

**STATEMENT OF WORK**  
**Terrace (600)**  
**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**

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### **Deliverables and Documentation Requirements:**

1. Design survey and investigations
  - a. Detailed topography at practice location
  - b. Soil investigation
2. 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. Interval/Spacing
    - iii. Capacity of terrace channel and storage area
    - iv. Outlet Capacity and Stability
    - v. Erosion Control
3. Written plans and specifications shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits. As a minimum they must include:
  - a. Location map with legal description
  - b. A plan view of the layout of the terrace system.
  - c. Typical cross sections of the terrace(s).
  - d. Profile(s) or planned grade of the terrace(s).
  - e. Details of the outlet system.
  - f. If underground outlets are used, details of the inlet and profile(s) of the underground outlet.
  - g. Seeding requirements if needed.
  - h. Bill of materials needed for the construction.
  - i. Site specific construction specifications that describe in writing the installation of the terrace system.
  - j. Cooperator's signature of review and acceptance to construct the terrace system according to the plans and specifications.
4. Operation and maintenance plan for the operator to follow. The minimum requirements to be addressed in the written plan are:
  - a. Periodic inspections, especially immediately following significant runoff events.
  - b. Prompt repair or replacement of damaged components.
  - c. Maintenance of terrace ridge height, channel profile, terrace cross-sections and outlet elevations.
  - d. Removal of sediment that has accumulated in the terrace channel to maintain capacity and grade.
  - e. Regular cleaning of inlets for underground outlets. Repair or replacement of inlets damaged by farm equipment. Removal of sediment around inlets to ensure that the inlet remains the lowest spot in the terrace channel.
  - f. Where vegetation is specified, complete seasonal mowing, control of trees and brush, reseeding and fertilizing as needed.
  - g. Notification of hazards about steep slopes on the terraces.
5. Certification that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Part 505 – Non-NRCS Engineering Services, Subpart A – Introduction, - 505.0 and 505.3). **(TSP or Non-NRCS Engineer)**

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6. Engineering job classification is shown and proper engineering approval is obtained. **(NRCS Employee)**
7. Design modifications during installation as required

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## **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. 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).
5. Installation inspection
  - a. Verification of materials used
  - b. Field inspections during construction
  - c. Record of inspection activities
6. Facilitate and implement required design modifications with client and original designer
7. Advise client & NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation
8. Certification that the installation process and materials meets design and permit requirements.

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## **CHECK OUT**

### **Deliverables**

1. As-built documentation
  - a. Extent of practice units applied
  - b. As-built drawings documenting critical elevations, grades and changes from the design
  - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A – Introduction, 505.3). **(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

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## **REFERENCES**

- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Terrace, 600.
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- USDA, NRCS. 2004. Revised Universal Soil Loss Equation, Ver. 2 (RUSLE2).
- USDA, NRCS. National Engineering Handbook, Part 650, Engineering Field Handbook, Chapter 7, Grassed Waterways.
- USDA, NRCS. National Engineering Handbook, Part 650, Engineering Field Handbook, Chapter 8, Terraces.