

**STATEMENT OF WORK**  
**Vertical Drain (630)**  
**Kentucky**

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

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**DESIGN**

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**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, Section 503.00 through 503.6) 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. Hydrogeology
    - ii. Sediment Removal
    - iii. Materials
    - iv. Environmental Considerations (e.g. water quantity and 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. Operation and maintenance plan
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.3).
5. Design modifications during installation as required

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**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
  - 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 (NEM Subpart A, 505.3).

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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
3. Progress reporting
4. Photo documentation recommended.

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**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. Special control or field features that must be considered in design.

**Design Data**

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

1. Plan view including all system components and construction specifications;
2. Job Class on plan;
3. Quantities Estimate;
4. Planting plan. This must meet the criteria, specifications, and documentation requirements of the Kentucky conservation practice standard, Critical Area Planting, Code 342;
5. Written Operation and Maintenance Plan.
6. Signature of someone with proper design approval authority.

**Construction Check Data/As-Built**

Record on survey note paper, NRCS-ENG-28, ENG-29, 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. Statement on site stabilization;
3. Final quantities;
4. Sign and date check notes and plans to include statement that practice meet or exceed plans and NRCS practice standard.

**REFERENCES**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Vertical Drain, 630.
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook