

# STATEMENT OF WORK

USDA, Natural Resources Conservation Service  
Wisconsin

## UNDERGROUND OUTLET (620)

### DESIGN (911)

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#### Deliverables:

1. Design Survey – The following information should be obtained and recorded in the field notes:
  - a. Topographic information
  - b. Location of the underground outlet line
  - c. Outlet location
  - d. Soils information
2. Design Data – The following information should be recorded in the design notes:
  - a. Analysis of soils information
  - b. Layout of the underground outlet
  - c. Surface inlet design
  - d. Profile of the line
  - e. Capacity and velocity computations
  - f. Outlet structure design
  - g. Required materials
  - h. Quantity computations
  - i. O&M plan
  - j. Cost estimate
  - k. Quality assurance plan
3. Drawings and Specifications – The conservation practice standard may contain a list of required items for inclusion in the plans and specifications. Typical contents include:
  - a. Location map
  - b. Plan view of the system layout
  - c. Structural details of components
  - d. Sizes, grades, and material type of subsurface drains
  - e. Profile of the line
  - f. Required elevations
  - g. Cross section and bedding requirements for the underground outlet
  - h. Appurtenances needed
  - i. Inlet and outlet details
  - j. Seeding requirements
  - k. Specifications for materials and installation
  - l. Quantities
  - m. Quality assurance plan
4. Certification that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Part 505, Non-NRCS Engineering Services)

## **INSTALLATION (912)**

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### **Deliverables:**

1. Documentation of pre-construction conference with client and contractor
2. Verification that client has obtained required permits
3. Layout Survey Notes – The following information should be recorded in the field notes:
  - a. Location and alignment stakes
  - b. Grade stakes with offset reference stakes
  - c. Location of all appurtenances
  - d. Location of outlet structures
4. Compliance Checks – The complexity of the project will dictate the need for compliance checks during construction. All surveyed compliance checks shall be recorded in the field notes. Narratives of compliance checks shall be entered on a sheet in the field notes or the job diary. Compliance checks should include:
  - a. Measurements and locations of underground outlet lines
  - b. Required elevations
  - c. Required grades
  - d. Profiles of underground outlet lines
  - e. Adequacy of materials stated in the construction plans
  - f. Quantity of materials installed
  - g. Adequacy of vegetation establishment
  - h. Maintaining a job diary with the dates and record of inspections made, testing completed, instruction provided to the contractor, etc., to document compliance with standards and specifications
5. Facilitate, implement, and document 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 meet design and permit requirements

## **CHECKOUT (913)**

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### **Deliverables:**

1. As-Built Documentation – As-Built documentation shall include:
  - a. As-Built drawings showing all significant changes in linear measurements, alignment, or design changes.
  - b. The final quantities must be shown on the as-built drawing
  - c. Signed statement that the installed practice meets NRCS standards and specifications
  - d. Survey field notes
  - e. Job diary
  - f. Material compliance data
  - g. Photo of completed practice and any components
  - h. Practice location placed on the conservation plan map

2. 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 unit

## **REFERENCES**

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- WI NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard 620, Underground Outlet
- NRCS National Engineering Manual (NEM) and Wisconsin Supplements
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- NRCS National Engineering Handbook, Part 650, Engineering Field Handbook (EFH) and Wisconsin Supplements

# CERTIFICATION OF COMPLETION

## UNDERGROUND OUTLET (620)

### PROGRAM PARTICIPANT INFORMATION

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Name (print): \_\_\_\_\_

### TECHNICAL SERVICE PROVIDER INFORMATION

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Name (print): \_\_\_\_\_

TSP ID Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### TECHNICAL SERVICE PROVIDED

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Design (911)

Installation (912)

Checkout (913)

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.

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Technical Service Provider Signature

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Date