SECTION A: PROCEDURE FOR DOCUMENTING PLANNING, DESIGN, CONSTRUCTION, AND CHECKOUT OF ENGINEERING CONSERVATION PRACTICES

Documentation procedures for engineering conservation practices are included in this chapter. This chapter is intended to provide guidance for documenting the preliminary investigation, engineering survey, design, construction layout, construction checks, and certification of conservation practices shall be followed along with the additional requirements of the supplement. If specific guidance for documentation of conservation practices is not provided, procedures established for similar conservation practices shall be followed. Additional guidance is provided in National Engineering Handbook (NEH), Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations. In situations where documentation guidance is lacking, or contradicting, the State Conservation Engineer should be contacted for clarification and guidance.

NRCS employees and partners who are assigned engineering job approval authority (EJAA) must work within their EJAA. The EJAA class must be determined during the inventory and evaluation (I&E) phase to ensure the person providing technical assistance has the appropriate EJAA to provide recommendations and/or decisions. As technical assistance continues on a project, the engineering job class shall be re-evaluated to ensure the project is properly classified. The engineering job class shall be documented in the design notes and on the cover sheet of the engineering plans.

See Florida amendment to the National Engineering Manual (NEM), Part FL501.9 Exhibit FL-2 for Florida NRCS engineering job classification.

Technical Service Providers (TSP's) shall provide NRCS with a complete set of documentation for the technical service provided. The documentation will be in accordance with the documentation procedures outlined in this document and in accordance with the conservation practice statement of work.

Florida NRCS has developed several engineering forms and engineering standard drawings to help facilitate the design and documentation of conservation practices. NRCS employees, partners, and TSPs are encouraged to use approved Florida engineering forms and standard engineering drawings. However, the use of these forms and standard drawings is not mandatory provided the same information is recorded in a logical sequence, is legible, and contains the same data required on the approved forms and engineering standard drawings.

Florida Engineering Quality Assurance Checklist, FL-ENG-1 is shown in Exhibit 1. Form FL-ENG-1 is a technical checklist that helps ensure and documents that all pertinent information has been collected and included in the survey, design, drawings, and construction checkout and certification. Form FL-ENG-1 is required to be used and included in the design documentation.

When design and/or layout of conservation practices are performed by non-TSP's (i.e. private engineers, contractors, etc.), they must furnish the required data in sufficient detail that it can be checked by NRCS. Data must be in a legible form and be supplied to NRCS as documentation for certification and/or payment.

Florida NRCS engineering forms and standard drawings can be obtained from the Florida NRCS web site, Florida FOTG Section IV, conservation practice standard, Tools, http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=FL .

National Engineering Field Handbook (EFH), Part 650, Florida Supplement, Chapter 20, contains a list of approved engineering computer programs. When these approved engineering programs are used to document design and construction quantities, a hard copy of the input and output data shall be included in the engineering documentation file.

The documentation procedure consists of eight (8) elements:

1. preliminary investigation,
2. engineering survey,
3. engineering design,
4. engineering plans and specifications,
5. pre-construction conference
6. construction layout and
7. construction
8. construction checkout and certification.

Preliminary investigation consists of determining the feasibility of the practice in regards to the purpose and applicability of the conservation practice to the site conditions, topography, soils, cost, etc. It is highly recommended that the designer review the criteria in the conservation practice standards prior to the preliminary investigation and during the design process.

During the preliminary investigation, sufficient data must be gathered and analyzed to determine whether to proceed with the conservation practice.

Permits. NRCS will be knowledgeable of potential permit requirements for the proposed works of improvement and inform the landowner of his/her responsibility for obtaining all required permits during the planning and design process. See General Manual 450, Subpart A Compliance with Laws and Regulations.

Engineering surveys shall be obtained for all engineering practices where applicable. Sufficient survey data shall be obtained to adequately plan and design the conservation practice. The extent of the survey needed, will be based on the complexity of the engineering practice, physical features, topography, etc. All survey data shall be recorded on the appropriate engineering forms, in the engineering field book, or in electronic format. All engineering surveys will be closed out within established tolerances. See Engineering Field Handbook, Part 650, Chapter 1 for survey precision and accuracy.

Where total stations, survey grade GPS equipment, or other electronic survey equipment are used to perform part or all of the design, layout, or construction surveys, electronic copies of the survey field notes shall be retained. Appropriate identification shall be made on the survey notes so that someone unfamiliar with the total station, survey grade GPS, or other electronic survey data can understand the notes. It is also recommended that a copy of the electronic survey notes be retained on a CD in the engineering documentation file. All control points shall be hand recorded in an engineering field book.

Engineering design consists of using all data gathered along with the criteria in the conservation practice standard to determine the size, extent, quantity, etc., needed to meet the purpose(s) of the conservation practice. Conservation practices must meet the minimum design criteria as contained in the applicable conservation practice standard. The designer must use good judgment in determining when the minimum requirements need to be exceeded in order for the practice to perform satisfactorily.

Sufficient data must be obtained to document all aspects of the engineering design.

Assessments of soils and geologic conditions must be collected in support of conservation planning and practice implementation. Geologic investigations shall be obtained as needed to support the planning, design, and application of conservation practices. The intensity of geologic investigation is the responsibility of the person performing the design. Refer to the NEM Part 531, Geologic Investigations, and NEH Part 631, Geology for specific guidance.

Designs prepared must reflect the requirements of federal, state and local laws, rules and regulations. The design documentation should be prepared in collaboration with the official or agencies responsible for administering the laws and regulations and will include all of the following:

1. General requirements of the laws and regulations,
2. Information and assistance NRCS can furnish to landowners and operators in connection with their applications for permits or approvals,
3. Procedures for ascertaining that the landowner or operator has obtained required permits.

All designs, plans, specifications, and quantities must be checked by someone experienced in the type of design, the criteria, and the procedure. The checker shall initial and date each sheet completed and verify the following:

1. correct basic data and assumptions were used in the computations,
2. mathematical computations are complete and accurate,
3. details are consistent from sheet to sheet,
4. engineering plans comply with the design,
5. computed critical elevations, sizes, costs, and quantities are accurate, and
6. construction drawings and specifications are complete.

There are two things to check on any set of calculations: accuracy and procedure.

Calculations can be checked for accuracy by any of the designer's coworkers as long as they possess the basic math skills. Procedures (i.e., selection of applicable equations or methods of design) must be checked by a person with appropriate EJAA for the job being designed. See NEM Part 511 and FL511.5, Design Checking and Review.

Engineering plans and specifications. Plans and specifications shall be developed in sufficient detail for the landowner or contractor to understand the practice requirements and properly install the practice. Plans and specification shall clearly display installation requirements.

Known utilities shall be clearly shown on the drawing with notification of the excavator's responsibility to contact Sunshine 811.

Professional construction plans will answer three basic questions:

1. Survey: Can another person, unfamiliar with the site, find it and stake it out for construction?
2. Quantities: Could a contractor give the owner a quote without having to call the NRCS office for additional information?
3. Materials: Can a supplier/fabricator deliver the right length, strength, and number of items to the job without having to call the NRCS office for clarification?

The final plans and specification shall be approved and signed by an individual with appropriate EJAA or by a TSP.

Specifications used shall either have a cover sheet (See Exhibit 2) with an index of specifications or referenced on the cover sheet of the engineering plans. The specifications cover sheet, if used, will include the dates and individuals who developed, checked, and approved the specifications.

All engineering plans shall have a cover sheet. See NEM 541.4. Florida NRCS standard drawings FL-001 and FL-002 were developed to facilitate the use of cover sheets for engineering plans. These standard drawings include several notes including: utility notification, clearance and permits, construction responsibility, operation and maintenance, notification of construction commencement, engineering job class, a table to list the construction specifications applicable to the project, and a place holder for signatures.

Copies of the final plans and specifications shall be provided to the landowner and local NRCS field office. See NEM, Part 511.5 and Amendment FL511.5 Construction Drawings and Specifications.

Quantities. Quantities required for the components to implement the conservation practices shall be provided to the landowner.

Earthfill and excavation quantity calculated by computer aided design (CAD) software must also be checked. Most CAD packages have two methods to make the calculation, (1) extracting cross sections and (2) 3D volumes.

Method 1 can be checked the conventional way that quantities are calculated. The cross sectional area of the cross sections shall be checked for accuracy and computations computed.

Method 2 is the most accurate and uses the formula for a tetrahedron. During this calculation, CAD determines the depth of fill at each intersection of the TINS (Triangulated Irregular Network) between the design surface and the ground surface. This results in a point whose elevation is equal to the depth of cut or fill. All these points are stored in a separate layer and are processed into a contour map, just like a survey. Inspection of this map for anomalies can provide the user an indication of any errors in the TIN. Errors can be caused by a bad survey point or improper triangulation. Close inspection in this area should reveal the problem.

For the volume calculation in CAD to be correct several procedures must be followed.

1. The survey must accurately represent the ground surface. There must be sufficient survey data obtained in the project area to accurately represent the existing topography. It is much different from using levels or transits for surveying procedures. Surveyors need to visualize the ground surface like the set of hinged triangles (ultimately making up the TIN) and to take a shot at the corner of each triangle. Each set of three points defines the plane between them. Similar to the facets on a diamond, a point must be collected for each vertex.
2. The surveyed points must be properly linked together (to form the triangles visualized in the field). Breaklines are used to force the link (edge of triangular plane) to be connected between the correct points (i.e. top of bank, toe of slope, etc.). If a link is incorrect, the TIN will bridge the actual ground surface. While inspection of the resulting contour map (or TIN) should reveal the gross errors, the map of the isopach tends to reveal smaller errors.
3. The design surface must be correctly defined and completely overlapped by the ground surface.

Quantities can also be checked within a reasonable degree of accuracy by methods other than recalculating using the CAD procedure. The inputs are the main item to be checked. Quantities may be checked using a quick and easy process to arrive at an approximate answer to make sure a gross error was not made.

Operation and maintenance. Operation and maintenance (O&M) requirements shall be discussed and agreed to with the land owner during the planning process. A written site specific O&M Plan shall be developed during the planning and design process and must be reviewed with the landowner prior to the installation of the practice. The O&M Plan shall provide sufficient information for the landowner or operator to properly operate and maintain the practice for its expected

lifespan. See the NRCS Title 180, Part 500 National O&M Manual, for further policy and guidance. See website https://cps.sc.egov.usda.gov/PracticesView.aspx for list of practices and their expected lifespan.

Quality Assurance Plan (QAP). A site specific quality assurance plan (QAP) shall be prepared for all engineering conservation practices. The QAP shall outline the minimum inspection required and documentation needed to ensure the practice is installed correctly.

All construction work has tolerances to allow for inherent variances in construction materials and workmanship skills. The QAP shall provide the QA inspector an understanding of tolerances that are accepted for the project. The QA inspector shall consult with the project engineer whenever there is a question concerning allowable tolerances. See NEH, Part 645, Construction Inspection, Appendix E.

Pre-Construction Conference. Prior to the start of construction a pre-construction conference shall be held with the person preparing and approving the design, landowner and contractor to review the engineering plans and specifications, utility notification requirements, permit requirements, QAP, and O&M Plan. The discussion held at the pre-construction conference shall be documented in writing on the Pre-Construction Verification Form, FL-ENG-40 or on the engineering plans.

Construction layout consists of providing the landowner or contractor with sufficient field stakes so that the practice can be installed as designed. Construction layout shall not be started until the landowner has obtained all required permits. See General Manual (GM) Part 405, Subpart A - Compliance with Laws and Regulations, 450 D.(1) (iv). Copies of required permits will be obtained from the landowner and filed in the case file.

All construction layout information shall be recorded on the appropriate form or in the engineering field book.

Construction checks consists of site visits during installation of the practice and should be made to ensure the conservation practice is installed in accordance with the approved plans and specifications. All site visits shall be recorded in an engineering field book and clearly describe items that were checked. All survey checks shall be tied to a bench mark and closed out. The number of site visits needed varies with the practice complexity, practice impact on public health, safety and risk, type of construction, and as required by the QAP. Items that cannot be checked after construction such as steel reinforcement, concrete, pipe bedding, foundation preparation, etc., should be checked and documented during construction.

Construction checkout and certification consists of gathering sufficient field data to verify if the practice has been installed according to the plans and specifications and to determine the extent of the practice. All field measurements and surveys shall be recorded on an appropriate form, in the engineering field book, or shall be noted in the electronic field notes from the survey grade GPS, total survey station, or Trimble GeoXT. Policy for using the Trimble GeoXT is located in the General Manual Title 450 Technology Part 407 – Documentation, Certification, and Spot Checking.

As-built plans shall be prepared and submitted with the checkout documents. As built plans shall be clearly labeled “As-built” and any changes shall be recorded in red ink on the plans. The person preparing the “As-Built” drawings shall sign the “As-Built” drawings.

Pages FL1A-13 – FL1A-263 describe the minimum documentation requirements and procedures for planning, designing, layout, construction, checkout, and certification of various engineering conservation practices.

Records. Design documentation must be easily assessable for someone to review. A design folder will be used to file all field data and design information including calculations, summaries, and other supporting documents to support the final engineering design.

1. Survey notes will be filed in the design folder. These notes can be manually recorded survey notes or a hard copy of an electronic survey. All notes must be signed and dated by the individual responsible for the survey. See Part 650 Engineering Field Manual, Chapter 1, for more detail.
2. A design folder will contain the calculations for hydrology, hydraulics, quantities of materials, such as embankment, excavation, drainfill and rock, lengths of pipe, fence, diversion, and waterway, etc. A summary sheet for quantities will also be included.
3. Printouts from applicable computer programs can be used in lieu of manual computations.

Exhibit 1 – Florida Engineering Quality Assurance Checklist

Field Office:	Landowner:
Project Location:	
Reviewer:	Date:

PLANNING (Refer to NEM Part 510 - Planning)					
Planned By:					
Resource concern(s) documented. — Y/N					
Conservation practice code(s)					
Extent					
Unit					
Practice selection will address resource concern — Y/N					
Purpose of practice clearly documented — Y/N					
Engineering job class (I, II, III, IV, V, or >V)					
Engineering planning analysis was completed or consulted/approved by individual with proper EJAA and supports that engineering measures planned will function properly and achieve planned results — Y/N					

SITE INVESTIGATIONS / DATA COLLECTION (Refer to NEH Part 650 Chapter 1 and FL Supplement)		
Item	Y/N/NA	Remarks
Location map showing where survey occurred.		
Survey area sketch map prepared in field book.		
Survey map with correct scale, north arrow and physical features shown		
Survey benchmark(s) locations and descriptions noted.		
Hard copy of electronic survey notes on file.		
Sufficient design survey was obtained.		
Survey notes are legible, clear, and easy to understand.		
Vertical control closure checked and was within allowable tolerance.		

DESIGN		
Item	Y/N/NA	Remarks
Engineering job class properly classified (NEM FL501B (3) i).		
Designed by someone with appropriate EJAA:		
Design checked and reviewed by someone with appropriate EJAA (NEM Part 511.5)		
Approved by someone with appropriate EJAA		
Permit Requirements Identified – Y/N		
Soils/geologic investigation were obtained and adequate for design.		
Job complies with NRCS policy and meets the conservation practice standard(s) criteria and is consistent with sound engineering principles.		
Design computations checked and initialed by a second person.		
Quantity computations checked and initialed by a second person.		
Design, quantity, and computations are complete and accurate.		
Estimated quantities computed and checked.		
Engineering cost estimate prepared. Cost estimate is complete and provides adequate cost data to implement the conservation practice.		
Site specific Operation and Maintenance (O&M) plan developed and adequately addresses O&M needs. (National O&M Manual Part 500)		
Quality assurance plan (QAP) developed (NEM FL512.32) and adequately addresses items to ensure quality construction.		
Job is cost effective (initial, operation, maintenance, and removal or replacement costs are considered).		
Documentation shows final design was reviewed between planner and designer, and any discrepancies with planned practice were corrected in contract and properly communicated to landowner.		

Exhibit 1 – Florida Engineering Quality Assurance Checklist

CONSTRUCTION DRAWINGS (Refer to NEH Part 650, Chapter 5)		
Item	Y/N/NA	Remarks
Constructions drawings were prepared in a clear and logical manner.		
North arrow, benchmarks, and scale clearly shown on drawings.		
Horizontal datum shown on drawings and adequate for layout.		
Project location map provided.		
Construction drawings are adequate for a contractor to install practices.		
Utilities located and/or notification statement on construction drawings.		
Engineering job class indicated on construction drawing cover sheet (NEM FL511.8).		
Each engineering drawings checked and signed as approved.		
Engineering drawings signed as approved by someone with appropriate EJAA.		
Landowner signed construction drawings (NEM FL511.8).		

CONSTRUCTION SPECIFICATIONS (Refer to NEM FL511.8)		
Item	Y/N/NA	Remarks
Site specific construction specifications prepared and include scope, applicability, material specifications, construction method, and measurement and payment.		
Construction specifications checked by a second person with appropriate EJAA.		
Construction and material specifications are complete and accurate.		

CONSTRUCTION IMPLEMENTATION		
Inspected By:		
Item	Y/N/NA	Remarks
Pre-construction meeting held prior to construction and FL-ENG-40 and Drawing Cover page signed by landowner. (NEM Part FL512.13)		
Verified that permits were obtained by landowner prior to construction		
Utilities (FL 811) notified prior to stake out.		
Site visits were made during construction to check quality of installation and adequate documentation of site visit is maintained.		
All required documentation completed.		
Materials markings, tests, or certifications data recorded.		
Measurements recorded in the field book		
Layout and Field checks recorded in the field book		
Decisions made during construction recorded in field book or job diary		
Construction photos documented and on file.		
Changes to plans and specifications were documented in red and properly approved.		

CONSTRUCTION CERTIFICATION		
As-built Drawings Certified By:		
Item	Y/N/NA	Remarks
Certifier has appropriate EJAA		
Practice checkout was performed and included adequate documentation for certification.		
Quantities certified were properly measured, documented, and checked.		
The practice(s) will perform safely.		
Field measurements consistent with as-built red-lining.		
As-built drawings prepared.		

QUALITY ASSURANCE		
Item	Y/N/NA	Remarks
All engineering documentation on file.		
Field verification completed during review.		

Exhibit 1 – Florida Engineering Quality Assurance Checklist

GENERAL COMMENTS ON THIS JOB AND FOLLOW-UP RECOMMENDATION AND ACTIONS

Exhibit 2 – Construction Specifications Cover Sheet

Landowner/Operator: _____ Date: _____

Service Center: _____ Conservation District: _____

Practice Location: _____ Tract/Field ID: _____
(*Lat/Long or UTM Coord. or Sec/TS/R*)

The following specifications are applicable to this project.

CONSTRUCTION SPECIFICATIONS

Specification No.	Title

MATERIAL SPECIFICATIONS

Specification No.	Title

Prepared by: _____ Date: _____

Checked by: _____ Date: _____

Approved by: _____ Date: _____

CONSERVATION PRACTICE PAGE NO.

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IRRIGATION LAND LEVELING, CODE 464 99
IRRIGATION PIPELINE, CODE 430 103
IRRIGATION RESERVOIR, CODE 436 107
IRRIGATION SYSTEM, MICROIRRIGATION, CODE 441 111
IRRIGATION SYSTEM, SURFACE AND SUBSURFACE, CODE 443 115
IRRIGATION SYSTEM, TAILWATER RECOVERY, CODE 447 117
IRRIGATION WATER MANAGEMENT, CODE 449 121

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WETLAND RESTORATION, CODE 657 263

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ACCESS ROAD, CODE 560

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Access Road, Code 560.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow" for culvert structures flowing full.
2. USDA – NRCS Hydraulics Formula for drainage structures.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine if the location and site are suitable, the need for water control structures, and to determine the appropriate surface treatment needed in order for the practice to meet the planned use and purpose(s).

B. Engineering Surveys

1. Record all surveys in the engineering field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Surveys shall be taken to determine the location, grades, length, cut and fill volumes, and structures needed. As a minimum, a profile should be taken along the proposed alignment with sufficient cross sections to determine earth work quantities.
4. Note the location of any utilities or utility markers.
5. All measurements for earth work quantities will be performed by field surveys.

C. Design

1. Design in accordance with the conservation practice standard Access Road, Code 560. Record design data on NRCS-ENG-523A (or equivalent) for needed appurtenances such as culvert size or drainage ditches.
2. Obtain sufficient soils/geologic investigations to design the road foundation.
3. Develop engineering plans and specifications. As a minimum the engineering plans and specifications shall include:
   a. Location of road. Can use a sketch on engineering plans, in field notes, on approved forms, or on the conservation plan map.
   b. Road width and length with profile and typical cross section(s).
   c. Location, size, type, length and invert elevations of all required structures.
   d. Design road grades or maximum grades when applicable.
   e. Type and thickness of surface treatment including any subbase preparation.
   f. Cut and fill slopes where applicable.
   g. Structure requirements for culverts, bridges, etc.
   h. Location of soil borings and log of the soil/geologic boring showing the USCS.
   i. Vegetative requirements on slopes and road shoulders.
   j. Safety requirements.
   k. Location of utilities and notification requirements.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in constructing the access road. As a minimum, stake the centerline of the proposed road at the beginning, at changes in alignment, changes in grade, at the end, and on a maximum spacing of 500 feet.
2. Stake the location of required structures (e.g. culverts, etc.).

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. The length of the access road shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method to the nearest foot. Profile the road with elevations at changes in grade but not to exceed intervals of 500 feet. Determine if the road is constructed to the design grades.
2. Record and plot at least one cross section of the access road that represents the weakest section. Determine if the cross section meets the design width, side slopes, etc.
3. Check the type and thickness and extent of surface treatment installed.
4. Check the location, size, length, gage, coating, and type of material for all culvert structures.
5. Check invert elevations for all culvert structures.
6. Statement of adequacy of vegetation.
7. Prepare as-built drawings showing final construction dimensions, details, etc.
8. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length of road in feet. The extent of the practice to be certified is the quantities used as the basis of payment such as cubic yards of earth moved, area of surface treatment in acres or square yards, etc.

AGRICHEMICAL HANDLING FACILITY (PERMANENT FACILITY), CODE 309

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Agrichemical Handling Facility, Code 309.
2. Florida Supplement to EFH Part 650, Chapter 6, Structures.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

Florida NRCS spreadsheet "SSPD."

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of an agrichemical handling facility considering site topography, soils, floodplain, type and amount of chemicals stored and/or mixed at the facility, potential for ground water contamination, size of application equipment, potential water source and cost.

B. Engineering Surveys

1. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 150 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. The proposed location of the agrichemical handling facility shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, electrical hookup source, wells, planned water source, existing buried pipelines, drainage ditches, streams, etc., in the vicinity of the proposed facility.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the size and type of structure needed. The dimensions of the agrichemical handling facility shall be designed to accommodate the landowner's equipment. Record design data on NRCS-ENG-523A (or equivalent).
2. Determine chemical spill storage volume required based on the largest sprayer equipment or storage tank that will be brought onto the facility.
3. For pole barn type structures, size support posts and beams based on appropriate dead and live loads. The computer spreadsheet Single Span Post Design (SSPD) or equivalent method may be used. Trusses designed by others shall be certified by a Florida licensed professional engineer.
4. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. A plan view of facility layout.
   b. Pertinent elevations of the facility.
   c. Location of water features.
   d. Location of electrical lines, gas lines, and requirements for burial and quality of materials.
   e. Structural details of all components.
   f. Electrical details of all components will be as recommended by the manufacturer and will require shop drawings.
   g. Plumbing details of all components.
   h. Locations and details of safety features.
   i. Where a roof structure is used to protect the facility, include design data and building dimensions.
   j. Ingress/egress routes to the facility
   k. Vegetative requirements.
   l. Quantities.
   m. Drainage/grading plan if needed.

n. Soil and foundation findings, interpretations, and reports.

o. Temporary erosion control measures during construction.

p. For portable facilities, review the manufacturer's plans and specifications to ensure that the information submitted by the manufacturer on the proposed facility meets the requirements of this standard.

5. Document the engineering job class in the design notes and on the engineering plans.

6. Compute quantity of subbase material when used as basis of payment.

7. Compute quantity of concrete when used as basis of payment.

8. Develop a site specific O&M Plan for the practice.

9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record all layout information in the engineering field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in constructing the facility. As a minimum, stake the corners of the facility.

2. Stake location of all appurtenances (e.g. waterline, sump, electrical, etc.).

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the engineering plans and in the engineering field book or in the electronic field book.

1. Elevation of completed agrichemical handling facility and sump. A sufficient number of cross sections shall be taken to document the slope of the slab.

2. Constructed dimensions of the agrichemical handling facility.

3. Structural components.

a. Spacing, height, depth of embedment, and size of support posts and preservative treatment used.

b. Type of trusses used and certification from a Florida licensed professional engineer.

c. Size of beams and preservative treatment used.

d. Sump dimensions and materials used.

e. Liner type and thickness.

f. Pump type and capacity.

g. Type of sealant used for concrete floor.

h. Emergency eyewash/shower unit used.

i. Backflow prevention devices used.

j. Antisiphon device used.

k. Safety signs.

l. Concrete design mix.

m. Roof details and pitch.

4. Prepare as-built drawings showing final construction dimensions, details, etc.

5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent certified shall be the quantities used as the basis of payment.

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AGRICHEMICAL HANDLING FACILITY (PORTABLE FACILITY), CODE 309

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Agrichemical Handling Facility, Code 309.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of a portable agrichemical handling facility considering site topography, floodplain, type and amount of chemicals used by the land user, potential for ground water contamination, and cost.

B. Engineering Surveys

A survey is not required for this practice.

C. Design

1. Determine the size and type of structure needed. The dimensions of the agrichemical handling facility shall be designed to accommodate the landowner's equipment. Record design data on NRCS-ENG-523A (or equivalent).
2. Develop engineering plans and specifications or review the plans and specifications submitted by the manufacturer to ensure that the proposed facility meets the requirements of this standard. As a minimum the plans and specifications shall include:
   a. Planned location(s) where the practice will be used. The planned location may be shown on the conservation plan map.
   b. Size of portable facility to be used.
   3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

No construction lay out is required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the engineering plans and in the engineering field book or in electronic field book.

1. Measurements (dimensions) of the portable facility.
2. Location where the practice was used.
3. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent certified shall be the quantities used as the basis of payment.

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AIR FILTRATION AND SCRUBBING, CODE 371

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Air Filtration and Scrubbing, Code 371.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of an air filtration and scrubbing device and system considering they type of air contaminant(s) to be removed from the concentrated airflow or air inside the structure, and total costs (installation plus operation) of the device or system in comparison with the intended performance of the device or system.

B. Engineering Surveys

1. The engineering survey will consists of the location of the proposed air filtration and scrubbing device and system and any structures that may interfere with its installation.
2. Note the location of any utilities or utility markers.

C. Design

1. Design the device or system to remove air contaminants from a structure via inertial impaction, direct interception, electrostatic attraction, absorption, or adsorption and meet the minimum design and operational requirements for the type of device or system specified.
2. Develop engineering plans and specifications or review the plans and specifications submitted by the manufacturer to ensure that the proposed facility meets the requirements of this standard. As a minimum the plans and specifications shall include:
   a. Prepare a design documentation that includes a process diagram and specifies the following minimum information.
   b. Type of device or system to be used.
   c. Identification of the air to be treated (i.e., concentrated airflow(s) from a mechanically ventilated structure or air inside a structure). Also identify any concentrated airflow(s) or air inside a structure that will not be treated by the device or system. Include a justification for treatment or non-treatment of the identified concentrated airflow(s) and/or air inside a structure.
   d. Type and concentration/amount of air contaminant(s) to be targeted for removal.
   e. Characteristics of the concentrated airflow or air inside the structure, such as velocity, temperature, and moisture content.
   f. Design parameters for the device or system related to air contaminant removal.
   g. Process controls and monitoring.
   h. Expected performance (control efficiency) of the device or system.
   i. Collection and disposal/recovery system for any removed air contaminants and other byproducts.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. Files copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the location of the proposed air filtration and scrubbing device or equipment.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the engineering plans and in the engineering field book or in electronic field book.

1. Measurements (dimensions) of the air filtration and scrubbing device or system.
2. Location where the practice was used.
3. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of devices and systems installed. The extent certified shall be the quantities used as the basis of payment.

AMENDMENTS FOR TREATMENT OF AGRICULTURAL WASTE, CODE 591

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard Amendments for Treatment of Agricultural Waste, Code 591.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of adding amendments to treat manure, process waste water, or storm water. This conservation practice shall be a part of the overall agricultural waste management system.

B. Engineering Surveys – None Required.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Amendments for Treatment of Agriculture Waste, Code 591. Record design data on NRCS-ENG-523A (or equivalent).
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include for each field:
   a. The name of the amendment, the purpose(s) for its use, and the planned outcome(s).
   b. Application methodology, including rates, timing, mixing instructions, temperature requirements, etc.
   c. Required tests to determine the effectiveness of the amendment as appropriate.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

No construction layout is required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Record the type, quality, quantity of amendment used.
2. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is in animal units. The extent of the practice to be certified is the quantities used as the basis of payment such as the pounds of amendments used, etc.

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ANAEROBIC DIGESTER, CODE 366

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Anaerobic Digester – Controlled Temperature, Code 366.

B. Design Procedure

NEH Part 651, AWMFH, Chapter 10.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of an anaerobic digester considering the purpose of the digester (produce biogas, reduce greenhouse gas emissions, manage odor, reduce pathogens, etc.), existing operation, site topography, floodplain, operator's interest and management ability to operate the facility or availability of consultants to provide the services

Determine the characteristics of the manure to be used in the digester. The characteristic of the manure is necessary to access the applicability of this practice.

B. Engineering Surveys

1. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 50 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed anaerobic digester. The proposed location of the anaerobic digester shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, electrical hookup source, wells, existing buried pipelines, drainage ditches, streams, etc., in the vicinity of the proposed facility.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the type of digester applicable for the type and characteristics of waste used.
2. Determine the size and dimensions including minimum design storage, rainfall (if necessary), retention time, and freeboard for the digester vessel.
3. Determine the size, grade, and location of all inlet and outlet pipes.
4. Determine the type, thickness, and quality of the digester cover. See NRCS conservation practice standard Roofs and Covers, Code 367. Include all applicable appurtenances for installing the digester cover.
5. Design the gas collection, transfer, and control system.
6. Design the gas utilization system.
7. Design and specify all monitoring equipment needed to properly operate the facility.
8. Design and specify all safety requirements for the facility including warning signs.
9. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Planned location of the digester on the topographic survey and location of all appurtenances necessary in the operation of the digester.
   b. Grading plan showing excavation, fill, and drainage, as appropriate.
   c. Materials and structural excavation, fill, and drainage, as appropriate.
   d. Size, location, and grade of all inlet and outlet pipes.
   e. Dimensions of the digester vessel. Include typical cross sections of the digester including cover.
   f. Details of the gas collection system, including type of pipe, devices, sizes, location, material, and grades.

g. Details of gas control facility, piping layout, components, electrical service if required, and protection from the elements.

h. Appropriate gas safety equipment or protective measures.

10. A process flow diagram with the following:

a. Flow rates of influent, effluent, and biogas.

b. Design total and volatile solids content of influent and effluent.

c. Digester volume.

d. Hydraulic and solids retention times.

e. When applicable, heating system type and capacity, control, and monitoring.

f. Biogas production, including methane yield.

g. 12-month energy budget when applicable.

11. Location of utilities and notification requirements.

12. Document the engineering job class in the design notes and on the engineering plans.

13. Compute quantity of all materials (digester vessel, earthfill, digester cover, pipes, etc.) when used as basis of payment.

14. Develop an O&M Plan specific for the site.

15. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record all layout information in the engineering field book or in the electronic field book.

1. Set sufficient stakes to guide the contractor in installing the practice. As a minimum, stake the corners of the facility.

2. Stake the location and elevations of all pipes, etc.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the engineering plans and in the engineering field book.

1. Location of the anaerobic digester and appurtenances.

2. Constructed dimensions and elevations of the anaerobic digester.

3. Structural components.

a. Type, quality, and quantity of digester cover installed. Check the anchorage of the cover to determine if installed correctly.

b. Type, quality, and quantity of all inlet and outlet pipe installed.

c. Details of the gas collection system.

d. Details of the gas control facility.

e. Document all safety equipment installed.

4. Verify and document that all required warranties are on file.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of anaerobic digesters installed. The extent certified shall be the quantities used as the basis of payment.

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ANIMAL MORTALITY FACILITY, CODE 316

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Animal Mortality Facility, Code 316.
2. EFH, Part 650, Chapter 6, Florida Supplement, Design of Post Size, Beam Size, and Post Embedment Depth for Umbrella Type Structure.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.
3. Florida NRCS Form FL-ENG-316 A and B.

C. Computer Software Design Aids.

1. Florida NRCS "SSPD" spreadsheet.
2. RISA 3d.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of an animal mortality facility. If freezers are used, there must be a state approved vendor available to collect and process the animal mortality from the freezers.

B. Engineering Surveys

1. Only minimal survey is needed. The survey shall show the location of the proposed facility and verify that it will not be installed in a floodplain and to determine drainage patterns in the vicinity of the proposed facility. The proposed location of the animal mortality facility shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, etc., in the vicinity of the proposed facility.
2. Note the location of any utilities or utility markers.

C. Design

1. Several methods are available for disposing of mortality. Determine type of facility needed. Record design data on NRCS-ENG-523A (or equivalent).
2. Determine facility size. Facility shall be designed to accommodate the landowners operation, mortality data, or in the absence of landowner data, use data from similar facilities in the local area. In the case of freezers, vendor pickup schedule is a factor in determining facility size.
3. Determine number and size of facilities required.
4. Compute quantity of foundation material (earth fill, concrete, timbers, etc.) used for supporting the facility when used as a basis of payment.
5. Develop engineering plans and specifications. As a minimum the plans and specifications for buildings shall include:
   a. Location of the facility on the conservation plan map or topographic map.
   b. Pertinent elevations of the facility.
   c. Location of electrical lines, gas lines, and requirements for burial and quality of materials.
   d. Standard details when concrete or timber is used for the facility foundation.
   e. Number, capacity, and quality of facility(ies).
   f. Location of utilities and notification requirements.
   g. Where a roof structure is used to protect the facility, include design data and building dimensions.
   h. Vegetative Requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record all layout information in the engineering field book or in the electronic field book.

1. Stake the corners and elevation of the foundation support.
2. Stake the location of required facility appurtenances (e.g. electrical, gas, water, etc.).

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans and in the engineering field book and NRCS-ENG-523A (or equivalent).

Rotary Drum

1. Number and capacity of drums.
2. Rotary drum manufacturer and certification of operation.
3. Structural components.
   a. Type and size of foundation used.
   b. Location of electrical lines.
   c. If a roof structure is used, record structural components including size and spacing of timbers, preservative treatment, height, depth of embedment of timber supports, type and spacing of trusses. Trusses must be certified by a Florida licensed professional engineer.
   d. Calculate the quantity of foundation material (earthfill, concrete, etc.) if used for supporting the facility.
   e. Verify and document that all required warranties are on file.
4. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the check-out document and signed and dated by the responsible person with appropriate level of EJAA.

Incinerator

1. Number and capacity of incinerators.
2. Incinerator manufacturer and certification of operational temperatures.
3. Structural components.
   a. Type and size of foundation used for the incinerator.
   b. Location and type of gas service provided.
   c. Location of electrical lines.
   d. If a roof structure is used, record structural components including size and spacing of timbers, preservative treatment, height, depth of embedment of timber supports, type and spacing of trusses. Trusses must be certified by a Florida licensed professional engineer.
   e. Calculate the quantity of foundation material (earthfill, concrete, etc.) if used for supporting the facility.
   4. Verify and document that all required warranties are on file.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by

the responsible person with appropriate level of EJAA.

Freezer

1. Location and elevation of facility.
2. Number of facilities, dimensions, and capacity in cubic feet.
3. Facility components.
   a. Visual screening if part of the design.
   b. Location of electrical lines and components.
   c. Foundation dimensions and type of material used for facility foundation.
   d. Calculate the quantity of foundation material (earthfill, concrete, etc.) if used for supporting the facility.
   e. Verify and document that all required warranties are on file.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent of the practice certified is the quantities used as the basis of payment.

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ANIONIC POLYACRYLAMIDE (PAM) APPLICATION, CODE 450

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Anionic Polyacrylamide (PAM) Erosion Control, Code 450.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation including soil investigations to determine that erosion at the site is suitable for treatment with PAM.

B. Engineering Surveys – None Required.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Anionic Polyacrylamide (PAM) Application, Code 450. Record design data on NRCS-ENG-523A (or equivalent).
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include for each field:
   a. Location of area to be treated.
   b. Sodium adsorption ratios of irrigation water.
   c. Characteristics of PAM to be used.
   3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

None Required. Area to be treated may be shown on conservation plan map.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Check the area treated to determine if the treatment is effective in reducing erosion.
2. Record the type, quality, quantity of PAM applied.
3. Prepare as-built drawings or map showing final location and limits of application of PAM.
4. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area in acres. The extent of the practice to be certified is the quantities used as the basis of payment such as the pounds of PAM applied, etc.

