

**STATEMENT OF WORK**  
**Monitoring Well (353)**  
**Oklahoma**

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

## **DESIGN**

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### **Deliverables:**

1. Design documentation that demonstrates that the criteria in the NRCS conservation practice standard have been met and are compatible with other planned and applied practices. Include:
  - a. Identification of client needs, documentation of discussion with client, and a recommended method of resolution.
  - b. Practice purpose(s) as identified in the conservation plan.
  - c. Location of planned practice installation shown on a farm or ranch plan map.
  - d. List of required permits to be obtained by the client.
    - Oklahoma Department of Agriculture, Food and Forestry must approve monitoring well criteria for licensed animal feeding operations in Oklahoma
    - Monitoring wells must be installed by a licensed well driller which are required to submit a well log on-line or by mail within sixty days following the completion of the well(s)
    - Other permits may be required depending on the location of the facility
  - e. Impacts on adjacent properties and structures.
  - f. Compliance with NRCS national and state utility safety policy (National Engineering Manual (NEM) Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06 and NEM Oklahoma Supplement Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities, OK503.02)
    - Oklahoma engineering worksheet OK-ENG-45 Utilities Inventory Form will be used to document utilities
  - g. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
    - I. Hydrogeology
    - II. Layout
    - III. Buffer Zone and Well Protection
    - IV. Record Keeping
2. Written plans and specifications, including sketches and drawings, that adequately describe the requirements to install the practice and to obtain necessary permits.
3. Design Report as appropriate (NEM Part 511 - Design, Subpart B - Documentation, 511.10 and 511.11).
4. Quality Assurance Plan (NEM Part 512 - Construction, Subpart D - Quality Assurance Activities, 512.30 through 512.33).
5. Operation and Maintenance Plan.
6. Certification that the design meets NRCS standards and specifications and is in compliance with applicable laws and regulations (NEM Part 505 - Non-NRCS Engineering Services, Subpart A - Introduction, 505.0 and 505.3).

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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 (NEM Part 512 - Construction, Subpart C – Evaluation of Construction Materials, 512.20 through 512.23; Subpart D - Quality Assurance Activities, 512.33).
  - b. Inspection records
  - c. Maintaining a job diary with dates and record of inspections made, testing completed, instructions provided to the contractor, etc., to document compliance with standards and specifications. Documenting in the assistance notes in the plan is acceptable
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.

## **CHECK OUT**

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### **Deliverables**

1. Supporting Documentation
  - a. Completed job diary or assistance notes documenting inspections made, testing completed, materials used, etc.
  - b. As-built drawings with changes from the original drawing clearly shown
  - c. Extent of practice units applied and location identified on a map
  - d. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits will be signed by an employee with appropriate approval authority for construction assigned on Form OK-ENG-1, OK-ENG-1 a, or by special letter. (NEM Subpart A, 505.39(c)(1)) Document on the appropriate standard drawing, worksheet, engineering field book or equivalent
3. Progress reporting

## **REFERENCES**

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- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Monitoring Well, 353.
- NRCS National Engineering Manual (NEM)
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook