

**STATEMENT OF WORK
Sediment Basin (350)
West Virginia**

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

DESIGN

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. Practice purpose(s) as identified in the conservation plan.
 - b. List of required permits to be obtained by the client.
 - c. Impacts on adjacent properties and structures.
 - d. Compliance with NRCS national and state utility safety policy (NEM 503, Subpart A - Engineering Activities Affecting Utilities, 503.0 through 503.6) **and 210-VI-EFH, Amendment WV-45, Nov. 1996- WV5-23) and all engineering activities affecting utilities. This includes contacting MISS UTILITY at 811 or 1-800-245-4848 according to West Virginia Chapter 24-C, Underground Facility Damage Prevention act and documenting the call. The law makes it a requirement to notify the state of West Virginia before any excavation or demolition activities are done.**
 - e. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Geology and Soil Mechanics (NEM 531, Subpart A - Geologic Investigations)
 - ii. Hydrology
 - iii. Sediment and runoff storage capacities
 - iv. Outlet works
 - v. Structural including hazard class as appropriate
 - vi. Vegetation
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.
3. Design Report and Inspection Plan as appropriate (NEM 511, Subpart B - Documentation, 511.11; and NEM 512, Subpart D - Quality Assurance Activities, 512.30 through 512.32).
4. Operation and Maintenance Plan
5. Certifications that the design meets practice standard criteria and complies with applicable laws and regulations (NEM 505, Subpart A - Introduction, 505.3 (B)(2)).
6. Design modifications during installation as required.
- 7. For sediment basins requiring periodic sediment removal to satisfy capacity requirements, include sediment disposal area, access, and procedures in design documentation, plans and specifications.**
- 8. Document NRCS and client decisions during design process using job sheets or narrative.**

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 (according to inspection plan as appropriate).
 - a. Actual materials used.
 - b. Inspection records
5. Facilitate and implement required design modifications with client and original designer.

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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.
8. ***Provide sufficient staking of excavation and embankment areas for utility safety determination, document verification of utility safety notice and completion of utility marking.***
9. ***Document modification of the approved design, including NRCS and client decisions, computations, estimates, and drawings as necessary to describe the modification and demonstrate compliance with practice standard criteria.***

CHECK OUT

Deliverables

1. As-Built documentation.
 - a. Extent of practice units applied
 - b. Drawings
 - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM 505, Subpart A - Introduction, 505.3(C)(1))
3. Progress reporting.
4. ***Update Operation and Maintenance Plan as needed to reflect construction modifications, document meeting with client to review and explain practice Operation and Maintenance Plan and any site-specific procedures***

REFERENCES

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Sediment Basin, 350.
- NRCS National Engineering Manual (NEM).
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- ***Practice standards referenced in Sediment Basin (350):***
 - Critical Area Planting, 342***
 - Pond, 378***
 - Fencing, 382***
 - Livestock Exclusion, 472***
 - Water and Sediment Control Basin, 638***