

STATEMENT OF WORK
Surface Drainage, Field Ditch (607)
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)
 - 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:
 - Use only approved engineering design tools or methods to design of drainage ditches. Design documentation will be recorded on *OK-ENG-7 Drainage Ditch Data Sheet – Design and Construction*
 - i. Drainage Area
 - ii. Required Capacity
 - iii. Hydraulics
 - iv. Vegetation (See practice standard 342-Critical Area Planting)
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 appropriate design data sheet should be used to provide installation guidance. A sketch or drawing should also be attached with a plan view and plotted profile of the pipeline layout
 - b. Construction Specifications - Use Oklahoma Surface Drainage, Field Ditch General Specification
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-7 Drainage Ditch Data Sheet – Design and Construction* will be used to certify the practice installation
5. Operation and maintenance plan
6. 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. 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)

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- 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 (NEM Subpart A, 505.3)

CHECK OUT

Deliverables

1. Supporting Documentation As-built 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
 - Establish a baseline and temporary bench mark to reference the layout survey to
 - Take sufficient cross sections of any existing ditch in order to accurately compute yardage
 - ii. Construction checks and inspections
 - As needed to insure installation is in compliance with standards and specifications
 - iii. Final checkout survey
 - The bottom elevation will be checked at 100 ft. stations
 - Record the cross sections of the completed ditch at intervals not exceeding 1,000 ft.
 - Where the length of the ditch is less than 1,000 ft., take at least one cross section
 - Cross sections will also be taken above and below each change in ditch design
 - Record a profile cross section of at least one representative field drain
 - Document on *OK-ENG-7 Drainage Ditch Data Sheet – Design and Construction* or equivalent
 - c. As-built drawings or documentation 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-04 – Vegetative Data Worksheet
 - f. 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, 505.3)
3. Progress reporting

REFERENCES

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Surface Drainage, Field Ditch, 607.
- National Engineering Manual (NEM)
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook