

**STATEMENT OF WORK**  
**Roofs and Covers (367)**  
**Kentucky**

**These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.**

## **DESIGN**

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### **Deliverables:**

1. Design documentation that will demonstrate that the criteria in NRCS practice standard have been met and are compatible with other planned and applied practices.
  - a. Practice purpose(s) as identified in the conservation plan.
  - b. List of required permits to be obtained by the client.
  - c. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06). It is the client's responsibility to contact Kentucky811, Call 811 Before You Dig. See [www.kentucky811.org](http://www.kentucky811.org) for more information.
  - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
    - i. Type of Cover
    - ii. Structural
    - iii. Safety
    - iv. Environmental Considerations (e.g. air quality, water quality)
2. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Design Report and Inspection Plan as appropriate (NEM Part 511, Subpart B Documentation, 511.11 and Part 512, Subpart D Quality Assurance Activities, 512.30 through 512.32).
4. Operation and Maintenance Plan
5. Certifications that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Subpart A, 505.3).
6. Design modifications during installation as required.

## **INSTALLATION**

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### **Deliverables**

1. Pre Installation conference with client and contractor.
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Installation inspection (according to inspection plan as appropriate).
  - a. Actual materials used.
  - b. Inspection records
5. Facilitate and implement required design modifications with client and original designer.
6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
7. Certification that the installation process and materials meets design and permit requirements.

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## **CHECK OUT**

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### **Deliverables**

1. As-Built documentation.
  - a. Extent of practice units applied
  - b. Drawings
  - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.3).
3. Progress reporting.
4. Photo documentation is recommended.

## **SPECIAL REQUIREMENTS FOR COST SHARED PRACTICES**

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As noted in GM KY Supplement 450-407.12: Certifying Performance for Cost Sharing (June 2008)

- A. All practices will be located and identified using Global Positioning Systems (GPS) unit. (See GM KY 450-407.12 for additional guidance.)
- B. Practices receiving cost share assistance will be photo identified with no less than one before picture and no less than one after picture. (See GM KY 450-407.12 for additional guidance)

A quick link to the policy is: [ftp://ftp-fc.sc.egov.usda.gov/KY/GM\\_Supplement\\_450.pdf](ftp://ftp-fc.sc.egov.usda.gov/KY/GM_Supplement_450.pdf)

## **SUPPORTING DATA AND DOCUMENTATION**

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### **Field Data and Survey Notes**

The following is a list of the minimum data needed:

1. System plan sketch;
2. Topographic survey of the site showing building locations, elevations at structure location and at outlets from barns, separators, etc., location of dwellings, wells, floodplains, etc.;
3. Soils investigation showing seasonal high water table and location of test holes;
4. Operator data such as desired storage time and volumes of manure, bedding or wash water generated.

### **Design Data**

Record on appropriate engineering paper. For guidance on the preparation of engineering plans see chapter 5 of the EFH, Part 650. The following is a list of the minimum required design data:

1. Comprehensive Nutrient Management Plan or Waste Management Plan, as appropriate;
2. All required permits and documentation on file with the design information;
3. Plan view including, location map, all system components, material and construction specifications;
4. Construction drawings, and component details;
5. Structure sizing computations;
6. Structure and component design and details;
7. Area grading plan;
8. Quantities estimate;
9. Job class on plan;
10. Details of foundation drainage, when required;

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11. Planting plan. This must meet the criteria, specifications, and documentation requirements of the Kentucky conservation practice standard for Critical Area Planting (Code 342);
12. Signature of someone with proper design Job Approval Authority.

**Construction Check Data/As-built**

Record on survey notepaper, NRCS-ENG-28, or other appropriate engineering paper. Survey data will be plotted on plans in red. The following is a list of minimum data needed for As-builts:

1. Documentation of site visits on CPA-6. Include the date, who performed the inspection, specifics as to what was inspected, all alternatives discussed, and decisions made and by whom;
2. Actual dimensions of installed structure;
3. Verification of adequate foundation preparation;
4. Documentation of installation of foundation drainage;
5. Documentation of reinforcing steel and proper concrete installation, if applicable;
6. Condition of precast panels, if applicable;
7. Certification statement from the contractor(s) that they have constructed/assembled the structure in accordance with the plans and specifications;
8. Statement on seeding and fencing;
9. Final quantities and documentation for quantity changes, and materials certification;
10. Sign and date checknotes and plans by a person with appropriate approval authority. Include statement that the practice meets or exceeds plans and NRCS practice standards.

**REFERENCES**

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- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Roofs and Covers, 367.
- NRCS Agricultural Waste Management Field Handbook (AWMFH)
- NRCS National Engineering Manual (NEM).
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook