

Part 500 – Introduction

MN500.0 Purpose

Engineering activities in Minnesota will be provided in accordance with the following guidelines:

D. Engineering assistance.

- (1) The NRCS provides engineering assistance in the form of investigations, planning, design and construction inspection so conservation practices are installed in a sound manner. Proper operation and maintenance of the measures will be outlined with the owner at the time of installation.
- (2) Assistance will be given to those individuals and groups in accordance with local priorities as needed to support NRCS programs.
- (3) The NRCS will furnish engineering assistance through soil and water conservation districts to:
 - Individual land users
 - Groups of land users having a mutual conservation or resource management problem
 - Legally organized groups
 - State, counties, municipalities and other units of government concerned with resource management according to procedures outlined in the NRCS National Planning Procedures Handbook
- (4) The NRCS will plan and design works of improvement only when there is reasonable assurance that they will be constructed as planned. Technical assistance will be withdrawn whenever it is known that specifications are not being followed.

E. Scheduling Engineering Assistance.

- (1) The District Conservationist will submit worksheet MN-MGT-007, “Request for Field Office Support Staff Assistance” to the Assistant State Conservationist-Field Operations (ASTC(FO)) in duplicate for each job on which engineering assistance is needed. The front side of the request form will be completed by the District Conservationist. This gives the ASTC(FO) and the Area Engineer details concerning the nature of the project, the assistance desired, survey data available, farmer interest, and date assistance is needed. The backside will be completely filled out by the Area Engineer and a copy furnished to the District Conservationist. The District Conservationist will keep the area engineering staff advised by memo whenever there is a change in the priority or target date for construction on approved requests. When the engineering staff is called upon to give assistance to a field office staff while at the field office, or on an emergency basis, a request form should be completed as soon as possible and sent through channels for record purposes.
- (2) All requests for state office engineering assistance will be made by the ASTC(FO) to the State Conservationist including but not limited to: training, investigations, design, construction, sedimentation surveys, soil mechanics, and engineering software support.

Request For Field Office Support Staff Assistance

Request Number _____	Date Submitted _____
By _____	District Name _____

Discipline Requested

[] GIS [] RESOURCE CONS. [] SOILS [] ENGINEERING [] CLERICAL

Submit a separate copy of MN-MGT-007 for each discipline requested.

LANDOWNER NAME: _____
SITE LOCATION: Sec. _____ 1/4 _____ T.- _____ -N R.- _____ -W.

APPROX. DATE ASSISTANCE REQUIRED: _____
APPROX. DATE OF CONSTRUCTION: _____

PRACTICE: _____ **DRAINAGE AREA:** _____

PRACTICE IS PART OF RMS []
GOPHER STATE ONE CALL (SOILS/ENG) CONTACTED []
FORM NRCS-ENG-098 UTILITY NOTICE COMPLETED []
ASSISTANCE REQUESTED: _____

Attach a FSA section aerial photograph with site located. For engineering assistance, also attach a copy of the USGS Quad with watershed boundary outlined and a copy of soils map with project located.

PRIORITY:

Indicate current status of the area office assistance priority listing.

Show top five:

1. _____
2. _____
3. _____
4. _____
5. _____

APPROVAL OF REQUEST: _____ **DATE:** _____
/s/ by Assist. State Conservationist for Field Operations

REFERRED TO: _____ **DATE:** _____