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AQUACULTURE PONDS, CODE 397

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Aquaculture Ponds, Code 397.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. NRCS Computer Program "Sites."
2. Florida NRCS Spreadsheet "Pipeflow."
3. NRCS Computer Program "Winpond."
4. USDA – NRCS Hydraulics Formula.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice, considering soils, topography, water quality, water availability, structure requirements, availability of outlets, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

The majority of commercial fishponds can be designed and constructed by combining the design survey and construction layout survey into one operation. For small jobs, record design and layout data on form SCS-ENG-28 and -29. For large complex jobs, record survey data for design, layout and construction in the engineering field book or in the electronic field book.

1. Set and describe one permanent bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Make a topographical survey of the area. The extent of the survey will be based on the complexity of the project and site conditions. For small simple jobs, a few rod readings will be adequate. For large or complex jobs and jobs with more than one pond, a detailed topographical survey will be needed. Where the topography is irregular and earth work quantity is needed, survey a sufficient number of cross sections for determining cut and fill volumes.
3. Set reference stakes for relocation of fishpond.
4. Note the location of any utilities or utility markers.

C. Design

1. Complete soils investigation report and construction recommendations including spoil placement and record on form FL-ENG-378B.
2. Determine pond length, width and depth. Record design data on NRCS-ENG-523A (or equivalent) or form FL-ENG-378B.
3. Design structures needed to control runoff and discharge from the pond.
4. Compute earthfill and excavation quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location map of fishpond with topographic information.
   b. Typical cross sections of pond showing the elevations and dimensions.
   c. Details of all control structures including size, location, material type and elevations.
   d. Compaction requirements for earthfill.
   e. Disposal of any excess excavated material.
   f. Location and type of fence, if required.
   g. Vegetative requirements.
   h. Location of utilities and notification requirements.

6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation. Record layout information on form FL-ENG-378B or in the engineering field book or in the electronic field book. FL-ENG-378B may be completed and given to the landowner for constructing the pond.
2. Set a sufficient number of stakes to outline the top dimensions of the pond(s). Set slope stakes, as required, to enable the contractor to excavate the pond and place the spoil to planned lines and grades.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Record checkout data on form FL-ENG-378B, in the engineering field book, or in the electronic field book, as appropriate.
   a. Survey at least one longitudinal and one lateral cross section of the pond at the location that represents the weakest section. Where the spoil is shaped, extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.
   b. Check constructed grades against planned grades and note difference.
   c. Record elevations and lengths of all structures installed.
   d. Where required, compute actual earth work quantities.
2. Ponds will be acceptable where the following conditions are met.
   a. The top width and length are at least 97 percent of the planned dimensions.
   b. The depth of the pond is no shallower than 0.1 foot of the planned dimension.
   c. The excavated material placed around the pond is within $\pm$ 0.5 foot of the planned spoil height and is shaped as specified in the specifications.
   d. The as-built cross sectional area equals or exceeds the planned cross sectional area. Where unforeseen physical conditions prohibit completion of the pond as originally planned, and an alternate design that will meet specifications is possible, a new planned earth work quantity should be computed and cleared with all interested parties.
3. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of these practices to be reported is the acres of ponds constructed. The extent of the practice certified shall be the quantities used as the basis of payment.

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BEDDING, CODE 310

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Bedding, Code 310
2. Florida Drainage Guide.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of the practice considering topography, soils, availability of drainage outlets, and cost.

B. Engineering Surveys

1. An accurate topographic map with permanent reference points is always recommended. The plan for the bedding system can be recorded on the topographic map and easily transferred onto the land. A topographic map may not be necessary for small areas with uniform slopes.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine if the outlet is adequate to provide the necessary drainage required for the crop to be grown.
2. Determine bedding spacing and height based on:
   a. Drained root zone required for the crop rooting depth (see conservation practice standard Bedding, Code 310 and Florida Drainage Guide).
   b. Local construction and maintenance methods.
3. Prepare a plan view sketch of the beds showing location, orientation, spacing, and other appropriate information. An aerial or topographic map may be used. The plans shall include a typical cross section of the beds.
4. Determine drainage area for the beds and compute the required discharge for each channel and structure. One calculation may be used for the typical bed configuration.
5. Design required water control structures and provide typical structure details. See documentation requirement for Structures for Water Control, Code 587.
6. Compute earth work quantities when used as basis of payment.
7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Typical cross section of bed.
   b. Direction and grade of bed.
   c. Location of utilities and notification requirements.
   d. Vegetative requirements if applicable.
8. Document the engineering job class in the design notes and on the engineering plans.
9. Develop a site specific O&M Plan for the practice.
10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record all surveys in the engineering book.

1. Stake the centerline of at least one bed to provide the landowner or contractor

alignment and location of beds. Stakes shall be placed on a maximum spacing of 500 feet.

2. Stake the location of required water control structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information in the engineering field book or in the electronic field book.

1. Constructed length of each bed. Length shall be determined by measuring, representative beds using a chain, calibrated measuring wheel, GPS, or equivalent method.

2. For one bed in each field, or for one bed in each group of beds constructed at the same time in a field, select the bed that appears least likely to meet specifications.

   a. Record profile of the top of the bed and channel.

   b. Record and plot the cross section of the bed at the weakest section. Extend the cross section from the channel across the bed to the opposite channel.

3. For all other beds in the field or for each group of beds constructed at the same time in a field, by visual observation or with survey instruments, determine and document whether beds meet specifications.

4. Statement as to adequacy and stability of the outlet.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the total area in acres of bedding. The extent of the practice certified is acres or the quantities used as basis of payment such as volume of earthwork in cubic yards, etc.

BUILDING ENVELOPE IMPROVEMENT, CODE 672

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Building Envelope Improvement, Code 672.

B. Design/Layout Surveys

1. American Society of Agricultural and Biological Engineers (ASABE) Standard S612, Performing On-Farm Energy Audits.
2. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
3. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of the building envelope improvement from an on-site energy audit.

B. Engineering Surveys

1. The engineering survey will consist of the location of the proposed building envelope improvement and any structures that may interfere with its installation.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the replacement or retrofit components or devices to appropriately accomplish its intended task.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Plan drawing and description of the existing building envelope, and the modified or retrofitted building envelope and related components or devices, if applicable.
   b. Description and characteristics of materials to be applied to the building envelope.
   c. Details of ventilation and sealing provisions associated with the practice.
   d. Requirements for disposal of replaced materials, if applicable.
   e. Documentation requirements to determine energy savings associated with practice installation based on current heating/cooling requirements of the agricultural building.
   f. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

Stake the location and critical location of the proposed building envelope improvement, if applicable.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with

appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and NRCS-ENG-523A (or equivalent).

1. Verify appropriate submittals and material certifications are provided.

2. Verify system is installed and tested for proper operation in accordance with the plans and specifications and manufacturer's recommendations.

3. Verify that the system delivers the required reduction of energy.

4. Receive installer's certification that the installation complies with the requirements of the installation instructions provided by the manufacturer.

5. Installer shall provide all component warranties.

6. Prepare as-built drawings showing final details, etc.

7. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number building envelope improvement installed. The extent of the practice to be certified is the quantities used as the basis of payment.

CHANNEL BED STABILIZATION, CODE 584

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Channel Stabilization, Code 584.
2. EFH, Part 654, Stream Restoration Design

B. Design Procedures

EFH, Part 653, Stream Corridor Restoration Principles, Processes and Practices.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity of the problem and type of treatment needed to protect the channel and extent of survey needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the location of the channel to be stabilized.
2. Set and describe at least one permanent bench mark near the outlet end of the channel. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Survey profile of the channel with cross sections at intervals not to exceed 100-feet, depending upon irregularity of the natural ground and/or area to be protected. Stations along channel shall be determined by measurement with chain, calibrated wheel or other acceptable method of equivalent accuracy. Elevations along cross sections will show all breaks and should extend from 25 feet from outside top of channel to 25 feet outside of top of channel.
4. Note the location of any utilities or utility markers.

C. Design

1. Plot profiles and cross sections.
2. Determine the appropriate treatment needed to stabilize the channel. Protection shall be in accordance with National Engineering Handbook, Part 653, Stream Corridor Restoration Principles, Processes, and Practices and National Engineering Handbook, Part 654, Stream Restoration Design.
3. Develop cross sections with sufficient details (such as slopes) to install the practice.
4. Design necessary grade stabilization structures and structures for water control.
5. Determine quantities of all materials needed to provide stabilization of the channel. Prepare preliminary cost estimate.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Site plan layout.
   b. Cross sections and profiles.
   c. Location and details of appurtenant structures.
   d. Special requirements for diverting water and dewatering site.
   e. Special foundation requirements.
   f. Vegetative requirements, if applicable.
   g. Location of utilities and notification requirements.
7. Document the engineering job class in the design notes and on the engineering plans.
8. Develop a site specific O&M Plan for the practice.
9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities

including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the centerline of the channel.
2. Set stakes at changes in alignment or grade and on intervals not to exceed 200 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All channel stabilization shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of stream channel protected. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.
2. Obtain a profile of the channel bottom and natural ground with rod readings at a spacing not to exceed 100 feet. Record the planned channel bottom grade rod readings on the checkout notes for each station checked.
3. Obtain cross sections of the channel at a spacing not to exceed 200 feet. Rod readings shall be taken at all breaks in slope along the cross section. Extend the cross sections from the center line of the stream to 25 feet beyond the construction on both sides of the channel.
4. Compute quantities of materials installed as needed.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent to be certified is the quantities used as the basis of payment such as cubic yards of rock, vegetative material, etc.

CLEARING AND SNAGGING, CODE 326

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Clearing and Snagging, Code 326.

B. Design Procedures

NEH, Part 654, Stream Restoration Design, Chapter 6

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity and extent of the obstructions, availability of an outlet, and the type and extent of surveys needed. Make the necessary planning surveys and assessments to develop an engineering plan map of the areas requiring clearing and snagging.

B. Engineering Surveys

1. Minimal surveys are required depending on degree of removal. The area may be designated on an aerial photograph.
2. Note the location of utilities or utility markers.

C. Design

1. Locate areas requiring clearing and snagging on aerial photograph. Location may be sketched on job sheet or plans.
2. Document channel capacity before and after improvement.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of area to be cleared and snagged.
   b. Location of ingress and egress to the site.
   c. Limits of debris removal.
   d. Disposal location and requirements for debris.
   e. Location of areas off limits for disposal area.
   f. Location and description of trees or woody vegetation to be left undisturbed.
   g. Method of debris removal.
   h. Erosion control measures, as applicable.
   i. Vegetative requirements for disturbed areas.
   j. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the work limits of areas requiring clearing and snagging.
2. Set stakes or flags on intervals not exceeding 200 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All areas cleared and snagged shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of channels cleared and snagged. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.
2. Locate area that was cleared and snagged on aerial photograph.
3. Prepare as-built drawings showing final construction dimensions, details, etc.
4. If the practice meets NRCS standards and specifications, then the statement "This practice meets NRCS practice standards and specifications" shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the length in feet. The extent to be certified is the quantities used as the basis of payment such as linear feet cleared and snagged, etc.

COMBUSTION SYSTEM IMPROVEMENT, CODE 372

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Combustion System Improvement, Code 372.
2. Technical Note ENG-FL-1 – Combustion System Improvement Combustion Engines and Powered Equipment.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of the combustion system improvement.

B. Engineering Surveys

1. The engineering survey will consist of the location of the proposed combustion system improvement and any structures that may interfere with its installation.
2. Document the condition of the existing power system (i.e., operational condition, etc.).
3. As a minimum, obtain the following:
   a. Make and model of the engine.
   b. Serial number.
   c. Model codes of the existing power block.
   d. Take photograph of the serial number plate.
4. Note the location of any utilities or utility markers.

C. Design

1. Determine the replacement or retrofit combustion system and related components or devices appropriately to accomplish its intended task.
2. Record the existing engine use information on form FL-ENG-372A. At a minimum obtain the following information determine the energy improvement:
   a. Engine Fuel Consumption (Load).
   b. Run-Time per year.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Replacement or retrofit combustion system location, if applicable.
   b. Size and type of replacement combustion system.
   c. Certification requirement of inoperability of the combustion system to be replaced.
   d. Details for mounting of the replacement combustion system, if applicable (may be left up to the manufacturer).
   e. Retrofit requirements that reduce emissions of oxides of nitrogen and/or fine particulate matter, or improvement in energy efficiency, if applicable.
   f. Details of appurtenances.
   g. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS

customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the location and critical location of the proposed replacement or retrofit combustion system, if applicable.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and FL-ENG-372BA (or equivalent).

1. Size, type of replacement or retrofit combustion system, model, manufacturer, and required appurtenances.
2. Certification of inoperability of the combustion system to be replaced, if applicable.
3. Power unit: type, manufacturer, HP. Note safety of unit (i.e. power shaft covered, etc.).
4. If legible, take photograph of the serial # plate of new power unit.
5. Record the new engine use information on form FL-ENG-372A. At a minimum obtain the following information to determine that the minimum 20% in energy improvement criteria was met:
   a. Engine Fuel Consumption (Load).
   b. Run-Time per year.
5. Operational check.
6. Prepare as-built drawings showing final details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number combustion system improvement installed. The extent of the practice to be certified is the quantities used as the basis of payment.

COMPOSTING FACILITY, CODE 317

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Composting Facility, Code 317.

B. Design Procedures

1. Florida NRCS Form FL-ENG-317A and B C, and D.
2. EFH, Part 650, Chapter 6, Florida Supplement, Design of Post Size, Beam Size, and Post Embedment Depth for Umbrella Type Structure.
3. NEH Part 637, Chapter 2, Composting.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS “SSPD” spreadsheet.
2. Florida NRCS “DBCNA” spreadsheet.

II. Documentation

A. Preliminary Investigation

1. Make a preliminary investigation of the need and feasibility of a composting facility considering topography, floodplain, location and type of material to be composted, availability and adequacy of land for waste application, proximity to neighboring landowners, and cost. Where small animals or poultry is to be composted, discuss all methods of mortality disposal with the landowner. Other methods include freezing and incineration. If the landowner has a contract with a vendor to take the dead birds, freezing is an alternative to composting (use form FL-ENG-316A).
2. Obtain general information and decisions (Use form FL-ENG-317C) such as desired method of dead bird disposal, type of birds, number of birds, mortality rate, grow-out weight, days of grow-out, and number of flocks per year. Litter clean out is important in sizing the litter storage. The landowner may know the depth of clean out for each house or the type of machine and number of trips required to clean out each house. Some landowners sell some or all of the litter, haul it offsite, or temporarily store it for use later. When sold, the landowner must document who bought the litter and the amount sold. If the landowner is land-applying the waste, information such as number of acres, and type of vegetation planted and expected yield is needed.
3. Consider location relative to county code requirements.

B. Engineering Surveys

1. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 100 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. The proposed location of the compost facility shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Note location of any utilities and utility markers.

C. Design

1. Designing the composter and litter storage facility requires certain decisions from the landowner such as wood or metal truss, roof pitch, number of walls for the litter storage, configuration, and litter storage height (maximum height is 7 feet). Post spacing will be determined by the size of the equipment the landowner will be using in moving compost from the primary bins or

stack to the secondary bins or stack.

2. Determine volume of dead bird composter and size composter. The three types of composting bins are traditional composter, deep bin composter, and linear stack composter (Use form FL-ENG-317A).

3. Sizing the composter is determined by the number of birds on the farm per grow out, anticipated mortality for flock, weight of birds near maturity, and life of the flock. The primary bins or stacks are sized according to the total composter volume. At a minimum the secondary bins or stack is the same volume as the primary bins or stack. The height of the compost should not exceed 5 feet. Width of the bins is usually the same as the post spacing. The depth of a standard bin is usually 5 feet to accommodate the equipment (front-end loader). For a deep bin, the depth is usually 7.0 feet with 2 feet of setback since the deep bin does not have a fourth wall to hold back the compost like the traditional bin. Linear stack composter usually has one wall. This is usually chosen because the landowner does not want to operate separate bins.

4. Calculate Storage Volume for Litter (Use form FL–ENG-317A). The maximum litter storage volume is based on the largest clean out per year. Number of houses, dimensions of houses, and clean out depth for each house are the information required to compute the total volume required. Some landowners know the volume of their clean out equipment and the number of trips that is required to clean out each house. If this information is known, the volume of the litter storage facility can be calculated. If the landowner does not want to store one clean out, the minimum storage will be determined by the percentage of litter required to feed other livestock and/or the volume of litter required to compost the dead birds.

5. Design Structure

   a. Size Storage Structure using the appropriate form:

      - Form FL-ENG- 313A – Three Open Sides
      - Form FL-ENG- 313B – Three Walls
      - Form FL-ENG- 313C – Two Walls
      - Form FL-ENG- 313D – Two Walls-Composter and Litter Storage in Same Building
      - Form FL-ENG- 313G – Composter (on opposite walls) and Litter Storage in Same Building

Composter and Litter Storage in Same Building. The landowner must decide how many walls the litter storage facility will have. Form FL-ENG-313D or FL-ENG-313G is used for a linear stack composter and litter storage in the same building.

The maximum height of the litter in the middle of the pile is 7 feet. The maximum height against the wall is 5 feet. Roof eve height is usually designed for 11 feet to 12 feet.

b. Structural Design

Document design on form FL-ENG-313E or NRCS-ENG-523A (or equivalent). For post design – use Single Span Post Design (SSPD) computer program or Florida Supplement to EFH Part 650, Chapter 6, Structures. Post design requires information such as post height, post spacing, 50-yr mean recurrence interval wind speed, span between posts, roof overhang, soil bearing pressure, whether post is encased in concrete, and type and detail of bracing. A Florida licensed professional engineer must design the truss. The design shall be signed and sealed by the engineer. If wood trusses instead of metal trusses are used, beam design is necessary. Purlin design is required for both wood and metal trusses. Use Florida Supplement to EFH, Part 650, Chapter 6, Structures for beam and purlin design.

6. Determine final location of structure.

7. Compute quantity of subbase material, concrete, pipeline, etc., when used as a basis of payment.

8. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:

   a. Location of the facility on the topographic map.

b. Plan view of composting facility.

c. Cross section of composting facility.

d. Truss connection detail.

e. Truss cross bracing details.

f. Knee brace detail.

g. Girder brace detail.

h. Post embedment detail.

i. Composter bin detail.

j. Block wall or wood wall detail.

k. Purlin detail.

l. Concrete floor details including contraction joint detail.

m. Ramp dimensions and construction details.

n. Roof details.

o. Water supply for composting.

p. Location of utilities and notification requirements.

q. Grading and drainage details.

9. Document the engineering job class in the design notes and on the engineering plans.

10. Develop a site specific O&M Plan for the practice. Form FL-ENG-317B – Composting Loading Data may be used to help the landowner/operator manage the compost.

11. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the finished floor elevation of the facility.

2. Stake the corners of the compost facility and provide offset reference points.

3. Stake any drainage structures, swales, pipelines, etc., if applicable.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book, electronic field book, and/or on form FL-ENG-313F – Construction Checklist for Litter Storage/Composter Facility as appropriate.

1. Elevation of completed composter.

2. Constructed dimensions of the compost facility.

3. Structural components.

a. Spacing, height, depth of embedment, size of support posts and preservative treatment used.

b. Length, width and height of compost bin(s).

c. Roof details and pitch.

d. Dimensions, type of material used, and preservative treatment for lumber.

e. Type of trusses used and certification from a Florida licensed professional engineer.

f. Type of floor used and dimensions. If concrete, include thickness, joint spacing, steel, etc.

g. Water supply – location of pipeline, size of pipeline, etc.

h. Verify and document that all warranties are on file for the drum composters.

4. Profile and cross-section all drainage structures, swales, etc.

5. Calculate quantities (earthfill, concrete, length and size of pipelines, etc.).

6. Prepare as-built drawings showing final construction dimensions, details, etc.

7. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent of the practice certified is the quantities used as the basis of payment.

CONSTRUCTED WETLAND, CODE 656

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Constructed Wetlands, Code 656.
2. NEH Part 637, Chapter 3, "Constructed Wetlands"

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice, considering soils, topography, water availability, structure requirements, availability of outlets, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

Constructed wetlands require a detailed topographic survey to determine location of structures, excavation and earthfill requirements, etc. Record survey data for design, layout and construction in the engineering field book or in the electronic field book.

1. Set and describe one permanent bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Make a detailed topographical survey of the area. The extent of the survey should extend beyond the boundaries of the proposed work. Locate all existing structures during the survey. Include sufficient survey readings to allow the designer to determine structure locations, earthfill and excavation quantities, etc.
3. Set reference stakes for relocation of constructed wetland.
4. Note location of any utilities utility markers.

C. Design

1. Complete soils investigation report and construction recommendations including spoil placement and record on NRCS-ENG-523A (or equivalent).
2. Determine extent of the constructed wetland area. Record design data on NRCS-ENG-523A (or equivalent).
3. Design structures for water control required to control runoff and discharge from the constructed wetland.
4. Compute earthfill and excavation quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location and dimensions of constructed wetland.
   b. Cross sections of structures such as dikes, water control structures, etc.
   c. Details of all structures.
   d. Vegetative planting required for the constructed wetland to achieve its purpose. Also develop vegetative requirements to protect dikes, embankments, etc., and disturbed areas.
   e. Species selection.
   f. Planting dates, care and handling of the seed
   g. Site preparation such as stabilizing crop, mulch, or mechanical means of stabilizing, fertilizer, and pH adjustment sufficient to establish and grow selected species.
   h. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation.
2. Set a sufficient number of stakes to outline the outside dimensions of the constructed wetland. Set slope stakes, as required, to enable the contractor to construct dikes, water control structures, and other structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Record checkout data in engineering field book or in the electronic field book.
   a. Survey the extent of the constructed wetland and compare with the planned location and extent.
   b. Survey the location that represents the weakest section. Where the spoil is shaped, extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.
   c. Check constructed grades of structures, dikes, etc., against planned grades and note difference. For individual practices, refer to the appropriate note keeping procedure in this document.
   d. Record elevations and lengths of all structures installed.
   e. Record the type and quality of all materials installed.
   f. Where required, compute actual earth work quantities.
2. Prepare as-built drawings showing final construction dimensions, details, etc.
3. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of these practices to be reported is the acres of wetlands constructed. The extent of the practice certified shall be the quantities used as the basis of payment such as earthfill, length and size of pipe, etc.

DAM, CODE 402

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Dam, Code 402.
2. NRCS TR 60, Earth Dams and Reservoirs.

B. Design Procedures

EFH 210-650, Chapter 11, Ponds and Reservoirs.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. NRCS Computer Program "SITES"
2. NRCS Computer Program "WinPond."

II. Documentation

A Preliminary Investigation

1. Determine and document hazard classification of the dam. Document the rationale for assigning the hazard classification, including expected future development downstream, as a part of the design records.
2. Make a preliminary investigation to determine site suitability, considering soils, topography, etc.
3. Where irrigation is the primary purpose of the impoundment determine that irrigation storage is feasible with an adequate supply of water available.
4. Check appropriate requirements of state laws for permitting and notify landowner of his/her responsibilities. In many cases a permit is required prior to construction.

B. Engineering Surveys

1. The design survey and layout survey for some dams may be combined into one operation. Record all survey data in the engineering field book or in the electronic field book. Notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH Part 645, Construction Inspection.
2. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Set reference stakes for locating the proposed embankment.
4. Survey the dam centerline profile the full length of the embankment extending above the expected elevation of the dam and beyond the location of the auxiliary spillway. Centerline profile rod readings shall be taken at all breaks in grade and at intervals not to exceed 50 feet. Survey a sufficient number of cross sections to accurately compute quantities.
5. Profile the centerline of the auxiliary spillway including the inlet section, level section and outlet section.
6. Show sketch of embankment, reservoir area, auxiliary spillway, proposed fences and other appurtenant structures. Show location of bench marks and reference stakes on sketch.
7. Note location of any utilities and utility markers.

C. Design

1. Re-evaluate the hazard classification of the proposed dam.
2. Record design data on NRCS-ENG-523A (or equivalent) or print outs from approved computer programs. Where a siphon spillway is used, standard drawing FL-378A, Plan of Siphon Pipe for Farm Pond may be used. Attach additional calculation sheets used for the design and design survey notes where a separate design survey is made.
3. Complete soils investigation report. Develop construction recommendations and record in the engineering field book or in the electronic field book.
4. Check pipe hydraulics for all flow

conditions - pipe, weir, and orifice.

5. Where needed, compute earth work estimate and preliminary cost estimate.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of dam.
   b. Plan and profile of the embankment and auxiliary spillway.
   c. Profile of principal spillway.
   d. Typical cross sections of the embankments and structures.
   e. Earthfill zoning details.
   f. Seepage control details.
   g. Borrow sources.
   h. Location of soil borings and log of the soil/geologic boring showing the USCS.
   i. Structural details of any structural elements.
   j. Location of utilities and notification requirements.
   k. Vegetative requirements.
7. Document the engineering job class in the design notes and on the engineering plans.
8. Develop a site specific O&M Plan for the practice.
9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

If the dam is constructed more than one year after the dam was designed, another hazard classification will be performed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information on form FL-ENG-378A, or standard plan sheets. For the larger, more complex jobs, layout data may be recorded in the engineering field book or in the electronic field book. Layout notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH Part 645, Appendix D.

1. Set slope stakes as required to accurately compute quantities where needed and/or enable the contractor to construct the embankment and spillway(s) to the planned lines and grades. Stations along the profile shall be determined by chaining, except where quantities will not be certified.
2. Compute earth work quantities. When the elevation of the ground under the base of the embankment does not vary over 2 feet over the cross section, the end area may be taken from approved yardage tables. Where the elevation of the ground varies more than 2 feet, the cross sectional area will be obtained by the rectangular coordinate method or the cross section may be plotted and measured by a planimeter; or calculated by a computer program. Limits for earth work quantity calculations shall be the neat lines and grades of the designed embankment after settlement.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

G. Construction Checkout

Record checkout data on form FL-ENG-378A (or equivalent), in the engineering field book, or in the electronic field book as appropriate.

1. Profile the centerline of the dam. Extend the profile across the spillway. Record profile rod readings at all stations and at all breaks in grade.
2. Survey at least one cross section of the dam at a location that represents the weakest section. Record rod readings at each edge of the crown, at each toe, at intermediate points between the top and each toe and at changes in the side slope.
3. Profile the center line of excavated spillways from a point within the pool area to at least 50 feet downstream of the excavated section. Cross section auxiliary spillway at the control section.
4. Record appropriate elevations and other information of any components such as the principal spillway, trash rack, etc. Record type of material used, gage, coating, etc.
5. Check constructed grades against planned grades and note difference. Compute constructed side slopes and record on checkout notes.
6. Record data on seepage control measures.
7. Record adequacy and type of vegetative cover established for the auxiliary spillway and embankment.
8. Determine quantities for earthfill, excavations, clearing, etc.
9. Embankment will be acceptable where all of the following conditions are met:
   a. Embankment will be acceptable with respect to side slopes where:
      i. Side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage.

<u>Example</u>:

Fill height at station checked = 15.3 ft., designed slope = 3:1
Shrinkage = 5% = 15.3 x 0.05 = 0.8 ft.
Design grade rod = 5.2 (based on settled height)
Rod reading at toe = 18.8 (from survey)
Minimum designed toe distance =
(18.8 -5.2) x 3
=13.6 x 3 = 40.8 ft.
Grade rod with shrinkage = 5.2 - 0.8 = 4.4
Designed slope = (40.8) ÷ (18.8 - 4.4) = 2.83
Steepest acceptable slope = (2.83:1) - (0.5:1)
= 2.33:1

      ii. Upstream constructed slope shall not be steeper than the maximum allowed in conservation practice standard for Pond, Code 378.
      iii. The constructed cross-sectional area equals or exceeds the planned cross-sectional area and has at least 95% of the embankment width at all elevations with shrinkage added.
   b. Constructed crown elevations are not more than 0.2 foot below planned elevations, with allowance for settlement added.
   c. The auxiliary spillway elevation does not vary from the planned elevation by more than 0.2 foot. The width must not be less than planned.
   d. The minimum required freeboard is not lowered by more than 0.2 foot. Where unforeseen physical conditions prohibit completion of the pond as originally planned and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.
   e. Complete dam inventory form as needed.
10. Prepare as-built drawings showing final construction dimensions, details, etc.
11. After the practice meets NRCS standards and specifications, then the statement "This practice meets NRCS practice standards and specifications" shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures completed. The extent to be certified is the quantities used as the basis of payment such as volume of cubic yards of earthfill, etc.

DAM DIVERSION, CODE 348

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Dam, Diversion, Code 348.
2. NRCS TR 60, Earth Dams and Reservoirs.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow" for culvert structures flowing full.
2. USDA – NRCS Hydraulics Formula.

II. Documentation

A. Preliminary Investigation

1. Determine and document hazard classification of the dam. Document the rationale for assigning the hazard classification, including expected future development downstream, as a part of the design records.
2. Make a preliminary investigation to determine site suitability, considering soils, topography, etc.
3. Check appropriate requirements of state laws for permitting and notify landowner of his/her responsibilities. In many cases a permit is required prior to construction.

B. Engineering Surveys

1. The design survey and layout survey for some diversion dams may be combined into one operation. Record all survey data on form FL-ENG-378A, Pond Data Sheet, or in the engineering field book or in the electronic field book. Notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NRCS Technical Release 62, Engineering Layout, Notes, Staking and Calculations.
2. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Set reference stakes for locating the proposed embankment.
4. Survey the embankment centerline profile the full length of the embankment extending above the expected elevation of the dam and beyond the location of the auxiliary spillway. Centerline profile rod readings shall be taken at all breaks in grade and at intervals no greater than 50 feet. Survey a sufficient number of cross sections to accurately compute quantities.
5. Show sketch of embankment, reservoir area, auxiliary spillway, proposed fences and other appurtenant structures. Show location of bench marks and reference stakes on sketch.
6. Note location of any utilities and utility markers.

C. Design

1. Re-evaluate the hazard classification of the proposed diversion dam.
2. Record design data on form FL-ENG-378A or equivalent data on NRCS-ENG-523A (or equivalent) or print outs from approved computer programs. Where a siphon spillway is used, standard drawing FL-378A, Plan of Siphon Pipe for Farm Pond may be used. Attach additional calculation sheets used for the design and design survey notes where a separate design survey is made.
3. Complete soils investigation report. Develop construction recommendations and record in the engineering field book or in the electronic field book.
4. Check pipe hydraulics for all flow conditions - pipe, weir, and orifice.
5. Where needed, compute earth work estimate and preliminary cost estimate.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of dam.

b. Plan and profile of the embankment and auxiliary spillway.

c. Profile of principal spillway.

d. Typical cross sections of the embankment and all structures.

e. Earthfill zoning details.

f. Borrow sources.

g. Location of soil borings and plot of the soil/geologic boring showing the USCS.

h. Seepage control details.

i. Structural details of any structural element.

j. Vegetative requirements.

k. Utility location and notification requirements.

7. Document the engineering job class in the design notes and on the engineering plans.

8. Develop a site specific O&M Plan for the practice.

9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

If the dam is constructed more than one year after the dam was designed, another hazard classification will be performed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information on form FL-ENG-378A, or standard plan sheets. For the larger, more complex jobs, layout data may be recorded in the engineering field book or in the electronic field book. Layout notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH Part 645, Appendix D.

1. Set slope stakes as required to accurately compute quantities where needed and/or enable the contractor to construct the embankment and spillway(s) to the planned lines and grades. Stations along the profile shall be determined by chaining, except where quantities will not be certified.

2. Compute earth work quantities. When the elevation of the ground under the base of the embankment does not vary over 2 feet over the cross section, the end area may be taken from approved yardage tables. Where the elevation of the ground varies more than 2 feet, the cross sectional area will be obtained by the rectangular coordinate method or the cross section may be plotted and measured by a planimeter; or calculated by a computer program. Limits for earth work quantity calculations shall be the neat lines and grades of the designed embankment after settlement.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data on form FL-ENG-378A (or equivalent), in the engineering field book, or in the electronic field book as appropriate.

1. Profile the centerline of the diversion dam. Extend the profile across the spillway. Record profile rod readings at all stations and at all breaks in grade.

2. Survey at least one cross section of the diversion dam at a location that represents the weakest section. Record rod readings at

each edge of the crown, at each toe, at intermediate points between the top and each toe and at changes in the side slope.

3. Profile the center line of excavated spillways from a point within the pool area to at least 50 feet downstream of the excavated section. Cross section auxiliary spillway at the control section.

4. Record appropriate elevations and other information of any components such as the principal spillway, trash rack, etc. Record type of material used, gage, coating, etc.

5. Check constructed grades against planned grades and note difference. Compute constructed side slopes and record on checkout notes.

6. Record data on seepage control measures.

7. Record adequacy and type of vegetative cover established for the auxiliary spillway and embankment.

8. Determine quantities for earthfill, excavations, clearing, etc.

9. Embankment will be acceptable where all of the following conditions are met:

   a. Dam will be acceptable with respect to side slopes where:

      i. Side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage.

      ii. Upstream constructed slope shall not be steeper than the maximum allowed in conservation practice standard for Code 378.

      iii. The constructed cross-sectional area equals or exceeds the planned cross-sectional area and has at least 95% of the embankment width at all elevations with shrinkage added.

   b. Constructed crown elevations are not more than 0.2 foot below planned elevations, with allowance for settlement added.

   c. The auxiliary spillway elevation does not vary from the planned elevation by more than 0.2 foot. The width must not be less than planned.

   d. The minimum required freeboard is not lowered by more than 0.2 foot. Where unforeseen physical conditions prohibit completion of the pond as originally planned and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.

   e. Complete dam inventory form as needed.

10. Prepare as-built drawings showing final construction dimensions, details, etc.

11. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

<u>Example</u>:
Fill height at station checked = 15.3 ft., designed slope = 3:1
Shrinkage = 5% = 15.3 x 0.05 = 0.8 ft.
Design grade rod = 5.2 (based on settled height)
Rod reading at toe = 18.8 (from survey)
Minimum designed toe distance
= (18.8 -5.2) x 3
=13.6 x 3 = 40.8 ft.
Grade rod with shrinkage = 5.2 - 0.8 = 4.4
Designed slope = (40.8) ÷ (18.8 - 4.4) = 2.83
Steepest acceptable slope = (2.83:1) - (0.5:1)
= 2.33:1

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures completed. The extent to be certified is the quantities used as the basis of payment such as volume of cubic yards of earthfill, etc.

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DIKE, CODE 356

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Dike, Code 356.

B. Design Procedures

NEH, Part 624, Drainage, Chapter 6, Dikes.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH, Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that an adequate outlet is available, or can be made available.

B. Engineering Surveys

1. Record all surveys in the engineering field book or in the electronic field book.
2. Record profiles and cross sections of the original ground surface in sufficient detail to permit designing the dike.
3. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench mark for complex jobs shall be to NGVD29 or NAVD88.
4. Note location of utilities and utility markers.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard for Dike, Code 356. Record design data on NRCS-ENG-523A (or equivalent).
2. Determine and document class of dike.
3. Determine earthfill quantities.
4. Obtain sufficient soils/geologic investigations. Items to check for include, but are not limited to, the following:
   a. Type of foundation material.
   b. Existence of a rock or hard pan in excavation areas.
   c. Availability of suitable earthfill material for the Class of dike constructed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of dike.
   b. Profile of top of proposed dike and natural ground along centerline of proposed dike.
   c. Typical cross sections.
   d. Structural details of pipes, if applicable
   e. Slope protection requirements, if applicable
   f. Seepage protection, if applicable
   g. Earthfill zoning, if applicable
   h. Borrow source.
   i. Location of soil borings and log of the soil/geologic boring showing the USCS
   j. Vegetative requirements.
   k. Disposal of unsuitable soil
   l. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice. For Class I dikes with a height greater than 12 feet, complete an emergency action plan meeting the requirements of 500.70 of the National Operation and Maintenance Manual prior to construction of the dike.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities

including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Prepare a sketch showing dike number, direction of flow, and type of outlet.
2. Set a sufficient number of stakes to guide the landowner or contractor in constructing the dike. As a minimum, stake the location of the beginning of the dike and end of the dike, at changes in alignment, at changes in cross section, and at locations not exceeding a spacing of 500 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with the appropriate engineering design job approval authority.

G. Construction Checkout

1. Profile the dike on a maximum spacing of 500 feet. Measure the entire length of the dike. The length shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method. Record checkout in the engineering field book or in the electronic field book.
2. Record and plot a minimum of one cross section of the dike that represents the weakest section for each typical cross section. Determine if the cross sectional area meets the design. Dikes will be acceptable with respect to side slopes where the side slopes as constructed are not more than 0.5:1 steeper than the designed slope including shrinkage. See documentation for pond for performing calculations.
3. Check to see that design height plus freeboard and allowance for shrinkage have been met at each station.
4. Check adequacy of vegetation.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length of dike in feet. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved.

DIVERSION, CODE 362

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Diversion, Code 362.

B. Design Procedures

1. EFH, Part 650, Chapter 9, Diversions.
2. Agricultural Handbook No. 667, Stability Design of Grass-Lined Open Channels.
3. Engineering Field Tools (EFT) computer program.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that an adequate outlet is available, or can be made available. Needed vegetative outlets must be installed before diversions are constructed.

B. Engineering Surveys

1. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench mark to NGVD29 or NAVD88 should be used if possible.
2. Profile the ground surface on a maximum spacing of 100 feet, at changes in grade and changes in alignment.
3. Survey cross sections on a maximum spacing of 500 feet.
4. Note the location of any utilities or utility marker.

