

STATEMENT OF WORK Composting Facility (317) 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) Identify, discuss and document client needs, recommended method of resolution and hydraulic changes to landscape.
 - b) Practice purpose(s) as identified in the conservation plan.
 - c) List of required permits to be obtained by the client.
 - d) Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).
 - e) Plans or drawings listing facilitating/component applicable NRCS Conservation Practice Standards (stating conservation practice name and number and job classification).
 - f) Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i) Geology and Soil Mechanics (NEM Subpart 531a)
 - ii) Capacity
 - iii) Structural, Mechanical and Appurtenances
 - iv) Maximize Clean Water Diversion.
 - v) Environmental Considerations (e.g. odors, water quality, distance from wells and other water sources)
 - vi) Bio-security
 - vii) Safety Considerations (NEM Part 503-Safety, Subpart A, 503.06 through 503.12)
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 Part 511, Subpart B Documentation, 511.11 and Part 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 comply with applicable laws and regulations (NEM Subpart A, 505.03(b)(2)).
6. Design modifications during installation as required.

Note: Design of practice will be in compliance with practice standard and applicable criteria for the appropriate purpose(s). Practice specification will include the information listed in the "Plans and Specifications" and "Operation and Maintenance" section of the conservation practice standard. The design will document the clients' decisions using narrative and/or jobsheet.

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.
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.

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Note: Provide written documentation of any modification of the approved design. Certify that the modification meets practice standard on appropriate NRCS form and/or letter of certification as applicable. At a minimum, documentation will include quantities and amounts. The location of the applied practice will be identified on the conservation plan map for non-structural practices.

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 Subpart A, 505.03(c)(1)).
3. Progress reporting.

Note: Meet with client to review practice operation and maintenance. Certify the conservation practice has been installed according to practice design and specifications using a letter of certification or appropriate NRCS form.

REFERENCES

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Composting Facility, 317.
- NRCS National Engineering Handbook, Part 637, Chapter 3, Composting
- NRCS National Engineering Manual (NEM).
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- NRCS Agricultural Waste Management Field Handbook (AWMFH)
- 210-VI-EFH Amend. 45, WV5 Preparation of Engineering Plans
- 210-V-NEM Part 505 – Non-NRCS Engineering Services
- WV Engineering Field Handbook