

STATEMENT OF WORK
Land Smoothing (466)
Oklahoma

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

DESIGN**Deliverables:**

1. Design documents that demonstrate criteria in practice standard have been met and are compatible with 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 (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)
 - i. Oklahoma engineering worksheet *OK-ENG-45 Utilities Inventory Form* will be used to document utilities.
 - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Survey notes which show that a thorough and detailed site survey was completed prior to construction
 1. Measure lengths and widths of irregularities to be smoothed, as applicable.
 2. Establish and obtain sufficient cross sections of the area to be smoothed to adequately compare the pre-construction and post construction extent of earthwork accomplished.
 3. Survey data shall be maintained in the file attached to or documented on the *OK-ENG-08 Land Smoothing Data Sheet* or equivalent.
 - ii. Surface Drainage documentation
 - iii. Seedbed preparation, soil amendments and vegetation requirements (See Critical Area Planting (342) Statement of Work) for erosion control.
 - iv. Environmental Considerations (NRCS-CPA-52)
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. The *OK-ENG-08 Land Smoothing Data Sheet* that includes a sketch or drawing plan view of the area to be smoothed and typical pre-construction cross sections should be used to provide installation guidance.
 - b. Construction Specification – Use Oklahoma Conservation Practice General Specification, Land Smoothing (466)
3. Operation and maintenance plan
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations will be signed by an employee with appropriate approval authority for design assigned on OK-ENG-1 (NEM Subpart A, 505.03(b)(2)).
 - a. *OK-ENG-08 Land Smoothing Data Sheet* or equivalent will be used to document land smoothing applications designed in Oklahoma.
5. Design modifications during installation as required

INSTALLATION**Deliverables**

1. Pre-installation conference with client and contractor

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2. Verification that client has obtained required permits
3. Staking and layout according to plans and specifications including applicable layout notes
 - a. Layout survey
 - i. Establish the alignment(s) referenced to a temporary bench mark.
 - ii. Set temporary markers such as flags or stakes along the alignment of the area to be smoothed to identify locations of cross sections documented.
4. Construction checks and inspections as needed to insure installation is in compliance with standards and specifications
 - a. Actual materials used
 - b. Maintain 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 up to and including engineering job class V
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 (NEM Subpart A, 505.03(c)(1)).

CHECK OUT

Deliverables

1. Supporting documentation
 - a. Completed job diary or assistance notes documenting inspections made, testing completed, materials used, etc.
 - b. Survey notes for final checkout documenting compliance with standards and specifications
 - i. Post construction cross section(s) shall be surveyed along the most inadequate location(s) as applicable. Terrace removal cross section(s) shall extend from the normal ground beyond the channel or previous location of the channel to the normal ground beyond the ridge or previous location of the ridge.
 - ii. If minor cuts or fills are needed to complete the land smoothing, show on the cross section(s) where additional work is needed. Initial and date when the work has been completed.
 - iii. Show any pertinent remarks on vegetation needs, outlet, etc.
 - iv. Document on *OK-ENG-08 Land Smoothing Data Sheet* or equivalent
 - c. As-built sketch or drawings with changes from original sketch or drawing clearly shown
 - d. Extent of practice units applied and location identified on a map
 - e. Vegetation certification or schedule documented on OK-ECS-04 – Vegetative Data Worksheet
 - f. Final quantities
 - i. Terrace Removal is determined by the total pre-construction length that was smoothed measured to the nearest one foot
 - ii. Smoothing of other areas shall be the total area smoothed measured to the nearest one-tenth of an acre.
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 OK-ENG-1 or by special letter. (NEM Subpart A, 505.39(c)(1))

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- a. *OK-ENG-08 Land Smoothing Data Sheet* or equivalent will be used to document land smoothing applications certified in Oklahoma.

3. Progress reporting

REFERENCES

- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Land Smoothing, 466.
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook