

## Checklist for Owner

### Before Construction

Have you:

- Reviewed the construction plans and specifications?
- Hired a backhoe to do soil investigation?
- Contacted utilities?
- Contacted Diggers Hotline?



PHONE: **1-800-351-1111**

FAX: 615-366-5021

Postal address:

Tennessee One Call System, Inc.  
2525 Perimeter Pl. Dr. Suite 118  
Nashville, TN 37214

Electronic mail: [tnonecall.com](mailto:tnonecall.com)

- Obtained all Federal, state and local permits?
- Obtained federal permits (404)?
- Checked with historical society?
- Considered impact on wetlands and drainage restrictions?
- Found a qualified contractor?
- Hosted a pre-construction conference?

### During Construction

Have you:

- Overseen contractor's work?
- Started/stopped work as needed?
- Provided safe (OSHA) environment?
- Used only specified materials?
- Seen that every component has been completed?

### After Construction

Have you:

- Followed Operations, Maintenance, and Replacement Plan?
- Contacted contractor for rework of components that do not meet requirements?

## In Summary

### The Landowner:

- Makes planning decisions.
- Decides among design choices.
- Hires competent contractor.
- Meets plans and specifications.
- Make payments.
- Acquires permits and adheres to permit requirements.
- Follows Federal, state, and local laws, rules and regulations.
- Satisfies archeological and wetland requirements.
- Contacts utilities.

### The Contractor:

- Is hired by the landowner.
- Supervises construction.
- Purchases and/or processes specified materials.
- Follows plan drawings and specifications.
- Is responsible for quality control and safety.
- Verifies compliance with construction requirements.
- Trains employees on job safety and health.
- Ensures safe, healthy conditions prevail at the construction site.

### The Technical Agency:

- Explains conservation practices and options.
- Can provide design assistance.
- Prepares and/or approves construction plans and specifications prior to construction
- Prepares and/or approves QAP.

### The Conservation System:

- Is based on your conservation plan.
- May be needed for Federal and state program requirements.
- Is based on the resource needs and your objectives.

For more information contact:



U.S. Department  
Of Agriculture

Natural Resources  
Conservation Service

## Landowner's Responsibility For Constructed Conservation Systems with USDA Assistance

### A GUIDE



My System is:

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My Agency Contact is:

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My Contractors are:

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## Responsibilities of:

	Landowner	Contractor	Agency
<p><i>The purpose of this guide is to help you, the landowner, understand your responsibility in all phases of conservation system construction, from planning and design, through construction and maintenance.</i></p> <p><i>By understanding your role in the project and providing adequate time for each phase of the job, you can avoid inconvenient and costly delays.</i></p>	<ul style="list-style-type: none"> <li>Identifies problems and management objectives.</li> <li>Checks utility locations.</li> <li>Assists with survey and site investigation as needed.</li> <li>Identifies needed permits.</li> <li>Notifies state historical society, if needed.</li> <li>Selects from alternatives.</li> <li>Identifies and applies for cost-share, if desired.</li> </ul>		<ul style="list-style-type: none"> <li>Inventory resources and identify resource problems.</li> <li>Analyzes resource data.</li> <li>Alerts landowner to apparent wetlands, threatened and endangered species, archeological sites, and utilities.</li> <li>Formulates alternatives to protect resources and meet objectives of landowner.</li> <li>Evaluates alternatives.</li> <li>Develops plan for landowner's selected alternative.</li> <li>Conducts site investigations and surveys as needed.</li> <li>Informs landowner of operation and maintenance responsibilities.</li> </ul>
	<p><b>During Design</b></p> <ul style="list-style-type: none"> <li>Is available for consultation.</li> <li>Follows up with historical society, if required.</li> <li>Obtains needed permits and easements.</li> <li>Identifies utilities and contacts utility company to locate buried utilities.</li> <li>Reviews design for agreement.</li> <li>Concurs in Operation, Maintenance, and Replacement Plan.</li> </ul>	<ul style="list-style-type: none"> <li>May provide assistance for survey and site investigation.</li> </ul>	<ul style="list-style-type: none"> <li>Surveys site, if needed.</li> <li>Designs system based on plan.</li> <li>Reviews design and specifications with landowner.</li> <li>Prepares cost estimates for construction.</li> <li>Develops operation and maintenance plan.</li> <li>Develops Construction Quality Assurance Plan including staking, inspection, documentation, and certification.</li> <li>Provides agency approval.</li> <li>Informs landowner of safety responsibilities.</li> </ul> <p><i>Note: These items may be provided by a consultant. If provided by a consultant, the design must meet NRCS standards and specifications and certified by the consultant.</i></p>
<p><i>"Landowner" as used here is the person responsible for making decisions for the property. In most cases, that is the owner, but it may be an operator or farm manager.</i></p> <p><i>The technical agency is the Natural Resources Conservation Service.</i></p>	<p><b>During Construction</b></p> <ul style="list-style-type: none"> <li>Is available for consultation and decision.</li> <li>Follows all Federal/state/local laws, rules, and regulations.</li> <li>Hires contractors.</li> <li>Hosts pre-construction conference.</li> <li>Notifies utilities prior to construction activities.</li> <li>Notifies contractor of utility location.</li> <li>Notifies agency before starting construction.</li> <li>Authorizes contractor to begin work.</li> <li>Protects cultural and historical resources, as required.</li> <li>Implements landowner part of Construction Quality Assurance Plan (QAP).</li> <li>Assures compliance with design.</li> </ul>	<ul style="list-style-type: none"> <li>Participates in pre-construction conference.</li> <li>Observes and verifies located utilities.</li> <li>Works safely in accordance with OSHA requirements.</li> <li>Informs landowner of planned construction schedule.</li> <li>Obtains materials, equipment, and appropriately skilled people onsite as scheduled.</li> <li>Implements contractor part of Construction QAP.</li> <li>May provide layout and construction check surveys.</li> <li>Uses materials specified in construction plan.</li> <li>Builds to specific dimensions, elevations, and workmanship.</li> <li>Documents construction materials used.</li> <li>Furnishes measurements and other needed information for certification of completion.</li> </ul>	<ul style="list-style-type: none"> <li>Assists landowner with pre-construction conference.</li> <li>Implements agency part of Construction QAP.</li> <li>Informs landowner and contractor of results of inspections.</li> <li>Informs landowner of presence of unexpected conditions or unexpected cultural and historical resources.</li> <li>Assesses need for design changes and provides alternatives as appropriate.</li> <li>Certifies proper completion of construction.</li> </ul>
	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>Follows Operation, Maintenance, and Replacement Plan and updates it as needed.</li> <li>Contacts agency for additional assistance, if needed.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>The landowner is ultimately responsible for the proper construction and maintenance of a conservation system.</p> </div>	<ul style="list-style-type: none"> <li>Provides warranties to landowner as agreed.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>The contractor is responsible for constructing the system according to design and specifications, for quality control and safety.</p> </div>	<ul style="list-style-type: none"> <li>Follows up with operation and maintenance plan and periodically assists landowner to update plan.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>The technical agency is responsible for inspecting and certifying that project plans and specifications are met. Agency staff cannot train or serve as foreman for contractors.</p> </div>