

STATEMENT OF WORK
Surface Drain, Field Ditch – 607
Wyoming

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

Items that are marked **(TSP or Non-NRCS Engineer)** need to be completed only if design is provided by a TSP or Non-NRCS Engineer. Items that are marked **(NRCS Employee)** need to be completed only if design is provided by an NRCS Employee. All other items are required by all designers.

DESIGN

Deliverables and Documentation Requirements:

1. Design documents that demonstrate criteria in practice standard have been met and are compatible with 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. Verify with the Field Office conservation planner that all concerns under the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) have been adequately addressed.
 - d. Compliance with NRCS national and state utility safety policy (NEM part 503-Safety, Section 503.00 through 503.22)
 - e. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Hydrology/Hydraulics
 - ii. Location
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, including but not limited to:
 - a. A cover sheet with utility notification responsibilities and location map
 - b. Plan view drawing showing the location of the practice to be constructed, and relevant benchmark elevations and descriptions. The plan view will also show the drained area and location of the planned surface drains with sufficient reference to site features so that layout will be accurate.
 - c. A typical section of the surface drains and elevation information on the construction drawings.
 - d. Information about grade, spacing and outlet erosion protection as needed.
 - e. Areas identified needing vegetative establishment after construction, and indicate the area to dispose of excavated materials.
 - f. Construction material specifications
 - g. Construction notes as needed to clarify components and provide directions for installation
 - h. Additional notes as necessary to identify avoidance and protection areas and boundaries associated with cultural resources, threatened or endangered species, or other resources needing temporary protection during installation
 - i. Signature/initials and date for design and design check. Design check to be completed by an individual other than the designer.
3. Operation and maintenance plan, developed in accordance with the requirements of NRCS Conservation Practice Standard 607 – Surface Drain, Field Ditch.
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03(b)(2)) **(TSP or Non-NRCS Engineer)**
5. Engineering job classification is shown and proper engineering approval is obtained. **(NRCS Employee)**
6. Design modifications during installation as required

INSTALLATION

Deliverables and Documentation Requirements

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
 - a. Location and alignment stakes as needed
 - b. Appurtenance locations
 - c. Grade stakes with offset reference stakes as needed
 - d. Verify with the Field Office conservation planner that the location of the staked practice is within the original scope of the practice and is still in compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).

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4. Installation inspection
 - 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

CHECK OUT

Deliverables and Documentation Requirements

1. As-built documentation
 - a. Extent of practice units applied
 - b. As-built plan is required when a significant change in design occurs during construction or when the job is designated as Class V or higher. Identify "As Built" on plan. Superimpose changes on the as-built plan using a different color or otherwise clearly differentiating the as-built dimensions.
 - c. For practices not requiring an as-built plan, survey notes documenting critical dimensions, elevations and materials are sufficient.
 - d. 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)) **(TSP or Non-NRCS Engineer)**
3. Statement of compliance signed by NRCS personnel with applicable job approval authority that the work meets the plans and specifications. **(NRCS Employee)**
4. Progress reporting

REFERENCES

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Surface Drain, Field Ditch, 607
 - National Engineering Manual, Utility Safety Policy
 - NRCS National Environmental Compliance Handbook
 - NRCS Cultural Resources Handbook