

Colorado

Practice Documentation Requirements Checklist

for 600 - Terrace

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

Purpose and objectives of practice clearly identified.			
Soils identified (soil map, description, properties, etc.).			
Aerial photo.			
Topographic map of area, as appropriate.			
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.			

SURVEY

Field layout w/ profile and cross section of each terrace line or topographic survey as needed for determination of terrace layout, land slope, outlet design, etc.			
Set benchmarks as required for layout.			

DESIGN

Engineering Job Class determined and noted.			
Type of terrace determined.			
Vertical and/or horizontal interval for spacing for each terrace using RUSLE or other formulas and tables in the Standard for Terraces (600).			
Hydrology calculations.			
Planned terrace dimensions, grades, and lengths.			
Layout of terrace system superimposed on aerial photo or topographic map showing terrace interval, alignment, planned cropping equipment width, etc.			
Design computations have been checked and approved 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.			
• Plan view sketch of terrace layout with terrace numbers, flow directions, and waterway or outlet locations.			
• Benchmarks with elevation, description, and location.			
• Type of terrace being installed (level, gradient, parallel, etc.).			

• Design channel grades and elevations of terraces.			
• Planned terrace dimensions.			
• Typical cross-section of terrace.			
• Design land slope and terrace spacing (vert. or horiz. interval), where applicable.			
• Estimated length of terraces.			
• Estimated earthwork quantities when needed for cost estimate or practice payment.			
• 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).			
Construction drawings and specifications have been checked and 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

Stake centerline of channel, or ridge, or offset, as appropriate, using flags or wooden stakes.			
Identify the location of the terrace outlets or channel blocks.			
Quantity computations: Final quantities are based on staked lines and grades or approved changes.			

COMPLIANCE CHECKS & FINAL DOCUMENTATION

Profile notes of channel and ridge and cross-sectional notes for at least one terrace in each group of terraces constructed at the same time in a field. Check the terrace that appears to be the weakest or lowest in height. Record and plot the profile of the channel and ridge for the entire length of the terrace. The cross section shall be taken at the weakest section and shall extend from normal ground above the terrace to normal ground below the terrace ridge. In addition to these minimum requirements for recorded data, the person doing the checking shall run profiles and cross sections of as many terraces or parts of terraces as considered necessary to determine that the entire terrace system meets specifications.			
Compute channel cross-sectional area and record.			
Check ridge height, terrace width, and channel grades for the selected terraces for conformance to the design.			
If minor cuts or fills are needed to complete the terraces, show on the profile the section needing work. Initial and date when the work has been completed.			
Record height of any blocks used in the terrace system.			
Record location, size, slope, and type of underground outlets where applicable.			
Measure and record the constructed length of each completed terrace in the system to the nearest one foot, using a measuring wheel, chain, tape, or other approved method.			
Installed quantity of work or materials.			
UNCC (Utility Notification) ticket number has been recorded.			
Construction inspection reports recorded on NRCS-CPA-6.			
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.			