to be useful include agricultural organizations, producers, state agricultural agencies, etc. The Statements of Work are intended to organize and reinforce existing technical resources and references, not to rewrite or replace them. When completed by the States, each Statement of Work could also be used, with minor changes as needed, as a technical service completion checklist.

State-tailored Statements of Work may serve as guidance for documentation and progress reporting and may be used in conjunction with quality assurance and for training new employees.

All questions regarding the TSP Statements of Work documents should be directed to the State TSP Coordinator.

STATEMENT OF WORK (SOW)
IRRIGATION WATER CONVEYANCE – FLEXIBLE MEMBRANE DITCH AND CANAL LINING
(428B)
SOUTH DAKOTA
CONTACT: JAY COBB (605) 352-1260
ISSUED OCTOBER 29, 2004

These deliverables apply to this individual practice. For other planned practice deliverables, please refer to those specific SOW's.

DESIGN

Deliverables

1. Design documentation that will demonstrate that the criteria in NRCS practice standard have been met and are compatible with other planned and applied practices:
 - a. Practice purpose(s) as identified in the conservation plan.
 - b. List of required permits to be obtained by the client.
 - c. Compliance with NRCS national and state utility safety policy (NEM, Part 503-Safety, Subpart A, Engineering Activities Affecting Utilities, 503.00 through 503.06).
 - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Capacity.
 - ii. Channel velocity/Stability.
 - iii. Membrane details (e.g., type, thickness, admixtures).
 - iv. Environmental Considerations.
2. Sufficient copies of written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Operation and Maintenance Plan.
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM, Subpart A, 505.03(a)(3)).
5. Develop a cost estimate from the established cost lists for installation of the systems as identified on the approved construction drawings.
6. Provide an anticipated installation schedule.
7. Design modifications during installation as required.

INSTALLATION

Deliverables

1. Pre Installation conference with client and contractor.
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Installation inspection (according to inspection plan as appropriate):
 - a. Actual materials used (NEM, Part 512, Subpart D, Quality Assurance Activities, 512.33.)
 - b. Inspection records.
5. Facilitate and implement required design modifications with client and original designer.
6. Advise client/NRCS on compliance issues with all federal, state, Tribal, and local laws, regulations, and NRCS policies during installation.
7. Certification that the installation process and materials meets design and permit requirements.

CHECK OUT

Deliverables

1. As-Built documentation:
 - a. Extent of practice units applied.
 - b. Drawings.
 - c. Final quantities.
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM, Subpart A, 505.03(c)(1)).
3. Progress reporting.

REFERENCES

- NRCS South Dakota Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Irrigation Water Conveyance, Flexible Membrane Ditch and Canal Lining (428B)
- NRCS NEM
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook