

**STATEMENT OF WORK**  
**Surface Drain, Field Ditch – 607**  
**National Template**

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

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## **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 (NEM part 503-Safety, Section 503.00 through 503.22)
  - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
    - i. Hydrology/Hydraulics
    - ii. Location
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, including but not limited to:
  - a. Location map with legal description
  - b. Plan view drawing showing the location of the practice to be constructed, and relevant benchmark elevations and descriptions
  - c. Construction material specifications
  - d. Construction notes as needed to clarify components and provide directions for installation
  - e. Utility safety statement requiring notification of the local one-call system prior to construction
  - f. Additional notes as necessary to identify avoidance and protection areas and boundaries associated with cultural resources, threatened or endangered species, or other resources needing temporary protection during installation
  - g. Signature/initials and date for design and design check. Design check to be completed by an individual other than the designer.
3. Operation and maintenance plan, developed in accordance with the requirements of NRCS Conservation Practice Standard 607 – Surface Drain, Field Ditch.
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03(b)(2))
5. Design modifications during installation as required

Note: *State-Specific Deliverables may be added as appropriate*

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## **INSTALLATION**

### **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
  - b. Inspection records
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

Note: *State-Specific Deliverables may be added as appropriate*

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## **CHECK OUT**

### **Deliverables**

1. As-built documentation
  - a. Extent of practice units applied

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- b. As-built plan is required when a significant change in design occurs during construction or when the job is designated as Class V or higher. Identify “As Built” on plan. Superimpose changes on the as-built plan using a different color or otherwise clearly differentiating the as-built dimensions.
  - c. For practices not requiring an as-built plan, survey notes documenting critical dimensions, elevations and materials are sufficient.
  - d. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03(c)(1))
  3. Progress reporting

Note: *State-Specific Deliverables may be added as appropriate*

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**REFERENCES**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Surface Drain, Field Ditch, 607
- National Engineering Manual, Utility Safety Policy
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook

Note: *State-Specific references may be added as appropriate*