

Colorado Practice Documentation Requirements Checklist for 388 – Irrigation Field Ditch

Minimum documentation requirements for this practice are outlined below. Documentation for associated practices or system components shall follow the appropriate practice documentation requirements for those practices or components. Some items may not be applicable in all cases; mark "N/A" in the check box if such is the case.

Participant Name:	Address:
Project Name & Location:	

✓	By:	Date:
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RESOURCE INVENTORY & DESIGN INVESTIGATIONS

Purpose and objectives of practice clearly identified.			
Soils identified (soil map, description, properties, etc.).			
Location of underground utilities.			
NRCS-CPA-52, Env. Effects Worksheet, & CO-SSC-1, Cult. Res. Survey Form, completed.			
Right of way easements, utility clearances, SHPO clearance, and applicable State and Federal permits are obtained.			
CO-ENG-13, Notice of Participant Responsibilities, has been reviewed with the cooperator, signed, and filed.			

DESIGN SURVEY

Survey as needed to determine ditch slope and/or ditch pad elevations, water surface elevations, length, etc.			

DESIGN

Engineering Job Class determined and noted.			
Hydrologic computations, if needed.			
Hydraulic computations for sizing ditch and determining velocities.			
Related structures (water control, culverts, etc.) designed as needed.			
Quantity computations and cost estimate.			
Records indicating that NRCS obligations regarding State and Federal regulations have been met. Participant(s) have applied for all permits and cleared water rights issues.			
Design computations have been checked by the appropriate person(s).			

PLANS AND SPECIFICATIONS

Construction drawings drawn on appropriately-sized standard drawing sheets. Include standard drawings as appropriate. Drawings and/or specifications to include the following:			
• Engineering Job Class.			
• Location map or description.			

• Site plan view of ditch and related structures.			
• Profile showing gradient, and cross sections, as needed.			
• Special requirements for compaction if a ditch pad is required to be constructed.			
• Structure details, where needed.			
• Requirements for fencing, if needed.			
• Material quantities.			
• Construction notes and General notes as required.			
• Note on drawings to call the Utility Notification Center of Colorado (UNCC), 8-1-1 or 1-800-922-1987, prior to any excavation.			
Construction specifications prepared (Colorado FOTG Practice Specifications or other).			
All engineering reports, designs, drawings, specifications, and related information have been reviewed and checked by appropriate personnel in accordance with current Colorado NRCS policy.			
Construction drawings and specifications have been approved and drawings signed.			
O&M Plans prepared.			
Plans, specifications, and O&M plans have been reviewed with the cooperator.			
Preconstruction meeting with cooperator and contractor.			

CONSTRUCTION LAYOUT SURVEYS

Alignment and grade stakes, as required (may sometimes be combined with design survey).			

COMPLIANCE CHECKS & FINAL DOCUMENTATION

Profile, cross sections, and completed length of ditch.			
Structure details, when applicable.			
UNCC (Utility Notification) ticket number has been recorded.			
Construction inspection reports recorded.			
Changes in design are noted and approved by the landowner and the designer, and proper engineering review/approval is obtained.			
“As-Built” plans prepared and filed (Required if significant changes in design occur during construction and for Job Class V and above). If no significant changes, mark original plans “As-Built”.			
Practice completion certified on CO-ENG-1, CO-ENG-12, or checkout notes.			
Progress reported.			