

STATEMENT OF WORK

AQUATIC ORGANISM PASSAGE (396)

DESIGN (911)

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. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety).
 - b. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Hydrology/hydraulics.
 - ii. Structural.
 - iii. Environmental Considerations (GM 190 ECS-Part 410, Compliance with NEPA).
2. Written plans and specifications including location map, sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Design Report and Quality assurance plan as appropriate (NEM Part 511, Design, 511.11 and Part 512, Construction).
4. Operation and maintenance plan.
5. Itemized engineer's cost estimate.
6. Documentation requirements for design modifications during practice installation.
7. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Part 505, Non-NRCS Engineering Services).

INSTALLATION (912)

Deliverables:

1. Documentation of pre-construction 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 quality assurance plan as appropriate):
 - a. Actual materials used (Part 512, Construction).
 - b. Inspection records.
5. Facilitate and implement required design modifications with client, original designer, permitting 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.

CHECKOUT (913)

Deliverables:

1. As-Built documentation.
 - a. Extent of practice units applied and location identified on a map.
 - b. Drawings with changes from the original clearly shown.
 - c. Final quantities.
 - d. Materials documentation and testing reports.
 - e. Completed job diary.
 - f. Survey notes for layout, inspections, and final checkout documenting compliance with standards and specifications.
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Part 505, Non-NRCS Engineering Services).
3. Provide the following information to the NRCS field office servicing the relevant land unit for entry into the Performance Results System (PRS):
 - a. Technical Service Provider Name
 - b. Customer name
 - c. USDA program funding the practice (if known)
 - d. Location of work (state, county, conservation district, land tract identifier)
 - e. Land use of field where the practice was installed (cropland, etc.)
 - f. NRCS practice name and quantity of practice installed in appropriate units
4. Documentation of exit conference with client and contractor.

REFERENCES

- » WI NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard 396, Aquatic Organism Passage
- » NRCS General Manual (GM)
- » NRCS National Engineering Manual (NEM).
- » NRCS National Environmental Compliance Handbook
- » NRCS Cultural Resources Handbook
- » NRCS National Biology Manual
- » NRCS National Biology Handbook

CERTIFICATE OF COMPLETION

AQUATIC ORGANISM PASSAGE (396)

PROGRAM PARTICIPANT INFORMATION

Name (print): _____

TECHNICAL SERVICE PROVIDER INFORMATION

Name (print): _____

TSP ID Number: _____ Expiration Date: _____

TECHNICAL SERVICE PROVIDED

- Design
- Installation
- Checkout

I hereby certify that the technical services I provided as a Technical Service Provider for this component(s) checked above: (1) comply with all applicable Federal, State, Tribal, and Local laws and requirements, (2) meets applicable USDA NRCS conservation practice standards, specifications, and program requirements, (3) are consistent with and meet the particular conservation program goals and objectives, (4) that I have provided the above named Program Participant the Deliverables in this Statement of Work for this component, and (5) comply with all "Certification Terms" as identified in the Technical Service Provider Certification Agreement.

Technical Service Provider Signature Date

Received By (NRCS Staff) Date