



Owner: \_\_\_\_\_ Business I.D.: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_  
Operator: \_\_\_\_\_ Tract No. \_\_\_\_\_ Field No(s). \_\_\_\_\_  
Contract No./Revision No. : \_\_\_\_\_ Contract Item No.: \_\_\_\_\_ Field Office: \_\_\_\_\_

GENERAL INFORMATION:

**Background Conservation Plan/Casefile Information** is documentation that is gathered or prepared by the conservation planner during the first 7 steps of the conservation planning process (refer to the National Planning Procedures Handbook (NPPH) for details. This information should be included in the client's casefile. While information within a client's casefile is subject to the Freedom of Information Act (FOIA), the client may sign a waiver which would allow access of this material to a Technical Service Provider or other interested party as designated by the client.

**Practice Design, Installation and Checkout Requirements** are documentation deliverables that apply to the individual practice. Design, Installation and Checkout are categories of technical assistance which can be completed and submitted separately for certification.

**Use of this Form:** This form will be used as a checklist for verification of practice design, installation and checkout deliverables, items that are checked are required to be documented.

**Documentation submittal:** Submit this form along with completed documentation deliverables as indicated for each category of technical assistance to NRCS. All documentation must be provided before work can be submitted for payment.

**References:** Nebraska NRCS Field Office Technical Guide (FOTG) ([http://efotg.sc.egov.usda.gov/efotg\\_locator.aspx?map=NE](http://efotg.sc.egov.usda.gov/efotg_locator.aspx?map=NE)), Section IV, Conservation Practice Standard 578-Stream Crossing; NRCS National Engineering Manual (NEM); NRCS National Environmental Compliance Handbook; NRCS Cultural Resources Handbook.

CONSERVATION PLAN/CASEFILE INFORMATION NEEDED:

- Client's objectives (assistance notes)
- Resource inventory (NE-CPA-52 or equivalent)
- Conservation plan for the treatment unit (NE-CPA-68 or equivalent)
- Location (Map or photo including legal description)
- Soils Survey Information.
- Purpose of the practice (List all that apply/design must account for these purpose(s)): \_\_\_\_\_
- Stream crossing general practice requirements, including records to be kept, jobsheets to be utilized, etc. For more information refer to the NPPH, Amend NE16, Sec. 5.

**Check the box(s) to indicate supporting practices needed to facilitate Stream Crossing (refer to the conservation plan for the more information):**

- |  |   |
|--|---|
| <input type="checkbox"/> 342 Critical Area Planting              | <input type="checkbox"/> 390 Riparian Herbaceous Cover          |
| <input type="checkbox"/> 391 Riparian Forest Buffer              | <input type="checkbox"/> 393 Filter Strip                       |
| <input type="checkbox"/> 395 Stream Habitat Improvement and Mgt  | <input type="checkbox"/> 472 Access Control                     |
| <input type="checkbox"/> 484 Mulching                            | <input type="checkbox"/> 528 Prescribed Grazing                 |
| <input type="checkbox"/> 580 Streambank and Shoreline Protection | <input type="checkbox"/> 584 Stream Channel Stabilization       |
| <input type="checkbox"/> 614 Watering Facility                   | <input type="checkbox"/> Other (specify by practice code) _____ |

**DESIGN DELIVERABLES (Provide copies/verification/documentation for each deliverable to NRCS)**

**(Refer to FOTG Sec. IV, 578;**

- Survey notes which show that a thorough and detailed site survey was completed:
  - a.  Survey notes shall be in accordance with NRCS Technical Release 62, Engineering Field Handbook, Chapter 1 and/or standard industry practice
  - b.  If survey equipment with automatic / electronic data collection devices is used, a print out of the data and a disk with the electronic files shall be included in the file
  - c.  Elevations shall be referenced to a bench mark. A temporary bench mark with an assumed elevation is acceptable
- A plot of the survey data with the scale shown as a bar scale shall be maintained in the file



- 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.  Type of stream crossing and practice purpose(s) as identified in the conservation plan.
  - b.  List of required permits to be obtained by the client.
  - c.  Impacts on adjacent properties and structures.
  - d.  Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).
  - e.  List of facilitating practices
  - f.  Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
    - i. Geology/Soil Mechanics  
Stream classification, sediment load and bed materials
    - ii. Hydrology/Hydraulics  
Channel and valley alignment, grade and cross sections, bankfull discharge and velocities,
    - iii. Structural
    - iv. Vegetation/Soil Bioengineering
- 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.
- 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).
- Operation and Maintenance Plan
- Certifications that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03(b) (2)).
- Design modifications during installation as required.

All activities are conducted in compliance with the National Environmental Policy Act (NEPA). All Special Environmental Concerns listed on NE-CPA-52 will be evaluated during all phases of work. ***If environmental concerns arise during design, installation or checkout, NRCS must be contacted for consultation prior to proceeding.*** If concerns are found, NRCS will certify NEPA compliance by signature on NE-CPA-52, prior to commencing design or installation of the practice.

- Verification that applicable permits are obtained (prior to installation) and applicable local, state and federal laws and regulations are adhered to, including setbacks, utilities, safety and zoning regulations.
- Verification of client review/concurrence with the design (date reviewed): \_\_\_\_\_
- Narrative statements verifying that other Considerations from NE NRCS FOTG 578 Standard have been addressed: (attach additional sheets, as needed): \_\_\_\_\_
- Operation & Maintenance requirements described in the NE NRCS FOTG 578 Standard are provided to the client (copy to NRCS).

**INSTALLATION DELIVERABLES** (Provide copies/verification/documentation for each deliverable to NRCS, including job sheets referenced under the Design Deliverables or equivalent documentation)

- Pre Installation conference with client and contractor (date reviewed):
- Verification that client has obtained required permits.
- Staking and layout according to plans and specifications including applicable layout notes.
- Installation inspection (according to inspection plan as appropriate).
  - a.  Actual materials used, receipts, records, etc.
  - b.  Inspection records
- Facilitate and implement required design modifications with client and original designer (include basis).
- Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
- Certification that the installation process and materials meets design and permit requirements.
- Operation and Maintenance requirements reviewed with the client (date reviewed):
- Record any relevant correspondence with the client or contractor.
- Oversight of the practice installation/application (record pertinent notes).



- Advise the client and NRCS of any environmental compliance, resource or regulatory issues that arise during installation and discontinue installation until resolved. All activities are conducted in compliance with the National Environmental Policy Act (NEPA). All Special Environmental Concerns listed on NE-CPA-52 will be evaluated during all phases of work. ***If environmental concerns arise during design, installation or checkout, NRCS must be contacted for consultation prior to proceeding.*** If concerns are found, NRCS will certify NEPA compliance by signature on NE-CPA-52, prior to commencing design or installation of the practice.

**COMMENTS:** Use this space for installation notes or explanation of unchecked items (attach additional pages as needed):

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**CHECK OUT DELIVERABLES** (Provide copies/verification/documentation for each deliverable to NRCS)

- As-Built documentation.
- a.  Extent of practice units applied
  - b.  As Built Drawings  
Plan and elevation views of stream crossing
  - c.  Final quantities
- Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03(c) (1)).
- Progress reporting completed in Performance Results System (PRS):

Amount applied: \_\_\_\_\_ Date: \_\_\_\_\_ Reported by Whom: \_\_\_\_\_

**CERTIFICATION:**

I have completed a review of the technical assistance documentation submitted for this practice and certify that NRCS Standards and Specifications are met and all applicable laws and regulations are complied with.

- Design  Installation  Checkout (Check each category of documentation submitted with this certification)

Certified by: /s/ \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Representing: \_\_\_\_\_