

**STATEMENT OF WORK (SOW)
WASTE RECYCLING (633)
SOUTH DAKOTA
CONTACT: JAY COBB (605) 352-1260**

These deliverables apply to this individual practice. For other planned practice deliverables, please refer to those specific SOWs.

DESIGN

Deliverables

1. Conduct pre-design meeting with client and Natural Resources Conservation Service (NRCS) representative. Complete and sign South Dakota (SD) NRCS Pre-design Meeting Checklist. Do not complete the items within the Pre-design Meeting Checklist that refer to the Preliminary Feasibility Report. (Example: SD NRCS Pre-design Meeting Checklist.)
2. Design documents that demonstrate criteria in NRCS 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. (Examples: SD Department of Environment and Natural Resources (DENR) permits, county zoning permit.)
 - c. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
 - i. Results of applicable sampling, analyses, and tests provided by the client.
 - ii. Planned waste utilization.
 - iii. Additional requirements applicable to manure or organic materials, nonpoint source pollution, soil condition, and air quality.
3. Sufficient copies of 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. (Examples: Plans, specifications, construction notes, construction details, etc.)
4. Operation and maintenance plan. (Example: O&M Plan.)
5. Certification that the design meets practice standard criteria and comply with applicable laws and regulations. (Examples: Certification statement indicating the project meets NRCS standards, letter from SD DENR approving plans and specifications for the project, documentation of approval for construction from county zoning authority, etc.)
6. Develop and sign an engineer's cost estimate based on project quantities. Provide revised cost estimates in the event of changes to project quantities or completion of final design. (Example: Signed cost estimate.)
7. Develop a list of practices for the project that includes the practice unit and extent. Provide a revised list of practices, practice units, and extents in the event of changes to these values or completion of the final design. (Example: SD NRCS Practice Payment Spreadsheet for appropriate year.)
8. At any point when the practices or practice extents change for the project, the Technical Service Provider (TSP) must immediately provide the NRCS representative with a revised *EQIP Payment Unit and Technical Service Payment Unit Worksheet* prior to any construction activity associated with the change. The NRCS representative will promptly modify the contract with these new practices/practice extents if the change is within policy and funding is available. (Example: Provide a revised SD NRCS Practice Payment Spreadsheet prior to any construction changes being constructed.)

INSTALLATION

Deliverables

1. Conduct a preconstruction meeting with client, contractor, and NRCS representative. Complete and sign SD NRCS Preconstruction Meeting Checklist. Do not complete the items within the Pre-design Meeting Checklist that refer to the Preliminary Feasibility Report. (Example: SD NRCS Preconstruction Meeting Checklist.)
2. Verification that client has obtained required permits. (Examples: Letter from SD DENR approving plans and specifications for the project, documentation of approval for construction from county zoning authority, etc.)
3. Staking and layout according to plans and specifications including applicable layout notes. (Example: Construction staking and layout survey notes and plans.)
4. Facilitate and implement required design modifications with client and original designer.
5. Advise client/NRCS on compliance issues with all federal, state, Tribal, and local laws, regulations, and NRCS policies during installation.
6. At any point when the practices or practice extents change for the project, the TSP must immediately provide the NRCS representative with a revised *EQIP Payment Unit and Technical Service Payment Unit Worksheet* prior to any construction activity associated with the change. The NRCS representative will promptly modify the contract with these new practices/practice extents if the change is within policy and funding is available. (Example: Provide a revised SD NRCS Practice Payment Spreadsheet prior to any construction changes being constructed.)

CHECK OUT

Deliverables

1. As-Built documentation:
 - a. Extent of practice units applied.
 - b. Drawings.
 - c. Final quantities.
 - d. Final *EQIP Payment Unit and Technical Service Payment Unit Worksheet*
2. Certification that the installation and materials meets NRCS standards and specifications (*signed Warranty of Technical Services Provided Form*) and is in compliance with permits (NEM, Subpart A, 505.03(c)(1)).
(Examples: Certificate of Compliance from SD DENR approving that the project has received a permit under the General Water Pollution Control Permit for Concentrated Animal Feeding Operations, documentation of obtaining a county zoning permit, etc.)

REFERENCES

- NRCS South Dakota Technical Guide (FOTG), Section IV, Conservation Practice Standard – Waste Recycling (633)
- NRCS National Planning Procedures Handbook, CNMP Technical Guidance Document
- NRCS Agricultural Waste Management Field Handbook, Chapter 4 – Agricultural Waste Characteristics
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook