

STATEMENT OF WORK
Pond Sealing or Lining (521A)
Kentucky

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

DESIGN

Deliverables:

1. Design documents that demonstrate criteria in practice standard have been met and are compatible with 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, 503.00-503.6) Kentucky 811, Call 811 Before You Dig notification is the client's responsibility. See 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. Hydrogeology
 - ii. Type of Liner
 - iii. Application Rate and/or Liner Thickness
 - iv. Liner Protection
 - e. Evaluation and completion of ECS – Form NRCS-CPA-52, Environmental Evaluation Worksheet
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. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.3)
6. Design modifications during installation as required

INSTALLATION

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
 - 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

STATEMENT OF WORK
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CHECK OUT

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 recommended

SPECIAL REQUIREMENTS FOR COST SHARED PRACTICES

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.

SUPPORTING DATA AND DOCUMENTATION

The following is a list of the minimum data and documentation to be recorded in the case file:

1. Location and extent of the practice on the conservation plan map.
2. Assistance notes which include dates of site visits, name or initials of the person who made the visit, specifics as to alternatives discussed, decisions made, and by whom.

Field Data and Survey Notes

Record field data and survey notes on NRCS-ENG-28, ENG-29, or on other paper or media, as appropriate. The following is a list of the minimum data needed:

1. System plan sketch;
2. Topographic survey of the site showing elevations and control features;
3. Soils investigation showing seasonal high water table, location of test holes, and gradation and classification of soils to be sealed.

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. Statement concerning location and type of leaks or excessive permeability and description of foundation preparation to be made;
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. Type and thickness of membrane supported by structure and membrane design, method of joint sealing and testing, construction drawings, and component details;
5. Quantities estimate;
6. Job class on plan;
7. Details of foundation drainage, when required;

STATEMENT OF WORK
Pond Sealing or Lining (521A)
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8. Planting plan. This must meet the criteria, specifications, and documentation requirements of the Kentucky conservation practice standard for Critical Area Planting, Code 342.
9. Approval signature of someone with proper authority for design.
10. Written operation and management plan.

Construction Check Data/As-built

Record on survey notepaper, NRCS-ENG-28, ENG -29 or other appropriate engineering paper or media. 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. Certification by the manufacturer that the membrane is suitable for the intended use, Certification statement from the contractor(s) that they have installed/assembled the membrane in accordance with the plans and specifications;
6. Statement on seeding and fencing;
7. Final quantities and documentation for quantity changes, and materials certification;
8. Sign and date check notes and plans by a person with appropriate approval authority. Include statement that practice meets or exceeds plans and NRCS practice standards.

REFERENCES

- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard, Pond Sealing or Lining – Flexible Membrane (521A).
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook