

PART 501 – AUTHORIZATIONS
SUBPART A – REVIEW AND APPROVAL

IL 501.04(b)(2)(ii)

§IL 501.03(a) Compliance of engineering work with laws and regulations.

- i. The Illinois Professional Engineering Act of 1989, Illinois Statutes, Ch. 225 ILCS 325, requires that any person practicing or offering to practice professional engineering shall submit evidence that he or she is qualified to practice and to be registered in Illinois as a professional engineer. However, the Act exempts employees of the Government of the United States engaged in the practice of the profession of engineering for the Government.

§IL 501.04(b)(2) Illinois NRCS Engineering Job Approval Authority.

- i. This policy applies to all individuals having planning, design, or installation responsibility, including conservation district employees and employees of the State of Illinois and other agencies who are under NRCS technical supervision.
 - Illinois NRCS Engineering Job Approval Authority shall be documented on form IL-ENG-35. A blank copy of the IL-ENG-35 can be found in IL 501.09, pages IL 501-12(1) through IL 501-12(3).
 - Construction inspection of project activities or similar contract jobs where letters of inspection instruction are issued are separate from this engineering job approval policy.
- ii. Engineering approval for a project shall be made by an individual with adequate engineering job approval authority as shown on the employee's official IL-ENG-35, Illinois Engineering Job Approval Authority.
 - Employees shall not make commitments on behalf of the Agency regarding the technical feasibility of a project that exceeds their Inventory and Evaluation (I&E) job approval authority.
 - Field office staff will limit survey and design assistance to practices for which the field office staff has job approval authority. See NEM §IL 505.10(a)(2)(i) for more information.
 - Prior to recording decisions in the conservation plan that involve engineering practices, documentation must show that the planned engineering practices were approved by an individual with the appropriate inventory and evaluation job approval authority. This shall be done by the planner, noting decisions made in the conservation assistance notes.
 - For complex projects, a pre-design conference with the District Conservationist or a member of the field office staff, the engineer with adequate job approval authority, and other personnel as needed is recommended to facilitate communication early in the design process.

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- Design documentation, construction drawings and specifications must be checked by an individual other than the designer, with experience in the type of design, the criteria, and the procedures. The construction drawings and specifications must be approved by an individual with the appropriate design job approval authority, prior to submitting the construction drawings and specifications to the landowner or operator and before any construction can begin. Design approval is to be documented by signature, title, and date on the construction drawings. Design check is to be documented by initials and date on the construction drawings and design supporting documentation.
- Construction checkout shall be performed under the guidance of an employee with the appropriate construction job approval authority. Personnel certifying practices for financial assistance must either have adequate construction job approval authority for the practice or have documentation of the construction checkout approval from an employee with proper job approval authority. Construction approval shall be documented with a statement such as, "Practice as constructed meets NRCS standards and specs," and with a signature, title, and date. Documentation may be in the form of a letter, or added on the construction checkout notes.
- Major construction changes proposed in an approved project during or preceding construction shall be approved in writing by the individual that initially approved the design, or if unavailable, by another individual with the appropriate job approval authority. When changes must be approved by an individual not readily available, verbal approval may be obtained to expedite the work. However, the completed records must include documented written approval for the change.
- Employees without appropriate approval authority are expected to carry out work, within the limits of their knowledge and abilities, under the technical supervision of individuals with the required job approval authority.

§501.04(b)(5) Procedures for delegating Engineering Job Approval Authority in Illinois

- i. All employees, including NRCS or partners whose position description identifies duties in planning, design, or installation, will have engineering job approval assigned in their first 12 months in that position. An IL-ENG-35 Engineering Job Approval Authority form will be issued even if it shows no job approval. Job approval will stay with the employee when reassigned or transferred.
- ii. Job approval authority shall be reviewed with the employee as directed in the NEM §501.04(b)(5) and revised as needed. The review is to be documented on the IL-ENG-35 table.
- iii. Engineering job approval authority for all engineers who are supervised directly by the Assistant State Conservationist for Field Operations (ASTC-FO) will be

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- delegated by the State Conservation Engineer. The ASTC-FO will provide concurrence.
- iv. Engineering job approval authority for employees supervised by the Area Engineer shall be delegated by the Area Engineer. The ASTC-FO will provide concurrence.
 - v. Engineering job approval for all field office employees shall be delegated by the Area Engineer. The ASTC-FO or District Conservationist will provide concurrence for NRCS employees, as appropriate. No employee shall provide concurrence for his/her own engineering job approval authority. The Chairman of the Soil and Water Conservation District board shall review and approve the job approval authority for District Employees after concurrence by the District Conservationist.
 - vi. All Class V job approval authority delegation shall have the concurrence or recommendation of the State Conservation Engineer. Documentation of concurrence may be in the form of a letter or electronic mail.
 - vii. The original and two copies of IL-ENG-35 form will normally be prepared. The original shall be furnished to the employee, one copy to the delegating engineer, and one copy to the concurring official. For all employees with delegated approval authority for Class V jobs, an additional copy shall be prepared for the State Conservation Engineer.
 - viii. If the concurring individual disagrees with the approval authority recommended, the proposal should be discussed with the delegating engineer. The State Conservation Engineer will assist as necessary to resolve conflicts.

§501.04(c)(3) Procedures for Class VI to VIII Jobs

Class VI and above jobs shall be identified early in the planning stage. NEM §IL 505.10(a)(2)(i), Upper Limits in Size and Complexity of Jobs Illinois NRCS Will Regularly Handle, outlines procedures for obtaining approval and limitations for NRCS technical assistance on jobs above job class V. The ASTC-FO shall provide leadership in developing planning, design, and construction schedules for these projects. Approval from the State Conservationist must be obtained prior to the development of these schedules.

- i. The schedule shall indicate the job or project name, county, the type of project, area specialist(s) responsible, and projected date for completing items of work such as surveys, preliminary design, and final design including construction specifications, cost estimate, and date final construction drawings are needed.
- ii. The job schedule for Class VI and above jobs should be prepared prior to obtaining design surveys. The schedule should be provided to the State Conservation Engineer to assist in State Office scheduling and assignment of priorities. The State Conservation Engineer will review and approve the proposed schedule.

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- iii. A pre-design conference between the Area Engineer and the State Conservation Engineer or members of the State Engineering staff is required for all Class VI and above jobs. Pre-design conferences may be conducted by telephone or may include an onsite review with various specialists participating.