

Part 501 - Authorizations

Subpart A - Review and Approval

§IA501.0 General

- D. (1) All engineering work designed by NRCS must, before being furnished to the owner or sponsor, be approved by the qualified person closest to the job, whether an NRCS employee or other person with the appropriate delegated engineering job approval authority.

§IA501.1 Scope

- B. (3) Non-NRCS employees who are not federal employees and are not licensed to practice engineering in the state will be limited to job class I or II approval authority for Inventory and Evaluation (I&E), design, and construction.
 - (i) Design job approval authority will be either job class I or II.
 - (ii) I&E and construction job approval authority will be job class I or II except that a job class III may be assigned when the employee is under NRCS technical supervision.

§IA501.3 Compliance of Engineering Work with Laws and Regulations

- C. (2)(i) All plans for projects requiring a permit from state or federal agencies must be approved by an NRCS engineer with proper approval authority.
- C. (3)(i) When a cooperator, a soil and water conservation district, a drainage board, a regulatory agency, or other governmental agency requires that engineering plans prepared by NRCS be sealed by a licensed professional engineer, the NRCS engineer who prepared or approved the plans may seal the plans if licensed in the State of Iowa. If the NRCS engineer is not licensed in Iowa, the plans must be sent to the State Conservation Engineer for sealing.

§IA501.4 Engineering Job Approval Authority

B. State Engineering Job Approval Authority (Classes I through V)

- (2)(i) All engineering work by NRCS in Iowa must be reviewed and approved by the qualified person closest to the job, whether an

NRCS employee or other employee who is under NRCS technical supervision. All individuals having inventory and evaluation (I&E), design, or construction responsibility for engineering work will be assigned a job approval authority. Authority limitations will be based upon the individuals' training, experience, and demonstrated competence.

- (5)(i) The State Conservation Engineer will determine job approval authority for GS-11 and GS-12 engineers. An engineer on the Assistant State Conservationist (Field Operations) staff will make determinations for all other personnel doing engineering work in their respective area. The employee's supervisor must concur in the delegation of the engineering job approval authority.
- (5)(ii) Jobs falling in Classes III, IV, and V are usually costly. Layout and design are often difficult and time consuming. Therefore, care should be taken in rating persons to approve these job classes. Class IV approval for I&E and design will generally be made by GS-11 or higher engineers. Field engineers with Class V authority in any category may not delegate that authority to others without the concurrence of the State Conservation Engineer.
- (5)(iii) Form IA-ENG-6 has been developed for recording the maximum approval authority assigned to an individual. The maximum approval authority assigned to an individual will be entered for each category. Form IA-ENG-6 includes an Inventory of Engineering Skills. This portion of the form may be used to document the survey, CADD, design, and construction skill levels of employees being assigned engineering job approval authority.
- (5)(iv) Three copies of IA-ENG-6 will ordinarily be prepared. One copy will be furnished to the individual concerned, one to the engineer who made the determination, and one to the area office file. A fourth copy will be sent to the State Conservation Engineer if any class V authority has been delegated.
- (5)(v) Engineering job approval for a project will be made by a person with the proper delegated approval authority. This will be done by placing signature, title, and date on NRCS copies of the design, drawings, construction records, or other supporting documents. Initials are not acceptable. Persons must not commit NRCS on the feasibility of projects that exceed their approval authority.
- (5)(vi) A person with the delegated approval authority is not required to perform all the steps leading to a complete project. It is expected that employees who do not have adequate approval authority for a

project will perform functions such as surveys, design, drafting, etc., as far as their knowledge and abilities permit.

- (5)(vii) Major changes are often proposed in an approved project during or preceding construction. These changes must be approved in the same manner as the originally approved project. When the changes must be approved by a person not readily available, verbal approval may be obtained to expedite the work. However, the completed records must include correct written approval.
- (5)(viii) The review of engineering jobs ensures that jobs comply with current criteria and policies, fulfill project requirements, and are adapted to site conditions. Jobs must also conform to local, state, and federal laws.

C. Approval of Class VI Through Class VIII Jobs

- (4) Designs or preliminary designs for Class V, VI, and VII jobs will be developed by the area engineering staff insofar as their capabilities permit. Complete or partial design files will be submitted to the State Conservation Engineer when approval, review, or preparation of final design is requested. The State Conservation Engineer will assign design engineers and other staff specialists to review complete designs for his or her approval or co-approval. Field engineers should consult with the State Conservation Engineer or his or her staff as needed to reach agreement on design approaches, criteria, procedures, or related matters prior to the design of Class V or higher jobs.

§IA501.5 Engineering Job Review

A. Design Reviews

- (3)(i) Classes I-V - No additional review is required beyond the normal design approval process.

B. Post Reviews

- (1)(i) Quality assurance reviews will be made in accordance with requirements in Title 450, General Manual, Part 407.

§IA501.7 Classification of Engineering Jobs

- E. The engineering job class of each project must be shown on the construction drawings or the design documentation.