

# STATEMENT OF WORK

USDA, Natural Resources Conservation Service  
Wisconsin

## WASTE TRANSFER (634)

### 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 features that could affect the transfer location
  - c. Subsurface soils investigation and/or foundation investigation
  - d. Well location(s)
2. Design Data – The following information should be recorded in the design notes:
  - a. Management assessment
  - b. Site assessment
  - c. Analysis of soils investigation
  - d. Location of the transfer(s)
  - e. Pump output data for pipe pressures and velocity requirements
  - f. Safety features
  - g. Erosion control
  - h. Structural design computations
  - i. Quantity computations
  - j. Vegetation establishment requirements
  - k. O&M plan
  - l. Cost estimate
  - m. 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 system layout
  - c. Structural details of components
  - d. Details for liner penetrations
  - e. Locations, sizes, and type of pipelines and appurtenances, including a profile of the waste transfer system
  - f. References to components supplied by others (pumps etc.)
  - g. Vegetative requirements
  - h. Surface Drainage/Grading plan
  - i. Location of soil test pits within 100 feet of the facility footprint on the plan view
  - j. Summary of soil logs plotted on the cross sections or profile showing the USCS
  - k. Safety features
  - l. Construction site erosion control practices

- m. Approximate location of utilities
  - n. Specifications for materials and installation
  - o. Quantities
  - p. 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 erosion control features
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 of waste transfer lines
  - b. Required elevations
  - c. Steel reinforcement placement
  - d. Profiles of transfer lines
  - e. Adequacy of liner penetrations
  - f. Quality and quantity of materials
  - g. Adequacy of vegetation establishment
  - h. Adequacy of erosion control
  - i. 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 634, Waste Transfer
- NRCS National Engineering Handbook, Part 651, Agricultural Waste Management Field Handbook (AWMFH) and Wisconsin Supplements
- NRCS National Engineering Manual (NEM)
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook

# CERTIFICATION OF COMPLETION

## WASTE TRANSFER (634)

### 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