C. Design

1. Record design data on form FL-ENG-362, (Diversion Design Data Sheet) or equivalent data on NRCS-ENG-523A (or equivalent). Follow the design procedure in Chapter 9 of the Engineering Field Handbook (EFH), Part 650, or use an approved computer program. As a minimum record the following:
   a. Location sketch. Can be a sketch on job plans, field notes, approved forms or on a conservation plan map.
   b. Drainage area.
   c. Outlet conditions.
   d. Design flow (peak flow computations).
   e. Channel grade.
   f. Design velocity for capacity and stability.
   g. Tractive stress.
   h. Channel and ridge dimensions including side slopes.
   i. Volume of earthfill when needed as a basis of payment.
   j. Vegetative requirements.
2. Compute volume of earthfill.
3. Complete soils/geologic investigation to determine suitability of earthfill and verify no subsurface impediments such as rock exist in excavated areas.
4. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location sketch. Can be a sketch on job plans, field notes, approved forms or on a conservation plan map.
   b. Typical cross sections.
   c. Channel grade.
   d. Location of utilities and notification requirements.
   e. Vegetative requirements.
5. Document the engineering job class in the design notes and on the engineering plans.
6. Develop a site specific O&M Plan for the practice.
7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record survey in the engineering field book, electronic field book, or on Form FL-ENG-362 (or equivalent).

1. Record the layout information on form FL-ENG-362 or in the engineering field book or in the electronic field book. Engineering field books or in the electronic field book should be used for diversions requiring more than one instrument set up.
   a. Prepare a sketch showing the diversion number, direction of flow, and type of outlet.
   b. Set a sufficient number of stakes to guide the landowner or contractor in constructing the diversion. As a minimum, stake the diversion on a maximum spacing of 200 feet, at the beginning of the diversion, at changes in grade, at changes in alignment, and at the end of the diversion.
2. When applicable, calculate earth work quantities from the cross sectional area of channel below natural ground and the area of ridge above natural ground, with deduction for shrinkage.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on form FL-ENG-362, in the engineering field book, or in the electronic field book.

1. Profile of the diversion channel and ridge with readings taken at the same interval as in B.2 above. Measure the total length of the diversion by chaining, using a calibrated measuring wheel, GPS, or other equivalent method.
2. Record and plot at least one cross section of the channel and ridge that represents the weakest section for each typical cross section. Determine if the cross sectional area meets the design.
3. Check to see that design height plus freeboard and allowance for shrinkage have been met at each station.
4. Statement of adequacy of outlet.
5. Adequacy of vegetation.
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved.

DRAINAGE WATER MANAGEMENT, CODE 554

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Drainage Water Management, Code 554.

B. Design Procedures

NEH, Part 624, Drainage, Water Table Control.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine if the practice is feasible considering the availability of an outlet, soil type, topography, etc. Check appropriate requirements of state laws for permitting and notify landowner of his/her responsibilities.

B. Engineering Surveys

1. The extent of surveys needed will be as required for all components such as pumping plant for water control, surface drainage main or laterals, etc. Where flooding the area is a purpose, the design survey shall be in sufficient detail to determine the extent of the area to be flooded and the height of dike needed to adequately flood the area. In general a topographic survey will be needed to plan the system. Surveys shall be recorded in the engineering field book or in the electronic field book as illustrated in NRCS NEH Part 645, Appendix D.
2. Set and describe at least one permanent bench mark. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Locate the existing or proposed pumping plant and sketch in the engineering field book or in the electronic field book.
4. Survey the outlet including the elevation of the bottom of the outlet and normal ground and the expected high-water mark during a normal cropping season.
5. Note location of any utilities and utility markers.

C. Design

1. Record all design notes on NRCS-ENG-523A (or equivalent).
2. Determine structure locations that will provide the most control of drainage water for the practice purpose. Structure for water control elevations shall be designed to control the drainage water without damaging the crops.
3. Determine the required pumping capacity and the height of dike required where flooding is a purpose.
4. Design of system components shall be in accordance with procedures for that practice.
5. An overall operation plan shall be developed providing a detailed operation of the structures.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location and extent of area to be flooded.
   b. Typical dike section.
   c. Pumping plant size and location
   d. Location of all systems.
   e. Details of water control structures, component practices, etc.
   f. Location of utilities and notification requirements.
7. Document the engineering job class in the design notes and on the engineering plans.
8. Develop a site specific O&M Plan for the practice.
9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

Stake the location of components by procedures developed for that practice sufficient for the contractor to construct the required practice(s) to the planned lines and grades.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Components shall be checked in accordance with procedures developed for the practices installed.
2. Survey at least one cross section of the dike at a location that represents the weakest section.
3. Record checkout data in the field book or in the electronic field book. Check survey data to verify if the system can be operated to the elevations as noted in the operation plan.
4. Verify that the pumping plant has the minimum capacity specified and note in the field book and engineering plans. Record appropriate elevations and other information of any components such as culverts, etc.
5. Record type of material used
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area served in acres. The extent of the practice certified is the quantities used as the basis for payment.

DRY HYDRANT, CODE 432

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Dry Hydrant, Code 432.

B. Design Procedures

Florida Supplement to EFH, Part 650, Chapter 12, Springs and Wells.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. NRCS computer program "RESOP."
2. Florida NRCS computer program "RIP."
3. USDA – NRCS Hydraulics Formula.

II. Documentation

A. Preliminary Investigation

Determine if the site is feasible considering adequacy of water source, accessibility to the site by vehicles, etc. Determine the need for all-weather roads.

B. Engineering Surveys

1. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. A topographic map of the site is recommended and should extend from the low water level to approximately 100 feet beyond the site boundary. Profile the proposed location of the dry hydrant beginning at the bottom of the water source or 6 feet below (whichever is higher) and extend the profile a minimum of 100 feet beyond the proposed hydrant outlet. Record all survey data in the engineering field book or in the electronic field book.
3. Set reference stakes so the proposed structure can be easily located at the site.
4. Show sketch of water source and other physical features.
5. Note location of any utilities and utility markers.

C. Design

1. The design shall be according to Florida Supplement to EFH, Part 650, Chapter 12, Springs and Wells, Guide for Planning and Design Criteria for Dry Hydrants.
2. The design shall be recorded on standard drawing FL-432 "Dry Hydrant system" or equivalent drawing with the same information as required on standard drawing FL-432.
3. Where needed, design all-weather road and show details on the engineering plans. See documentation for access roads.
4. Compute quantities of all pipe material, appurtenances needed, and if applicable, earthfill quantities. Prepare cost estimate.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of dry hydrant.
   b. Plan and profile of dry hydrant.
   c. Details, length, location and cross section of access road.
   d. Type, quantity, and quality of all materials.
   e. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Set stakes as required for the contractor to accurately install the dry hydrant to the planned lines and grades.
2. As a minimum, set offset stakes along the dry hydrant pipeline at the inverts of the pipeline and any change in alignment.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record survey data in the engineering field book or in the electronic field book and on the engineering plans.

1. Profile the centerline of the pipeline with rod readings at the inlet and outlet, the waterline elevation, and bottom of water source.
2. Check all appurtenances. Record in the field book type of material used, manufacturer's markings, diameters and lengths of all pipes, etc.
3. Survey at least one cross section of the access road at a location that represents the weakest section. See documentation for access road.
4. Record adequacy and type of vegetative cover established on disturbed areas.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of dry hydrants completed. The extent of the practice certified is the quantities used as the basis of payment such as linear feet of pipe, earth work quantities, etc.

DUST CONTROL FROM ANIMAL ACTIVITY ON OPEN LOT, CODE 375

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Dust Control Animal Activity on Open Lot, Code 375.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine if the practice is feasible considering the site is suitable and appropriate surface treatment needed to control direct particulate matter emissions.

B. Engineering Surveys

1. The extent of surveys needed will be as required for all components such as pipeline, surface drainage main or laterals, etc. Surveys shall be recorded in the engineering field book or in the electronic field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff. As a minimum, cross sections shall be taken to adequately show the site topography and design the treatment.
4. Note the location of any utilities and utility markers.

C. Design

1. Record all designs notes on NRCS-ENG-523A (or equivalent).
2. Compute earthfill or excavation quantities, if grading is required and quantities of material used for treating the area.
3. Design of system components, such as surface drainage main or laterals, shall be in accordance with procedures for that practice.
4. An overall operation plan shall be developed providing a detailed operations of the structures.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of practice.
   b. Details of all component practices, such as surface drainage main or laterals, irrigation water conveyance, pumps, etc.
   c. Length and width of area to be treated.
   c. Method of application.
   d. Specifications on grading and shaping requirements.
   e. Specifications for any re-applications of materials.
   f. Vegetative requirements.
   g. Location of utilities and notification requirements.
   h. Identification of any adjacent sensitive areas (e.g. fish spawning areas and nearby water bodies).
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction

layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor the area where dust control from animal activity occurs. As a minimum, stake the corners of the proposed site.
2. Stake the location of components by procedures developed for that practice.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Components shall be checked in accordance with procedures developed for the practices installed.
2. Record survey data to verify if the system can be operated to the elevations as noted in the operation plan.
3. Compute earth work quantities, if applicable.
4. Survey additional measurements as needed to determine the dimensions of the area treated. The area shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method. Compute the area treated.
5. Check the components required for dust control and determine if it meets the design requirements.
6. Check the location, size and elevations of all structures.
7. Check adequacy of vegetation.
8. Prepare as-built drawings showing final construction dimensions, details, etc.
9. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area served in acres. The extent of the practice certified is the quantities used as the basis for payment.

DUST CONTROL ON UNPAVED ROADS AND SURFACES, CODE 373

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Dust Control on Unpaved Roads and Surfaces, Code 373.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine if the practice is feasible considering the site is suitable and appropriate surface treatment needed to control direct particulate matter emissions.

B. Engineering Surveys

1. The extent of surveys needed will be as required for all components such as pipeline, surface drainage main or laterals, etc. Surveys shall be recorded in the engineering field book or in the electronic field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff. As a minimum, cross sections shall be taken to adequately show the site topography and design the treatment.
4. Note the location of any utilities and utility markers.

C. Design

1. Record all designs notes on NRCS-ENG-523A (or equivalent).
2. Compute earthfill or excavation quantities, if grading is required and quantities of material used for treating the area.
3. Design of system components shall be in accordance with procedures for that practice.
4. An overall operation plan shall be developed providing a detailed operations of the structures.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of practice.
   b. Details of all component practices.
   c. Types and amount of dust control products to be used.
   d. Length and width of area to be treated.
   c. Method of application.
   d. Specifications on grading and reshaping requirements.
   e. Plans for any re-applications of materials.
   f. List of criteria to follow during application.
   g. Vegetative requirements.
   f. Location of utilities and notification requirements.
   g. Identification of any adjacent sensitive areas (e.g. fish spawning areas and nearby water bodies).
   h. Identification and requirements of any additional practices used in conjunction with the palliative.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in application of materials for dust control. As a minimum, stake the corners of the proposed site.
2. Stake the location of components by procedures developed for that practice.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Components shall be checked in accordance with procedures developed for the practices installed.
2. Record survey data to verify if the system can be operated to the elevations as noted in the operation plan.
3. Compute earth work quantities, if applicable.
4. Survey additional measurements as needed to determine the dimensions of the area treated. The area shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method. Compute the area treated.
5. Check the surface treatment type and quality and determine if it meets the design requirements.
6. Check the location, size and elevations of all structures.
7. Check adequacy of vegetation.
8. Prepare as-built drawings showing final construction dimensions, details, etc.
9. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area served in square feet. The extent of the practice certified is the quantities used as the basis for payment.

FARMSTEAD ENERGY IMPROVEMENT, CODE 374

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Farmstead Energy Improvement, Code 374.

B. Design/Layout Surveys

1. American Society of Agricultural and Biological Engineers (ASABE) Standard S612, Performing On-Farm Energy Audits.
2. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
3. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of the on-farm energy use improvement from an on-site energy audit.

B. Engineering Surveys

1. The engineering survey will consist of the location of the proposed on-farm equipment efficiency improvement and any structures that may interfere with its installation.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the replacement or retrofit components or devices to appropriately accomplish its intended task.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Include written specifications that describe the site specific details of installation.
   b. Identify and describe the existing system and related components or devices.
   c. Identify and describe the proposed replacement or retrofit system and/or related components or devices.
   d. Document system energy usage and resulting potential energy savings from the implementation of this practice.
   e. Include a plan view showing the location of the measures in relationship to other structures or natural features where appropriate.
   f. Detail drawings of the measures and appurtenances, such as piping, inlet and outlet connections, mounting, foundations, and other structural components where appropriate.
   g. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the location and critical location of the proposed replacement or retrofit on-farm equipment, if applicable.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and NRCS-ENG-523A (or equivalent).

1. Size, type of replacement or retrofit on-farm equipment, model, manufacturer, and required appurtenances.
2. Power unit: type, manufacturer, HP. Note safety of unit (i.e. power shaft covered, etc.).
3. Verify the replacement brand and model of fixture, number of lamps per fixture, lamp wattage, lamp-type, and fixture rating.
4. Verify that lamps and ballast were disposed of per the disposal plan.
5. Verify the ability of the lighting system retrofit or replacement to deliver the required lumen output.
6. Verify that the lighting replacement or retrofit is tested for proper operation.
7. Receive installer's certification that the installation complies with the requirements of the installation instructions provided by the manufacturer.
8. Installer shall provide all component warranties.
9. Prepare as-built drawings showing final details, etc.
10. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number on-farm equipment efficiency improvement installed. The extent of the practice to be certified is the quantities used as the basis of payment.

FARMSTEAD ENERGY IMPROVEMENT – EVAPORATIVE COOLING PAD, CODE 374

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Farmstead Energy Improvement, Code 374.

B. Design Procedures

University of Florida IFAS Publication # Circular 1135 "Fan and Pad Evaporative Cooling Systems." http://efotg.nrcs.usda.gov/references/public/FL/IFAS_cir_1135.pdf

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice.

B. Engineering Surveys

1. Topographic surveys are not normally need for this practice. Document location and orientation of proposed/existing structures.
2. Document length, width, and height of structures (buildings) to be cooled.
3. Locate of water source.
4. Note location of any utilities and utility markers.

C. Design

1. Determine dimensions of cooling pad according to manufacturer's recommendations. Record on FL781 Job Sheet or equivalent.
2. Determine the location of the cooling pad, water supply, pump, distribution pipe, water collection gutter, sump, and bleed-off line. Record on FL781 Job Sheet or equivalent.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Aerial with location of existing/proposed structures.
   b. Location of cooling pad and appurtenances.
   c. Type of cooling pad.
   d. Cooling pad surface are, pump size and capacity, and sump size.
   e. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

No survey layout is required for this practice.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record survey data in the engineering field book or in the electronic field book and on the engineering plans.

1. Location of cooling pad and appurtenances.
2. Length and width of cooling pad.
3. Check all appurtenances. Record in the field book type of material used, manufacturer's markings, diameters and lengths of all pipes, etc.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of evaporative cooling pad installed. The extent of the practice certified is the quantities used as the basis of payment.

GRADE STABILIZATION STRUCTURE, CODE 410
(INCLUDES PIPE OVERFALLS, DROP INLETS, HOOD INLETS)

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Grade Stabilization Structure, Code 410.

B. Design Procedures

EFH, Part 650, Chapter 10, Gully Treatment.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow."
2. USDA – NRCS Hydraulic Formula.
3. NRCS WinPond Computer Program.
4. Engineering Field Tools (EFT) Computer Program

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that a stable outlet is available or can be made available.

B. Engineering Survey

1. Set a bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. For small pipe overfall structures used to control erosion (i.e., structures with small drainage areas of approximately 3 acres or less without drop inlet or hood inlet) at the end of beds or rows.
   a. These type of structures will require minimal surveys. Survey one typical profile and cross section where structure(s) will be installed and record survey data in engineering file book or NRCS-28 and -29 or in the electronic field book.
   b. Number structures and identify with respect to their location in the field.
3. For drop inlets, hood inlets, and other structures to prevent the development or growth of gullies, or to protect vegetative spillways, prepare topographic survey of area. The survey should include a survey for a minimum of 1000 feet downstream of the gully head to determine if the gully bed is stable. Record survey data in engineering field book, electronic field book, or NRCS-28 or -29.
4. Note location of any utilities and utility markers.

C. Design

1. Record drainage areas, grades, overfall dimensions, site conditions and related hydraulic design data on the appropriate form FL-ENG-410A, 410B, 587A, 587B, or NRCS-ENG-523A.
2. For pipe structures, check hydraulics for all flow conditions (pipe, weir and orifice).
3. On complex gully control structures, prepare a profile and cross section of the structure.
4. Determine size of all structure components including material type, quantities, etc.
5. Complete soils/geologic investigation to determine suitability of the earthfill and foundation material for construction; determine if any foundation or seepage issues exist; and to verify if any subsurface impediments such as rock exist in excavated areas.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Site location.
   b. Site plan layout.
   c. Cross section and profile of the embankment.
   d. Special requirements for foundation preparation and treatment.

e. Location and details of the principal and auxiliary spillway(s).

f. Profile of principal and auxiliary spillway.

g. Vegetative requirements.

h. Requirements for diverting water, dewatering the site, or spoil disposal.

i. Location of utilities and notification requirements.

j. Location of soil borings and log the USCS.

k. Borrow source location and dimensions.

7. Document the engineering job class in the design notes and on the engineering plans.

8. Develop a site specific O&M Plan for the practice.

9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the embankment centerline and toe, auxiliary spillway, and work limits.

2. Stake pipe or structure location and critical elevations.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Complete the check data listed on form FL-ENG-587A, 587B, 410A, 410B and/or record equivalent data in the engineering field book or in the electronic field book.

1. Observe the job at least once during the installation to determine the adequacy of the work.

2. Survey a profile along the centerline of the embankment and cross sections of the completed structure. One of the cross sections should extend along the center line of the principal spillway from the upstream invert of the pipe (including crest) to a minimum of 10 feet beyond the pipe outlet invert. Record all breaks in grade along the cross section, including the entrance and exit invert elevation of the pipe. Record survey data in the engineering field book or in the electronic field book. On jobs with several small pipe drop structures, only 10 percent of the pipe drop structures will need to be checked. Choose the structure(s) least likely to meet plans and specifications.

   Embankments will be acceptable with respect to side slopes where the side slopes as constructed are not more than 0.5:1 steeper than the designed slope including shrinkage. See documentation for pond for calculations.

3. Type, quality and size of materials used.

4. Record adequacy and type of vegetative cover.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures installed. The extent of the practice to be certified is the quantities used for the basis of payment such as diameter and linear feet of pipe installed, volume of earthfill in cubic yards, etc.

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GRASSED WATERWAY, CODE 412

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Grassed Waterway, Code 412.

B. Design Procedures

1. EFH, Part 650, Chapter 7, Grassed Waterways.
2. Agricultural Handbook No. 667, Stability Design of Grass-Lined Open Channels.
3. Engineering Field Tools (EFT) computer program.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

Engineering Field Tools (EFT) computer program.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine feasibility and location. Determine the design storm frequency that is reasonable for the site conditions giving due consideration to the potential damages and liability should the waterway fail. Determine that the outlet is stable with adequate capacity for the design flow.

B. Engineering Surveys

1. Record profiles and cross sections of the original ground surface in sufficient details to permit designing the waterway with reaches of approximately uniform slope and shape. As a minimum, profile at breaks in grade, changes in alignment and at a maximum spacing of 300 feet. Cross section the waterway at representative locations to accurately compute earth quantities. The distance between cross sections shall not exceed 200 feet. Record on FL-ENG-412 or in the engineering field book or in the electronic field book.
2. Reference all surveys to a permanent bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Note the location of any utilities or utility markers.

C. Design

1. Determine and record drainage areas along with hydrologic factors to compute designed discharges. Record the design discharge calculations.
2. Record design computations and waterway dimensions. Design for capacity and stability using EFH, Part 650, Chapter 7.
3. Complete soils/geologic investigation to determine suitability of the soil for a grassed waterway and determine parameters for grassed waterway design. Also verify if any subsurface impediments such as rock exist in excavated areas.
4. Measurement
   a. Acreage. When acreage is a basis of payment, calculate the acreage to the nearest 0.1 acre using a planimeter, GPS, CAD, GIS, or other appropriate method. Record calculations on NRCS-ENG-523A (or equivalent). When acreage is determined by planimetering a plotted sketch or map, follow procedures in National Engineering Manual FL540.03 (b). Retain the plotted information with the documentation on NRCS-ENG-523A (or equivalent).
   b. Excavation. When volume excavated is the basis for payment or cost share, record measurements and calculations. Compute the excavated quantities using the natural ground cross section elevations and the elevations of the designed waterway cross section. Record computations and retain the plots of cross sections used in computing excavation quantities. Calculate quantities to the nearest cubic yard.

5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:

   a. Plan view sketch of the waterway showing location, direction of flow, station numbers, landmarks, bench marks, boundaries and reference points.

   b. Profile and cross sections for each typical section.

   c. Site specific specifications that describe in writing the installation of the grassed waterway including specifications for control of concentrated flow during construction and vegetative establishment.

   d. Vegetative plan for waterway and indicate disposal requirements for excess soil material.

   e. Location of utilities and notification requirements.

6. Develop a site specific O&M Plan for the practice.

7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Set construction stakes at the beginning of the waterway, at all changes in grade and alignment, at intervals not to exceed 200 feet, and at the end of the waterway.

2. Set and record a sufficient number of reference stakes (points) so that waterway can be relocated.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Profile waterway on intervals not exceeding 100 feet. Determine that the constructed waterway has sufficient capacity for the designed discharge and will be stable. This will be determined at each reach at the cross-section that will least likely meet the design. The waterway channel must be constructed to the design dimensions and sufficiently uniform to prevent undesirable flow conditions. The constructed cross-sectional area should equal or exceed the planned cross-sectional area at the planned depth. Record on form FL-ENG-412, in the engineering field book, or in the electronic field book.

2. Quantity measurements.

   a. Acreage – Compute acreage based on the lengths and average cross section of each reach.

   b. Excavation – Compute excavation from surveyed cross sections when needed as a basis of payment. Excavation quantities will be based on the design template of the waterway.

   3. Determine if runoff has been accurately diverted as planned.

4. Check disposal of excess soil material.

5. Location, size, etc., of subsurface drains if used.

6. Determine adequacy and acreage of vegetation.

7. Prepare as-built drawings showing final construction dimensions, details, etc.

8. If the practice meets the approved NRCS plans and specifications, then the statement

"This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified.

The area shall be measured in the field by a calibrated measuring wheel, chaining, GPS or other equivalent method. An exception shall be noted on the certification when the waterway has not been vegetated as planned.

The extent of the practice to be reported is the area of the waterway in acres. The extent of the practice certified will be the quantities used as the basis of payment such as the area in acres or the excavation in cubic yards.

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GROUNDWATER TESTING, CODE 355

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Groundwater Testing, Code 355.

B. Design Procedures

EFH, Part 631, Geology, Chapter 33.

II. Documentation

A. Preliminary Investigation

Determine the feasibility and need for the well water testing for the planned purpose(s).

B. Engineering Survey

1. Engineering surveys are not normally needed unless the elevation of the water well head is needed by the permitting agency. Note and record the latitude and longitude of well.
2. Note the location of any utilities or utility markers.

C. Design

1. The location (latitude and longitude) and water well head protection required shall be recorded on NRCS-ENG-523A (or equivalent). Develop engineering plans showing the details of the water well head protection including size, thickness, and quality of the concrete pad. Provide the design data and plans to the landowner.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. The location and depth of water supply to be tested.
   b. Documentation of aquifer characteristics, geology, and history of site relative to sources of potential contamination, such as surface water, septic systems, chemical storage facilities, landfills, roads, animal waste storage or treatment facilities, or naturally occurring sources of contamination.
   c. Parameters to be tested.
   d. Frequency of testing.
   e. Documentation of the construction method used to install the well or spring development.
   f. Description of the collection process, storing, transporting, and testing samples; and the reporting of test results.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Locate and flag the location of the water well to be tested. This will not require a survey and can be noted on the conservation plan map.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Review the documentation of the water sample taken, laboratory used, and results of the well water testing.

2. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of well water testing completed. The extent of this practice to be reported is quantities used as the basis of payment.

HEAVY USE AREA PROTECTION, CODE 561

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Heavy Use Area Protection, Code 561.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that the site is suitable, structure requirements, and the appropriate surface treatment needed to stabilize the site.

B. Engineering Surveys

1. Record all surveys in the engineering field book or in the electronic field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff. As a minimum, cross sections shall be taken to adequately show the site topography and design the treatment.
4. Note location of any utilities or utility markers.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Heavy Use Area Protection, Code 561. Record design data on NRCS-ENG-523A (or equivalent).
2. Compute earthfill or excavation quantities and quantities of material used for treating the area.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. A plan view showing the location and extent of the practice. Include the location and distances to adjacent features and known utilities.
   b. Lengths and width of area to be treated.
   c. Typical section(s) showing the type and required thickness of paving or stabilization materials including any base course requirement or reinforcement if concrete is used.
   d. Cut and fill slopes where applicable.
   e. Drainage areas and structure requirements.
   f. A grading plan, as needed.
   g. Where appropriate, plans for required structural details.
   h. Method and materials used to stabilize areas disturbed by construction.
   i. Construction specifications with site specific installation requirements.
   j. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction

layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in constructing the heavy use area. As a minimum, stake the corners of the proposed site.
2. Stake the location and elevations of required structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Survey a minimum of two cross sections to determine if the heavy use area is constructed to the design elevations.
2. Survey additional measurements as needed to determine the dimensions of the area treated. The area shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method. Compute the area treated.
3. Check the surface treatment type, thickness and quality and determine if it meets the design requirements.
4. Check the location, size and elevations of all structures.
5. Check adequacy of vegetation.
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed area in acres. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved, square feet, cubic yards or acres of surface treatment, etc.

IRRIGATION CANAL OR LATERAL, CODE 320

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation Canal or Lateral, Code 320.

B. Design Procedures

TR-25, Design of Open Channels.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity of the problem, availability of an outlet, and the type and extent of surveys needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the ditch alignment in the field.
2. Set and describe at least one permanent bench mark near the outlet end of the ditch. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Survey profile rod readings and/or cross sections at not more than 500-foot intervals, depending upon irregularity of the natural ground and/or existing ditch section. Stations along ditch profiles can be determined by pacing or accurate scaling on aerial photographs. Elevations along cross sections will show all breaks and should extend each side of the center line beyond the estimated construction area. Record elevation and distance from proposed center line of low areas, which will influence the elevation of the hydraulic gradient.
4. Record outlet conditions, including the elevation of the bottom of the outlet and the expected high-water mark during a normal cropping season.
5. Note the location of any utilities or utility marker.

C. Design

1. Plot profiles and cross sections. Place the ditch number on the profile and cross section sheets. Record outlet conditions on the profile, including the elevation of the bottom of the outlet and high-water marks or design hydraulic gradient of the outlet. See Figure 14-11, EFH.
2. Determine area served by the ditch and show drainage boundary on a suitable aerial photograph, mosaic, or overlay, and record the area in acres on form FL-ENG-608. Determine required ditch capacity and record on form FL-ENG-608. From trial and error determine ditch dimensions and grade and record on form FL-ENG-608. (In lieu of FL-ENG-608, an approved computer program is acceptable for design documentation.
3. Plot bottom of proposed ditch on the profile. Show elevation of the ditch bottom at the beginning and end of the ditch, and at all breaks in grade. Compute the slope of the ditch bottom and record on the profile. See Figure 14-14, EFH.
4. Draw the hydraulic gradient on the profile. Show elevation of hydraulic gradient at the end of each segment. Compute the slope of the hydraulic gradient and record on the profile.
5. Design necessary grade stabilization structures and structures for water control.
6. Prepare earth work quantities and preliminary cost estimate, where needed.
7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of canals or laterals.
   b. Profile of canals or laterals.
   c. Typical cross section of canals or laterals.

d. Cross section and details of all structures. See appropriate note keeping for structures.

e. Type, quantity, and quality of all materials used for structures.

f. Vegetative requirements.

g. Location of utilities and notification requirements.

8. Document the engineering job class in the design notes and on the engineering plans.

9. Develop a site specific O&M Plan for the practice.

10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the centerline of the ditch with cut stakes at changes in alignment or grade and on maximum intervals not to exceed 200 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All drainage mains or laterals shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of constructed channels. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.

2. Survey ditch bottom and natural ground profile rod readings at a maximum spacing not to exceed 200 feet and at each end of ditch. Record the planned ditch bottom grade rod on the check notes for each station checked.

3. Cross section the ditch at a maximum spacing not to exceed 600 feet with a minimum of one cross section per ditch. Survey rod readings at all breaks in slope along the cross section. Extend the cross sections to the outside toe of the spoil bank, or if spoil banks are spread, extend the cross sections to include the spread material.

4. Compute earthwork quantities as needed.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent to be certified is the quantities used as the basis of payment such as cubic yards of excavation, etc.

IRRIGATION DITCH LINING, CODE 428

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation Water Conveyance, Code 428.

B. Design Procedures

USDA – ARS (Agricultural Research Service) Agricultural Handbook Number 667 – "Stability Design of Grassed-Lined Open Channels" or other comparable channel stability criteria.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity of the problem, availability of an outlet, and the type and extent of surveys needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the ditch alignment in the field.
2. Set and describe at least one permanent bench mark near the outlet end of the ditch. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Survey profile rod readings and/or cross sections at not more than 500-foot intervals, depending upon irregularity of the natural ground and/or existing ditch section. Stations along ditch profiles can be determined by pacing or accurate scaling on aerial photographs. Elevations along cross sections will show all breaks and should extend each side of the center line beyond the estimated construction area. Record elevation and distance from proposed center line of low areas, which will influence the elevation of the hydraulic gradient.
4. Record outlet conditions, including the elevation of the bottom of the outlet and the expected high-water mark during a normal cropping season.
5. Note the location of any utilities or utility marker.

C. Design

1. Plot profiles and cross sections. Place the ditch number on the profile and cross section sheets. Record outlet conditions on the profile, including the elevation of the bottom of the outlet and high-water marks or design hydraulic gradient of the outlet. See Figure 14-11, EFH.
2. Local information on velocity limits for specific soils may be used if available. If such information is not available, stability limits shall be based on the tractive stress design approach as discussed in USDA-ARS Agricultural Handbook Number 667 – Stability Design of Grassed-Lined Open Channels" or other comparable channel stability criteria.
3. Determine area served by the ditch and show area on a suitable aerial photograph, mosaic, or overlay. Record the area in acres on form FL-ENG-608. Determine required ditch capacity based on irrigation requirements and record on form FL-ENG-608. From trial and error determine ditch dimensions including freeboard and ditch grade and record on form FL-ENG-608. (In lieu of FL-ENG-608, an approved computer program is acceptable for design documentation.
4. Plot bottom of proposed ditch on the profile. Show elevation of the ditch bottom at the beginning and end of the ditch, and at all breaks in grade. Compute the slope of the ditch bottom and record on the profile. See Figure 14-14, EFH.
5. Draw the hydraulic gradient on the profile. Show elevation of hydraulic gradient at the end of each segment. Compute the slope of the hydraulic gradient and record on the

profile.

6. Determine the material type to line the canal or ditch with consideration to the velocity and required flow rate.
7. Design necessary grade stabilization structures and structures for water control.
8. Prepare earth work quantities and preliminary cost estimate, where needed.
9. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of canals or laterals.
   b. Profile of canals or laterals.
   c. Typical cross section of canals or laterals.
   d. Type, quality, and thickness of lining material.
   e. Cross section and details of all structures. See appropriate note keeping for structures.
   f. Disposal of excavated material.
   g. Type, quantity, and quality of all materials used for structures.
   h. Vegetative requirements.
   i. Location of utilities and notification requirements.
10. Document the engineering job class in the design notes and on the engineering plans.
11. Develop a site specific O&M Plan for the practice.
12. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the centerline of the ditch with cut stakes at changes in alignment or grade and on maximum intervals not to exceed 200 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All drainage mains or laterals shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of constructed channels. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.
2. Survey ditch bottom and natural ground profile rod readings at a maximum spacing not to exceed 200 feet and at each end of ditch. Record the planned ditch bottom grade rod on the check notes for each station checked.
3. Cross section the ditch at a maximum spacing not to exceed 500 feet with a minimum of one cross section per ditch. Survey rod readings at all breaks in slope along the cross section. Extend the cross sections to the outside toe of the spoil bank, or if spoil banks are spread, extend the cross sections to include the spread material.
4. Type, quality, thickness, and quantity used for the lining.
5. Compute earthwork quantities as needed.
6. Prepare as-built drawings showing final construction dimensions, elevations, grades, details, etc.

7. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent to be certified is the quantities used as the basis of payment such as square feet or cubic yards of lining used, cubic yards of excavation, etc.

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IRRIGATION FIELD DITCH, CODE 388

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation Field Ditch, Code 388.

B. Design Procedures

TR-25 Design of Open Channels.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice considering availability of an outlet, drainage/irrigation needs, etc.

B. Engineering Surveys

1. Establish the ditch alignment in the field.
2. Set and describe at least one permanent bench mark near the outlet end of the ditch. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Using a transit, total survey station, or survey grade GPS, develop a topographic map of the site with sufficient rod readings to adequately show the lay of the fields. The survey should include any features that will affect the design.
4. Survey the outlet including the elevation of the bottom of the outlet and normal ground and the expected high-water mark during a normal cropping season.
5. Note the location of any utilities or utility markers.

C. Design

1. Determine area served by each ditch (or group of ditches) and determine required capacity. Record on FL-ENG-608 or NRCS-ENG-523A (or equivalent) or approved computer program. From the topographic map, determine the ditch grade.
2. Design necessary grade stabilization structures and structures for water control using form FL-ENG-410 or 587A or equivalent data on NRCS-ENG-523A (or equivalent) or approved computer program.
3. Profile ditches where needed for design.
4. Where needed, determine total length of ditches to be installed and prepare quantity of excavation and cost estimate.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of field ditches.
   b. Plan view and typical cross section.
   c. Grade of irrigation field ditch and profile as needed.
   d. Spoil placement details.
   e. Vegetative requirements.
   f. Location of utilities and notification requirements.
7. Document the engineering job class in the design notes and on the engineering plans.
8. Develop a site specific O&M Plan for the practice.
9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the

customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the location and grade of the ditches.
2. Furnish the contractor adequate cut information to excavate the ditch to grade.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All drainage field ditches shall be checked for completion by making an engineering survey as follows:

1. Select and profile a minimum of one representative ditch in each field or group of ditches constructed at one time. Profile by taking rod readings in the bottom and natural ground at a maximum spacing of 200 feet and at apparent highs and lows. Stations along the ditch selected may be determined by chaining or pacing. Evaluate the adequacy of the installation.
2. Determine the constructed length of all the ditches constructed by chaining, calibrated measuring wheel, GPS, or other equivalent method.
3. Survey a minimum of one cross section of at least one ditch in the group being checked. Observe or check, with an instrument, the cross section of other ditches until satisfied that all the ditches in the group meet cross section requirements.
4. Record survey checkout data in the engineering field book or in the electronic field book.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent of the practice to be certified is the quantities used as the basis of payment such as volume of excavation in cubic yards, etc.

IRRIGATION LAND LEVELING, CODE 464

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation Land Leveling, Code 464.

B. Design Procedures

NEH, Part 623, Chapter 12, Land Leveling.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

NRCS computer program "EFT."

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility and complexity of the practice considering soils, topography, drainage outlets, etc.

B. Engineering Surveys

Record field information on form FL-ENG-464A or FL-ENG -464B, Irrigation Land Leveling or Forming Data Sheet (or equivalent), or in the engineering field book, electronic field book, and/or standard cross section sheets attached as needed.

1. Grid the field to be leveled and set a sufficient number of permanent stakes to reference the grid system. See NEH Part 623, Chapter 12, Land Leveling, for information on layout of a grid.
2. Set and describe at least one permanent bench mark and show the location and elevation on the plan. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Fields may be surveyed on a maximum of 200-foot centers where the field is: (1) greater than 40 acres in size with a minimum dimension of 1200 feet, (2) relatively uniform, (3) not cost shared, and (4) where earth work calculations are not needed. All other fields shall be surveyed on 100-foot centers. The surveys shall also include rod readings in existing drainage ways and any existing irrigation facilities that will be affected.
4. Note the location of any utilities or utility markers.

C. Design

1. Plot field information on form FL-ENG-464A or standard cross section sheets.
2. Prepare contour map where necessary to assist in determining whether the field is to be leveled as a unit or in segments.
3. In the case of bench leveling, use the contour map as a base for design. Lay out the system of benches on contour map, using the NEH, Part 623 as a guide.
4. Compute the quantity of earthfill or excavation for each segment or bench using form FL-ENG-464C, Irrigation Land Leveling Computation Sheet or by using the engineering computer program Engineering Field Tools (EFT). Include the quantity of any drainage or irrigation facilities that will be constructed in the leveling operation.
5. Develop engineering plans and specifications. As minimum the plans and specification shall include:
   a. Location of field drainage system and/or irrigation water distribution system with plotted survey data, including any water control structures.
   b. Field boundaries,
   c. Planned cut and fills,
   d. Grades of each unit or segment.
   e. Earthwork volumes and cut/fills ratio,
   f. Direction of irrigation,
   g. Required water surface and location of irrigation water delivery and tailwater disposal.
   h. Location of utilities and notification requirements.
7. Document the engineering job class in the

design notes and on the engineering plans.

