

**NATURAL RESOURCES CONSERVATION SERVICE  
CONSERVATION PRACTICE ENGINEERING NOTEKEEPING**

**SURFACE DRAIN – FIELD DITCH**

CODE 607

**NOTEKEEPING**

**Design Survey, Designs and Plans**

- A) The following information should be obtained and recorded:
- 1) Location map (may be reference to conservation plan)
  - 2) Drainage area
  - 3) Profile drawing where needed for design or construction
  - 4) Typical cross sections showing bottom width, depth, side slopes, and plans for spoil disposal
  - 5) Outlet conditions or outlet structures
  - 6) Earthwork quantity computations – here applicable on approved forms or in engineering field book
- B) Cross reference to appropriate engineering field books will be made on drawings and plans

**Construction Check**

- A) A sampling process can be used in obtaining supporting data for jobs consisting of a number of similar ditches. The sample should be taken from segments or parts that appear least likely to meet specifications. In such cases, the person doing the checking is to satisfy himself that the entire job meets specifications and record adequate supporting data for the selected sample.

Supporting data and signed certification statements may be accepted from qualified contractors. The statements must include appropriate information and measurements to show that standards and specifications have been met. These backup data need not necessarily follow the format used by NRCS, but must be legible and understandable. Each year an NRCS construction check shall be made, recorded, and filed in 5% of the jobs installed by each contractor making his own certification.

- B) The following information shall be recorded as supporting data when the job is completed:
- 1) At least one cross section and others as necessary to determine if constructed side slopes, depth, bottom width, spoil placement, and berm widths meet specifications

- 2) Grades of completed ditch where grades are designed
- 3) Length of all ditches installed
- 4) Revised earthwork quantity computations, if changes were made during construction and if needed for performance certification
- 5) Data on structures if appropriate
- 6) Adequacy of outlet
- 7) Certification that practice meets standards and specifications. Note any exceptions.
- 8) Date and signature of person making construction check

### **Recording Data**

- A) Field survey and construction check data will be recorded in a standard engineering field book or on other appropriate forms in accordance with Technical Release No. 62. For items not covered herein, follow standard survey and notekeeping procedures contained in Technical Release No. 62 and Chapter 1 of the Engineering Field Handbook.