

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

**ACCESS ROAD**

**CODE 560**

**NOTEKEEPING**

Access Road layout and construction checking shall be done following applicable procedures and Notekeeping format contained in Technical Release 62. Supporting data are to be recorded for design layout and construction checkout. Engineering surveys and field notes may be recorded in bound field notebooks or approved forms.

**Design Surveys and Construction Layout**

- A) Record the following supporting data as a minimum:
- 1) Job identification and location. (Can be a sketch on the job plans, field notes, approved forms or a reference to the Conservation Plan Map.) Date and name of person doing design and layout.
  - 2) Use of road.
  - 3) Design grades or maximum grades where applicable
  - 4) Design road width and length
  - 5) Design surface treatment
  - 6) Cut and fill slopes, where applicable
  - 7) Drainage areas and structure requirements for culverts, bridges, etc.
  - 8) Design spacing for broad based dips or water breaks where applicable
  - 9) Vegetative requirements for slopes, shoulders, etc.

**Construction Check**

- A) Record the following data as a minimum:
- 1) Location check
  - 2) Length of constructed road
  - 3) Constructed road width
  - 4) Grade checks, location of broad based dips and water breaks where applicable
  - 5) Data for structures installed
  - 6) Cut and fill slopes where applicable
  - 7) Constructed surface treatment
  - 8) Statement of adequacy of protection against erosion
  - 9) Statement of compliance with plans and specifications
  - 10) Date and signature of person making the construction check