7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Furnish the contractor a cut and fill sheet and design grade and cross slope. FL-ENG-464D may be completed and given to the contractor. Where necessary, set permanent stakes representing the center of each 100 foot square with the planned cut or fill at that location.
2. Stake drainage field ditches, water control structures, and irrigation features that are to be constructed during the leveling operation.
3. In the case of bench leveling, lay out the benches on the ground. Handle each bench as an individual segment.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. On fields that have been staked for leveling, rod readings shall be taken as needed during construction to ensure that the field is being leveled to the planned elevation. These rod readings shall be recorded in the engineering field book, electronic field book, or FL-ENG-464A or FL-ENG-464B. The complete construction check shall include profiles and other survey data to satisfactorily show the constructed grade. As a minimum, at least three profiles shall be taken on each field with no less than three profiles per 40 acres whichever is greater. One of the profiles shall be taken along the diagonal of the staked line.

   When larger acreage is involved, one block or at least 10 percent of the acres shall have a complete construction check. All blocks shall be visually inspected and the block(s) which appears least likely to conform to planned grades shall be selected for the complete check. The remaining blocks shall be checked by recording sufficient rod readings to show that planned grades have been constructed.

2. The final construction check profiles shall be taken in the direction of irrigation on areas which appear least likely to conform to planned grades. Rod readings shall be taken along the profiles every 100 feet and at apparent highs and lows. The profiles shall be extended across drainage or irrigation facilities constructed during the leveling operation.
3. In case of bench leveling, profile and cross section each bench near the middle of the bench. Survey profile rod readings at intervals of not more than 100 feet, and cross sections at intervals not to exceed 50 feet.
4. Record the profile rod readings/elevations to the nearest 0.05 foot in the engineering field book, electronic field book, or form FL-ENG-464A or -464B. Check to see that planned grades have been met by plotting the profiles on standard cross section paper. (It is not necessary to plot the profiles when the field has been designed for a flat grade.) The profiles will also provide elevation data for checking planned cross slope. Permissible variation of the finished grade from the planned grade or a plane paralleling the planned plane shall be plus or minus

0.10 foot providing such variation will not affect water distribution or cause drainage problems.

5. Compute the acres leveled.
6. Where needed, verify quantity of earthfill or excavated material.
7. Prepare as-built drawings showing final construction dimensions, details, etc.
8. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by an employee with appropriate EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the acres leveled. The extent of the practice to be certified is the quantities used as the basis for payment such as cubic yards of earth moved.

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IRRIGATION PIPELINE, CODE 430

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation Water Conveyance, Pipeline, Code 430.

B. Design Procedures

1. NEH, Part 623, Irrigation.
2. NEH, Part 652, Irrigation Guide, Chapter 7, Farm Distribution Components.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS "Pipeline" spreadsheet.
2. NRCS spreadsheet "Pipe Weight Calculator."

II. Documentation

These instructions apply to a pipeline and appurtenances installed in an irrigation system.

A. Preliminary Investigation

See NEH Part 652, Irrigation Guide, Chapter 6, Irrigation System Design and Chapter 7, Farm Distribution Components.

B. Engineering Surveys

All pipeline designs require topographic information to properly plan the location, size, quantity of all pipelines and required appurtenances. Topographic maps are optional on lands with 0.5 percent slope or flatter. Topographic data used in design shall be by one of the following methods.

1. Surveys
   a. Refer to EFH Part 650, Chapter 1 and NEH Part 645 for methods and documentation.
   b. Set and describe a minimum of one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
   c. Profile pipeline only where summits cannot be determined visually. Record location of water supply and elevation of pump discharge pipe. Survey profile rod readings at all highs and lows and the distance between rod readings should not normally exceed 300 feet. The survey must be sufficient to locate summits and establish water management control elevations.
2. Aerial Topographic Maps

   These may be used when they are in sufficient detail for all system components to be located and their elevations established within tolerances required by the appropriate conservation practice standard Irrigation Water Conveyance, Pipeline, Code 430. Location of summits and control elevations on the pipeline are essential. A copy of the map must be a part of the system design.
3. Designs Furnished by Contractors and Others

   The person preparing the design for NRCS approval is not required to use NRCS survey procedures. They should be informed and understand that the NRCS design approval is based on the assumption that the survey information is accurate.
4. Note the location of any utilities or utility markers.

C. Design

1. Prepare designs in accordance with the appropriate conservation practice standard in Field Office Technical Guide, Irrigation, Pipeline, Code 430.
2. Pipeline designs may be developed by plotting profiles or by computations. Good judgment must be exercised in determining whether or not profiles should be plotted. When profiles are omitted, the design must include sufficient design data to clearly show critical control points and all planned

features of the pipeline. Design shall include design discharge rate, hydraulic gradient or friction losses, appurtenant structures to be installed, showing kind, number, size, location and quantities, and estimated quantity of pipe by sizes and other needed data such as pressure rating, depth of cover, manufacturer's markings, wall thickness, etc. Record all pipe sizing calculations, with references to tables, charts, and graphs used on NRCS-ENG-523A (or equivalent) or using approved computer programs.

3. Prepare engineering plans and specifications. As a minimum the plans and specifications shall include:

   a. Complete plan layout of pipeline and appurtenances and as necessary profiles of pipeline.

   b. Material type, size and pressure class for pipe and fittings.

   c. Depth of cover for each diameter of pipeline.

   d. Location, size, type and pressure class for appurtenances (drains, vents, valves, outlets, pressure relief, thrust blocks, etc.).

   e. Pipe trench/backfill requirements.

   f. Safety features for trenches, when applicable.

   g. Note the location of any utilities and notification requirement.

4. Record design on form FL-ENG-430, and the appropriate form for the irrigation system (FL-ENG-441A, -441B, -442A, -442B, -442C) or standard drawing FL-754, or NRCS-ENG-523A (or equivalent) may be used to record the design information.

4. Determine the pipe weight for the total length of pipeline to be installed using the NRCS Pipe Weight Calculator.

5. Document the engineering job class in the design notes and on the engineering plans.

6. Develop a site specific O&M Plan for the practice.

7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of construction stakes needed, showing the location and depths of pipelines.

2. State location of other appurtenant structures (e.g. air release valves, thrust blocks, etc.) or furnish the necessary design information to installer.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Prior to final certification of completion, obtain a copy of the written certification and guarantee furnished by the contractor to the purchaser, to be made a part of the supporting records. Where the landowner installs the pipe, the installation guarantee is not required.

2. Record construction check data on the engineering plans, in the engineering field book, electronic field book, or other appropriate form. Construction certification shall include the following:

a. Lengths and size of pipe installed. The length of pipe will be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method. Record pipe class, pressure rating, etc., for all pipe installed.

b. Size and location of all components such as air release valves, pressure release valves, thrust blocks, etc.

c. Pipe depth of cover. Check depths at locations least likely to pass. A minimum of one check will be made on each pipeline with a minimum of one check for each 2,000 feet of pipeline installed.

d. Pressure test.

3. Prepare as-built drawings showing final construction dimensions, details, etc.

4. Installed pipeline lengths shall be recorded in the NRCS Pipe Weight Calculator to determine the pipe weight of the installed pipeline materials.

5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the length in feet of pipeline installed. The extent of the practice to be certified are the quantities used as the basis of payment such as pipe length by diameter, valves, etc.

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IRRIGATION RESERVOIR, CODE 436

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation Reservoir, Code 436.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow."
2. USDA - NRCS Hydraulics Formula.
3. "SPAW" Computer Program.

II. Documentation

These instructions shall apply to all embankment ponds with outside drainage area. Embankment ponds are defined as those where the depth of water impounded against the embankment at spillway elevation is three (3) feet or more.

A. Preliminary Investigation

1. Determine and document hazard classification of the pond. Document the rationale for assigning the hazard classification as a part of the design records.
2. Make a preliminary investigation to determine site suitability, considering soils, geology, topography, etc.
3. Determine that irrigation storage is feasible with an adequate supply of water available for the crops.
4. Check appropriate requirements of state laws for permitting and notify landowner of his/her responsibilities. In many cases a permit is required prior to construction.

B. Engineering Surveys

1. The design survey and layout survey for some embankment and excavated ponds may be combined into one operation. Record all survey data on form FL-ENG-378A, Pond Data Sheet, in the engineering field book, or in the electronic field book. Notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. Set and describe a minimum of one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Set reference stakes for locating the proposed embankment.
4. Survey the embankment centerline profile the full length of the embankment extending above the expected elevation of the dam and beyond the location of the auxiliary spillway. Centerline profile rod readings shall be taken at all breaks in grade and at maximum intervals not to exceed 50 feet. Survey a sufficient number of cross sections to accurately compute quantities and determine the location of the toe of the embankment.
5. Profile the centerline of the auxiliary spillway including the inlet section, level section and outlet section. If the location of the auxiliary spillway is unknown at the time of survey, obtain enough topographic shots in the vicinity of the proposed auxiliary spillway location to be able to design the spillway.
6. Show sketch of embankment, reservoir area, auxiliary spillway, proposed fences and other appurtenant structures. Show location of bench marks and reference stakes on sketch.
7. Note the location of any utilities or utility markers.

C. Design

1. Re-evaluate the hazard classification of the proposed reservoir.
2. Record design data on form FL-ENG-378A or equivalent data on NRCS-ENG-523A (or equivalent) or print outs from approved computer programs. Where a siphon spillway is used, standard drawing FL-378A, Plan of Siphon Pipe for Farm Pond may be

used. Attach additional calculation sheets used for the design and design survey notes where a separate design survey is made.

3. Complete soils investigation report and construction recommendations and record in the engineering field book or in the electronic field book. Verify the suitability of the foundation and earthfill for construction and determine if any foundation or seepage issues exist. If needed, request the assistance of a geologist.
4. Determine required capacity to serve the intended purposes.
5. Check pipe hydraulics for all flow conditions - pipe, weir, and orifice.
6. Compute earth work estimate and preliminary cost estimate.
7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of structure.
   b. Cross section of the reservoir
   c. Profile and cross section of the embankment and auxiliary spillway.
   d. Earthfill zoning if required.
   e. Structural details of structural elements.
   f. Seepage control details.
   g. Details of spoil placement.
   h. Vegetative requirements.
   i. Location of utilities and notification requirements.
8. Document the engineering job class in the design notes and on the engineering plans.
9. Develop a site specific O&M Plan for the practice.
10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

If the dam is constructed more than one year after the dam was designed, another hazard classification will be performed.

The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation. Record layout information on form FL-ENG-378A, or standard plan sheets. For the larger, more complex jobs, layout data may be recorded in the engineering field book or in the electronic field book. Layout notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH Part 645, Appendix D.

1. Set slope stakes as required to accurately compute quantities where needed and/or enable the contractor to construct the embankment and spillway(s) to the planned lines and grades. Stations along the profile shall be determined by chaining, except where quantities will not be certified.
2. Compute earth work quantities. When the elevation of the ground under the base of the embankment does not vary over 2 feet over the cross section, the end area may be taken from approved yardage tables. Where the elevation of the ground varies more than 2 feet, the cross sectional area will be obtained by the rectangular coordinate method or the cross section may be plotted and measured by a planimeter. Limits for earth work quantity calculations shall be the neat lines and grades of the designed embankment after settlement.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data on form FL-ENG-378A, in the engineering field book, or in the electronic field book as appropriate.

1. Profile the centerline of the reservoir and embankment. Extend the profile across the spillway. Record profile rod readings at all stations and at all breaks in grade.
2. Survey at least one cross section of the reservoir and embankment at a location that represents the weakest section. Record rod readings at each edge of the crown, at each toe, at intermediate points between the top and each toe and at changes in the side slope.
3. Profile the center line of excavated spillways from a point within the pool area to at least 50 feet below the excavated section. Cross section auxiliary spillway at the control section.
4. Record appropriate elevations and other information of any components such as the principal spillway, etc. Record type of material used, gage, coating, etc.
5. Check constructed grades against planned grades and note difference. Compute constructed side slopes and record on checkout notes.
6. Record data on seepage control measures.
7. Record adequacy and type of vegetative cover established for the auxiliary spillway and embankment.
8. Determine quantities for earthfill, excavations, clearing, etc.
9. Embankment will be acceptable where all of the following conditions are met:
   a. Pond will be acceptable with respect to side slopes where:
      i. Side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage.

<u>Example</u>:

Fill height at station checked = 15.3 ft.
designed slope = 3:1
Shrinkage = 5% = 15.3 x 0.05 = 0.8 ft.
Design grade rod = 5.2 (based on settled height)
Rod reading at toe = 18.8 (from survey)
Minimum designed toe distance = (18.8 - 5.2) x 3
=13.6 x 3 = 40.8 ft.
Grade rod with shrinkage = 5.2 - 0.8 = 4.4
Designed slope = (40.8) ÷ (18.8 - 4.4) = 2.83
Steepest acceptable slope = (2.83:1) - (0.5:1)
= 2.33:1

      ii. Upstream constructed slope shall not be steeper than the maximum allowed in conservation practice standard for Pond, Code 378.
      iii. The constructed cross-sectional area equals or exceeds the planned cross-sectional area and has at least 95% of the embankment width at all elevations with shrinkage added.
   b. Constructed crown elevations are not more than 0.2 foot below planned elevations, with allowance for settlement added.
   c. The auxiliary spillway elevation does not vary from the planned elevation by more than 0.2 foot. The width must not be less than planned.
   d. The minimum required freeboard is not lowered by more than 0.2 foot. Where unforeseen physical conditions prohibit completion of the pond as originally planned and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.
   e. Complete dam inventory form as needed. Check constructed grades against planned grades and note difference.
10. Excavated reservoirs will be acceptable where the following conditions are met.
   a. The constructed side slopes are not

steeper than 1:1.

b. The depth of the pond or pit is no shallower than 0.2 foot less than the planned elevation.

c. The excavated material does not exceed the permissible spoil height and is shaped as specified in the specifications.

d. The as-built cross sectional area equals or exceeds the planned cross sectional area. Where unforeseen physical conditions prohibit completion of a pit type pond as originally planned, and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.

11. Prepare as-built drawings showing final construction dimensions, details, etc.

12. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures completed and number of acre feet of storage. The extent to be certified is the quantities used as the basis of payment such as volume of cubic yards of earthfill and/or excavation, etc.

IRRIGATION SYSTEM, MICROIRRIGATION, CODE 441

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation System, Microirrigation, Code 441.

B. Design Procedures

1. NEH, Part 623, Irrigation, Chapter 7, Trickle Irrigation.
2. NEH, Part 652, Irrigation Guide, Chapter 6, Florida Amendment.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

Florida NRCS "Pipeline" workbook.

II. Documentation

These instructions apply to microirrigation systems through which water is distributed in the irrigated area by means of small diameter pipes and applied at or near the soil surface. Permanently installed mains and submains shall be documented according to documentation for Irrigation Pipeline, Code 430.

A. Preliminary Investigation

See NEH Part 652, Chapter 6, Irrigation System Design.

B. Engineering Surveys

Gather sufficient survey data to plan the location and size of microirrigation system, calculate quantities and prepare cost estimates. Using the preliminary information obtained in Section A above, determine the extent of survey data needed: (1) minimal survey; (2) moderate survey data, or (3) detailed topographic survey. Proceed as outlined below based on the survey requirement. All survey data shall be recorded in the engineering field book or in the electronic field book.

1. Minimal survey data is required where the mains and submains can be located and staked in the field without the use of a topographic map. It is adapted to areas where the topography is flat and such that the mains and submains can be readily located. Determine degree and direction of land slopes and key elevations by visual inspection or minimal surveying.
2. Moderate survey data is required where the mains and submains can be located and shown on a plan map using random measurements and rod readings for key elevations.
   a. Profile around and across the area to be irrigated. Distances may be chained or paced.
   b. Survey key elevations and locate on a sketch or photo. Distances may be measured from scaled drawings or photos of known scale.
3. Detailed topographic survey is required where a detailed contour map is needed to design and layout the system and is necessary where elevation differences are considerable.
   a. Rod readings shall be taken on a grid spacing not exceeding 200 feet and as needed to define surface features such as breaks in slope, depressions, knobs, etc.
   b. Establish reference points for use as vertical and horizontal control in layout and construction check surveys. Describe the location of these points in the field notes.
4. Note location of any utilities or utility markers.

C. Designs

1. Determine the system requirements. See Part 652, National Irrigation Guide, Florida Amendment, Chapter 6B, Microirrigation System, for design example.
2. Record the design information, including existing and proposed structures on forms FL-ENG-441A, -441B, standard drawing FL-441, NRCS-ENG-523A (or equivalent) or other appropriate standard form. Design must conform to conservation practice

standard Irrigation System, Microirrigation, Code 441 and the appropriate NRCS conservation practice standard for all components including flush valves and filters.

3. Show all additional computations on NRCS-ENG-523A (or equivalent) when a standard form is not available.
4. Prepare bill of materials and cost estimate as needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Plan map of the system on forms FL-ENG-441A, FL-ENG-441B, standard drawings FL-ENG-441, or other appropriate standard form. The detail shown on the plan map should be adequate to define the limits of the work and locate all the components of the system. A sufficient number of reference points need to be shown so that any qualified person other than the designer can layout the work.
   b. Size, type, and quality of all emitters, laterals, and components.
   c. Location and details of filters required.
   d. Location and details of flushing system.
   e. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Consult with the installer to determine layout needs.
2. Set stakes required to establish alignments, location, and elevation of pipeline, and other appurtenant structures, or furnish necessary information to installer.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Check to determine that the completed practice conforms to plans, designs, and specifications.
   a. Check the system for satisfactory operation. Lateral lines should have been flushed to remove sediment or foreign material, air purged, and leakage repaired before making any measurements.
   b. Check lateral size, length, spacing and manufacturer's markings; applicator locations, spacing, type, and kind; valves; filters; pressure regulators; and all other appurtenances for conformance to plan and design. Record on the engineering plans all changes to the plan and design.
   c. Determine emission uniformity. Discharge measurements shall be taken of a minimum of 2% of the number of applicators, but not less than 9 measurements or more than 16

measurements are required on each unit of applicators operated simultaneously. The measurements include discharge rates and pressures to determine that system is operating according to design. The preferred method for calibrated measuring discharge from an applicator is one that will not affect its flow rate. It is essential that the method used shall be applied uniformly when there is any possibility the flow rate of the applicator may be affected. The suggested length of measurements is sixty (60) seconds but not less than thirty (30) seconds may be used when the discharge rate is found to be acceptable. The discharge needs to be measured in a container with ten (10) milliliter graduations or smaller. Measurements of small flow rates (< 5 gph) will need to use a more precise measurement of volume and/or an increase in the length of measurement to obtain desired accuracy. Use the following equation to determine discharge in gallons per hour.

$$\frac{\text{Milliliters Caught} \times 0.951}{\text{Collection time (seconds)}} = \text{gph}$$

d. Measurements shall be taken at locations where the expected extreme variations (high and low) in pressure and discharge rate occur. These locations shall be selected from the design and field determinations. At least two measurements should be made at each of these locations. Other locations for measurements should be selected by making a visual inspection of the applicators in the unit and measuring the applicators with apparent high and low discharges.

e. The measurements shall be recorded along with their locations. They may be recorded using FL-ENG-441C, 441D, or in the engineering field book or in the electronic field book.

f. Record survey data in the engineering field book, or in the electronic field book, or other appropriate form. Include elevations and measured lengths and quantities which are needed.

2. Prepare as-built drawings showing final construction dimensions, details, etc.

3. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of systems and the irrigated area in acres. The irrigated acres will be measured to the outside canopy of the irrigated crop.

The extent of the practice to be certified is the quantities used as the basis for payment.

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IRRIGATION SYSTEM, SURFACE AND SUBSURFACE, CODE 443

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation System, Surface and Subsurface, Code 443.

B. Design Procedures

NEH, Part 624, Drainage Water Table Control.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine if the practice is feasible considering soils, topography, water supply, availability of an outlet, etc.

B. Engineering Surveys

1. To adequately plan a subsurface (subirrigation) system a topographic survey will be needed. The topographic survey shall be in sufficient detail so that planned and existing practices can be located on the engineering plans. Surveys shall be recorded in the engineering field book or in the electronic field book.
2. Set and describe a minimum of one permanent bench mark. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Survey the drainage outlet including the elevation of the bottom of the outlet and normal ground and the expected high-water mark during a normal cropping season.
4. Note location of any utilities or utility markers.

C. Design

1. Record all designs notes on NRCS-ENG-523A (or equivalent) or other appropriate forms and attach all computer generated computations.
2. Determine structure locations that will provide the most control of drainage water for the practice purpose. Structure water control elevations shall be designed to control the drainage water and without damaging the crops.
3. Design of system components shall be in accordance with procedures for that practice. FL-ENG-587B may be used to record information for water control structures.
4. An overall water control plan shall be developed providing detailed operation of the structures.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Show location of pipelines, ditches, etc., with typical cross sections, etc. Standard drawings FL-443 may be used for subsurface irrigation systems with pipeline delivery.
   b. Typical cross section of pipelines, ditches, etc.
   c. Type, quality and quantity of all pipes, structures, etc.
   d. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to enable the landowner or contractor install the practice.
2. Stake the location of all components by procedures developed for that practice (irrigation field ditches, water control structures, pipelines, etc.).

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Components shall be checked in accordance with procedures developed for the practices installed.
2. Survey information will need to be taken to verify if the system can be operated as noted in the operation plan.
3. Prepare as-built drawings showing final construction dimensions, details, etc.
4. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area irrigated in acres.

The irrigated acres will be measured to the outside canopy of the irrigated crop.

The extent of the practice to be certified is the quantities used as the basis for payment.

IRRIGATION SYSTEM, TAILWATER RECOVERY, CODE 447

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Irrigation System, Tailwater Recovery, Code 447.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow."
2. USDA - NRCS Hydraulics Formula.
3. "SPAW" Computer Program or other Florida NRCS approved method.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine site suitability, considering soils, topography, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

The majority of tailwater recovery ponds can be designed and constructed by combining the design survey and construction layout survey into one operation. For small routine jobs, record design and layout data in the engineering field book, electronic field book, or on FL-ENG-378B. For large complex jobs, record survey, design, and construction data in the engineering field book or in the electronic field book, and other forms as appropriate.

1. Set and describe one permanent bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Record an adequate number of rod readings around the perimeter or circumference and inside of planned top to determine average ground elevation. Where the topography is irregular and earth work quantity is needed, record a sufficient number of cross sections for determining quantities.
3. Set reference stakes to allow for relocation.
4. Note the location of any utilities or utility markers.

C. Design

1. Record design data on form FL-ENG-378B or NRCS ENG 523A.
2. Complete soils investigation report and construction recommendations including spoil placement and record on form FL-ENG-378B or NRCS ENG 523A.
3. Show on the engineering plans typical cross sections and elevations of the planned pond or pit including details of spoil placement and inlet structures if applicable.
4. Calculate earth work quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Site plan layout, cross sections, profiles, alignment, slope and location details of the tailwater recovery pond and structures.
   b. Ingress and egress routes.
   c. Type, quality, and quantity of the various system components.
   d. Appurtenant structural details.
   e. Location of borrow areas, if required.
   f. Earthfill requirements— type material (USCS), compaction requirements, moisture requirements, etc.
   g. Excavation requirements.
   h. Location of spoil areas and spoil spreading requirements.
   i. Disposal of unsuitable excavated material.
   j. Vegetative requirements.

k. Location of utilities and notification requirements.

6. Document the engineering job class in the design notes and on the engineering plans.

7. Develop a site specific O&M Plan for the practice.

8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation. Record layout information on form NRCS-ENG-29, in the engineering field book, or in the electronic field book. Form FL-ENG-378B may be completed and given to the landowner for constructing the tailwater recovery pond.

1. Set a sufficient number of stakes to outline the top dimensions of the pond.

2. Set slope stakes, as required, to enable the contractor to excavate the pond place the spoil to planned lines and grades.

3. Compute earth work quantities where needed.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data on form FL-ENG-378B, in the engineering field book, or in the electronic field book as appropriate. Reestablish the location of the tailwater recovery pond when needed to determine whether the pond or pit was constructed as designed. Compute earth work quantities.

1. Survey at least one longitudinal and one lateral cross section of the excavated pond or pit at the location that represents the weakest section. Where the spoil is shaped extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.

2. Check constructed grades against planned grades and note difference.

Excavated ponds or pits will be acceptable where the following conditions are met.

1. The constructed side slopes are not steeper than 1 horizontal to 1 vertical (1:1).

2. The depth of the pond or pit is no shallower than 0.2 foot less than the planned elevation.

3. The excavated material does not exceed the permissible spoil height and is shaped as specified in the specifications.

4. The as-built cross sectional area equals or exceeds the planned cross sectional area. Where unforeseen physical conditions prohibit completion of a pit type pond as originally planned, and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified.

The extent of the practice to be reported is the number of tailwater recovery system installed. The extent of the practice certified is the quantities used as the basis for payment such as cubic yards of excavation, etc.

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IRRIGATION WATER MANAGEMENT, CODE 449

I. References

A. Design Criteria

1. Florida FOTG Section IV, conservation practice standard, Irrigation Water Management, Code 449.
2. NEH Part 652, Irrigation Guide, Chapter 9, Irrigation Water Management.

B. Computer Software Design Aids

1. Florida NRCS spreadsheet “IWM.”
2. Florida NRCS spreadsheet “FIRM.”

II. Documentation

These instructions apply to irrigation water management (IWM) on all types of irrigation systems. The system must meet requirements of a conservation irrigation system, however, IWM assistance can be provided even though every component of the irrigation system does not meet the conservation practice standard. The components must be adequate to convey the required rate of water at the necessary elevation or pressure to meet the performance requirements of the system without significant erosion, waste, or objectionable flow surges and fluctuations. This is not to be interpreted that NRCS may deviate from the appropriate conservation practice standard in providing technical assistance on installation of components.

A. Preliminary Investigation

1. Review the existing irrigation system design and IWM plan. Discuss with the cooperator his/her present water management methods.
2. An evaluation of the irrigation system may be needed. Record evaluation data collected on appropriate forms to document findings.
3. IWM normally will take several contacts with the irrigator before it is properly applied. It is important that this assistance be documented for future follow-up.

B. Design

1. Determine water applied to water required, application rate, moisture in the root zone, uniformity, tailwater loss, deep percolation, erosion, etc.
2. Record recommendations needed for the system to meet standards and those which will improve the system above minimum standards for the cooperator's consideration.
3. Develop an IWM Plan for the site. As a minimum the IWM Plan shall include:
   a. Aerial map of irrigated area.
   b. Crop type and acres.
   c. Crop rotation.
   d. Crop water requirements.
   e. Soil series and available water holding capacity.
   f. Soils map of irrigated area.
   g. Description of water source and available water.
   h. Water quality analysis (if applicable).
   i. Irrigation schedule.
   j. Recommendations for irrigation system management
   k. Method to measure soil moisture.
   l. Method to determine when and how much water to apply.
   m. Method to determine if irrigation system is operating correctly.
   n. Method to determine if erosion or excess of water is applied.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

C. Construction Check

1. Determine present irrigation water management methods.

   At the time of assistance, determine and record how the cooperator determines when to irrigate and how long to operate the system. List soil moisture measurement devices being used such as feel and appearance, tensiometers, etc.

2. Determine if adjustments are needed in the way the cooperator applies the IWM plan. This will include gathering such data as system application rate, stream size, application depth, application time, amount of runoff, erosion, moisture penetration, uniformity, etc. Record the changes recommended and the cooperator's decision. Based on his/her decision, develop a current IWM plan.

3. Provide follow-up service to determine if the operator is following the IWM plan. At least one follow-up visit with the cooperator is needed while he/she is irrigating to determine irrigator's knowledge and use of the principles of water management. The basis for reporting IWM needs to be recorded each time it is reported. Form FL-ENG-449 is recommended for this use. The computer spreadsheet FIRM-FL may be used to document water saved.

4. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

D. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the irrigated area in acres in which IWM is applied.

KARST SINKHOLE TREATMENT, CODE 527

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Karst Sinkhole Treatment, Code 527.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Determine the feasibility and need for the karst sinkhole treatment.

B. Engineering Survey

1. Topographic information shall be gathered to determine the extent of the area to be treated and to control concentrated flow entering the sinkhole.
2. Note the location of any utilities or utility markers.

C. Design

1. Identify the area to be treated.
2. Develop engineering plans and specifications. As a minimum, the plans and specifications shall include:
   a. Location of areas to be treated. The area to be treated may be shown on an aerial photograph of sufficient scale.
   b. Bench mark, north arrow, scale, grid dots showing existing field elevations and grades, field boundaries and direction of surface drainage.
   c. Include topographic information and delineate the drainage area of sinkhole on the topographic map.
   d. Depth to stable, unweathered bedrock.
   e. The geologic investigation will include a study of potential impacts on the karst resource.
   f. Method of treatment and extent of treatment area.
   g. Disposal requirements, if applicable.
   h. Vegetative requirements, if applicable.
   i. Type, location and dimensions of fence where required.
   j. Special safety requirements.
   k. Environmental assessment, if applicable.
   l. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Locate with stakes or flags the extent of the area to be treated.
2. Stake location for material to be stockpiled buried, or burned.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Determine the total area treated. The area shall be determined by measurements in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method. This may include average width and length of area treated. Record measurement in the engineering field book, electronic field book, or plan map.

2. Prepare as-built drawings showing final construction dimensions, details, etc.

3. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of sinkholes protected. The extent of this practice to be certified is the quantities used as the basis of payment.

LAND CLEARING, CODE 460

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Land Clearing, Code 460.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity and extent of the area to be cleared.

B. Engineering Surveys

None required. Note the location of any utilities or utility markers.

C. Design

1. Locate on a plan map or aerial photograph area to be cleared. Describe the extent and complexity (general size and type of trees, vegetation, etc.) of land to be cleared.
2. Provide location for debris disposal.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of area to be cleared.
   b. Extent of clearing.
   c. Location of areas off limits and vegetation to be left undisturbed.
   d. Description of any timber to be salvaged.
   e. Disposal requirements including location of any burying and/or burning.
   f. Erosion control measures if applicable.
   g. Vegetative requirements.
   e. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
4. An O&M Plan will be prepared to cover the intent of this practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Locate with stakes or flags the extent of the area to be cleared.
2. Stake location for material to be stockpiled, buried, or burned.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Determine the total area cleared. The area shall be determined by measurements in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method. This may include average width and length of area cleared. Record measurements in the engineering field book, electronic field book, or plan map.

2. Prepare as-built drawings showing final construction dimensions, details, etc.

3. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area in acres.

LAND SMOOTHING, CODE 466

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Land Smoothing, Code 466.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice considering soils, topography, etc.

B. Engineering Surveys

1. Topographic information shall be gathered to determine the extent of the area to be smoothed. Survey information shall be recorded in the engineering field book or in the electronic field book. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Note the location of any utilities or utility markers.

C. Design

1. Identify the areas that need to be smoothed.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Show location of areas to be smoothed. This can be shown on an aerial photograph of sufficient scale to locate the area on the ground.
   b. Bench mark, north arrow, scale, grid dots showing existing field elevations and grades, field boundaries and direction of surface drainage.
   c. Areas of cut and fill and designed elevations.
   d. Disposal methods and location of obstructions, vegetative matter, etc.
   e. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. An O&M Plan will be prepared to cover the intent of this practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the limits of the areas to be smoothed.
2. Stake any required grades or elevations required for the smoothing operation.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Profiles shall be taken of areas smoothed to verify that irregularities were removed. Survey sufficient measurements to determine the area smoothed and compute area. Measurements shall be taken with a chain, calibrated measuring wheel, GPS, or

other equivalent method. Measurement data shall be recorded in the engineering field book or in the electronic field book.

2. Prepare as-built drawings showing final construction dimensions, details, etc.

3. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be certified is the area smoothed in acres. The extent of the practice certified is the quantities used as the basis for payment such as acres smoothed or cubic yards.

LIGHTING SYSTEM IMPROVEMENT, CODE 670

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Lighting System Improvement, Code 670.

B. Design/Layout Surveys

1. American Society of Agricultural and Biological Engineers (ASABE) Standard S612, Performing On-Farm Energy Audits.
2. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
3. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Complete lighting assessment that complies with the guidelines for a Type 2 on-farm energy audit for the major activity of lighting per ANSI/ASABE S612.

B. Engineering Surveys

1. The engineering survey will consist of the location of the proposed on-farm equipment efficiency improvement and any structures that may interfere with its installation.
2. Note the location of any utilities or utility markers.

C. Design

1. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Include a plan view showing the location of the lighting system including an electrical wiring diagram.
   b. Identify and describe the existing lighting environment, including lumen output, number and placement of luminaries, number of lamps per fixture, wattage, lamp-type, brand and model of fixture, controls and wiring, and activity of discrete areas.
   c. Identify the replacement brand and model of fixture, number of lamps per fixture, lamp wattage, lamp-type, and fixture rating (dust proof, water resistance, wash down, etc.).
   d. State the recommended illumination level and if different from the existing level, why the change is recommended.
   e. Describe the specific number and arrangement of fixtures to be replaced and/or installed, along with the power source and controls.
   f. Disposal plan for lamps and ballast.
   g. Location of utilities and notification requirements.
2. Document the engineering job class in the design notes and on the engineering plans.
3. An O&M Plan will be prepared to cover the intent of this practice.
4. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

F. Construction Checkout

1. Verify the replacement brand and model of fixture, number of lamps per fixture, lamp wattage, lamp-type, and fixture rating.
2. Verify that lamps and ballast were disposed of per the disposal plan.

3. Verify the ability of the lighting system retrofit or replacement to deliver the required lumen output.
4. Verify that the lighting replacement or retrofit is tested for proper operation.
5. Receive installer's certification that the installation complies with the requirements of the installation instructions provided by the manufacturer.
6. Installer shall provide all component warranties.
7. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

G. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be certified is the area smoothed in acres. The extent of the practice certified is the quantities used as the basis for payment such as acres smoothed or cubic yards.

LINED WATERWAY OR OUTLET, CODE 468

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Lined Waterway or Outlet, Code 468.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Design Procedures

NEH Part 654, Stream Restoration Design, Technical Supplements.

D. Computer Software Design Aids

USDA – NRCS Hydraulics Formula.

II. Documentation

These instructions shall apply to all lined waterways or outlets required to control erosion resulting from concentrated runoff and where such control can be achieved by using this practice alone or combined with other conservation practices.

A. Preliminary Investigation

1. Make a preliminary investigation to determine feasibility and location. Determine the design storm frequency that is reasonable for the site conditions giving due consideration to the potential damages and liability should the waterway fail.
2. Determine that the outlet is stable with adequate capacity for the design flow.

B. Engineering Surveys

1. Record profiles and cross sections of the original ground surface which should exhibit sufficient details to permit designing the lined waterway with reaches of approximately uniform slope and shape.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Note the location of any utilities or utility markers.

C. Design

1. Determine and record drainage areas along with hydrologic factors and compute designed discharges. Record the design discharge calculations.
2. Record design computations and lined waterway dimensions.
3. Record and indicate disposal requirements for excess spoil material.
4. Complete investigation to determine suitability of the foundation material for construction and to verify if any subsurface impediments such as rock exist in excavated areas.
5. Develop construction plans and specifications. As a minimum construction plans and specifications shall include:
   a. Location of lined waterway or outlet.
   b. Profile and typical cross sections of the lined waterway.
   c. Details and location of toe walls, cut off walls, etc.
   d. Type and quality of materials used to line the waterway such as gradation of rock riprap, if used.
   e. Thickness of liner.
   f. Subgrade preparation.
   g. Seepage control details.
   h. Location of utilities and notification requirements.
   i. Vegetative requirements.
   j. Disposal requirements of excavated material.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Prepare a plan view sketch of the lined waterway showing location, direction of flow, station numbers, landmarks, bench marks, boundaries and reference points.
2. Set construction stakes for grade and alignment as needed. Set and record a sufficient number of reference stakes (points) so that lined waterway can be relocated.
3. Where computations for quantity of liner material and earth work is the basis for payment or cost share, record designed quantity measurements and calculations.
   a. Tie all cross sections to a bench mark.
   b. Cross section the waterway at representative locations to accurately compute earth moving quantities and liner quantities. The distance between cross sections shall not exceed 200 feet.
   c. Compute the quantities using the natural ground cross section elevations and the elevations of the designed waterway cross section. Record computations and retain all plots of cross sections used in computing quantities. Calculate quantities to the nearest cubic yard.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Determine that constructed waterway has sufficient capacity for the designed discharge and will have a stable velocity. This will be determined at the cross section least likely to pass. The waterway channel must be constructed to design dimensions and sufficiently uniform to prevent undesirable flow conditions.
2. Measure the total length of lined waterway. The length shall be measured in the field by chaining, calibrated measuring wheel, GPS, or other equivalent method.
3. Profile the lined waterway at changes in grade, at the beginning, at the end, and at a spacing not to exceed 200 feet.
4. Determine if runoff has been accurately diverted as planned.
5 Check disposal of excess soil material.
6. Check type, quality, thickness, and quantity of materials used for the lining. Check rock riprap gradation, if used.
7. Determine adequacy of vegetation on disturbed areas.
8. Prepare as-built drawings showing final construction dimensions, details, etc.
9. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the installed length in feet. The extent of the practice certified is the quantities used as the basis for payment such as the volume of excavation in cubic yards, volume of material used as a liner, etc.

LIVESTOCK PIPELINE, CODE 516

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Pipeline, Code 516.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS spreadsheet "Pipeline."
2. Florida NRCS spreadsheet "Florida Watering Facility."
3. Florida NRCS spreadsheet "FL-ENG-516_614."
4. NRCS spreadsheet "Pipe Weight Calculator."

II. Documentation

These instructions apply to a pipeline and required appurtenances.

A. Preliminary Investigation

Determine the feasibility of the pipeline considering topography, source of water, location, etc.

B. Engineering Surveys

All pipeline designs require sufficient topographic information to plan the pipeline location, determine quantity of pipe, need for appurtenances, and elevation differential to size the pipeline. Topographic maps are optional on land with slopes of 0.5 percent or flatter.

1. Engineering Surveys (when needed to adequately design the pipeline)
   a. Set and describe at least one permanent bench mark where necessary to determine elevation differences. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
   b. Profile pipeline only where summits cannot be determined visually. Record location of water source and elevation of pump discharge pipe. Survey profile rod readings at all highs and lows and the distance between rod readings should not normally exceed 300 feet. The survey must be in sufficient detail to locate summits.
2. Aerial Topographic Maps

   These may be used when they are in sufficient detail for all system components to be located and their elevations established within tolerances required by the conservation practice standard Livestock Pipeline, Code 516. Location of summits and control elevations on the pipeline are essential. A copy of the map must be a part of the system design.
3. Note the location of any utilities or utility markers.

C. Design

1. Determine the required capacity and quality of pipeline for the intended purpose(s).
2. Design shall be based on the required design flow rate and include friction losses and elevation head losses. Record all pipe sizing calculations, with references to tables, charts, and graphs used on NRCS-ENG-523A (or equivalent) or using approved computer programs.
3. Record design on form FL-ENG-516, or NRCS-ENG-523A (or equivalent).
4. Determine the pipe weight for the total length of pipeline to be installed using the NRCS Pipe Weight Calculator.
5. Complete soils investigation to verify if any subsurface impediments such as rock exist in the pipeline location to the expected depth of the pipeline.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of pipeline.

b. Complete facility plan layout, cross sections and profiles showing dimensions and elevations.

c. Material type, size, and pressure class for pipe and fittings.

d. Location, size, type and pressure class for appurtenances (drains, vents, valves, outlets, pressure relief, thrust blocks, etc.).

e. Depth of cover.

f. Pipe trench/backfill requirements.

g. Safety features for trenches, when applicable.

h. Location of utilities and notification requirements.

7. Document the engineering job class in the design notes and on the engineering plans.

8. Develop a site specific O&M Plan for the practice.

9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Set stakes at the beginning, changes in alignment or grade, and at the end.

2. Stake location of appurtenant structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Pipeline

a. When possible, inspect the job during construction to ensure practice is being installed according to plans and specifications.

b. Inspect the pipe to determine if it conforms to the specifications required in the design and plans with respect to manufacturer's identification, material type and grade, size, and working head.

c. Record construction check data on the engineering plans, in the engineering field book, electronic field book, or other appropriate form. Construction certification shall include the following:

(1) Lengths and size of each pipeline installed. The length of pipe will be measured by chaining, calibrated measuring wheel, GPS, or other equivalent method.

(2) Pipe class, pressure rating, etc. for all pipe installed.

(3) Installed pipeline lengths shall be recorded in the NRCS Pipe Weight Calculator to determine the pipe weight of the installed pipeline materials.

(4) Size and location of all appurtenances such as air release valves, pressure release valves, etc.

(5) Pipe depth of cover. Check depths at locations least likely to pass. A minimum of one check will be made on each pipeline but not less than one check for each 500 feet of pipe installed.

2. Appurtenances

a. Check appurtenant locations to make sure that they are installed according to plans. Record type, size, pressure setting, etc.

b. Check appurtenances as needed to determine if they will function as designed.

3. Compute quantities of pipeline and appurtenances.
4. Prepare as-built drawings showing final construction location, dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the length in feet of pipeline installed. The extent of the practice certified is the quantities used as the basis for payment such as the length of each diameter pipe, fittings, etc.

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LIVESTOCK SHELTER STRUCTURE, CODE 576

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Livestock Shelter Structure, Code 576.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the feasibility, need, and extent of the practice based on the landowner's operation and cost.

B. Engineering Surveys

1. Surveys are not required for this practice.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine size, type and number of structures needed. Record design data on NRCS-ENG-523A (or equivalent).
2. Determine dimensions and size structural members and record on NRCS-ENG-523A (or equivalent). In lieu of computing size of structural components use standard drawing FL-ENG-576 as the structure design.
3. Complete engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of structures by fields on plan map.
   b. Plan view of structure.
   c. Cross section of structure.
   d. Structure connection details.
   e. Type and size of material used.
   f. Number of structures required.
   g. Location of utilities and notification requirement.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Construction Layout

No survey layout is required for this practice. Location of shade structures shall be shown on the conservation plan map.

E. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

F. Construction Checkout

Record the following information on the plans, in the engineering field book and NRCS-ENG-523A (or equivalent).

1. Number and location of structures.
2. Constructed dimensions of the structure.
3. Structural components.
   a. Spacing and size of structural supports.
   b. Roof pitch.
   c. Type of material used for the roof.
   d. Location of utilities and notification requirements.
4. Compute quantities.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

G. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures installed. The extent of the

practice to be certified is the quantities used as the basis of payment.

MOLE DRAIN, CODE 482

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Mole Drain, Code 482.

B. Design Procedures

1. Florida Drainage Guide.
2. NEH Part 624, Drainage.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

Computer program DRAINMOD.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine feasibility considering drainage requirements, type of soils, availability of an outlet, subsurface conditions, and costs.

B. Engineering Surveys

1. Mole drain design requires only a minimal survey of the area or a profile of natural ground along a typical mole drain location. Take sufficient survey rod readings to determine direction of slope and location of mole drains. Survey a cross section of the drainage outlet and include a statement of adequacy of the outlet.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine mole drain spacing according to procedures in NEH, Part 624. See Florida Drainage Guide for determining mole drain depth and spacing.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Sketch showing mole drain location, length, and spacing.
   b. Details of outlet structure(s).
   c. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Using the plan layout, reference the location of the mole drains in the field.
2. Set location and elevations of any required structural (pipe) outlets.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data in the engineering field book or in the electronic field book. Attach copies of the survey notes to the Subsurface Drain Design Data Sheet, FL-ENG-606.

1. Determine constructed lengths of the mole drains by chaining or using a calibrated measuring wheel, GPS, or other equivalent method. Where a series of drains of the same length are present, only one of the drains will need to be measured.
2. For one of the representative drains, record the depth, grade and diameter of the mole drain and the elevation of the outlet and normal water level at the outlet.
3. Compute length installed.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported and certified is the linear feet of mole drains installed.

MONITORING WELL, CODE 353

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Monitoring Well, Code 353.

B. Design Procedures

Design shall be in conformance with Florida Department of Environmental Protection, Chapter 62-532 FAC.

C. Design/Layout Surveys

NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.

II. Documentation

A. Preliminary Investigation

Determine the feasibility and need for a monitoring well for monitoring contaminants in seepage from waste storage or treatment facilities.

B. Engineering Survey

1. Engineering surveys are not normally needed unless the elevation of the water well head is needed by the permitting agency. Note and record the latitude and longitude of well.
2. Identify and describe any tile lines, surface and subsurface drains, irrigation ditches, irrigation wells, water supply wells, septic drain fields, infiltration strips, subsurface quarries, mines, or other water control/management related features that may have the potential to alter the native ground water flow paths.
3. Note the location of any utilities or utility markers.

C. Design

1. The depth and location of the monitoring well(s) shall be determined based on a hydrogeologic investigation of the area to be tested. The location (latitude and longitude) and water well head protection required shall be recorded on NRCS-ENG-523A (or equivalent). Develop engineering plans showing the details of the monitoring well head protection including depth, location, materials, well head protection, and buffer requirements. Provide the design data and plans to the landowner.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. A scaled geologic evaluation site map showing all features that may have the potential to alter the native ground water flow paths.
   b. Site map with coordinates of the monitoring well(s).
   c. Number of monitoring wells.
   d. Well design including diameter, depth, surface sealing, wellhead protection.
   e. Materials including casing, type, gage, and diameter.
   f. Buffer width around the well head.
   g. Protection requirements for the well.
   h. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Stake the location of the monitoring well(s).

F. Construction

Adequate site visits and checks shall be made during construction to verify that the monitoring wells have been installed at the right locations and plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Wells must be permitted and installed by someone experienced in the installation of monitoring wells. Construction checks during installation are not necessary except to verify the monitoring well is installed at the planned location. Documentation shall include the following information from the well driller:

1. Depth of well, casing, and screen or well casing perforations.
2. Depth and quantity of gravel pack.
3. Type and gage of well casing material.
4. Geophysical log.
5. Depth and method of sealing surface casing.
6. The dimensions of the monitoring well head protection slab or casing head above ground shall be measured and recorded in the engineering field book or in the electronic field book.
7. Buffer dimensions and method of well head protection.
8. Compute quantities.
9. Prepare as-built drawings showing final construction dimensions, details, etc.
10. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of wells installed. The extent of this practice to be reported is quantities used as the basis of payment.

OBSTRUCTION REMOVAL, CODE 500

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Obstruction Removal, Code 500.

B. Design/Layout Surveys

NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity and extent of the obstructions and document the rationale for removing the obstruction. Identify the location, type, and extent of obstruction.

B. Engineering Surveys

None required. Note the location of any utilities or utility markers.

C. Design

1. Locate on a plan map or aerial photograph obstructions to be removed. Describe the extent of removal.
2. Provide location for debris disposal.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of obstruction removal.
   b. Extent of obstruction removal.
   c. Debris disposal required.
   d. Grading and vegetative requirements.
   e. Erosion controls measures if applicable.
   f. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Locate with stakes or flags the area where obstructions are to be removed.
2. If obstructions are to be disposed of on-site, stake the locations and limits of disposal.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Determine the total area where obstructions were removed. The area shall be determined by measurements in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.
2. Survey sufficient measurements to obtain the quantity of material removed. This may include average width, length and depth of material removed. Record measurements in the engineering field book, electronic field book, or plan map.
3. Compute quantities.
4 Prepare as-built drawings showing final

construction dimensions, details, etc.

5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area in acres. The extent to be certified is the quantities used as the basis of payment such as cubic yards of material removed, etc.

ON-FARM SECONDARY CONTAINMENT FACILITY, CODE 319

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, On-Farm Secondary Containment Facility, Code 319.

B. Design Procedures

Design shall be in conformance with Florida Department of Environmental Protection, Chapter 62-762 FAC.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of a secondary containment facility considering topography, location of floodplain, springs, streams and set back distances from water bodies, streams, sinkholes, wells, etc.

B. Engineering Surveys

1. Record all surveys in the engineering field book or in the electronic field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 100 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. The proposed location of the On-farm Secondary Containment Facility shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility.
4. Note location of any utilities or utility markers.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard On-Farm Secondary Containment Facility, Code 319. Record design data on NRCS-ENG-523A (or equivalent).
2. Compute earthfill or excavation quantities and quantities of material used for treating the area.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Plan view of system layout.
   b. Plan map showing the location of all stockpile areas, access roads to these areas, slopes, surfaces to be graded, necessary cuts and fills, and location of sensitive areas such as wells, springs, streams, and floodplains, with setback distances from water bodies, streams, sinkholes, wells, etc.
   c. Structural and material details of all components including drawings and specifications.
   d. Locations, sizes, and type of pipelines and appurtenances.
   e. Requirements for foundation preparation and treatment.
   f. Safety features, fencing, and signage.
   g. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor

thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in constructing the On-Farm Secondary Containment Facility. As a minimum, stake the corners of the proposed site.
2. Stake the location and elevations of required structures, swales, pipelines, etc., if applicable.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Check the location, size and elevations of all structures.
5. Check adequacy of vegetation.
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent of the practice to be certified is the quantities used as the basis of payment.

OPEN CHANNEL, CODE 582

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Open Channel, Code 582.

B. Design Procedures

NRCS Technical Release 25, Design of Open Channels.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.
3. EFH Part 650, Chapter 14, Water Management (Drainage).

D. Computer Software Design Aids

USDA - NRCS Hydraulics Formula.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity of the problem, availability of an outlet, and the type and extent of surveys needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the channel alignment in the field.
2. Set and describe at least one permanent bench mark near the outlet end of the channel. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Survey profile rod readings and/or cross sections at a spacing not to exceed 500 feet, depending upon irregularity of the natural ground and/or existing channel section. Stations along channel profiles can be determined by pacing or accurate scaling on aerial photographs. Elevations along cross sections will show all breaks and should extend from the center line to 25 feet beyond the estimated construction area. Record elevation and distance from proposed center line of low areas, which will influence the elevation of the hydraulic gradient.
4. Record outlet conditions, including the elevation of the bottom of the outlet and the expected high-water mark during a normal cropping season.
5. Note location of any utilities or utility markers.

C. Design

1. Determine drainage area served by the channel and show drainage boundary on a suitable aerial photograph, mosaic, or overlay, and record the area in acres on form FL-ENG-608. Determine required channel capacity and record on form FL-ENG-608. From trial and error determine channel dimensions and grade and record on form FL-ENG-608. (In lieu of FL-ENG-608, an approved computer program is acceptable for design documentation).
2. Plot profile of the channel bottom. See EFH Figure 14-14.
3. Compute the slope of the hydraulic gradient and record on the profile.
4. Design necessary grade stabilization structures and structures for water control.
5. Prepare earth work quantities and preliminary cost estimate, where needed.
6. Develop engineering plans and specifications. As minimum the plans and specifications shall include:
   a. Location of channel.
   b. Plot profiles and cross sections of the channel. Place the channel number on the profile and cross section sheets. Plot bottom of proposed channel on the profile. Show elevation of the channel bottom at the beginning and end of the channel and at all breaks in grade.

c. Record outlet conditions on the profile, including the elevation of the bottom of the outlet and high-water marks or design hydraulic gradient of the outlet.

d. Draw the hydraulic gradient on the profile. Show elevation of hydraulic gradient at the end of each segment.

e. Show typical profile and cross section for structures.

f. Include type, quality, and quantity of all structural materials.

g. Spoil disposal location and requirements.

h. Location of utilities and notification requirements.

i. Vegetative requirements and any other bank stabilization details.

7. Document the engineering job class in the design notes and on the engineering plans.

8. Develop a site specific O&M Plan for the practice.

9. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the centerline of the channel at the beginning, changes in alignment and grade, and at the end.

2. Set grade on intervals not to exceed 200 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All drainage mains or laterals shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of constructed channels. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS or other equivalent method.

2. Survey channel bottom and natural ground profile rod readings at a spacing not to exceed 200 feet and at each end of channel. Record the planned channel bottom grade rod on the check notes for each station checked.

3. Cross section the channel at a spacing not to exceed 500 feet with a minimum of one cross section per channel. Survey rod readings at all breaks in slope along the cross section. Extend the cross sections to the outside toe of the spoil bank, or if spoil banks are spread, extend the cross sections to include the spread material.

4. Compute earthwork quantities as needed.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent to be

certified is the quantities used as the basis of payment such as cubic yards of excavation, etc.

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POND, CODE 378 – EMBANKMENT TYPE

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Pond, Code 378.

B. Design Procedures

1. EFH, Part 650, Chapter 11, Ponds and Reservoirs.
2. NEH, Part 628, Dams, Chapter 50, Earth Spillway Design.
3. Agricultural Handbook No. 590, Ponds – Planning, Design, Construction.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. NRCS Computer Program "Sites."
2. Florida NRCS Spreadsheet "Pipeflow."
3. NRCS Computer Program "Winpond."
4. USDA – NRCS Hydraulics Formula.

II. Documentation

These instructions shall apply to all embankment ponds with outside drainage area. Embankment ponds are defined as those where the depth of water impounded against the embankment at the auxiliary spillway elevation is three (3) feet or more.

A. Preliminary Investigation

1. Determine and document hazard classification of the pond. Document the rationale for assigning the hazard classification, including expected future development downstream, as a part of the design records.
2. For inventory size dams, a potential impact area study shall be made and distributed in accordance with NEM 520.28.
3. Make a preliminary investigation to determine site suitability, considering soils, topography, etc.
4. Where irrigation is the primary purpose of the impoundment determine that irrigation storage is feasible with an adequate supply of water available.
5. Check appropriate requirements of state laws for permitting and notify landowner of his/her responsibilities. In many cases a permit is required prior to construction.

B. Engineering Surveys

1. The design survey and layout survey for some embankment ponds may be combined into one operation. Record all survey data on form FL-ENG-378A, Pond Data Sheet, in the engineering field book, or in the electronic field book. Notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NRCS NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations .
2. Set and describe a minimum of one permanent bench mark. If readily accessible or required by permitting agencies, use NGVD29 or NAVD88.
3. Set reference stakes for locating the proposed embankment.
4. Survey the embankment centerline profile the full length of the embankment extending above the expected elevation of the dam and beyond the location of the auxiliary spillway. Centerline profile rod readings shall be taken at all breaks in grade and at a maximum interval not to exceed 50 feet. Survey a sufficient number of cross sections to accurately compute quantities and determine the location of the toe of the embankment.
5. Profile the centerline of the auxiliary spillway including the inlet section, level section and outlet section. If the location of the auxiliary spillway is unknown at the time of survey, obtain enough topographic shots in the vicinity of the proposed auxiliary spillway location to be able to design the spillway.

6. Show sketch of embankment, reservoir area, auxiliary spillway, proposed fences and other appurtenant structures. Show location of bench marks and reference stakes on plan.
7. Note the location of any utilities or utility markers.

C. Design

1. Re-evaluate the hazard classification of the proposed pond.
2. Complete soils investigation report and construction recommendations. Verify the suitability of the foundation and earthfill for construction and determine if any foundation or seepage issues exist. If needed, request the assistance of a geologist.
3. Check pipe hydraulics for all flow conditions – pipe, weir, and orifice.
4. Record design data on form FL-ENG-378A or equivalent data on NRCS-ENG-523A (or equivalent) or print outs from approved computer programs. Attach additional calculation sheets used for the design and design survey notes where a separate design survey is made.
5. Determine pool area and volume.
6. Compute earth work quantities and preliminary cost estimate.
7. Complete engineering plans and specifications. Where a siphon spillway is used, standard drawing FL-378A, Plan of Siphon Pipe for Farm Pond may be used. As a minimum the plans and specifications shall include:
   a. Location. Can be a sketch on job plans, field notes, approved forms or on the conservation plan map.
   b. Site plan layout, cross sections and profiles of embankment and spillway(s), cutoff trench, borrow areas which show dimensions, elevations and type(s) of construction materials.
   c. Details for pipe conduits include size, type of material, antiseep collar/filter diaphragm, pipe cradle, special joints, and ballasts if required.
   d. Inlet and outlet structure details showing dimensions, reinforcement details, and ballasts if required.
   e. Geologic soil boring location and USCS classification.
   f. Special requirements for foundation preparation and treatment.
   g. Type of seepage control. Provide details.
   h. Earthfill zoning if required.
   i. Requirements for diverting water, dewatering the site, waste disposal.
   j. Vegetative requirements.
   k. Location of utilities and notification requirements.
8. Document the engineering job class in the design notes and on the engineering plans.
9. Develop a site specific O&M Plan for the practice.
10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

If the embankment pond is constructed more than one year after the dam was designed, another hazard classification will be performed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction

layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information on form FL-ENG-378A, or standard plan sheets. For the larger, more complex jobs, layout data may be recorded in the engineering field book or in the electronic field book. Layout notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.

1. Set slope stakes as required to accurately compute quantities where needed and/or enable the contractor to construct the embankment and spillway(s) to the planned lines and grades. Stations along the profile shall be determined by chaining, except where quantities will not be certified.
2. Compute earth work quantities. When the elevation of the ground under the base of the embankment does not vary more than 2 feet over the cross section, the end area may be taken from approved yardage tables. Where the elevation of the ground varies more than 2 feet, the cross sectional area will be obtained by the rectangular coordinate method or the cross section may be plotted and measured by a planimeter or CADD program. Limits for earth work quantity calculations shall be the neat lines and grades of the designed embankment after settlement.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

G. Construction Checkout

Record checkout data on form FL-ENG-378A, in the engineering field book, or in the electronic field book as appropriate.

1. Profile the centerline of the embankment. Extend the profile across the auxiliary spillway. Record profile rod readings at all stations and at all breaks in grade.
2. Survey at least one cross section of the embankment at a location that represents the weakest section. Record rod readings at each edge of the crown, at each toe, at intermediate points between the top and each toe and at changes in the side slope.
3. Profile the center line of excavated spillways from a point within the pool area to at least 50 feet below the excavated section. Cross section auxiliary spillway at the control section.
4. Record appropriate elevations and other information of any components such as the principal spillway, trash rack, etc. Record type of material used, gage, coating, etc. Record adequacy of trash rack.
5. Check constructed grades against planned grades and note difference. Compute constructed side slopes and record on checkout notes.
6. Record data on seepage control measures. Include type, number, and materials.
7. Record adequacy and type of vegetative cover established for the auxiliary spillway and embankment.
8. Determine quantities for earthfill, excavations, clearing, etc.
9. Determine actual pool area.
10. Embankment will be acceptable where all of the following conditions are met:
    a. Ponds will be acceptable with respect to side slopes where:
        i. Side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage.

Example:
Fill height at station checked = 15.3 ft., Designed slope = 3:1
Shrinkage = 5% = 15.3 x 0.05 = 0.8 ft.
Design grade rod = 5.2 (based on settled height)
Rod reading at toe = 18.8 (from survey)
Minimum designed toe distance = (18.8 - 5.2) x 3 =13.6 x 3 = 40.8 ft.
Grade rod with shrinkage = 5.2 - 0.8 = 4.4
Designed slope = (40.8) ÷ (18.8 - 4.4) = 2.83
Steepest acceptable slope = (2.83:1) - (0.5:1) = 2.33:1

ii. Upstream constructed slope shall not be steeper than the maximum allowed in conservation practice standard for Pond, Code 378.

iii. The constructed cross-sectional area equals or exceeds the planned cross-sectional area and has at least 95% of the embankment width at all elevations with shrinkage added.

b. Constructed crown elevations are not more than 0.2 foot below planned elevations, with allowance for settlement added.

c. The auxiliary spillway elevation does not vary from the planned elevation by more than 0.2 foot. The width must not be less than planned.

d. The minimum required freeboard is not lowered by more than 0.2 foot. Where unforeseen physical conditions prohibit completion of the pond as originally planned and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.

e. Complete dam inventory form as needed.

11. Prepare as-built drawings showing final construction dimensions, details, etc.

12. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures completed. The extent to be certified is the quantities used as the basis of payment such as volume of cubic yards of earthfill, etc.

POND, CODE 378 – EXCAVATED TYPE

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Pond, Code 378.

B. Design Procedures

1. EFH, Part 650, Chapter 11, Ponds and Reservoirs.
2. Agricultural Handbook No. 590, Ponds – Planning, Design, Construction.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

NRCS Computer Spreadsheet FL-ENG-378B.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine site suitability, considering soils, water table, topography, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

The majority of excavated ponds can be designed and constructed by combining the design survey and construction layout survey into one operation. For small routine jobs, record design and layout data in the engineering field book, electronic field book, or on FL-ENG-378B. For large complex jobs, record survey, design, and construction data in the engineering field book or in the electronic field book, and other forms as appropriate.

1. Set and describe one permanent bench mark for future reference. If readily accessible or required by permitting agencies, use NGVD29 or NAVD88.
2. Record an adequate number of rod readings around the perimeter or circumference and inside of planned top to determine average ground elevation. Where the topography is irregular and earth work quantity is needed, record a sufficient number of cross sections for determining quantities.
3. Set reference stakes to allow for re-establishing the location.
4. Note the location of any utilities or utility markers.

C. Design

1. Record design data on form FL-ENG-378B or NRCS-ENG-523A (or equivalent).
2. Complete soils investigation report and construction recommendations including spoil placement and record on form FL-ENG-378B. Determine the suitability of the soil for an excavated pond and verify if any subsurface impediments exist that would hinder construction.
3. Calculate earth work quantities and preliminary cost estimate where needed.
4. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of the pond.
   b. Typical cross sections and elevations of the planned pond or pit including details of spoil placement.
   c. Profile and cross section of pipe or other structures.
   d. Type, quality, quantity of outlet or inlet structures, and ballasts if required.
   e. Location of utilities and notification requirements.
   f. Vegetative requirements.
5. Document the engineering job class in the design notes and on the engineering plans.
6. Develop a site specific O&M Plan for the practice.
7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book. The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation. Record layout information on form SCS-ENG-29, in the engineering field book, or in the electronic field book. Form FL-ENG-378B may be completed and given to the landowner for constructing pond.

1. Stake the pond or pit. Set a sufficient number of stakes to outline the top and bottom dimensions of the pond. Set slope stakes, as required, to enable the contractor to excavate the pond or pit and place the spoil to planned lines and grades.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data on form FL-ENG-378B, in the engineering field book, or in the electronic field book as appropriate. Compute earth work quantities.

1. Survey at least one longitudinal and one lateral cross section of the excavated pond or pit at the location that represents the weakest section. Where the spoil is shaped extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.
2. Check constructed grades against planned grades and note difference.

Excavated ponds or pits will be acceptable where the following conditions are met.

1. The constructed side slopes are not steeper than 1:1. Where livestock will water directly from the pond at least one side or access ramp shall not be steeper than 4:1.
2. The depth of the pond or pit is no shallower than 0.2 foot less than the planned elevation.
3. The excavated material does not exceed the permissible spoil height and is shaped as specified in the specifications.
4. The as-built cross sectional area equals or exceeds the planned cross sectional area. Where unforeseen physical conditions prohibit completion of a pit type pond as originally planned, and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.
5. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of ponds or pits installed for completion. The extent of the practice certified is the quantities used as the basis for payment such as cubic yards of excavation, etc.

POND SEALING OR LINING, CODE 521

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Pond Sealing or Lining, Code 521.

B. Design Procedure

NEH Part 651, AWMFH, Chapter 10.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine if a lining is required.

B. Engineering Surveys

1. Complete an accurate topographic survey of the area where the pond sealing is required. The survey shall extend a minimum of 100 feet beyond the limits of the proposed lining. The survey shall be referenced so that the proposed location of structures can be staked in the field. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the size and type of pond sealing required. Pond sealing and lining shall be in accordance with NRCS conservation practice standard Pond Sealing or Lining, Code 521. Components shall be designed in accordance with the appropriate conservation practice standard (i.e., pipelines shall meet the requirements of conservation practice standard Irrigation Water Conveyance Pipeline Code 430 or Pond Code 378) as applicable. Record design data on NRCS-ENG-523A (or equivalent).
2. Obtain sufficient soils/geologic investigations to determine seepage potential, proper lining material, foundation requirements, and methods of installation.
3. Compute quantities of materials required for installation of the practice such as cubic yards or square feet of lining material, earthfill material, linear feet of pipe, cubic yards of concrete, etc.
4. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of structure.
   b. Plan view of system layout.
   c. Cross sections of the pond and proposed structures with critical elevations.
   d. Special foundation preparation if needed.
   e. Subgrade Preparation and grading.
   f. Structural Details.
   g. Method of installation
   h. Method to protect liner.
   i. Details of the type, thickness, and quality of lining and components.
   j. Temporary erosion control measures during construction.
   k. Vegetative requirements or other measures to stabilize the area.
   l. Location of utilities and notification requirements.
   5. Document the engineering job class in the design notes and on the engineering plans.
6. Develop a site specific O&M Plan for the practice.
7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities

including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the location, elevation, and extent of lining.
2. Stake all components in sufficient detail for installation.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans and in the engineering field book or in the electronic field book.

1. Constructed dimensions of the lining including thickness.
2. Compaction of subbase.
3. Constructed dimensions and elevations of component structures.
4. Measure all components of the practice when used as the basis of payment. Structural components such as pipelines shall be measured with a chain, calibrated measuring wheel, GPS or other equivalent method.
5. Record all checkout notes in the engineering field book or in the electronic field book and prepare as-built drawings of the completed practice adequately showing the extent of the practice and components installed and the location of where it was installed.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of ponds lined. The extent certified shall be the quantities used as the basis of payment such as square feet treated, acres treated, linear feet of pipe, cubic yards of earthfill, etc.

PRECISION LAND FORMING, CODE 462

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Precision Land Forming, Code 462.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.
3. NEH Part 623, Irrigation, Chapter 12, Land Leveling.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility and complexity of the practice considering soils, topography, drainage outlets, etc.

B. Engineering Surveys

Record field information on form FL-ENG-464A or -464B, Irrigation Land Leveling or Forming Data Sheet, or in the engineering field book, electronic field book, and/or standard cross section sheets attached as needed.

1. Grid the field to be leveled and set a sufficient number of permanent stakes to reference the grid system. See NEH, Part 623, Chapter 12 for information on layout of a grid.
2. Set and describe at least one permanent bench mark and show the location and elevation on the plan. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Fields may be surveyed on a maximum of 200-foot centers where the field is: (1) greater than 40 acres in size with a minimum dimension of 1200 feet, (2) relatively uniform, (3) not cost shared, and (4) where earth work calculations are not needed. All other fields shall be surveyed on 100-foot centers. The surveys shall also include rod readings in existing drainage ways and any existing irrigation facilities that will be affected.
4. Note the location of any utilities or utility markers.

C. Design

1. Plot field information on form FL-ENG-464A or -464B, or standard cross section sheets.
2. Prepare contour map where necessary to assist in determining required grades.
3. Determine planned grades and direction required to achieve the intended purpose.
4. Determine if additional conservation practices are required to achieve the intended purpose.
5. Compute the quantity of earthfill or excavation using form FL-ENG-464C, Irrigation Land Leveling Computation Sheet. Include the quantity of any drainage or irrigation facilities that will be constructed in the land forming operation.
6. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of field drainage system on drafting sheets with plotted survey data, including any water control structures.
   b. Direction and grades of area to be graded.
   c. Location of facilitating conservation practices.
   d. Location on of any required borrow areas including excavation limits.
   e. Location of utilities and notification requirements.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction

conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Furnish the contractor a cut and fill sheet and design grade and cross slope. FL-ENG-464D may be completed and given to the contractor. Where necessary, set permanent stakes representing the center of each 100 foot square with the planned cut or fill at that location.
2. Stake drainage channels and water control structures that are to be constructed during the leveling operation.
3. In the case of bench leveling, lay out the benches on the ground. Handle each bench as an individual segment.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. On fields that have been staked for leveling, rod readings shall be taken as needed during construction to ensure that the field is being leveled to the planned elevation. These rod readings shall be recorded in the engineering field book, electronic field book, or FL-ENG-464A or -464B. The complete construction check shall include profiles and other survey data to satisfactorily show the constructed grade. As a minimum, three profiles shall be taken on each field with no less than three profiles per 40 acres whichever is greater. One of the profiles shall be taken along the diagonal of the staked line.

   When larger acreage is involved, one block or at least 10 percent of the acres shall have a complete construction check. All blocks shall be visually inspected and the block(s) which appears least likely to conform to planned grades shall be selected for the complete check. The remaining blocks shall be checked by recording sufficient rod readings to show that planned grades have been constructed.
2. The final construction check profiles shall be taken in the direction of irrigation on areas which appear least likely to conform to planned grades. Rod readings shall be taken along the profiles every 100 feet and at apparent highs and lows. The profiles shall be extended across drainage or irrigation facilities constructed during the leveling operation.
3. In case of bench leveling, profile and cross section each bench near the middle of the bench. Survey profile rod readings at intervals of not more than 100 feet and cross sections at intervals of not more than 50 feet.
4. Record the profile rod readings/elevations to the nearest 0.05 foot in the engineering field book, electronic field book, or form FL-ENG-464A or -464B. Check to see that planned grades have been met by plotting the profiles on standard cross section paper. (It is not necessary to plot the profiles when the field has been designed for a flat grade.) The profiles will also provide elevation data for checking planned cross slope. Permissible variation of the finished grade from the planned grade or a plane paralleling the planned plane shall be plus or minus 0.10 foot providing such variation will not affect water distribution or cause drainage problems.
5. Compute the acres leveled.
6. Where needed, verify quantity of earthfill or excavated material.
7. Compute earth work quantities.

8. Prepare as-built drawings showing final construction dimensions, details, etc.

9. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by an employee with appropriate EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the acres leveled. The extent of the practice to be certified is the quantities used as the basis for payment such as cubic yards of earth moved.

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PUMPING PLANT, CODE 533

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Pumping Plant, Code 533.

B. Design Procedures

1. NEH, Part 624, Drainage, Chapter 7, Drainage Pumping.
2. NEH, Part 623, Irrigation, Chapter 8, Irrigation Pumping Plants

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of the pumping plant. Determine type of pumps (axial flow, centrifugal, etc.) that would be applicable to the proposed project.

B. Engineering Surveys

1. The engineering survey will consist of the location of the proposed pumping plant and any structures that may interfere with its installation. The proposed location of the pumping plant shall be referenced so that it can be staked in the field.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the capacity (gpm) and total dynamic head (feet) required or pump discharge pressure when the pumping lift is not readily available. Record design data on NRCS-ENG-523A (or equivalent). Include manufacturer's pump curve if available.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Pump location.
   b. Size and type of pump.
   c. Pump discharge capacity (gpm) and required head at pump discharge.
   d. Details for mounting pump (may be left up to the manufacturer).
   e. Details for pump pad including dimensions, type of material, etc.
   f. Details of appurtenances.
   g. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the location and critical location of the proposed pumping plant.
2. Stake pump sump location and dimensions when required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and

shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and NRCS-ENG-523A (or equivalent).

1. Size, type of pump, model, manufacturer, rated RPM, and required appurtenances.
2. Pump discharge capacity.
3. Gear head if applicable (i.e. HP, RPM, Ratio).
4. Power unit: type, manufacturer, rpm, HP. Note safety of unit (i.e. power shaft covered, etc.).
5. Intake elevation of suction line.
6. Pump elevation.
7. Operational check.
8. Dimensions and type of pump pad.
9. Compute earth work quantities.
10. Prepare as-built drawings showing final construction dimensions, details, etc.
11. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of pumping plants installed. The extent of the practice to be certified is the quantities used as the basis of payment.

RECREATION LAND GRADING AND SHAPING, CODE 566

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Recreation Land Grading and Shaping, Code 566.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice considering soils, topography, etc.

B. Engineering Surveys.

1. Topographic information shall be gathered to determine the extent of the area to be smoothed. The survey should include any features that will affect the design. Survey information shall be recorded in the engineering field book or in the electronic field book.
2. Set and describe at least one permanent bench mark and show the location and elevation on the plan. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Note the location of any utilities or utility markers.

C. Design

1. Identify the areas that need to be graded and shaped.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Show location of areas to be graded and shaped. This can be shown on an aerial photograph of sufficient scale to locate the area on the ground.
   b. Bench mark, north arrow, scale, grid dots showing existing field elevations and grades, field boundaries and direction of surface drainage.
   c. Areas of cut and fill and designed elevations.
   d. Location of utilities and notification requirements on cover sheet.
3. Document the engineering job class in the design notes and on the engineering plans.
4. An O&M Plan is not required for this practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the limits of the areas to be graded and shaped.
2. Stake any required grades or elevations required for the grading and shaping operation.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with

appropriate engineering design job approval authority.

G. Construction Checkout

1. Profiles shall be taken of areas graded and shaped to verify that irregularities were removed. Survey sufficient measurements to determine the area smoothed and compute area. Measurements shall be taken with a chain, calibrated measuring wheel, GPS, or other equivalent method. Measurement data shall be recorded in the engineering field book or in the electronic field book.

2. Prepare as-built drawings showing final construction dimensions, details, etc.

3. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be certified is the area graded and shaped in acres. The extent of the practice certified is the quantities used as the basis for payment such as acres graded and shaped or cubic yards.

ROOF RUNOFF STRUCTURE, CODE 558

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Roof Runoff Structure, Code 558.

B. Design Procedures

NEH, Part 651, Chapter 10, AWMFH.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

Florida NRCS spreadsheet "RRDP."

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the overall need, and feasibility, type of outlet for disposing of the runoff, etc.

B. Engineering Surveys

1. The roof area that will be treated shall be measured and recorded in the engineering field book or in the electronic field book. Topographic data will be gathered in accordance with documentation instructions for the component (e.g. subsurface drain). If the system is part of a total waste management plan, etc., a topographical map shall be prepared showing location of all buildings, ground elevations, and outlet locations. Data collected shall be recorded in the engineering or in the electronic field book with appropriate sketches. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Note the location of any utilities or utility markers.

C. Design

1. Record design data on NRCS-ENG-523A (or equivalent). The design shall follow the procedures in NEH Part 651, Chapter 10, pages 10-1 through 10-3 of the AWMFH. The computer spreadsheet Roof Runoff Design Program (RRDP) can also be used to size the gutters and downspouts.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of all gutters, downspouts, and outlets.
   b. Spacing and size of all gutters, downspouts and outlets.
   c. Slope of gutters.
   d. Type of ground gutters.
   e. Type, quality, and quantity of all materials used.
   f. Other practices essential to the proper functioning of the roof runoff structure, such as underground outlets.
   g. Location of utilities and notification requirements. Instruct landowner and contractor of their responsibility to locate all buried utilities in the project area, including drainage tile and other structural measures.
   h. Include plans and specifications for other practices essential for the proper functioning of the roof runoff structure.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities

including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake location of all roof runoff structures.
2. Stake location and grades of outlets required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information in the engineering field book or in the electronic field book.

1. Size, length, slope and location of gutters and downspouts.
2. Type of material used.
3. Compute quantities.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of systems installed. The extent of the practice to be certified is the quantities used as the basis of payment such as linear feet of gutter by size. Quantities shall be measured in the field.

ROOFS AND COVERS, CODE 367

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Roofs and Covers, Code 367.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of a roof or cover considering site topography, and floodplain.

B. Engineering Surveys

1. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 50 feet beyond the limits of the proposed roof and/or cover and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible. The proposed location of the waste facility cover shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, wells, existing buried pipelines, drainage ditches, streams, etc.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the size and type of cover. The dimensions of the roof and/or cover shall be designed to resist anticipated wind loads. Record design data on NRCS-ENG-523A (or equivalent).
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Planned location of the facility on the topographic survey.
   b. Cover type, material, thickness, etc.
   c. Plan view of roof and/or cover.
   d. Cross sections of the roof and/or cover.
   e. Details showing method of anchoring.
   f. Details of all appurtenances including floats, weights, etc.
   g. Details of removing water from roof and/or cover.
   h. Profile and cross sections of all inlet and outlet pipes.
   i. Location of utilities and notification requirements.
3. Compute quantity of cover material and all appurtenances when used as basis of payment.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the corners of the waste facility cover and provide offset reference points.

2. Stake the location and critical elevations of all pipes and other required structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the engineering plans and in the engineering field book or in the electronic field book.

1. Sufficient cross sections (a minimum of two) shall be taken to document the dimensions of the roof and/or cover.
2. Record the type, thickness, and manufacturer of roof and/or cover used.
3. Check and verify that rainfall is directed from the roof and/or cover.
4. Check and verify roof and/or cover supports, weights, floats, etc.
5. Safety signs and devices.
6. Verify and document that the manufacturer warrants the cover.
7. Prepare as-built drawings showing final construction dimensions, details, etc.
8. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of roof and/or cover installed. The extent certified shall be the quantities used as the basis of payment

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ROW ARRANGEMENT, CODE 557

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Row Arrangement, Code 557.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice considering site topography, soils, drainage outlets, etc.

B. Engineering Surveys

1. Topographic information shall be in sufficient detail to determine the direction of rows. The survey should include any features that will affect the design. Survey information shall be entered in the engineering field book or in the electronic field book.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the row direction that will meet the purpose of the practice (i.e. surface drainage, erosion control, etc.). Row arrangement design will be documented on NRCS-ENG-523A (or equivalent).
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of the area where the rows will be established.
   b. The direction, grade, and length of rows to be established.
   c. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake out the direction of the rows or have sufficient information on the engineering plans that the contractor can locate the row direction in the field.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Verify row directions, grade, and lengths are in conformance with the plans.
2. Compute earth work quantities.
3. Prepare as-built drawings showing final construction dimensions, details, etc.

4. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be certified and/or reported is the area in acres. The area shall be measured in the field or scaled from a scaled aerial photograph.

SEDIMENT BASIN, CODE 350

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Sediment Basin, Code 350.

B. Design Procedures

EFH, Part 650, Chapter 10, Gully Treatment.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow."
2. USDA - NRCS Hydraulics Formula.
3. NRCS Computer Program "WinPond."

II. Documentation

A. Preliminary Investigation

1. Make a preliminary investigation to determine site suitability considering soils, topography, etc. and that a stable outlet is available, or can be made available.
2. If the sediment basin is formed by the construction of a dam, determine and document the hazard classification of the dam. Document the rationale for assigning the hazard classification, including any expected future development downstream, as a part of the design records.
3. For inventory size dams, a potential impact area study shall be made and distributed in accordance with NEM 520.28.
4. Check appropriate requirements of state laws for permitting and notify landowner of his/her responsibilities. In some cases a permit is required prior to construction.

B. Engineering Surveys

1. The design survey and layout survey in some instances may be combined into one operation. Record all survey data on form FL-ENG-410A, 410B, or 587A, in the engineering field book, or in the electronic field book. Notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NEH Part 645, Appendix D.
2. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Set reference stakes for locating the proposed embankment.
4. Survey the embankment centerline profile the full length of the embankment extending above the expected elevation of the dam and beyond the location of the auxiliary spillway. Centerline profile rod readings shall be taken at all breaks in grade and at intervals no greater than 50 feet. Survey a sufficient number of cross sections to accurately compute earth work quantities.
5. Show sketch of embankment, reservoir area, auxiliary spillway, proposed fences and other appurtenant structures. Show location of bench marks and reference stakes on sketch. Number each structure and identify with respect to their location on the farm.
6. Note the location of any utilities or utility markers.

C. Design

1. Re-evaluate the hazard classification of the dam.
2. Record drainage areas, grades, overfall dimensions, site conditions and related hydraulic design data on form FL-ENG-410A, 410B, or 587A or equivalent data on NRCS-ENG-523A (or equivalent) or approved computer program.
3. Record computations for hydrology, sediment yield, spillways, and basin size.
4. Obtain sufficient soils/geologic investigations for design purposes.
5. Develop engineering plans and specifications. As a minimum the plans and specification shall include:

1. Location of the sediment basin.
2. Site plan layout, cross sections and profiles of embankment and spillway(s), cutoff trench, borrow areas showing dimensions, elevations and type(s) of construction materials.
3. Details for pipe conduits including size, type of material, seepage control, pipe cradle, special joints, etc.
4. Inlet and outlet structure details showing dimensions and reinforcement details.
5. Special requirements for foundation preparation and treatment.
6. Requirements for diverting water, dewatering the site, and sediment disposal.
7. Location of soil borings and log of the soil/geologic boring showing the USCS.
8. Location of utilities and notification requirements.
9. Vegetative requirements.

5. Document the engineering job class in the design notes and on the engineering plans.
6. Develop a site specific O&M Plan for the practice.
7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Re-evaluate of the hazard classification prior to construction for all ponds where construction begins one year or more after the initial evaluation was made. Record re-evaluation with the original classification documents.

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the contractor in making the necessary excavation and earthfill to the planned grades.
2. Stake location and critical elevations of structures, auxiliary spillways, etc.

F. Construction

Perform a re-evaluation of the hazard classification prior to construction where construction begins one year or more after the initial evaluation was made. Record re-evaluation with the original classification documents.

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Complete the check data listed on form FL-ENG-410A, 410B, or 587A or record equivalent data in the engineering field book or in the electronic field book.

1. Observe the job at least once during the installation to determine the adequacy of the work.
2. Survey a profile along the centerline of the embankment and cross sections of the completed structure. One of the cross sections should extend along the center line of the principal spillway from the invert of the outlet to the upstream invert of the pipe. Record all breaks in grade along the cross section, including the entrance and exit invert elevation of the pipe. Record survey data in the engineering field book or in the electronic field book.

   Embankment will be acceptable with respect to side slopes where side slopes as constructed are not more than 0.5:1 steeper

than the designed slope including shrinkage. See documentation for pond for calculations.

Survey a cross section of the auxiliary spillway at the control section.

3. Type and quality of materials used.
4. Record adequacy and type of vegetative cover.
5. Compute quantities.
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

G. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures installed. The extent of the practice certified is the quantities of materials used as the basis of payment such as volume of earthfill and excavation in cubic yards, length of pipe by diameter, etc.

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SHORT TERM STORAGE OF ANIMAL WASTE AND BYPRODUCTS, CODE 318

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Short Term Storage of Animal Waste and Byproducts, Code 318.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of a Short Term Storage of Animal Waste and Byproducts, considering topography, location of floodplain, springs, streams and set back distances from water bodies, streams, sinkholes, wells, etc.

B. Engineering Surveys

1. Record all surveys in the engineering field book or in the electronic field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 100 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. The proposed location of the Short Term Storage of Animal Waste and Byproducts shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility.
4. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff. As a minimum, cross sections shall be taken to adequately show the site topography and design.
5. Note location of any utilities or utility markers.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Short Term Storage of Animal Waste and Byproducts, Code 318. Record design data on NRCS-ENG-523A (or equivalent).
2. Compute earthfill and excavation quantities and quantities of material used for construction.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a) Plan view of stockpile location(s) and layout. A plan map showing the location of all stockpile areas, access roads to these areas, slopes, surfaces to be graded, necessary cuts and fills, and location of sensitive areas such as wells, springs, streams, and floodplains, with setback distances from water bodies, streams, sinkholes, wells, etc.
   b) Stockpile period. The stockpile needs to be linked to the nutrient management plan/ crop rotation for the field in which the manure is stockpiled.
   c) Dimensions of field stockpile storage areas including length, width, and additional width for edge area for working and cover anchor, as appropriate.
   d) Drainage/Grading plan if one is needed.
   e) Maximum design height for stacking manure.
   f) Type of covering and details for anchoring the cover, as needed.
   g) Specifications for cover or bagging material, as needed.
   h) Vegetative buffer requirements.
   i) Quantities of stockpiled material to be managed.

j) Soil and foundation findings, interpretations, and reports, as required for site suitability

k) Pad and liner specifications, as required.

l) Temporary erosion control measures during construction, as required.

m) Odor management or minimization requirement and pest management (fly control)

n) Location of utilities and notification requirements.

5. Document the engineering job class in the design notes and on the engineering plans.

6. Develop a site specific O&M Plan for the practice.

7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field book or in the electronic field book.

Set a sufficient number of stakes to guide the landowner or contractor in constructing the Short Term Storage of Animal Waste and Byproducts. As a minimum, stake the corners of the proposed site. .

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Survey a minimum of two cross sections to determine if the Short Term Storage of Animal Waste and Byproducts is constructed to the design elevations.

2. Check adequacy of vegetation.

3. Prepare as-built drawings showing final construction dimensions, details, etc.

4. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed area in cubic yards. The extent of the practice to be certified is the quantities used as the basis of payment.

SPOIL SPREADING, CODE 572

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Spoil Spreading, Code 572.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the appropriate disposal of spoil from excavations.

B. Engineering Surveys

1. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff. As a minimum, cross sections shall be taken to adequately show the site topography and design the treatment.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Record all surveys in the engineering field book or in the electronic field book.
4. Note location of any utilities or utility markers.

C. Design

1. Record all design data on NRCS-ENG-523A (or equivalent).
2. Determine maximum height that spoil can be spread.
3. Determine side slopes of spoil to ensure stability.
4. Compute quantities of spoil.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of spoil placement.
   b. Cross section of spoil placement including side slopes, height of spoil, distances from channels, waterway, etc.
   c. Lift thickness for spoil placement.
   d. Vegetative requirements.
   e. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the limits where spoil is to be spread.
2. Where needed, stake the toe of the spoil.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Survey a minimum of two cross sections to determine if the spoil is spread in accordance with the design.
2. Survey additional measurements as needed to determine the dimensions of the area when spoil is spread. The area shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method. Compute the area treated.
3. Check adequacy of vegetation.
4. Compute earth work quantities.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area in acres. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved, etc.

SPRING DEVELOPMENT, CODE 574

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Spring Development, Code 574.

B. Design Procedures

EFH, Part 650, Chapter 12, Springs and Wells.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that the site is suitable for spring development.

B. Engineering Surveys

1. Reference all surveys to a bench mark where needed to establish elevations for construction. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Surveys shall be taken to determine the location, elevations, cut and fill volumes, structures needed to develop the spring and control runoff. As a minimum, cross sections shall be taken to adequately show the site topography.
3. Record all surveys in the engineering field book or in the electronic field book.
4. Note the location of any utilities or utility marker.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Spring Development, Code 574. Record design data on NRCS-ENG-523A (or equivalent).
2. Compute quantities of all material used in the development of the spring.
3. Develop engineering plans and specifications. As a minimum the plans and specification shall include:
   a. Location sketch showing all components.
   b. Length, width, and depth of trench if applicable.
   c. Length, size, and kind of collection pipes and outlet pipes.
   d. Critical elevations of all component structures.
   e. Cut and fill slopes where applicable.
   f. Vegetative requirements.
   g. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner/contractor in constructing the spring development.
2. Stake the location and elevations of required structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Take measurements as needed to determine the dimensions and critical elevations of all components. Components shall be checked in accordance with the appropriate documentation procedure.
2. Survey elevations of spring area, collection pipes, spring box, and outlet pipe.
3. Check the quantity, size, and type of material used for all components.
4. Check adequacy of vegetation.
5. Compute earth work quantities.
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of springs constructed. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved, linear feet of pipe, cubic yards of concrete, cubic yards of earthfill or excavation, etc.

SPRINKLER SYSTEM, CODE 442

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Sprinkler System, Code 442.

B. Design Procedures

1. NEH, Part 623, Irrigation, Chapter 11, Sprinkler Irrigation.
2. NEH, Part 652, Irrigation Guide, Chapter 6, Florida Amendment.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

Florida NRCS “Pipeline” worksheet.

II. Documentation

A. Preliminary Investigation

Determine suitability of site for irrigation, considering field dimensions, soils, topography, etc. Select the type of sprinkler system that is adapted to the site, crop(s) to be grown and the farmer's needs and desires.

1. As a minimum, the following data should be gathered and evaluated.
   a. Soil maps. Verify soils information in the field.
   b. Aerial photos.
   c. Topographic maps. Note topographic features: sloping or flat; irregular or even; relative location of high and low elevations; utilities; existing structures; existing vegetation.
   d. Source of water. Check quality, quantity, and pumping plant capacity.
   e. Other pertinent information.
2. Consider all sprinkler irrigation systems and discuss them with the landowner. Determine the landowner's desires considering cost, labor, method of managing water, etc.
3. Record the preliminary investigation obtained in A.1. and A.2. on NRCS-ENG-523A (or equivalent).

B. Engineering Surveys

Gather sufficient survey data to plan the location and size of sprinkler system, calculate quantities and prepare cost estimates. Using the preliminary information obtained in II A., determine the extent of survey data needed: (1) minimal survey; (2) moderate survey data, or (3) detailed topographic survey. Proceed as outlined below based on the survey requirement. All survey data shall be recorded in the engineering field book or in the electronic field book.

1. Minimal survey data is required where the mains and submains can be located and staked in the field without the use of a topographic map. It is adapted to areas where the topography is flat and such that the mains and submains can be readily located. Minimal survey is usually required for a traveling gun and center pivot irrigation system. This is especially true when U.S. Geologic Survey Quadrangle topographic maps are available. Determine degree and direction of land slopes and key elevations by visual inspection or minimal surveying.
2. Moderate survey data is required where the mains and submains can be located and shown on a plan map using random measurements and rod readings for key elevations.
   a. Profile around and across the area to be irrigated. Distances may be chained or paced.
   b. Survey key elevations and locate on a sketch or photo. Distances may be measured from scaled drawings or photos of known scale.

3. Detailed topographic survey is required where a detailed contour map is needed to design and layout the system and is necessary where elevation differences are considerable.
   a. Rod readings shall be taken on a grid spacing not exceeding 200 feet and as needed to define surface features such as breaks in slope, depressions, knobs, etc.
   b. Establish reference points for use as vertical and horizontal control in layout and construction check surveys. Describe the location of these points in the field notes.
4. Note location of any utilities or utility markers.

C. Designs

1. Determine system requirements. Prepare a plan map on the appropriate form (FL-ENG-442A, 442B, 442C) or SCS-313C (or equivalent). The detail shown on the map will depend on the type of engineering survey selected for designing the system. In general, the plan should show reference points so that any qualified person other than the designer can lay out the work.
2. Record the design information on FL-ENG-442A, 442B, or 442C as appropriate. See NEH Part 652, Chapter 6 of the National Irrigation Guide, Florida Amendment for design examples of sprinkler irrigation systems.
3. For vendor designed systems, obtain the sprinkler package for the system.
4. Calculate quantities and prepare cost estimate, where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. The layout for traveling gun and center pivot irrigation systems may be on an aerial photo of a scale of 1 inch = 660 feet or larger and attached to the appropriate design form.
   b. Pipe size, type, pressure class by reach for mainline and laterals.
   c. Lateral spacing, nozzle spacing, pressure and flow requirements.
   d. Requirements for pump and motor.
   e. Requirements for system appurtenances.
   f. Method of measurement and payment if needed.
   g. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Consult with the installer to determine construction layout needs.
2. Set a sufficient number of stakes required to establish pipeline locations, riser locations, alignments, and grades.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Record kind, type, class, sizes, spacing, pressure, and capacity of sprinklers. Record type, size, etc., of all appurtenances. The construction check shall include a system evaluation to determine if the system meets the minimum coefficient of uniformity. Use FL-ENG-442F for center pivot irrigation system evaluations. Use FL-ENG-442D for center pivot irrigation system certification and FL-ENG-442E for traveling gun irrigation system certification.

2. Final notes and measurement shall include:

   a. Spacing of laterals and nozzles.

   b. Size of nozzles, laterals and mainline.

   c. Location, type and size of filters and other appurtenances.

   d. Applicable supporting data documentation items for mainline pipe and pump.

3. Prepare as-built drawings showing final construction dimensions, details, etc.

4. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of irrigation systems and the irrigated area in acres.

The irrigated acres will be measured to the outside canopy of the irrigated crop.

The extent of the practice to be certified is the quantities used for the basis of payment.

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STORAGE FACILITY, NURSERY SUBSTRATE, CODE 802

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Storage Facility, Code 802.

B. Design Procedures

Part 650, Engineering Field Handbook, Florida Supplement, Chapter 6.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

Florida NRCS spreadsheet "SSPD."

II. Documentation

A. Preliminary Investigation

1. Make a preliminary investigation of the need and feasibility of a storage facility considering topography, floodplain, material to be stored, and cost.
2. Obtain general information and decisions such as amount of substrate used per day and desired length of storage.

B. Engineering Surveys

1. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 100 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. The proposed location of the storage facility shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Note the location of any utilities or utility markers.

C. Design

1. Designing the storage facility requires certain decisions from the landowner such as wood or metal truss, roof pitch, number of walls for the storage facility, and substrate storage height (maximum height is 7 feet with substrate to wood contact a maximum of 5 feet). Post spacing will be determined by the size of the equipment the landowner will be using. The landowner must decide on the structure configuration that best meets his/her operation.
2. Calculate Storage Volume for substrate. The storage volume is based on the amount of substrate and/or substrate material need during the peak period for potting needs. .
3. Design Structure

   a. Size Storage Structure and record on NRCS-ENG-523A (or equivalent):

   The maximum height of the substrate in the middle of the pile is 7 feet. The maximum height against the wall is 5 feet. Roof eve height is usually designed for 11 feet to 12 feet.

   b. Structural Design

   Document design on NRCS-ENG-523A (or equivalent). For post design – use Single Span Post Design (SSPD) computer program or Florida Engineering Technical Note FL-ENG-23. Post design requires information such as post height, post spacing, 50-yr mean recurrence interval wind speed, span between posts, soil bearing pressure, if post is encased in concrete, and if there is bracing. If a truss is designed by someone other than NRCS, a Florida licensed professional engineer has to certify the design. If wood trusses instead of metal trusses are used, beam design is necessary. Purlin design is required for both wood and metal trusses. Use Florida Engineering Technical Note FL-ENG-23 for beam and purlin design.

7. Determine final location of structure.
8. Compute quantity of subbase material when used as a basis of payment.

9. Compute quantity of concrete when used as a basis of payment.

10. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:

    a. A plan map showing the location of all storage areas, access roads to these areas, slopes, surfaces to be graded, and necessary cuts and fills.

    b. Structural details for covered facilities.

    c. Type of pad and thickness, length, width, structural details, etc.

    d. Pad elevations.

    e. Grading and drainage plan.

    f. Dimensions of storage area including length, width and material specifications.

    g. Maximum height for stacking substrate.

    h. Type and quality of nonstructural covering and details for anchoring the cover.

    i. Placement of spoil from excavation for the pad.

    j. Auxiliary practices such as access roads, diversions, waterways, and subsurface drains, as applicable.

    k. Vegetative requirements.

    l. Copies of the plans and specifications shall be given to the client.

    m. Location and notification of utilities.

11. Document the engineering job class in the design notes and on the engineering plans.

12. Develop a site specific O&M Plan for the practice.

13. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the finished floor elevation of the facility.

2. Stake the corners of the storage facility and offset reference points.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, on NRCS-ENG-523A (or equivalent).

1. Elevation of completed facility.

2. Constructed dimensions of the storage facility.

3. Structural components.

    a. Spacing, height, size of support posts and preservative treatment used.

    b. Length, width and height of storage facility.

    c. Roof details and pitch.

    d. Dimensions, type of material used, and preservative treatment.

    e. Type of trusses used and certification from a Florida licensed professional engineer.

4. Calculate quantities of excavation, earthfill, concrete, etc., when used as a basis for

payment.

5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent of the practice certified is the quantities used as the basis of payment.

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STORMWATER RUNOFF CONTROL, CODE 570

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Stormwater Runoff Control, Code 570.

B. Design Procedures

1. EFH, Part 650, Chapter 11, Ponds and Reservoirs.
2. Agricultural Handbook No. 590, Ponds – Planning, Design, Construction.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine overall need, and feasibility, type of outlet for disposing of the runoff, etc. Also, determine site suitability, considering soils, topography, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

1. The stormwater runoff area that will be treated shall be measured and recorded in the engineering field book or in the electronic field book. Topographic data will be gathered in accordance with documentation instructions for the engineering practices (e.g. subsurface drain) used in the design.

   If the stormwater runoff control is a system, a topographical map shall be prepared showing location of all buildings, ground elevations, and outlet locations. Data collected shall be recorded in the engineering or in the electronic field book with appropriate sketches. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.

2. Note the location of any utilities or utility markers.

C. Design

1. Record design data on NRCS-ENG-523A (or equivalent).
2. Complete soils investigation report and construction recommendations.
3. Refer to the appropriate conservation practice standards for the design of each conservation practice or component of the stormwater runoff control system, such as Pond, Code 378, Roof Runoff Structure, Code 558, Lined Waterway or Outlet, Code 468, Grassed Waterway, Code 412, Diversion, Code 362, Structure for Water Control, Code 587.
4. Calculate earth work and material quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of the stormwater runoff control.
   b. Typical cross sections, if applicable, and elevations of the planned stormwater runoff control.
   c. Profile and cross section of pipe or other structures, if applicable.
   d. Type, quality, quantity of outlet or inlet structures, and ballasts if required.
   e. Compute earth work quantities where needed.
   f. Location of utilities and notification requirements.
   g. Vegetative requirements.
   h. Additional details required for planned conservation practices as required in this document.
6. Document the engineering job class in the design notes and on the engineering plans.

7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake location of all stormwater runoff control structures.
2. Stake location and grades of outlets required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information in the engineering field book or in the electronic field book.

1. Size, length, slope and location of the stormwater runoff control structures.
2. Type of material used.
3. Compute quantities.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.
6. Additional checkout as identified for conservation practices identified in this document.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of systems installed. The extent of the practice to be certified is the quantities used as the basis of payment such as linear feet of pipe, cubic yard of excavation, etc. Quantities shall be measured in the field.

STREAMBANK AND SHORELINE PROTECTION, CODE 580

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Streambank and Shoreline Protection, Code 580.

B. Design Procedures

1. NEH, Part 653, Stream Corridor Restoration Principles, Processes and Practices.
2. EFH, Part 650, Chapter 16, Streambank and Shoreline Protection.
3. NEH, Part 654, Stream Restoration Design.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity of the problem and type of treatment needed to protect the streambank or shoreline and extent of survey needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the location of the area to be protected.
2. Set and describe at least one permanent bench mark near the area to be protected. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Survey cross sections at not more than 100-feet intervals, depending upon irregularity of the natural ground and/or area to be protected. Stations along streambank or shoreline shall be determined by measurement with chain, calibrated wheel or other acceptable method of equivalent accuracy. Elevations along cross sections will show all breaks and should extend from the stream center line to 25 feet beyond the estimated construction area.
4. Survey the existing water elevation and any high water marks.
5. Note the location of any utilities or utility markers.

C. Design

1. Plot profiles and cross sections.
2. Determine the appropriate treatment needed to protect the streambank or shoreline. Protection shall be in accordance with National Engineering Handbook, Part 653, Stream Corridor Restoration Principles, Processes, and Practices or NEH Part 654, Stream Restoration Design.
3. Develop cross sections with sufficient details to install the practice.
4. Obtain sufficient soils/geologic investigations for design purposes
5. Design necessary grade stabilization structures and structures for water control.
6. Determine type, quality, and quantities of all materials needed to provide protection of streambank. Prepare preliminary cost estimate.
7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Site plan layout, cross sections and profiles.
   b. Type of materials, rock gradations, as appropriate.
   c. Special foundation or filter requirements.
   d. Special end conditions.
   e. Location of utilities and notification requirements.
   f. Vegetative requirements.
   g. Precautions to minimize erosion and sediment production during construction.

8. Document the engineering job class in the design notes and on the engineering plans.
9. Develop a site specific O&M Plan for the practice.
10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the limits of area to be treated.
2. Stake critical elevations of area protected.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All streambanks and shorelines protected shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of streambank protected. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.
2. Survey streambank bottom and natural ground profile rod readings at a spacing not to exceed 100 feet. Record the planned streambank bottom grade rod on the check notes for each station checked.
3. Cross section the streambank at a spacing not to exceed 200 feet with a minimum of one cross section. Survey rod readings at all breaks in slope along the cross section. Extend the cross sections from the center line of the stream to 25 feet beyond the construction.
4. Record type and quality of materials used.
5. Document type and adequacy of vegetative cover.
6. Compute quantities of materials installed as needed.
7. Compute earth work quantities.
8. Prepare as-built drawings showing final construction dimensions, details, etc.
9. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent to be certified is the quantities used as the basis of payment such as cubic yards of rock, vegetative material, etc.

STREAM CROSSING, CODE 578

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Stream Crossing, Code 578.

B. Design Procedures

NEH, Part 654, Stream Restoration Design, Technical Supplements.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the site is suitable, stability of the channel, type of crossing, surface treatment of crossing and extent of survey needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the location of the stream crossing.
2. Set and describe at least one permanent bench mark near the stream crossing. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Profile the proposed centerline of the crossing. The profile shall extend from the channel centerline to at least 50 feet beyond the estimated construction on each side. The profile shots shall show all breaks in the ground surface.
4. Survey cross-sections of the stream channel that extend from the centerline of the channel to at least 25 feet beyond the top of the channel on each side. The cross-sections shall be taken at intervals not exceeding 50 feet and shall extend from 200 feet upstream of the proposed crossing to 200 feet downstream of the proposed crossing. The shots shall show all breaks in the ground surface. Stations along the channel shall be determined by measurement with chain, calibrated wheel or other acceptable method of equivalent accuracy.
5. Survey the existing water elevation and any high water marks along the stream.
6. Note the location of any utilities or utility markers.

C. Design

1. Plot profiles and cross sections.
2. Determine the type of crossing, critical elevations, dimensions, and appropriate surface treatment for the crossing.
3. Complete soils/geologic investigation. Determine the suitability of the foundation for the crossing and verify if any subsurface impediments exist that would hinder construction.
4. Develop profiles and cross sections with sufficient details to install the practice.
5. Design necessary erosion control measures, grade stabilization structures and structures for water control.
6. Determine type, quality, and quantities of all materials needed to install stream crossing. Prepare preliminary cost estimate.
7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Site location
   b. Site plan layout, cross sections and profiles.
   c. Type of materials, rock gradations and thickness, as appropriate.
   d. Requirements for concrete and reinforcement, if applicable.
   e. Special foundation or filter requirements.
   f. Pipe type, class and length, if applicable.

g. Location, type and extent of fencing required.

h. Method of surface water diversion during construction.

i. Location of utilities and notification requirements.

j. Vegetative requirements.

k. Precautions to minimize erosion and sediment production during construction.

8. Document the engineering job class in the design notes and on the engineering plans.

9. Develop a site specific O&M Plan for the practice.

10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the centerline of the stream crossing.

2. Stake critical elevations of stream crossing.

3. Stake any additional structures needed.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All stream crossings shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of stream crossing. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.

2. Survey a profile of the stream crossing centerline and at least one cross section of the stream crossing. Survey rod readings at all breaks in the slope. Extend the profile and cross section beyond the construction.

3. Profile and cross section any additional structures installed to protect the stream crossing, if applicable.

4. Record type and quality of materials used. Check the gradation of any rock riprap or stone used.

5. Document type and adequacy of vegetative cover.

6. Compute quantities of materials installed as needed.

7. Compute earth work quantities.

8. Prepare as-built drawings showing final construction dimensions, details, etc.

9. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of stream crossings installed. The extent to be certified is the quantities used as the basis of payment such as cubic yards of rock, cubic yards of concrete, feet of pipe, etc.

STRUCTURE FOR WATER CONTROL, CODE 587

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Structure for Water Control, Code 587.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS spreadsheet "Pipeflow."
2. USDA – NRCS Hydraulics Formula.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that an adequate stable outlet is available, or can be made available. Determine if an island type structure is applicable.

B. Engineering Survey

Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.

1. Pipe overfall structures for water control (i.e. structures without regulating ability).
   a. Record pipe profile and cross section site conditions, and related hydraulic design data on form FL-ENG-587A, FL-ENG-587B, or equivalent data on form NRCS-ENG-523A (or equivalent). Include the existing water elevation and any high water marks in the survey.
   b. Number structures and identify with respect to their location in the field.
   c. Record quantities, types, specifications, and related items as needed.
2. Drop inlets, hood inlets, flashboard risers and other structures that can regulate water.
   a. Prepare topographic survey of area. The survey shall extend a minimum of 100 feet outside the structure area and show all physical features and to include any existing spoil banks. Record in engineering field book, in the electronic field book, or on SCS-ENG-28 or -29. Include the existing water elevation and any high water marks in the survey
   b. Number structures and identify with respect to their location in the field.
   c. Record quantities, types, specifications, and related items as needed.
3. Note the location of any utilities or utility markers.

C Design

1. Record drainage areas, design flow, structure elevations, grades, overfall dimensions, site conditions and related hydraulic design data on the appropriate form FL-ENG-587A, -587B or on NRCS-ENG-523A (or equivalent) or approved computer program. Check structure pipe hydraulics for all flow conditions - pipe, weir and orifice.
2. Complete soils/geologic investigation. Determine the suitability of earthfill and the foundation for the embankment and verify if any subsurface impediments exist that would hinder construction.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of structure.
   b. Typical profile and cross section of embankment.
   c. Structure dimensions and elevations.
   d. Type, quality, and quantity of material to be used for structures.
   e. Ballast if required to prevent flotation.
   f. Location of utilities and notification requirements.
   g. Vegetative requirements.
4. Document the engineering job class in the

design notes and on the engineering plans.

5. Develop a site specific O&M Plan for the practice.

5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the contractor in making the necessary excavation and earthfill.

2. Stake location and critical elevations of pipe structures, auxiliary spillways, etc.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Complete the check data listed on form FL-ENG-587A, -587B, or record equivalent data in the engineering field book or in the electronic field book.

1. Observe the job at least once during the installation to determine the adequacy of the work.

2. Survey a profile along the centerline of the embankment and cross sections of the completed structure. One of the cross sections should extend along the center line of the principal spillway from the invert of the outlet to the upstream invert of the pipe and crest of principal spillway. Record all breaks in grade along the cross section, including the entrance and exit invert elevation of the pipe. Record survey data in the engineering field book or in the electronic field book. On jobs with several small pipe drop structures, only 10 percent of the pipe drop structures will need to be checked. Choose the structure(s) least likely to meet plans and specifications.

   Embankment will be acceptable with respect to side slopes where side slopes as constructed are not more than 0.5:1 steeper than the designed slope including shrinkage. See documentation for pond for calculations.

3. Size and quantity of materials used.

4. Elevations of structure.

5. Type and quality of materials used and manufacturer's markings.

6. Record adequacy and type of vegetative cover.

7. Prepare as-built drawings showing final construction dimensions, details, etc.

8. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures installed. The extent of the practice to be certified is the quantities used for the basis of payment such as diameter and linear feet of pipe installed, volume of earthfill in cubic yards, etc.

SUBSURFACE DRAIN, CODE 606

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Subsurface Drain, Code 606.

B. Design Procedures

1. EFH, Part 624, Drainage, Chapter 4, Subsurface Drainage.
2. EFH, Part 650, Chapter 14, Water Management.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

USDA – NRCS Hydraulics Formula

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine feasibility considering drainage requirements, availability of an outlet, subsurface conditions, and costs.

B. Engineering Surveys

Subsurface drain design requires a topographic survey of the area or a profile of natural ground along each proposed line. The topographic survey is required where variable slopes exist within a field, a network of connected drain lines is required, or where site conditions dictate the need.

1. Set and describe at least one permanent bench mark in a protected location. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Conduct a topographic survey or run a profile along each proposed drain line. Enter all survey information in the engineering field book or in the electronic field book. The survey must accurately indicate the relief at the site. In some instances, it will be necessary to prepare a water table contour map as set forth in NEH, Part 624, Chapter 4.
3. Survey must include outlet information including adequate bottom elevations, base flow water level, and general statement of adequacy of outlet.
4. Note location of any utilities or utility markers.

C. Design

1. Plot survey information on Standard Plan Sheet SCS-ENG-313 or Half Plan/Profile SCS-ENG-317 or use CAD. Draw contours where needed on intervals not to exceed 2.0 feet.
2. Determine the appropriate drain spacing. See Florida Drainage Guide for drain spacing based on soil type.
3. Complete soils/geologic investigation. Verify if any subsurface impediments exist that would hinder construction.
4. Complete form Subsurface Drain Design Data Sheet, FL-ENG-606. Where interceptor drains are applicable, see EFH for guidance in determining location and spacing.
5. Determine length, size, type and grades of all conduits and document on NRCS-ENG-523A (or equivalent).
6. Determine vertical distance between invert of outlet pipes and normal water level in outlet channel.
7. Determine size and depth of outlet channel required. Design improvements needed if outlet channel is not adequate.
8. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Show location and spacing of subsurface drains on a plan map.
   b. Locate proposed drains on plotted survey data. Show depth and grade of each conduit. Draw profiles of drain lines on standard profile paper when determined needed for construction.

c. Show conduit type, size, and quality for all conduits.

d. Show profile and cross section of outlet channel and improvements if required.

e. Location of utilities and notification requirements.

9. Document the engineering job class in the design notes and on the engineering plans.

10. Develop a site specific O&M Plan for the practice.

11. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Using the plan layout and chaining distances, locate reference hubs offset a minimum of 5 feet left (when looking toward increasing station) of drain centerline location. Record top elevation of each hub.

2. Using planned elevation, obtain the grade rod of drain invert at each station. Determine and record the cut below top of reference hub. Record all layout information in the engineering field book or in the electronic field book. Provide cooperator with cut sheet for each drain line.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data in the engineering field book or in the electronic field book. Attach copies of the survey notes to the Subsurface Drain Design Data Sheet, FL-ENG-606.

1. Record the following:

a. Sketch with location of lines installed.

b. Length, pipe diameter, type, and manufacturer's marking for each line installed. Lengths of each pipe shall be determined by chaining, using a calibrated measuring wheel, GPS, or referring to reference hub stations.

c. Type of material used as a filter.

d. Dimensions of all structures.

e. Periodic grade checks.

f. Depth of cover over pipe.

g. Elevation of outlet and normal water level at the outlet.

2. Obtain as-built information for drain lines at each reference hub and occasionally in between, as needed, to determine compliance. Compliance shall be determined by comparing as-built rod readings with grade rod.

3. Prepare as-built drawings showing final construction dimensions, details, etc.

4. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of linear feet of pipe installed. The extent of the practice to be certified are the quantities used as the basis of payment such as linear feet of pipe installed by diameter, etc.

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SURFACE DRAIN, FIELD DITCH, CODE 607

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Surface Drain, Field Ditch, Code 607.

B. Design Procedures

1. National Engineering Handbook, Part 624, Drainage.
2. EFH, Part 650, Chapter 14, Water Management (Drainage).
3. TR-25, Design of Open Channels.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice considering availability of an outlet, drainage/irrigation needs, etc.

B. Engineering Surveys

1. Establish the ditch alignment in the field.
2. Set and describe at least one permanent bench mark near the outlet end of the channel. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Using a transit or total survey station, develop a topographic map of the site with sufficient rod readings to adequately show the lay of the fields. The survey should include any features that will affect the design.
4. Survey the outlet including the elevation of the bottom of the outlet and normal ground and the expected high-water mark during a normal cropping season.
5. Note the location of any utilities or utility markers.

