

STATEMENT OF WORK
Waste Treatment (629)
North Dakota

Contact: Christi Fisher (701) 530-2091

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

Items marked with an asterisk (*) will be delivered to the Designated Conservationist

DESIGN

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).
 - (d) Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - (i) Objectives and outcomes of implementation
 - (ii) Process diagram showing volumetric flow rates, waste load projections, unit process volumes and hydraulic retention times, projected air emissions, and projected nutrient fate
 - (iii) Expected system performance
 - (iv) Annual operating costs where appropriate
 - (v) Quantities and fate of any byproducts
 - (vi) Control system requirements
 - (vii) Process monitoring requirements
 - (viii) Structural, mechanical and appurtenances
 - (ix) Safety considerations
 - (x) Environmental considerations
- 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.
 - a) Drawings shall include but are not limited to the following items:
 - i) Location map
 - ii) Plan view
 - iii) Profiles
 - iv) Cross sections
 - v) Details to ensure the project can be properly constructed and permits secured
 - b) The plan view of the site shall include but is not limited to the following items:
 - i) Location of practices to be installed
 - ii) Soil boring locations
 - iii) Water well locations
 - iv) Access routes
 - v) Adequate topographic detail to show how clean and contaminated runoff will be addressed when this is a factor in the design.

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- 3) Documentation showing the facility or process has achieved the intended purpose in similar situations and locations
- 4) Design Report and Quality Assurance Plan as appropriate (NEM Part 511, Subpart B Documentation, 511.11 and Part 512, Subpart D Quality Assurance Activities, 512.30 through 512.32).
 - a) The design report shall include, but is not limited to the following:
 - i) Summary of project objectives and work to be completed
 - ii) Management assessment
 - iii) Site assessment
 - iv) Design documentation from item 1 listed above
 - b) The quality assurance plan must describe:
 - i) Project location
 - ii) Project description in narrative format
 - iii) Identification, phone number, and responsibilities of key parties including: landowner, original designer, project QA Inspector, Contractor(s), Certifying (attesting) entity, and Regulatory entity(s).
 - iv) Pre-Construction meeting agenda including the following items: review of QA plan, construction plans and specifications, change orders, responsibilities of key parties
 - v) Items to be inspected
 - vi) Amount of time needed for notification of need of inspection
 - vii) Type and frequency of testing
 - viii) Data collection and documentation required
- 5) Detailed operation and maintenance requirements including such things as loading rates, O&M manuals for specific components, start-up procedures, trouble shooting guide(s), and monitoring and reporting plans
- 6) Itemized engineer's cost estimate.
- 7) Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03 (a) (3)).
- 8) Design modifications during installation as required.

INSTALLATION

Deliverables

1. Documentation of pre-installation conference with client and contractor
2. Verification that client has obtained required permits
3. Documentation the NRCS national and state utility safety policy has been met
4. Staking and layout of components as shown on the drawings including applicable layout survey notes
5. Quality Assurance documentation
 - a. Materials used
 - b. Manufactured components used
 - c. Inspection records

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- d. Maintaining a job diary with the dates and record of inspections made, testing completed, instruction provided to the contractor, etc., to document compliance with standards and specifications
6. Facilitate, implement, and document required facility design modifications with client, original designer, permitting and funding agencies.
7. System start-up assistance and initiate process monitoring
8. *Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
9. Certification that the installation process and materials meet design and permit requirements.

CHECK OUT

Deliverables

1. As-Built documentation.
 - a. Extent of practice units applied
 - i. Location identified on a map
 - ii. Completed job diary noting inspection made, testing completed, etc.
 - iii. Materials documentation
 - iv. *Testing reports (results and interpretations as required)
 - v. Survey notes for layout, inspections, and final checkout documenting compliance with standards and specifications.
 - b. Drawings with changes from the original construction plans clearly shown.
 - c. Final quantities
 - d. *Start-up data showing facility or process is working as intended
2. *Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03(c) (1)).
3. Progress reporting. Provide the following information to the NRCS field office servicing the relevant land unit for entry into the Performance Results System (PRS)
 - a. NRCS practice name and quantity of practice installed in appropriate units.
 - b. Customer name
 - c. Location of work
 - d. Technical Service Provider Name
4. Completion report in accordance with permit requirements.

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REFERENCES

- ND NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Waste Treatment, Code 629 and other related practices
- NRCS Agricultural Waste Management Field Handbook, 210-VI-NEH 651