

Checklist for Owner

Before Construction

Have you:

- Reviewed the construction plans and specifications?
- Hired a backhoe to do soil investigation?
- Obtained all federal, state and local permits?
- Considered impact on wetlands and drainage restrictions?
- Obtained federal and state wetland permits?
- Checked with State Historic Preservation Officer (SHPO)?
- Checked to see there are no adverse impacts to protected wildlife species?
- Hired a qualified contractor?
- Hosted a pre-construction conference?
- Contacted utilities? Before you dig, call Sunshine 1-800-432-4770.

During Construction

Have you:

- Overseen contractor's work?
- Started/stopped work as needed?
- Provided safe working environment (OSHA)?
- 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 alternatives.
Acquires permits and adheres to permit requirements.
Follows federal, state, and local laws, rules and regulations.
Satisfies archeological and wetland requirements.
Avoids impacts to protected species.
Contacts utilities.
Hires a competent contractor.
Meets plans and specifications.
Make payments.

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 and healthy conditions prevail at the construction site.

The Technical Agency or TSP:

Explains conservation practices and alternatives.
Provides design assistance.
Prepares and/or approves construction plans and specifications prior to construction.
Prepares and/or approves QAP.
Certifies practice meets NRCS standards and specifications.

The Conservation System:

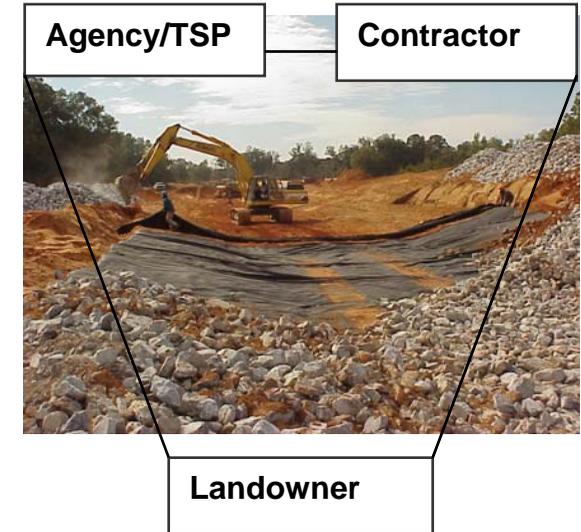
Is a combination of conservation practices for the treatment of soil, water, air, plant and animal resources.
Is based on the resource needs and your objectives.

For more information contact:



Landowner's Responsibility For Constructed Conservation Systems with USDA Assistance

A GUIDE



My Conservation System is:

My Agency/TSP Contact is:

My Contractors are:

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Responsibilities of:

	Landowner	Contractor	Technical Agency or Technical Service Provider (TSP) ^{1/}
<p>During Planning</p>	<ul style="list-style-type: none"> Identifies problems and management objectives. Obtains needed permits. Consults with regulatory agencies as needed. Checks utility locations. Assists with survey and site investigation as needed. Selects from conservation practice alternatives. Applies for cost-share, if desired. 		<ul style="list-style-type: none"> Inventory resources and identify resource problems. Analyzes resource data. Alerts landowner to apparent wetlands, threatened and endangered species, archeological sites, and utilities. Conducts site investigations. Formulates conservation practice alternatives to protect resources and meet objectives of landowner. Evaluates conservation practice alternatives. Develops plan for landowner's selected alternative. Identifies needed permits. Informs landowner of operation and maintenance responsibilities.
<p>During Design</p>	<ul style="list-style-type: none"> Is available for consultation. Follows up with historical society, if required. Obtains needed permits and easements. Identifies utilities and contacts utility company to locate buried utilities. Reviews design for agreement. Concurs in Operation, Maintenance, and Replacement Plan. 	<ul style="list-style-type: none"> May provide assistance for design survey and site investigation. 	<ul style="list-style-type: none"> Surveys site, if needed. Designs system based on plan. Reviews design and specifications with landowner. Prepares cost estimates for construction. Develops operation and maintenance plan. Develops Construction Quality Assurance Plan (QAP) which includes staking, inspection, documentation, and certification. Approves design. Informs landowner of environmental protection responsibilities. Informs landowner of safety responsibilities.
<p>During Construction</p>	<ul style="list-style-type: none"> Is available for consultation and decisions. Follows all federal/state/local laws, rules, and regulations. Hires contractors. Hosts pre-construction conference. Notifies utilities prior to construction activities. Notifies contractor of utility location. Notifies agency before starting construction. Authorizes contractor to begin work. Avoids impacts to cultural and historical resources, protected species, and wetlands. Implements landowner part of Construction Quality Assurance Plan (QAP). Assures compliance with design. 	<ul style="list-style-type: none"> Participates in pre-construction conference. Observes and verifies located utilities. Adheres to all pertinent laws, licensing requirements, etc., related to work performed for the landowner. Works safely in accordance with OSHA requirements. Informs landowner of planned construction schedule. Obtains materials, equipment, and appropriately skilled people onsite as scheduled. Implements contractor part of Construction QAP. May provide layout and construction check surveys. Uses materials specified in construction plan. Builds to specific dimensions, elevations, and workmanship as specified. Documents construction materials used. Furnishes measurements and other needed information for certification of completion. 	<ul style="list-style-type: none"> Assists landowner with pre-construction conference. Implements appropriate part of Construction QAP. Informs landowner and contractor of results of inspections. Informs landowner of presence of unexpected conditions or unexpected cultural and/or historical resources. Assesses need for design changes and provides alternatives as appropriate. Certifies proper completion of of the conservation practices.
<p>Maintenance</p>	<ul style="list-style-type: none"> Follows Operation, Maintenance, and Replacement Plan and updates it as needed. Contacts agency/TSP for assistance, if needed. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>The landowner is ultimately responsible for the proper construction and maintenance of conservation practices.</p> </div>	<ul style="list-style-type: none"> Provides warranties to landowner as agreed. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>The contractor is responsible for constructing the conservation practices according to the design and specifications, quality control, and safety.</p> </div>	<ul style="list-style-type: none"> As requested, follows up with operation and maintenance plan and periodically assists landowner to update plan. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>The person providing technical assistance for design, layout, and construction is responsible for certifying that the project plans and specifications are met. Agency staff cannot train or serve as foreman for contractors.</p> </div>

The purpose of this guide is to help you, the landowner, understand your responsibility in all phases of construction, from planning and design, through construction and operation and maintenance.

By understanding your role in the project and providing adequate time for each phase of the job, you can avoid inconvenient and costly delays.

“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 the operator or manager.

The technical agency is the Natural Resources Conservation Service

^{1/} *Technical services may be provided by NRCS or a certified Technical Service Provider (TSP). For information on using a TSP, see the TechReg web site at <http://techreg.usda.gov> or contact your local NRCS office.*