C. Design

1. Location map (may be referenced to and shown on conservation plan map).
2. Determine the appropriate drain spacing. See Florida Drainage Guide for drain spacing based on soil type.
3. Determine area served by each ditch (or group of ditches) and determine required capacity. Record on FL-ENG-608 or NRCS-ENG-523A (or equivalent) or approved computer program. From the topographic map, determine the ditch grade and capacity. Field ditches shall be designed with non-erosive velocities.
4. Design necessary grade stabilization structures and structures for water control using form FL-ENG-410 or 587A or equivalent data on NRCS-ENG-523A (or equivalent) or approved computer program.
5. Profile ditches where needed for design.
6. Determine total length of ditches to be installed and prepare quantity of excavation and cost estimate, where needed.
7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location and spacing of field ditches. This can be on an engineering plan map or conservation plan map.
   b. Typical cross section of field ditches, including spoil placement.
   c. Direction and grade of field ditches.
   d. Typical cross section of structures required.
   e. Location of utilities and notification requirements.
8. Document the engineering job class in the design notes and on the engineering plans.
9. Develop a site specific O&M Plan for the practice.
10. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the location of the ditches at the beginning, changes in grade or alignment, and at the end.
2. Furnish the contractor adequate cut information to enable him/her to excavate the ditch to grade.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All drainage field ditches shall be checked for completion by making an engineering survey as follows:

1. Select and profile at least one representative ditch in each field or group of ditches constructed at one time. Survey ditch bottom and natural ground at a spacing not to exceed 200 feet, at apparent highs and lows, and at the end of each ditch. Stations along the ditch selected may be determined by chaining or pacing.
2. Determine the constructed length of all the ditches constructed by chaining, calibrated measuring wheel, GPS, or other equivalent method.
3. Survey a minimum of one cross section of at least one ditch in the group being checked. Observe or check, with an instrument, the cross section of other ditches until satisfied that all the ditches in the group meet cross section requirements.
4. Record survey checkout data in the engineering field book or in the electronic field book.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the constructed length in feet. The extent of the practice to be certified is the quantities used as the basis of payment such as volume of excavation in cubic yards, etc.

SURFACE DRAIN, MAIN OR LATERAL, CODE 608

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Surface Drain, Main or Lateral, Code 608.

B. Design Procedures

1. National Engineering Handbook, Part 624, Drainage.
2. EFH, Part 650, Chapter 14, Water Management (Drainage).
3. TR-25, Design of Open Channels.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

USDA - NRCS Hydraulics Formula

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the complexity of the problem, availability of an outlet, and the type and extent of surveys needed. Make the necessary planning surveys and develop an engineering plan map for at least the area affected by the practice.

B. Engineering Surveys

1. Establish the ditch alignment in the field.
2. Set and describe at least one permanent bench mark near the outlet end of the ditch. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
3. Survey profile rod readings and/or cross sections at not more than 500-foot intervals, depending upon irregularity of the natural ground and/or existing ditch section. Stations along ditch profiles can be determined by pacing or accurate scaling on aerial photographs. Elevations along cross sections will show all breaks and should extend each side of the center line beyond the estimated construction area by a minimum of 50 feet. Record elevation and distance from proposed center line of low areas, which will influence the elevation of the hydraulic gradient.
4. Record outlet conditions, including the elevation of the bottom of the outlet and the expected high-water mark during a normal cropping season.
5. Note the location of any utilities or utility markers.

C. Design

1. Plot profiles and cross sections. Place the ditch number on the profile and cross section. Record outlet conditions on the profile, including the elevation of the bottom of the outlet and high-water marks or design hydraulic gradient of the outlet. See Figure 14-12, EFH.
2. Determine drainage area served by the ditch and show drainage boundary on a suitable aerial photograph, mosaic, or overlay, and record the area in acres on form FL-ENG-608. Determine required ditch capacity and record on form FL-ENG-608. From trial and error determine ditch dimensions and grade and record on form FL-ENG-608. In lieu of FL-ENG-608, an approved computer program is acceptable for design documentation. Mains and laterals shall be designed with non-erosive velocities.
3. Plot bottom of proposed ditch on the profile. Show elevation of the ditch bottom at the beginning and end of the ditch, and at all breaks in grade. Compute the slope of the ditch bottom and record on the profile. See Figure 14-11 EFH.
4. Draw the hydraulic gradient on the profile. Show elevation of hydraulic gradient at the end of each segment. Compute the slope of the hydraulic gradient and record on the profile.
5. Design necessary grade stabilization structures and structures for water control

in accordance with conservation practice standard 410 or 587 as appropriate.

6. Prepare earth work quantities and preliminary cost estimate, where needed.

7. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:

   a. Site plan layout, grade, size, alignment and cross sections.

   b. Details of appurtenance structures including location, dimensions and elevations.

   c. Type, quality, and quantity of all materials.

   d. Disposal of excavated material.

   e. Vegetative requirements.

   f. Location of utilities and notification requirements.

9. Document the engineering job class in the design notes and on the engineering plans.

10. Develop a site specific O&M Plan for the practice.

11. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the centerline of the ditch with cut stakes at changes in alignment or grade and on intervals not to exceed 200 feet.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

All drainage mains or laterals shall be checked for completion by making an engineering survey as follows:

1. Determine the total length of all constructed ditches. The length shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.

2. Survey ditch bottom and natural ground profile rod readings at a spacing not to exceed 200 feet, at apparent highs and lows, and at each end of ditch. Record the planned ditch bottom grade rod on the check notes for each station checked.

3. Survey a minimum of one cross section for each typical section in the field being checked. Cross sections shall not exceed a spacing of 500 feet along the ditch being checked. Survey rod readings at all breaks in slope along the cross section. Extend the cross sections to the outside toe of the spoil bank, or if spoil banks are spread, extend the cross sections to include the spread material. Observe or check, with an instrument, cross sections of other ditches until satisfied that all ditches in the group meet the minimum cross section requirements

4. Compute earthwork quantities as needed.

5. Prepare as-built drawings showing final construction dimensions, details, etc.

6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified.

The extent of the practice to be reported is the constructed length in feet. The extent to be certified is the quantities used as the basis of payment such as cubic yards of excavation, etc.

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TERRACE, CODE 600

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Terrace, Code 600.

B. Design Procedures

EFH, Part 650, Chapter 8, Terraces.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS spreadsheet "STOTER."
2. Engineering Field Tools (EFT) Computer Program.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation of the need and feasibility of a terrace system based on topography, availability and adequacy of outlets, erodibility of the soils, land use and cost.

B. Engineering Surveys

1. An accurate topographic map with permanent reference points is always recommended. The terrace system plan can be recorded on the topographic map and easily transferred onto the land. A topographic map may not be necessary for small systems of three or less terraces on uniform slopes. When used, topographic surveys shall be made in sufficient detail to plot a contour map on a scale of 1 inch = 100 feet.
2. Note the location of any utilities or utility markers.

C. Design

1. Record design data on FL-ENG-600A, -600B, -600C or record similar information on NRCS-ENG-523A (or equivalent), or use approved engineering programs. When using approved software, copies of input and output data must be retained for documentation.
2. Determine average land slope and horizontal interval for each terrace.
3. Determine terrace spacing.
4. Plan and locate terraces on topographic maps when used.
5. Determine drainage area and compute the watershed peak discharges and runoff for each outlet.
6. Complete soils/geologic investigation. Determine the suitability of earthfill and the foundation for the embankment and verify if any subsurface impediments exist that would hinder construction
7. For storage terraces, establish the duration of flooding (hours) based on level of protection selected for crop.
8. Profile each terrace on not over 100-foot stations and record rod readings. In addition, record readings at the beginning, at changes in grade, and at the end of each terrace.
9. From the profile of the terrace, establish cut and fill and the designed top or ridge height for the terrace. For terraces with underground outlets, compute the available storage. (See Exhibit 8-2 or 8-3, EFH, or other approved method.)
10. Size outlets. For underground outlets see Exhibit 8-6, EFH, or other approved methods. For grassed waterways see EFH, Part 650, Chapter 7, and FL Supplements.
11. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
    a. Site plan layout, cross sections, spacing, and grades for gradient terraces.
    b. Special outlet requirements, if needed.
    c. Location of outlet structures.
    d. Typical cross section of the outlet structures.

e. Location of utilities and notification requirements.

f. Vegetative requirements if needed.

12. Document the engineering job class in the design notes and on the engineering plans.

13. Develop a site specific O&M Plan for the practice.

14. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake each terrace on not over 100-foot stations and record rod readings. In addition, record readings at the beginning, at changes in grade, and at the end of each terrace.

2. Compute earth work quantities when used as basis of payment.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on FL-ENG-600A, -600B, or -600D, in the engineering field book, or in the electronic field book.

1. Constructed length of each terrace. The length of terraces shall be measured in the field using a chain, calibrated measuring wheel, GPS, or other equivalent method.

2. For one terrace in each field, or for one terrace in each group of terraces constructed at the same time in a field, select the terrace that appears least likely to meet specifications.

   a. Record profile of the terrace channel and ridge.

   b. Record and plot the cross section of the channel and ridge at the weakest section. Extend the cross section from natural ground above the terrace to natural ground below the terrace.

   c. For terraces 1.5 feet in height or less, allowance for settlement is not required. Constructed elevations will be measured by reading a level rod placed in the foot print created by the full weight of the rod person.

3. For all other terraces in the field or for each group of terraces constructed at the same time in a field, the technician will, by observation or check with instruments, satisfy himself/herself that all terraces meet specifications.

4. For underground outlets record the following information.

   a. Land slope.

   b. Horizontal interval.

   c. Type and manufacturer of pipe, if applicable.

   d. Length of conduit by size and kind used.

   e. Location, size, and height of intake risers.

   f. Vertical distance between invert of outlet pipe and normal water level in outlet ditch or stream.

   g. Filter or envelope thickness and kind of material, if applicable.

   h. Method of blinding.

   i. Depth of cover.

j. Grade checks where appropriate. Periodic reviews or contractor's grade control equipment and the precision he/she uses to control grade can be substituted for complete grade checks.

5. For grassed back slope terraces, adequacy of vegetation.

6. Statement as to adequacy of outlet.

7. For areas which were planned to be graded, the technician will observe that there are no visible obstructions to interfere with the proper functioning of the parallel terrace system and make a record of the acres graded.

8. Prepare as-built drawings showing final construction dimensions, details, etc.

9. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the total length in feet of all terraces. The extent of the practice certified are the quantities used as the basis of payment such as length, volume of earthwork in cubic yards, etc.

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TRAILS AND WALKWAYS, CODE 575

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Trails and Walkways, Code 575.

B. Design/Layout Surveys

1 NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.

2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that the site is suitable, required structures for drainage, and the appropriate surface treatment needed to stabilize the site.

B. Engineering Surveys

1. Record all surveys in the engineering field book or in the electronic field book.

2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.

3. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff. As a minimum, cross sections shall be taken to adequately show the site topography and design the appropriate type of surface treatment.

4. Note the location of any utilities or utility markers.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Trails and Walkways, Code 575. Record design data on NRCS-ENG-523A (or equivalent).

2. Required capacity for trails and walkways crossing a stream or channel shall be in conformance with CPS Structure for Water Control, Code 578 and Stream Crossing, Code 587.

3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:

   a. A plan view showing the location of the trail/walkway.

   b. Typical cross-sections for each reach of the trail/walkway showing the total width, tread width, shoulder width, typical side slopes, any surfacing needed, and base course.

   c. Profile for each reach.

   d. Details of water control structures and other appurtenances.

   e. Erosion protection measures.

   f. Material quantities.

   g. Construction specifications.

   h. Fencing, as needed.

   i. Safety features, as needed.

   j. Expected application types, amounts, and frequency of dust suppressants, if needed.

   k. Location of utilities and notification requirements.

   l. Compute earthfill or excavation and surface treatment quantities.

4. Compute earthfill or excavation and surface treatment quantities.

5. Document the engineering job class in the design notes and on the engineering plans.

6. Develop a site specific O&M Plan for the practice.

7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in constructing the trail and walkway. As a minimum, locate the trail and walkway and stake cut and fills.
2. Stake the location and elevations of required structures such as culverts, drainage ditches, etc.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Survey a minimum of one cross section per trail and walkway to determine if it is constructed to the design elevations and dimensions, slopes, and grade.
2. Survey additional measurements as needed to determine the dimensions of the surface area treated. The area shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method. Compute the area treated.
3. Check the surface treatment type, thickness and quality and determine if it meets the design requirements.
4. Check the location, size and elevations of all structures and components installed.
5. Check adequacy of vegetation of disturbed areas.
6. Prepare as-built drawings showing final construction dimensions, details, etc.
7. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the length of trail and walkway in feet. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved, square feet, cubic yards or acres of surface treatment, etc.

UNDERGROUND OUTLET, CODE 620

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Underground Outlet, Code 620.

B. Design Procedures

EFH, Part 650, Chapter 8, Terraces.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS spreadsheet "STOTER."
2. USDA - NRCS Hydraulics Formula.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine feasibility of the underground outlet. Consider discharge requirements, availability of an outlet, subsurface conditions, and costs in making this determination.

B. Engineering Surveys

1. Survey a profile of the proposed outlet alignment and extend the survey a minimum of 50 feet beyond the outlet. A topographic survey is required where variable slopes exist within a field, a network of connected drain lines is required, or where site conditions dictate the need.
2. Set and describe at least one permanent bench mark in a protected location. Bench marks referenced to NGVD29 or NAVD88 should be used if possible. Enter all survey information in the engineering field book or in the electronic field book. The survey must accurately indicate the relief at the site. The survey must include outlet information including: bottom elevations, base flow water level, and general statement of adequacy of outlet.
3. Note location of any utilities or utility markers.

C. Design

1. Locate proposed drains on plotted survey data. Draw profiles of underground outlets when it is determined necessary for construction.
2. Determine capacity requirements of conduit, riser, and determine required size.
3. Complete soils/geologic investigation. Verify if any subsurface impediments exist that would hinder construction.
4. Complete design using "Design Sheet for Underground Outlet", FL-ENG-620.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Site plan layout showing location of structure(s).
   b. Details of appurtenance structures (inlets, outlets, etc.) including location, dimensions, elevations, and materials.
   c. Special compaction or bedding requirements.
   d. Conduit size, class, length.
   e. Details for appurtenances such as vents, standpipes, outlets, etc.
   f. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Using the plan layout and chaining distances, locate reference survey hubs offset a minimum of 5 feet left (when looking toward increasing station) of drain centerline location. Record top elevation of each survey hub.
2. Using planned elevation, obtain the grade rod of drain invert at each station. Determine and record the cut below top of reference hub. Provide cooperator with cut sheet for each drain line.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record checkout data on form FL-ENG-620 and in the engineering field book or in the electronic field book as needed.

1. Record the following:
   a. Type of pipe, manufacturer, class, size, lengths, and depths of cover. Lengths of underground outlets shall be measured to the nearest foot with a chain, calibrated measuring wheel, GPS, or other equivalent method.
   b. Location, size, and elevation of inlets.
   c. Pipe depth of cover.
   d. Pipe grade and dimensions.
2. Obtain as-built information for drain lines at each reference hub and occasionally in between, as needed, to determine compliance. Compliance should be determined by comparing as-built rod readings with grade rod.
3. Prepare as-built drawings showing final construction dimensions, details, etc.
4. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the linear feet of pipe installed. The extent of the practice to be certified is the quantities used as a basis of payment such as the length of each diameter pipe in feet, etc.

VEGETATED TREATMENT AREA, CODE 635

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Vegetated Treatment Strip, Code 635.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the need and feasibility of the vegetated treatment area. Location chosen must consider topography, floodplain, type of vegetation, availability and adequacy of land for waste application, proximity to neighboring landowners, and cost.

B. Engineering Surveys.

1. Record location of the planned vegetated treatment area with approximate slope. If necessary, survey the vegetated treatment area to obtain the slope.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the amount of wastewater and nutrient to flow over the vegetated treatment area.
2. Determine the flow length required for the required purpose(s).
3. Record design computations on NRCS-ENG-523A (or equivalent).
4. Determine vegetative species required to provide adequate treatment.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of vegetated treatment strip. May be shown on conservation plan map.
   b. Plan view of the vegetated treatment area showing location, direction of flow, landmarks, boundaries and reference points.
   c. Vegetative requirements.
   d. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Set construction stakes showing the work limits of the vegetated treatment strip.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Profile vegetated treatment strip to obtain the width and slope.

2. Determine if the vegetated treatment strip has the length as required. Record measurements in engineering field book or in the electronic field book. Measurement shall be by chain, calibrated measuring wheel, GPS or other equivalent method.
3. Determine adequacy of vegetation.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The area shall be measured in the field by a calibrated measuring wheel, chaining, GPS or other equivalent method. An exception is to be noted on the certification when the vegetated strip has not been vegetated as planned. The extent of the practice to be reported is the area of the filter strip in acres. The extent of the practice certified will be the quantities used as the basis of payment.

WASTE FACILITY CLOSURE, CODE 360

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Facility Closure, Code 360.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the extent of the waste impoundment to be closed and the appropriate method of closure to meet the planned purpose.

B. Engineering Surveys

1. Record all surveys in the engineering field book or in the electronic field book.
2. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Surveys shall be taken in sufficient detail to determine the extent of the area to be closed, to determine elevations of structures to be breached, cut and fill volumes, and structures needed to control erosion and runoff. In many cases a topographic map of the area will be necessary to properly design the closure.
4. Note the location of any utilities or utility markers.

C. Design

1. Design in accordance with the design criteria in the conservation practice standard Waste Facility Closure, Code 360. Record design data on NRCS-ENG-523A (or equivalent).
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of impoundment to be closed.
   b. Utilization of nutrients.
   c. Laboratory analysis of nutrient concentrations and soil analysis where required.
   d. Where embankments are to be breached, cross section of embankment and the dimensions of the breach.
   e. Details for structures (pipelines, etc.) to be closed or removed.
   f. Cross section of area to be filled.
   g. Cut and fill quantities where applicable.
   h. Amount of wastewater or sludge to be pumped, if applicable.
   i. Erosion control structure requirements.
   j. Vegetative requirements.
   k. Location of utilities and notification requirements.

   Note: If the site is to be converted for fresh water storage, the documentation procedures shall be in accordance with the appropriate conservation practice standard.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record the layout information in the engineering field books or in the electronic field book.

1. Set a sufficient number of stakes to guide the landowner or contractor in closing the impoundment.
2. Stake the location and elevations of required structures.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Survey a sufficient number of cross sections to determine if the breach and/or area to be backfilled is constructed to the design elevations.
2. Survey a sufficient number of profiles and cross sections to compute the quantity of earth work and volume of waste or sludge where needed as a basis of payment.
3. Check the location, size, and elevations of all structures.
4. Check adequacy of vegetation.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of impoundments closed. The extent of the practice to be certified is the quantities used as the basis of payment such as the cubic yards of earth moved, etc.

WASTE RECYCLING, CODE 633

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Recycling, Code 633.

B. Design Procedures

EFH, Part 651, AWMFH.

C. Computer Software Design Aids

Florida NRCS spreadsheet "WATNUTFL."

II. Documentation

A. Preliminary Investigation

1. Make a preliminary investigation of the need and feasibility of recycling waste. Method chosen must consider topography, floodplain, type material, availability and adequacy of land for waste application, proximity to neighboring landowners, and cost.
2. Some landowners sell some or all of the waste (such as poultry litter), haul it offsite, or temporarily store it for use later. When sold or hauled off-site, the landowner must to keep documentation of the date, amount, and to whom he/she is giving or selling the waste to. If the landowner is land-applying the waste, information such as date of application, number of acres and type of vegetation planted and expected yield is needed.

B. Engineering Surveys

None required.

C. Design

1. Based on landowner's decision and feasibility, design appropriate waste recycling plan.
2. Determine method(s) for waste recycling.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Locating and timing of waste application.
   b. Amount of waste to apply per acre.
   c. Record keeping requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

None required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Review the plans and specifications with the landowner and contractor prior to the start of construction. Ensure the landowner/contractor thoroughly understand their responsibilities.

1. Record sufficient information in the engineering field book or in the electronic field book, and/or forms for the appropriate practices planned.
2. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the acres where waste is applied. The extent of the practice certified is the quantities used as the basis of payment.

WASTE SEPARATION FACILITY, CODE 632

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Solid/Liquid Waste Separation Facility, Code 632.

B. Design Procedures

NEH, Part 651, AWMFH.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the structures needed to separate solids from a liquid waste stream. This conservation practice shall be a part of the overall agricultural waste management system.

B. Engineering Surveys

1. Complete an accurate topographic survey of the area where the liquid waste stream is to be collected and separated. The survey shall extend a minimum of 50 feet beyond the limits of the proposed structures and in sufficient detail to determine drainage patterns. The survey shall be referenced so that the proposed location of structures can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the size and type of structures needed using conservation practice standard Waste Separation Facility, Code 632 for minimum criteria. Record design data on NRCS-ENG-523A (or equivalent).
2. Compute quantities of materials required for installation of the practice such as cubic yards of excavation and earthfill material, linear feet of pipe, cubic yards of concrete, etc.
3. Complete engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Layout of waste production facilities, waste collection points, waste transfer pipelines, waste treatment and storage facilities.
   b. Location of all inflow and discharge pipelines, pipeline materials, diameter and slope.
   c. Details of support systems for waste separation devices.
   d. Fencing and signage as appropriate for safety purposes.
   e. Operating characteristics.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the location of all components in sufficient detail for installation.
2. Layout requirements will be as required for each component installed as part of this practice.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and on NRCS-ENG-523A (or equivalent).

1. Constructed dimensions and elevations of completed structures.
2. Measure all components of the practice when used as the basis of payment. Structural components such as pipelines shall be measured with a chain or calibrated measuring wheel, GPS or other equivalent method.
3. Record all checkout notes in the engineering field book or in the electronic field book and prepare as-built drawings of the completed practice adequately showing the extent of the components installed and the location of where it was installed.
4. Compute earth work quantities.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of waste separation facility installed. The extent certified shall be the quantities used as the basis of payment such as linear feet of pipe, cubic yards of concrete, etc.

WASTE STORAGE FACILITY, CODE 313

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Storage Facility, Code 313.

B. Design Procedures

EFH, Part 651, AWMFH.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. NRCS Computer Program "AWM."
2. Florida NRCS Spreadsheet "WATNUTFL."

II. Documentation

A. Preliminary Investigation

1 Make a preliminary field reconnaissance to determine the complexity of the problem, availability of land for utilizing the waste and waste water, and to select the type of waste management system component which will best meet the needs of the owner to operate the waste management system. Compute volume of waste that will be produced per day in terms of biochemical oxygen demand (BOD_5), raw manure, volatile solids (V.S.), nutrients, and water use. Record preliminary information on a copy of the appropriate worksheet (10A-1, 10A-2, 10A-3, 10A-4, 10A-5, or 10A-6) located in Chapter 10 of the AWMFH (AWMFH) or use NRCS-ENG-523A (or equivalent) to record appropriate information.

2. Perform soil borings at the selected site to determine site feasibility. Describe the soils at the site directly in the engineering field book, electronic field book, or other appropriate document. Verify the suitability of the foundation and earthfill for construction and determine if any foundation or seepage issues exist. If needed, request the assistance of a geologist and submit samples for testing.

3. Complete a preliminary sizing of the system components for the purpose of determining components, component locations, structure requirements, cost and needed permits.

4. Discuss preliminary plans and cost estimates with the owner. Make sure the owner understands his/her responsibility as to:

   a. Obtaining permits and approvals from Federal, state and local authorities, where required.

   b. Constructing the waste management system to meet NRCS plans, standards and specifications.

   c. Operation and maintenance of the waste management system after construction.

5. Determine the extent of additional surveys needed after discussing the preliminary design, cost and items A.5.a, b., and c. with the landowner and getting his/her decisions.

6. Determine the extent of additional geologic investigations needed. Refer to NEH Part 651, Chapter 7 of the AWMFH for guidance.

B. Engineering Surveys

The survey must provide all measurements and observations that will be needed to design the waste management system components.

1. Set and describe one permanent bench mark (BM) for future reference. The BM should be placed close to the site of the proposed facility preferably on a concrete foundation of an existing building. The BM should be tied to National Geodetic Vertical Datum (NGVD29 or NAVD88) when possible.

2. Survey sufficient elevations to determine the drainage area around barns, high intensity area (HIA), and pastures contributing runoff to the proposed facility. When possible, divert uncontaminated runoff, especially roof runoff.

3. Collect adequate topographic information at

the proposed location of the waste storage facility in order to determine excavation and/or earthfill requirements. Obtain topographic data within the land disposal area to determine waste distribution system layout, pumping requirements and costs.

4. Record design survey information in the engineering field book, electronic field book, or collect data electronically using a total station surveying instrument.

5. Note location of any utilities or utility markers.

C. Design

The design of a practice is the application of Field Office Technical Guide practice standards, NEH Part 651, AWMFH, using experience and judgment in the development of a solution to the problem or the objective. All computations and decisions made during the design of a practice are to be checked by another qualified individual and appropriate notations made.

1. Complete soils investigation report as needed and construction recommendations. See NEH Part 651, Chapter 7, AWMFH.

2. Plot ground profiles at structure site(s) with the elevations of any drains and high intensity areas (HIAs) contributing waste, waste water and storm water runoff into the proposed facility.

3. Size the waste management system using the appropriate engineering practice standard and the NEH Part 651, AWMFH including Florida Amendments. Record design computations on appropriate worksheets (10A-1, 10A-2, 10A-3, 10A-4, 10A-5, or 10A-6) located in NEH Part 651, Chapter 10 of the AWMFH or on NRCS-ENG-523A (or equivalent).

4. Develop engineering plans and specifications. Engineering plans and specifications shall be prepared for the practice and shall describe the requirements necessary for proper construction. The engineering plans and specifications shall be suitable for the use by the landowner in dealing with contractors. The vegetative treatment and fencing required on structural practices shall be included as part of the engineering plans and specifications. As a minimum the plans and specifications shall include:

a. Prepare engineering plans and specifications using the appropriate standard engineering drawing sheets FL--313 or use computer aided drafting (CAD) where available. Construction plans shall show as a minimum:

   i. Complete waste system layout, waste distribution system, facility plan layout, cross sections and profiles showing dimensions, elevations and type(s) of construction materials.

   ii. Reinforcing steel details for reinforced concrete.

   iii. Requirements for foundation preparation and treatment.

   iv. Location, type, size of construction joints, expansion-contraction joints or special joints for fabricated structures.

   v. Type of materials, thickness, anchorage requirements, lift thickness, covering.

   vi. Safety features roof covers, fencing, ladders, and safety signs.

   vii. Locations, sizes and type of supply/outlet pipelines/appurtenances.

   viii. Requirements for roof(s).

   ix. Location and type of fence.

   x. Vegetative requirements.

   xi. Location of utilities and notification requirements.

b. Prepare a narrative Project Report describing all aspects of the waste management proposal. Complete the necessary waste management information for the permit application forms if applicable.

c. Make appropriate earth work computations, concrete computations, pipeline size and length, pumping plant requirements, etc., and cost estimates.

d. Furnish to the landowner or his representative copies of the following documents for his/her use in obtaining the necessary permits and approvals.

i. Owner's Letter of Transmittal. This letter may contain the owner's notice "Notice of Intent" and "Guarantee of installation to meet practice plans and specifications."

ii. Appropriate data sheets in NEH Part 651, Chapter 10 of the AWMFH or otherwise provided on NRCS computation sheets.

iii. Project Report.

iv. Engineering Plans and Specifications.

v. Quality Assurance Plan (QAP).

vi. Operation and Maintenance Plan.

vii. Completed data for permit applications to appropriate agency.

Note: All plans shall be approved in accordance with established job approval authorized prior to providing plans and specifications to owners and prior to construction.

5. Document the engineering job class in the design notes and on the engineering plans.

6. Develop a site specific O&M Plan for the practice.

7. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Record needed layout information as illustrated in Chapter 1 of the EFH Part 650. Notations may be made on plans, as needed, to describe the method of staking so the cooperator and contractor will know how to reference the plans at the practice site.

2. Set and mark a sufficient number of stakes to outline the top dimensions. Set slope stakes, as required, to enable the owner or contractor to excavate the planned facility and place spoil materials to planned lines and grades. Set finish stakes for structures only after the rough grading has been completed. The number of finished stakes needed should be pre-determined with the contractor or owner. Use grade rod to set stakes to facilitate performing construction checks.

3. In the staking of a waste storage facility, such as a concrete holding tank, it is essential that all lines and measurements be absolutely correct. All layout notes should be checked for possible errors. A carefully drawn sketch using identifications such as stationing, letters or other designations to show locations, distances or elevations for the various components will aid materially in documenting the structure layout.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes in the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval construction.

G. Construction Checkout

1. Construction checks should be performed as the work progresses. The site shall be visited frequently during the installation of the practice. Determine the adequacy of the work by observations, making measurements, and running engineering surveys of the

completed components. Construction checks made during construction are considered adequate supporting data and need not be duplicated at the time the facility has been completely installed.

2. Record all survey check data and observations in the engineering field book or in the electronic field book.

3. Excavated waste storage facility (pond):

   a. Make a visual inspection of the site and note the physical appearance. Side slopes and shaped spoil should be uniform, relatively smooth, and of neat appearance and be not steeper than the minimum specified.

   b. Survey at least one longitudinal and one lateral cross section of the excavated waste storage pond. Where the spoil is shaped, extend the cross sections from natural ground beyond the toe of the spoil on one side to natural ground beyond the outside toe of the spoil on the other side.

   c. Check constructed grades against planned grades and note difference. Draw final constructed dimensions in red on a set of "as built" plans for easy comparison.

   d. Compute excavation quantities when needed for contracting or cost share purposes.

4. Since it is not practical for earth-moving equipment to excavate to exact elevations and side slopes as specified, excavated waste storage pond will be acceptable where the following conditions are met:

   a. The top width and length are not less than 5 percent of the planned dimensions.

   b. Constructed side slopes are not more than 0.5:1 steeper than the design slope and no steeper than 1 horizontal to 1 vertical.

   c. The excavated spoil material does not exceed the permissible height and is shaped as specified in the specifications.

   d. The depth of the pond is no more than 0.1 foot less than the planned elevation.

   e. The as-built cross sectional area equals or exceeds the planned cross sectional area.

5. Waste storage pond with embankments:

   a. Profile the center line of the embankment. Extend the profile across the spillway where applicable. Record profile rod readings at all stations established during layout and at all breaks in grade.

   b. Survey at least one cross section of the embankment at a location that represents the weakest section. Record rod readings at each edge of the crown, at each toe, and at intermediate points between the top and each toe.

   c. Check constructed grades against planned grades and note difference. Compute constructed side slopes and record in checkout notes.

   d. Structures will be acceptable where all of the following conditions are met:

      i. A waste storage pond will be acceptable with respect to side slopes where:

         Side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage.

<u>Example</u>:
Fill height at station checked = 15.3 ft., Designed slope = 3:1
Shrinkage = 5% = 15.3 x .05 = 0.8 ft.
Design grade rod = 5.2 (based on settled height)
Rod reading at toe = 18.8 (from survey)
Minimum designed toe distance =
(18.8 - 5.2) x 3
= 13.6 x 3 = 40.8 ft.
Grade rod with shrinkage = 5.2 - 0.8 = 4.4
Designed slope =
(40.8) ÷ (18.8 - 4.4) = 2.83
Steepest acceptable slope =
(2.83:1) - (0.5:1) = 2.33:1

      ii. Upstream constructed slope shall not be steeper than 2:1.

iii. The constructed cross-sectional area equals or exceeds the planned cross-sectional area and has at least 95% of the embankment width at all elevations with shrinkage added.

e. Constructed crown elevations are not more than 0.2 feet below planned elevations, with allowance for settlement added.

f. The spillway elevation does not vary from the planned elevation by more than 0.2 foot.

g. The minimum required freeboard is not lowered by more than 0.2 foot.

6. Concrete and prefabricated waste storage structures:

a. Check constructed dimensions, elevations, and grades against planned dimensions, elevations and grades and note differences.

b. Check quality of finished concrete.

c. Check placement of steel reinforcement.

d. Verification that gas release vents, foundation drains and pipes were installed as planned.

e. Letter of certification from manufacturer for prefabricated structures.

7. Geomembrane lined waste storage facility:

a. Check and record overall dimensions as mentioned in F.3 above.

b. Check quality and thickness of liner, manufacturer and note in the engineering field book or in the electronic field book.

c. When required, check for proper joining of the liner.

d. When required, check for proper cover over lining.

e. Verify gas vents were installed as planned.

8. Prepare as-built drawings showing final construction dimensions, details, etc.

9. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of systems installed. The extent to be certified is the quantities used as the basis of payment such as cubic yards of earth embankment or excavation, cubic yards of concrete, square yards of geomembrane, etc.

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WASTE STORAGE FACILITY (DRY STACK POULTRY), CODE 313

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Storage Structure (Dry Stack Poultry), Code 313.

B. Design Procedures

1. EFH, Part 651, AWMFH.
2. Florida Engineering Technical Note, ENG-FL-23.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS Spreadsheet "DBCNA."
2. Florida NRCS Spreadsheet "SSPD."

II. Documentation

A. Preliminary Investigation

1. Make a preliminary investigation of the need and feasibility of a waste storage facility considering topography, floodplain, material to be stored, availability and adequacy of land for waste application, and cost.
2. Obtain general information and decisions (Use form FL-ENG-312A) such as desired method of dead bird disposal, type of birds, number of birds, mortality rate, grow-out weight, number of flock per year. Litter clean out is important in sizing the litter storage. The landowner may know the depth of clean out for each house or the type of machine and number of trips it is required to clean out each house. Some landowners sell some or all of the litter or haul it offsite. The landowner has to keep accurate documentation of the date, the amount, and to whom he/she is selling the litter. If the landowner is land-applying the waste, information such as the date of application, number of acres and type of vegetation planted and expected yield is needed.

B. Engineering Surveys

1. An accurate topographic survey of the proposed location shall be taken and shall extend a minimum of 100 feet beyond the limits of the proposed facility and in sufficient detail to determine drainage patterns in the vicinity of the proposed facility. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible. The proposed location of the waste storage facility shall be referenced so that it can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility.
2. Note the location of any utilities or utility markers.

C. Design

1. Designing the litter storage facility requires certain decisions from the landowner such as wood or metal truss, roof pitch, number of walls for the litter storage, and litter storage height. Post spacing will be determined by the size of the equipment the landowner will be using in moving compost from the primary bins or stack to the secondary bins or stack, if applicable. The landowner must decide on the structure configuration that best meets his/her operation.
2. Calculate Storage Volume for Litter (Use form FL –ENG-317B). The maximum litter storage volume is based on the largest clean out per year. Number of houses, dimensions of houses, and clean out depth for each house are the information required to compute the total volume required. Some landowners do know the volume of their clean out equipment and the number of trips that is required to clean out each house. If this information is known, the volume of the litter storage facility can be calculated. If the landowner does not want to store one clean out, the minimum storage will be determined by the percentage of litter required to feed other livestock and/or the volume of litter required to compost the

dead birds.

3. Design Structure

   a. Size Storage Structure using the appropriate form:

      Form FL-ENG- 313A – Three Open Sides

      Form FL-ENG- 313B – Three Walls

      Form FL-ENG- 313C – Two Walls - Composter and Litter Storage in Same Building

      Form FL-ENG- 313D – Two Walls - Composter and Litter Storage in Same Building

      Form FL-ENG- 313G – Composter (on opposite walls) and Litter Storage in Same Building

   b. Structural Design

   Document design on form FL-ENG-313E or NRCS-ENG-523A (or equivalent). For post design – use Single Span Post Design (SSPD) computer program or Florida Engineering Technical Note FL-ENG-23. If a truss is designed by someone other than NRCS, a Florida licensed professional engineer has to certify the design. Use Florida Engineering Technical Note FL-ENG-23 for beam and purlin design.

7. Determine final location of structure.

8. Compute quantity of subbase material when used as a basis of payment.

9. Compute quantity of concrete when used as a basis of payment.

10. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:

    a. Location of the facility on the topographic map.

    b. Cross section of waste storage facility.

    c. Plan view of waste storage facility.

    d. Truss connection detail.

    e. Truss cross bracing details.

    f. Knee brace detail.

    g. Girder brace detail.

    h. Post embedment detail.

    i. Block wall or wood wall detail.

    j. Purlin detail.

    k. Concrete floor details including contraction joint detail.

    l. Roof details.

    m. Location of utilities and notification requirements.

11. Document the engineering job class in the design notes and on the engineering plans.

12. Develop a site specific QAP for the practice.

13. Develop a site specific O&M Plan for the practice.

    Form FL-ENG-312B and FL-ENG-312C– Worksheet to Determine Land Area Requirements for Poultry Wastes and Litter may be used to calculate the land requirement to utilize the litter and compost.13.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the finished floor elevation of the facility.

2. Stake the corners of the compost facility and offset reference points.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, on NRCS-ENG-523A (or equivalent), and on form FL-ENG-313F – Construction Checklist for Litter Storage/Composter Facility

1. Elevation of completed facility.
2. Constructed dimensions of the waste storage facility.
3. Structural components.
   a. Spacing, height, size of support posts and preservative treatment used.
   b. Length, width and height of storage facility.
   c. Roof details and pitch.
   d. Dimensions, type of material used, and preservative treatment.
   e. Type of trusses used and certification from a Florida licensed professional engineer.
4. Calculate quantities of excavation, earthfill, concrete, etc., when used as a basis for payment.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of facilities installed. The extent of the practice certified is the quantities used as the basis of payment.

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WASTE TRANSFER, CODE 634

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Transfer, Code 634.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the structures needed to convey agricultural waste material from the source to the storage area, treatment facility, and application area. This conservation practice shall be a part of the overall agricultural waste management system.

B. Engineering Surveys

1. Complete an accurate topographic survey of the area where the agricultural waste material is to be collected and transferred to storage and/or treatment. The survey shall extend a minimum of 50 feet beyond the limits of the proposed structures and in sufficient detail to determine drainage patterns. The survey shall be referenced so that the proposed location of structures can be staked in the field. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine the size and type of structures needed using conservation practice standard Waste Transfer, Code 634 for minimum criteria. Components shall be designed in accordance with the appropriate conservation practice standard (i.e. pipelines shall meet the requirements of conservation practice standard Irrigation Water Conveyance Pipeline Code 430) as applicable. Record design data on NRCS-ENG-523A (or equivalent).
2 Compute quantities of materials required for installation of the practice such as cubic yards of excavation and earthfill material, linear feet of pipe, cubic yards of concrete, etc.
3. Complete engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location map, plan view, profiles, cross sections, details and specifications of all structures, etc., to ensure that the project can be properly constructed.
   b. Pipeline construction and installation specifications may be taken from the National Engineering Handbook sections listed in the **References** section.
   c. Type, quality, and quantity of all materials used.
   d. NRCS acceptance requires pressure testing of a pressure pipe system prior to waste transfer service. Include the test protocol and results in the as-built documentation.
   e. Locations of utilities and notifications requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the location of all components in sufficient detail for installation.
2. Layout requirements will be as required for each component installed as part of this practice.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and NRCS-ENG-523A (or equivalent).

1. Constructed dimensions and elevations of completed structures.
2. Measure all components of the practice when used as the basis of payment. Structural components such as pipelines shall be measured with a chain or calibrated measuring wheel, GPS or other equivalent method.
3. Record all checkout notes in the engineering field book or in the electronic field book, and prepare as-built drawings of the completed practice adequately showing the extent of the components installed and the location of where it was installed.
4. Compute quantities.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of waste transfer facilities installed. The extent certified shall be the quantities used as the basis of payment such as linear feet of pipe, cubic yards of concrete, etc.

WASTE TREATMENT, CODE 629

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Treatment, Code 629.

B. Design Procedures

National Engineering Handbook, Part 624, Drainage, Water Table Control.

NEH, Part 651, AWMFH.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the components and processes needed to treat the waste stream and to determine if the practice is feasible considering the availability of an outlet, soil type, topography, etc. This conservation practice shall be a part of the overall agricultural waste management system.

B. Engineering Surveys

1. Complete an accurate topographic survey of the area where the waste stream is to be collected and separated. The survey shall extend a minimum of 50 feet beyond the limits of the proposed structures and in sufficient detail to determine drainage patterns. The survey shall be referenced so that the proposed location of structures can be staked in the field. The survey should show the location of existing buildings, utilities, etc., in the vicinity of the proposed facility.
2. Set and describe at least one permanent bench mark. Use the datum established for the farm or ranch (NGVD29 or NAVD88 or assumed elevations), and record bench mark location(s) and elevation(s) on the engineering plan map.
4. Note the location of any utilities and utility markers.

C. Design

1. Record all designs notes on NRCS-ENG-523A (or equivalent).
2. Determine structure locations that will provide the most control of drainage water for the practice purpose. Structure for water control elevations shall be designed to control the drainage water and without damaging the crops.
3. Design of system components shall be in accordance with procedures for that practice.
4. An overall operation plan shall be developed providing a detailed operations of the structures.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Layout and installation details of livestock facilities, waste collection points, waste transfer components, waste treatment and storage facilities.
   b. Location of all inflow and discharge pipelines, pipeline materials, diameter and slope.
   c. Details of support systems for all components of the treatment facility.
   d. Fencing and signage as appropriate for safety purposes.
   e. Required tests to determine the effectiveness of the waste treatment as appropriate.
   f. Other plans to manage the system including a nutrient management plan for proper land application of byproducts.
   g. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. Stake the location of all components in sufficient detail for installation.
2. Layout requirements will be as required for each component installed as part of this practice.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following information on the plans, in the engineering field book or in the electronic field book, and on NRCS-ENG-523A (or equivalent).

1. Constructed dimensions and elevations of completed structures.
2. Measure all components of the practice when used as the basis of payment. Structural components such as pipelines shall be measured with a chain or calibrated measuring wheel, GPS or other equivalent method.
3. Record all checkout notes in the engineering field book or in the electronic field book and prepare as-built drawings of the completed practice adequately showing the extent of the components installed and the location of where it was installed.
4. Compute earth work quantities.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the area served in acres. The extent of the practice certified is the quantities used as the basis for payment.

WASTE TREATMENT LAGOON, CODE 359

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Waste Treatment Lagoon, Code 359.

B. Design Procedures

EFH, Part 651, AWMFH.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

NRCS Computer Program "AWM."

II. Documentation

A. Preliminary Investigation

1. Make a preliminary field reconnaissance to determine the complexity of the problem, availability of land for utilizing the waste and waste water, and to select the type of waste management system component which will best meet the needs of owner to operate of the waste management system. Compute volume of waste that will be produced per day in terms of biochemical oxygen demand (BOD_5), raw manure, volatile solids (V.S.), nutrients, and water use. Record preliminary information on a copy of the appropriate worksheet (10A-1, 10A-2, 10A-3, 10A-4, 10A-5, or 10A-6) located in Chapter 10 of the AWMFH (AWMFH) or use NRCS-ENG-523A (or equivalent) to record appropriate information.
2. Perform soil borings at the selected site to determine site feasibility. Describe the soils at the site directly in the engineering field book or in the electronic field book.
3. Complete a preliminary sizing of the system components for the purpose of determining components, component locations, structure requirements, cost and needed permits.
4. Discuss preliminary plans and cost estimates with the owner. Make sure the owner understands his/her responsibility as to:
   a. Obtaining permits and approvals from Federal, state and local authorities, where required.
   b. Constructing the waste management system to meet NRCS plans, standards and specifications.
   c. Operation and maintenance of the waste management system after construction.
6. Determine the extent of additional surveys needed after discussing the preliminary design, cost and items A.5.a, b., and c. with the landowner and getting his/her decisions.
7. Determine the extent of additional geologic investigations needed. Refer to NEH Part 651, Chapter 7 of the AWMFH for guidance.

B. Engineering Surveys

The survey must provide all measurements and observations that will be needed to design the waste management system components.

1. Set and describe one permanent bench mark (BM) for future reference. The BM should be placed close to the site of the proposed facility preferably on a concrete foundation of an existing building. The BM should be tied to National Geodetic Vertical Datum (NGVD29 or NAVD88) when possible.
2. Survey sufficient elevations to determine the drainage area around barns, high intensity area (HIA), and pastures contributing runoff to the proposed facility.
3. Collect adequate topographic information at the proposed location of the waste treatment lagoon in order to determine excavation and/or earthfill requirements. Obtain topographic data within the land disposal area to determine waste distribution system layout, pumping requirements and costs.
4. Record design survey information in the engineering field book or in the electronic field book, or collect data electronically using a total station surveying instrument.

5. Note the location of any utilities or utility markers.

C. Design

The design of a practice is the application of Field Office Technical Guide practice standards, NEH Part 651, AWMFH, using experience and judgment in the development of a solution to the problem or the objective. All computations and decisions made during the design of a practice are to be checked by another qualified individual and appropriate notations made.

1. Complete soils investigation report as needed and construction recommendations. See AWMFH, Chapter 7.
2. Obtain soils/geologic investigations sufficient for foundation design.
3. Plot ground profiles at structure site(s) with the elevations of any drains and high intensity areas (HIAs) contributing waste, waste water and storm water runoff into the proposed facility. When possible, divert uncontaminated runoff, especially roof runoff.
4. Size the lagoon using the appropriate engineering practice standard and the AWMFH including Florida Amendments. Record design computations on appropriate worksheets (10A-1, 10A-2, 10A-3, 10A-4, 10A-5, or 10A-6) located in NEH Part 651, Chapter 10 of the AWMFH or on NRCS-ENG-523A (or equivalent).
5. Develop engineering plans and specifications. Engineering plans and specifications shall be prepared for the practice and shall describe the requirements necessary for proper construction and shall be suitable for the use by the landowner in dealing with contractors. As a minimum plans and specifications shall include:

   a. Prepare engineering plans and specifications using the appropriate standard engineering drawing sheets SCS-ENG-313A, -315A, -316A, 317A, or use computer aided drafting (CAD) where available. The drawings shall show as a minimum:

      - Site plan layout, cross sections and profiles.
      - Foundation treatment required.
      - Requirements for inlets and overflows.
      - Requirements for diverting water, dewatering the site, waste disposal.
      - Requirements for fencing and rock riprap if needed.
      - Vegetative requirements.
      - Location of utilities and notification requirements.
      - Odor management and minimization requirements.

   b. Prepare a narrative Project Report describing all aspects of the waste management proposal. Complete the necessary waste management information for the permit application forms if applicable.

   c. Make appropriate earth work computations, concrete computations, pipeline size and length, pumping plant requirements, etc., and cost estimates.

   d. Furnish to the landowner, or his representative, copies of the following documents for his/her use in obtaining the necessary permits and approvals.

      - Owner's Letter of Transmittal. This letter may contain the owner's notice "Notice of Intent" and "Guarantee of installation to meet practice plans and specifications."
      - Appropriate data sheets in Chapter 10 of the AWMFH or otherwise provided on NRCS computation sheets.
      - Project Report.
      - Engineering Plans and Specifications.
      - Quality Assurance Plan (QAP).
      - Operation and Maintenance Plan.
      - Completed data for permit applications to appropriate agency.

Note: All plans shall be approved in accordance with established job approval

authorized prior to providing plans and specifications to owners and prior to construction.

6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Record needed layout information as illustrated in EFH Part 650, Chapter 1. Notations may be made on plans, as needed, to describe the method of staking so the cooperator and contractor will know how to reference the plans at the practice site.
2. Stake the waste treatment lagoon. Set and mark a sufficient number of stakes to outline the top dimensions. Set slope stakes, as required, to enable the owner or contractor to excavate the planned facility and place spoil materials to planned lines and grades. Set finish stakes for structures only after the rough grading has been completed. The number of finished stakes needed should be pre-determined with the contractor or owner. Use grade rod to set stakes to facilitate performing construction checks.
3. In the staking of waste treatment lagoon, such as a concrete holding tank, it is essential that all lines and measurements be absolutely correct. All layout notes should be checked for possible errors. A carefully drawn sketch using identifications such as stationing, letters or other designations to show locations, distances or elevations for the various components will aid in documenting the structure layout.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Construction checks should be performed as the work progresses. The site shall be visited frequently during the installation of the practice. Determine the adequacy of the work by observations, making measurements, and running engineering surveys of the completed components. Construction checks made during construction are considered adequate supporting data and need not be duplicated at the time the facility has been completely installed.
2. Record all survey check data and observations in the engineering field book or in the electronic field book.
3. Excavated waste treatment lagoon:
   a. Make a visual inspection of the site and note the physical appearance. Side slopes and shaped spoil should be uniform, relatively smooth, and of neat appearance and be not steeper than the minimum specified.
   b. Survey at least one longitudinal and one lateral cross section of the excavated waste treatment lagoon. Where the spoil is shaped, extend the cross sections from natural ground beyond the toe of the spoil on one side to natural ground beyond the outside toe of the spoil on the other side.

c. Check constructed grades against planned grades and note difference. Draw final constructed dimensions in red on a set of "as built" plans for easy comparison.

d. Compute excavation quantities when needed for contracting or cost share purposes.

4. Since it is not practical for earth-moving equipment to excavate to exact elevations and side slopes as specified, excavated lagoons will be acceptable where the following conditions are met:

a. The top width and length are ± 5 percent of the planned dimensions.

b. Constructed side slopes are not more than 0.5:1 steeper than the design slope and no steeper than 1 horizontal to 1 vertical.

c. The excavated spoil material does not exceed the permissible height and is shaped as specified in the specifications.

d. The depth of the lagoon is not more than 0.1 foot shallower than the planned elevation.

e. The as-built cross sectional area equals or exceeds the planned cross sectional area.

5. Waste treatment lagoons with embankments:

a. Profile the center line of the embankment. Extend the profile across the spillway where applicable. Record profile rod readings at all stations established during layout and at all breaks in grade.

b. Survey at least one cross section of the embankment at a location that represents the weakest section. Record rod readings at each edge of the crown, at each toe, and at intermediate points between the top and each toe.

c. Check constructed grades against planned grades and note difference. Compute constructed side slopes and record in checkout notes.

d. Structures will be acceptable where all of the following conditions are met:

i. A waste treatment lagoon with embankment will be acceptable with respect to side slopes where:

Side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage.

Example:
Fill height at station checked = 15.3 ft., designed slope = 3:1
Shrinkage = 5% = 15.3 x .05 = 0.8 ft.
Design grade rod = 5.2 (based on settled height)
Rod reading at toe = 18.8 (from survey)
Minimum designed toe distance =
(18.8 - 5.2) x 3
= 13.6 x 3 = 40.8 ft. grade rod with shrinkage
= 5.2 - 0.8 = 4.4
Designed slope = (40.8) ÷ (18.8 - 4.4) = 2.83
Steepest acceptable slope = (2.83:1)-(0.5:1)
= 2.33:1

ii. Upstream constructed slope shall not be steeper than 2:1.

iii. The constructed cross-sectional area equals or exceeds the planned cross-sectional area and has at least 95% of the embankment width at all elevations with shrinkage added.

e. Constructed crown elevations are not more than 0.2 foot below planned elevations, with allowance for settlement added.

f. The spillway elevation does not vary from the planned elevation by more than 0.2 foot.

g. The minimum required freeboard is not lowered by more than 0.2 foot.

6. Geomembrane lined waste treatment lagoons:

a. Check and record overall dimensions as mentioned in F.3 above.

b. Check quality and thickness of liner, manufacturer and note in the engineering field book or in the electronic field book.

c. When required, check for proper joining of the liner.

d. When required, check for proper cover over lining.

e. Verify gas vents installed as required.

7. Prepare as-built drawings showing final construction dimensions, details, etc.

8. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of systems installed. The extent to be certified is the quantities used as the basis of payment such as cubic yards of earth embankment or excavation, cubic yards of concrete, square yards of geomembrane, etc.

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WATER HARVESTING CATCHMENT, CODE 636

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Water Harvesting Catchment, Code 636.

B. Design Procedures

NEH Part 650, Chapter 11, Ponds and Reservoirs.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.
3. NEH, Part 652, Irrigation Guide, Chapter 4, Florida Amendment.

D. Computer Software Design Aids

1. Pipeflow.
2. USDA - NRCS Hydraulics Formula.
3. WinPond

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice, considering soils, topography, water quality, water quantity, structure requirements, etc.

B. Engineering Surveys

For small jobs, record design and layout data on form SCS-ENG-28 and -29. For large complex jobs, record survey data for design, layout and construction in the engineering field book or in the electronic field book.

1. Reference all surveys to a bench mark where needed to establish elevations for construction. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Make a topographical survey of the area. The extent of the survey will be based on the complexity of the project and site conditions. For small simple jobs, a few rod readings will be adequate. For large or complex jobs and jobs with more than one water harvest catchment, a detailed topographical survey will be needed. Where the topography is irregular and earth work quantity is needed, survey a sufficient number of cross sections for determining cut and fill volumes.
3. Set reference stakes for location of catchment basin(s).
4. Note the location of any utilities or utility markers.

C. Design

1. Complete soils investigation report and construction recommendations including spoil placement and record on form FL-ENG-378B.
2. Record computations for hydrology, sediment yield, spillways, and basin size.
3. Determine the area of the catchment apron.
4. Determine quality and quantity of water required for planned use.
5. Determine the plant water requirement for irrigation purposes.
5. Requirements for diverting excess runoff, and sediment disposal.
6. Design structures needed to control runoff and discharge from the pond.
7. Compute earthfill and excavation quantities and preliminary cost estimate where needed.
8. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Overall plan view, with location of water harvest catchment.
   b. Details of all appurtenances of water catchment including overflow preparations.
   d. Foundation requirements including type and size.
   e. Typical profile and cross section of embankment, principal and auxiliary spillway.

e. Profile showing grades and locations of structural components.

f. Structural plans and section views as required.

g. Material requirements.

h. Vegetative requirements.

i. Location of utilities and notification requirements.

9. Document the engineering job class in the design notes and on the engineering plans.

10. Develop a site specific O&M Plan for the practice.

11. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout information in the engineering field book or in the electronic field book.

1. The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation.

2. Set a sufficient number of stakes to outline the top dimensions of the basin(s).

3. Set slope stakes, as required, to enable the contractor to install structures to planned lines and grades.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Complete the check data listed on form FL-ENG-378B, or 587A if it is a pond or record equivalent data in the engineering field book or in the electronic field book.

1. Survey at least one longitudinal and one lateral cross section of the excavated pond or pit at the location that represents the weakest section. Where the spoil is shaped extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.

2. Check constructed grades against planned grades and note difference.

Excavated ponds or pits will be acceptable where the following conditions are met.

1. The constructed side slopes are not steeper than 1:1. Where livestock will water directly from the pond at least one side or access ramp shall not be steeper than 4:1.

2. The depth of the pond or pit is no shallower than 0.2 foot less than the planned elevation.

3. The excavated material does not exceed the permissible spoil height and is shaped as specified in the specifications.

4. The as-built cross sectional area equals or exceeds the planned cross sectional area. Where unforeseen physical conditions prohibit completion of a pit type pond as originally planned, and an alternate design that will meet specifications is possible, a new planned quantity should be computed and cleared with all interested parties.

5. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number water harvesting catchment installed for completion. The extent of the practice certified is the quantities used as the basis for payment such as cubic yards of excavation, etc.

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WATER AND SEDIMENT CONTROL BASIN, CODE 638

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Water and Sediment Control Basin, Code 638.

B. Design Procedures

NEH Part 650, Chapter 11, Ponds and Reservoirs.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

D. Computer Software Design Aids

1. Florida NRCS Spreadsheet "Pipeflow."
2. USDA - NRCS Hydraulics Formula.
3. NRCS Computer Program "WinPond."

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine that a stable outlet is available, or can be made available.

B. Engineering Surveys

1. The design survey and layout survey in some instances may be combined into one operation. Record all survey data on form FL-ENG-410A, 410B, or 587A, in the engineering field book, or in the electronic field book. Notes recorded in the engineering field book or in the electronic field book shall be as illustrated in NRCS NEH Part 645, Appendix D.
2. Set and describe at least one permanent bench mark. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
3. Set reference stakes for locating the proposed embankment.
4. Survey the embankment centerline profile the full length of the embankment extending above the expected elevation of the embankment and beyond the location of the auxiliary spillway. Centerline profile rod readings shall be taken at all breaks in grade and at intervals not to exceed 50 feet. Survey a sufficient number of cross sections to accurately compute earth work quantities.
5. Show sketch of embankment, reservoir area, auxiliary spillway, proposed fences and other appurtenant structures. Show location of bench marks and reference stakes on sketch. Number each structure and identify with respect to their location on the farm.
6. Note location of any utilities or utility markers.

C. Design

1. Record drainage areas, grades, overfall dimensions, site conditions and related hydraulic design data on form FL-ENG-410A, 410B, or 587A or equivalent data on NRCS-ENG-523A (or equivalent) or approved computer program.
2. Record computations for hydrology, sediment yield, spillways, and basin size.
3. Complete soils/geologic investigation. Determine the suitability of earthfill and the foundation for the embankment and verify if any subsurface impediments exist that would hinder construction
4. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of structure.
   b. Typical profile and cross section of embankment, principal and auxiliary spillway.
   c. Type, quality, and quantity of materials used for structures.
   d. Compaction requirements.
   e. Vegetative requirements.
   f. Location of alternative water sources, if applicable.
   g. Location of utilities and notification requirements.

5. Document the engineering job class in the design notes and on the engineering plans.
6. Develop a site specific O&M Plan for the practice.
7. Develop a site specific QAP Plan for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Set a sufficient number of stakes to guide the contractor in performing the necessary excavation and earthfill.
2. Set location and critical elevation of all structures and spillways.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Complete the check data listed on form FL-ENG-410A, 410B, or 587A or record equivalent data in the engineering field book or in the electronic field book.

1. Observe the job at least once during the installation to determine the adequacy of the work.
2. Survey a profile along the centerline of the embankment and cross sections of the completed structure. One of the cross sections should extend along the center line of the principal spillway from the invert of the outlet to the upstream invert of the pipe. Record all breaks in grade along the cross section, including the entrance and exit invert elevation of the pipe. Record survey data in the engineering field book or in the electronic field book.

   Embankment will be acceptable with respect to side slopes where side slopes as constructed are not more than 0.5:1 steeper than the designed slope plus allowance for shrinkage. See documentation for pond for calculations.
3. Type and quality of materials used.
4. Record adequacy and type of vegetative cover.
5. Prepare as-built drawings showing final construction dimensions, details, etc.
6. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of structures installed. The extent of the practice certified is the quantities of materials used as the basis of payment such as volume of earthfill and excavation in cubic yards, length of pipe by diameter, etc.

WATER WELL, CODE 642

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Water Well, Code 642.

B. Design Procedures

EFH, Part 631, Geology, Chapter 33.

II. Documentation

A. Preliminary Investigation

Determine the feasibility and need for the water well for the planned purpose(s).

B. Engineering Survey

1. Engineering surveys are not normally needed unless the elevation of the water well head is needed by the permitting agency. Note and record the latitude and longitude of well.
2. Note the location of any utilities or utility markers.

C. Design

1. The required capacity of the well shall be determined based on the planned use and purpose. The location (latitude and longitude) and water well head protection required shall be recorded on NRCS-ENG-523A (or equivalent). Develop engineering plans showing the details of the water well head protection including size, thickness, and quality of the concrete pad. Provide the design data and plans to the landowner.
2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of water well.
   b. Well diameter.
   c. Casing, type, gage and diameter.
   d. Well capacity.
   e. Surface sealing.
   f. Well head protection.
   g. Location of utilities and notification requirements.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Stake the location of the well. This will not require a survey and can be noted on the conservation plan map.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Wells must be permitted and installed by licensed well contractors. Construction checkout during installation is not necessary except to verify the water well is installed at the planned location. Documentation shall include the following information from the well driller:

1. Depth of well, casing, and screen or well casing perforations.
2. Depth and quantity of gravel pack.

3. Type and gage of well casing material.
4. Well driller's geophysical log.
5. Depth and method of sealing surface casing.
6. Water well capacity in gpm, must equal or exceed planned capacity.
7. The dimensions of the water well head protection slab or casing head above ground shall be measured and recorded in the engineering field book or in the electronic field book.
8. Prepare as-built drawings showing final construction dimensions, details, etc.
9. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of wells installed. The extent of this practice to be reported is quantities used as the basis of payment.

WATERING FACILITY, CODE 614

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Watering Facility, Code 614.

B. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

C. Computer Software Design Aids

1. Florida NRCS spreadsheet "Pipeline."
2. Florida NRCS spreadsheet "Watering Facility."
3. Florida NRCS spreadsheet "Solar Watering Facility."

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the location of the watering facility as per the approved grazing plan. Consider location, size, soil condition and costs in making this determination. Also, determine the type and number of animals that will be utilizing the watering facility as indicated in the grazing plan.

B. Engineering Surveys

1. An engineering survey is normally not required. Location of the watering facility should be recorded on an aerial photograph.
2. Note the location of any utilities or utility markers.

C. Design

1. Determine material type, size of trough or tank required, and ramp protection needed.
2. Complete job sheet FL614JS or equivalent showing the number, size and type of watering facility and ramp details. Provide additional engineering plans or sketches with sufficient details for constructing the watering facility.
3. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of watering facility.
   b. Size and number of watering facilities.
   c. Details of all appurtenances of watering facility including overflow preparations.
   d. Foundation requirements including type and size.
   e. Location of alternative water source, if applicable.
   f. Location of utilities and notification requirements.
4. Document the engineering job class in the design notes and on the engineering plans.
5. Develop a site specific O&M Plan for the practice.
6. Develop a site specific QAP Plan for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. Stake the location of the watering facility in the field.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Record the following data in the engineering field book or in the electronic field book.

1. Measurements of watering facility (trough or tank).
2. Trough or tank material used.
3. Dimensions of facility pad and type of material used for the ramp. Obtain sufficient measurements of the ramp protection used (gravel, concrete, etc.) in order to compute quantities. Record in the engineering field book or in the electronic field book.
4. Prepare as-built drawings showing final construction dimensions, details, etc.
5. If the practice meets the approved NRCS plans and specifications, then the statement "This practice meets NRCS plans and specifications." shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of watering facilities installed. The extent of this practice to be certified is the quantities used as the basis for payment such as number of each size and type of watering facility, volume of ramp material, etc.

WELL DECOMMISSIONING, CODE 351

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Well Decommissioning, Code 351.

II. Documentation

A. Preliminary Investigation

Determine the feasibility and need for decommissioning the well.

B. Engineering Survey

1. An engineering survey is not normally needed unless the elevation of the existing well head is needed by the permitting agency. Note latitude and longitude of the well.
2. Note the location of any utilities or utility markers.

C. Design

1. NRCS will not be responsible for the design. The design for decommissioning wells will be prepared by a licensed well contractor and approved by the appropriate water management district.
2. Develop engineering plans and specifications. As a minimum, the plans and specifications shall include:
   a. Location of well.
   b. Log of well from licensed well driller.
   c. Description of existing well: depth, size, casing material.
3. Document the engineering job class in the design notes and on the engineering plans.
4. Develop a site specific O&M Plan for the practice.
5. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Stake the location of the well. This will not require a survey and can be noted on the conservation plan map.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Wells decommissioned must be permitted by the appropriate water management district and constructed by a Florida licensed well contractor. The contractor shall provide the information listed below for documentation of construction. Documentation may be recorded on form FL-ENG-351 / 755 “Well Decommissioning or Plugging – Construction Check Sheet” or otherwise provided to NRCS on the contractor’s personal form or letter.

1. Name of landowner.
2. Date of well decommissioning.
3. Location of well.
4. Total depth of well.
5. Inside diameter of well bore or casing.
6. Casing material type or schedule (e.g., standard weight steel, or PVC Schedule-80).
7. Static water level measured from ground surface.
8. Types of materials used for filling and sealing, quantities used, and depth intervals

for emplacement of each type.

9. Certification from a licensed well contractor.

10. Prepare as-built drawings showing final construction dimensions, details, etc.

11. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of wells decommissioned. The extent of this practice to be certified is the quantities used as the basis of payment.

WELL PLUGGING, CODE 755

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standard, Well Plugging, Code 755.

II. Documentation

A. Preliminary Investigation

Determine the feasibility and need for the plugging of the well.

B. Engineering Survey

1. An engineering survey is not normally needed unless the elevation of the existing well head is needed by the permitting agency. Note latitude and longitude of the well.
2. Note the location of any utilities or utility markers.

C. Design

1. NRCS will not be responsible for the design. The design for plugging wells will be prepared by a licensed well contractor and approved by the appropriate water management district.
2. Develop engineering plans and specifications. As a minimum, the plans and specifications shall include:
   a. Location of the well by latitude/longitude, township/range, section, quarter-quarter, or other georeference convention, of such precision that it can be readily located in the field, if required, in the future.
   b. Name of landowner.
   c. Total depth of well.
   d. Inside diameter of well bore or casing.
   e. Casing material type or schedule (e.g., standard weight steel, or PVC Schedule-80).
   f. Static water level measured from ground surface.
   e. Types of materials used for filling and sealing, quantities used, and depth intervals for emplacement of each type.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Stake the location of the well. This will not require a survey and can be noted on the conservation plan map.

F. Construction

Adequate site visits and checks shall be made during Construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

Wells plugged must be permitted by the appropriate water management district and constructed by a Florida licensed well contractor. The contractor shall provide the information listed below for documentation of construction. Documentation may be recorded on form FL-ENG-351 / 755 “Well Decommissioning or Plugging – Construction Check Sheet” or otherwise provided to NRCS on the contractor’s personal form or letter.

1. Name of landowner.
2. Date of well plugging.
3. Location of well.
4. Total depth of well.
5. Inside diameter of well bore or casing.

6. Casing material type or schedule (e.g., standard weight steel, or PVC Schedule-80).
7. Static water level measured from ground surface.
8. Log of the water quality.
9. Types of materials used for filling and sealing, quantities used, and depth intervals for emplacement of each type.
10. Certification from a licensed well contractor.
11. Prepare as-built drawings showing final construction dimensions, details, etc.
12. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of the practice to be reported is the number of wells plugged. The extent of this practice to be certified is the quantities used as the basis of payment.

WETLAND CREATION, CODE 658

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standards, Wetland Creation, Code 658.

B. Design Procedures

1. EFH Part 650, Chapter 13, Wetland Restoration, Enhancement, or Creation.
2. NEH Part 637, Environmental Engineering, Chapter 3, Constructed Wetlands.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice, considering soils, topography, water availability, structure requirements, availability of outlets, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

Wetland creation requires a detailed topographic survey to determine location of structures, excavation and earthfill requirements, etc. Record survey data for design, layout and construction in the engineering field book or in the electronic field book.

1. Set and describe one permanent bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Make a detailed topographical survey of the area. The extent of the survey should extend beyond the boundaries of the proposed work. Locate all existing structures during the survey. Include sufficient survey readings to allow the designer to determine structure locations, earthfill and excavation quantities, etc.
3. Set reference stakes for relocation of the wetland to be created.
4. Note the location of any utilities or utility markers.

C. Design

1. Complete soils investigation report and construction recommendations including spoil placement and record on NRCS-ENG-523A (or equivalent).
2. Determine extent of the wetland area to be created. Record design data on NRCS-ENG-523A (or equivalent).
3. Design structures for water control required to control runoff and discharge from the wetland to be created.
4. Compute earthfill and excavation quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of wetland to be created.
   b. Typical cross sections of structures such as dikes, water control structures, etc.
   c. Details of all structures.
   d. Vegetative planting required for the constructed wetland to achieve its purpose. Also develop vegetative requirements to protect dikes, embankments, etc., and disturbed areas.
   e. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction

conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. The extent of construction layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation.
2. Set a sufficient number of stakes to outline the outside dimensions of the constructed wetland. Set slope stakes, as required, to enable the contractor to construct dikes, water control structures, and other structures as required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes in the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design approval.

G. Construction Checkout

1. Record checkout data in engineering field book or in the electronic field book.
   a. Survey the extent of the created wetland and compare with the planned location and extent.
   b. Record and plot cross section that represents the weakest section. Where the spoil is shaped, extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.
   c. Check constructed grades of structures, dikes, etc., against planned grades and note difference. For individual practices, refer to the appropriate note keeping procedure in this document.
   d. Record elevations and lengths of all structures installed.
   e. Record the type and quality of all materials installed.
   f. Where required, compute actual earth work quantities.
2. Prepare as-built drawings showing final construction dimensions, details, etc.
3. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of these practices to be reported is the acres of created wetlands. The extent of the practice certified shall be the quantities used as the basis of payment such as earthfill, length and size of pipe, etc.

WETLAND ENHANCEMENT, CODE 659

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standards, Wetland Enhancement, Code 659.

B. Design Procedures

EFH Part 650, Chapter 13, Wetland Restoration, Enhancement, or Creation.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH Part 650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice, considering soils, topography, water availability, structure requirements, availability of outlets, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

Wetland enhancement requires a detailed topographic survey to determine location of structures, excavation and earthfill requirements, etc. Record survey data for design, layout and construction in the engineering field book or in the electronic field book.

1. Set and describe one permanent bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Make a detailed topographical survey of the area. The extent of the survey should extend beyond the boundaries of the proposed work. Locate all existing structures during the survey. Include sufficient survey readings to allow the designer to determine structure locations, earthfill and excavation quantities, etc.
3. Set reference stakes for location of wetland to be enhanced.
4. Note the location of any utilities or utility markers.

C. Design

1. Complete soils investigation report and construction recommendations including spoil placement and record on NRCS-ENG-523A (or equivalent).
2. Determine extent of the wetland to be enhanced. Record design data on NRCS-ENG-523A (or equivalent).
3. Design structures for water control required to control runoff and discharge from the wetland to be enhanced.
4. Compute earthfill and excavation quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of wetland to be enhanced.
   b. Typical cross sections of structures such as dikes, water control structures, etc.
   c. Details of all structures.
   d. Vegetative planting required for the constructed wetland to achieve its purpose. Also develop vegetative requirements to protect dikes, embankments, etc., and disturbed areas.
   e. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation.
2. Set a sufficient number of stakes to outline the outside dimensions of the wetland to be enhanced. Set slope stakes, as required, to enable the contractor to construct dikes, water control structures, and other structures as required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes/modification to the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design job approval authority.

G. Construction Checkout

1. Record checkout data in engineering field book or in the electronic field book.
   a. Survey the extent of the wetland to be enhanced and compare with the planned location and extent.
   b. Record and plot cross section that represents the weakest section. Where the spoil is shaped, extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.
   c. Check constructed grades of structures, dikes, etc., against planned grades and note difference. For individual practices, refer to the appropriate note keeping procedure in this document.
   d. Record elevations and lengths of all structures installed.
   e. Record the type and quality of all materials installed.
   f. Where required, compute actual earth work quantities.
2. Prepare as-built drawings showing final construction dimensions, details, etc.
3. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of these practices to be reported is the acres of wetlands enhanced. The extent of the practice certified shall be the quantities used as the basis of payment such as earthfill, length and size of pipe, etc.

WETLAND RESTORATION, CODE 657

I. References

A. Design Criteria

Florida FOTG Section IV, conservation practice standards, Wetland Restoration, Code 657.

B. Design Procedures

EFH Part 650, Chapter 13, Wetland Restoration, Enhancement, or Creation.

C. Design/Layout Surveys

1. NEH, Part 645, Construction Inspection, Appendix D, Sample Engineering Notes and Computations.
2. EFH 210-650, Chapter 1, Engineering Surveys.

II. Documentation

A. Preliminary Investigation

Make a preliminary investigation to determine the feasibility of the practice, considering soils, topography, water availability, structure requirements, availability of outlets, etc. Check requirements of state laws for permitting and notify landowner of his/her responsibility. In many cases a permit may be required prior to construction.

B. Engineering Surveys

Wetland restoration requires a detailed topographic survey to determine location of structures, excavation and earthfill requirements, etc. Record survey data for design, layout and construction in the engineering field book or in the electronic field book.

1. Set and describe one permanent bench mark for future reference. Bench marks referenced to NGVD29 or NAVD88 should be used if possible.
2. Make a detailed topographical survey of the area. The extent of the survey should extend beyond the boundaries of the proposed work. Locate all existing structures during the survey. Include sufficient survey readings to allow the designer to determine structure locations, earthfill and excavation quantities, etc.
3. Set reference stakes for relocation of restored wetland.
4. Note the location of any utilities or utility markers.

C. Design

1. Complete soils investigation report and construction recommendations including spoil placement and record on NRCS-ENG-523A (or equivalent).
2. Determine extent of the restored wetland area. Record design data on NRCS-ENG-523A (or equivalent).
3. Design structures for water control required to control runoff and discharge from the constructed wetland.
4. Compute earthfill and excavation quantities and preliminary cost estimate where needed.
5. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
   a. Location of restored wetland.
   b. Typical cross sections of structures such as dikes, water control structures, etc.
   c. Details of all structures.
   d. Vegetative planting required for the restored wetland to achieve its purpose. Also develop vegetative requirements to protect dikes, embankments, etc., and disturbed areas.
   e. Location of utilities and notification requirements.
6. Document the engineering job class in the design notes and on the engineering plans.
7. Develop a site specific O&M Plan for the practice.
8. Develop a site specific QAP Plan for the practice.

D. Preconstruction Conference

Review the plans and specifications with the landowner and contractor at the pre-construction conference. Ensure the landowner/contractor thoroughly understand their responsibilities

including obtaining all permits, easements, etc. Document all pre-construction conference activities on form FL-ENG-40.

E. Construction Layout

Verify that all local and state permitting requirements have been met by the NRCS customer prior to performing any construction layout activities. File copies of permits in the customer case file or document practice is exempted from permitting.

Record layout data in the engineering field book or in the electronic field book.

1. The extent of layout required will depend on site conditions, complexity of the job and the necessity of determining volume of excavation.
2. Set a sufficient number of stakes to outline the outside dimensions of the restored wetland. Set slope stakes, as required, to enable the contractor to construct dikes, water control structures, and other structures as required.

F. Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes in the design must be reviewed and concurred by the landowner and shall be approved by the designer or person with appropriate engineering design approval.

G. Construction Checkout

1. Record checkout data in engineering field book or in the electronic field book.
   a. Survey the extent of the restored wetland and compare with the planned location and extent.
   b. Record and plot cross section that represents the weakest section. Where the spoil is shaped, extend the cross sections from the outside toe of the spoil on one side to the outside toe of the spoil on the other side.
   c. Check constructed grades of structures, dikes, etc., against planned grades and note difference. For individual practices, refer to the appropriate note keeping procedure in this document.
   d. Record elevations and lengths of all structures installed.
   e. Record the type and quality of all materials installed.
   f. Where required, compute actual earth work quantities.
2. Prepare as-built drawings showing final construction dimensions, details, etc.
3. If the practice meets the approved NRCS plans and specifications, then the statement “This practice meets NRCS plans and specifications.” shall be placed on the checkout document and signed and dated by the responsible person with appropriate level of EJAA.

H. Reporting and/or Certifying

After it has been determined and documented that the practice meets NRCS plans and specifications, it can be reported and certified. The extent of these practices to be reported is the acres of wetlands restored. The extent of the practice certified shall be the quantities used as the basis of payment such as earthfill, length and size of pipe, etc.