

STATEMENT OF WORK
Heavy Use Area Protection (561)
Oklahoma

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

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. List all required and/or facilitating practices
 - d. 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
 - e. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Design load based on traffic type frequency of use
 - ii. Presumptive bearing capacity of the foundation soils
 - iii. Type of surface treatment including vegetation measures
 - iv. Computations and design documentation that verifies that the foundation and design surface treatment will meet the intended design load and frequency of use
 - v. Safety measures to be installed or documented in the operation and maintenance plan
 - vi. When needed, additional requirements for livestock areas (waste collection, storage and revised waste management plan).
 - vii. Species selection, seeding or planting rates and establishment methods
 - viii. Quantity calculation and requirements
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
 - Site specific sketch or drawings shall be prepared by the designer which include a plan view, typical section view(s), grading plan, and any other visual guidance needed to install the practice
 - Site specific construction and material specifications or instructions shall be prepared by the designer
 - Use *OK-ECS-Worksheet 4 and/or OK-ECS-Worksheet 4A vegetative data worksheets* to provide the client with the information needed to complete the vegetation establishment (Refer to Oklahoma NRCS Conservation Practice Standards Critical Area Planting (342) and Oklahoma Plant Materials Technical Note OK-21)
3. 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)
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 Form OK-ENG-1 or OK-ENG-1 (NEM Subpart A, 505.3)
 - Oklahoma engineering worksheet *OK-ENG-Worksheet 100 Generic Data Sheet* or equivalent will be used to document that the design meets the required criteria unless the heavy use area protection is included on another engineering data sheet as a companion practice (i.e. Watering Facility Aprons)
 - OK-ECS-Worksheet 4 and/or OK-ECS-Worksheet 4A will be used to document vegetative plantings. A planner certified in nutrient management will be required to certify the vegetation establishment
5. Operation and Maintenance Plan
6. Design modifications during installation as required

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INSTALLATION

Deliverables

1. Documentation of 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 (according to inspection plan as appropriate).
 - a. Actual materials used (Part 512, Subchapter 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, implement and document required design modifications with client, original designer, regulatory and funding agencies
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

Deliverables

1. Supporting documentation
 - a. Completed job diary or assistance notes documenting inspections made, testing completed, materials used, etc.
 - b. Survey notes for layout, inspections, and final checkout documenting compliance with standards and specifications
 - i. Layout survey
 - ii. Construction checks and inspections
 - As needed to insure installation is in compliance with standards and specifications
 - iii. Final checkout survey
 - c. As-built drawings with changes from the original drawing clearly shown
 - d. Extent of practice units applied and location identified on a map
 - e. Vegetation certification or schedule documented on *OK-ECS-Worksheet 4 and/or OK-ECS-Worksheet 4A* will be used to document vegetative plantings. A planner certified in nutrient management will be required
 - f. Final quantities
2. Certification that the practice 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. Certification that the vegetation meets NRCS standards and specifications and is in compliance with permits will be signed by an employee certified in nutrient management. Document on the appropriate vegetative data worksheet
 - Oklahoma ecological sciences worksheet *OK-ECS-Worksheet 4 and/or OK-ECS-Worksheet 4A Vegetative Data Worksheets* will be used to document that the vegetation planting meets the requirements
4. Progress Reporting

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REFERENCES

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Heavy Use Area Protection, 561
- NRCS Agricultural Engineering Note 4, *Earth and Aggregate Surfacing Design Guide*
- NRCS National Engineering Field Handbook (EFH)
- NRCS National Engineering Manual (NEM)
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- Midwest Plan Service Manual (Current Edition)