

## **TSP Statement of Work: Practice Installation Check-Out**

Technical Service Providers (TSP) will work closely with NRCS planners, engineers and technicians to assure timely assistance to producers installing Farm Bill Program contracted conservation practices on their farms and ranches. **TSPs will ensure NRCS standards and specifications are being met at the time of practice installation.**

Assistance is to be provided to producers listed on the attached TSP Contribution Agreement Work Activity List and all work will be completed under the direct assignment of the District Conservationist. Information related to practice installation check-out is considered sensitive contract information and must not be shared with the general public or individuals not party to this agreement.

TSPs must have a working knowledge of NRCS practice standards and specifications of the scheduled contract items in order to assist with their installation. This statement of work requires the TSP to perform the following as appropriate to the specific practice:

- Lays out conservation practices in the field to determine location of structures and appurtenances, toe slopes, fill and excavation areas, on-site materials availability, etc. to comply with design parameters.
- Inspects installation of mechanical or structural practices to insure specifications are being met. All inspections shall be documented with notes and photographs of the installation.
- Notifies the appropriate NRCS field office staff as necessary to obtain clarification or guidance on the modification of designs if questions arise during the implementation of practices. Appropriate NRCS field office staff shall be notified in writing at 50% and 100% completion so that NRCS personnel can make periodic inspections. Copies of all documentation and photographs shall be delivered to the USDA-NRCS field office upon completion of items scheduled for completion during 2010 or prior years. TSP will practice safety while working and inspecting construction sites.
- Schedules practice check-out and certification when producer notifies NRCS of completion of a practice. Conducts measurements of practices, determines conformance of applied components with system design, and documents the information on the field sheet, job sheet or construction drawings. Documents adherence to NRCS design standards and specifications of completed practices in Toolkit and assistance notes.
- Requests support from the NRCS if changes or modifications are needed. Present all completed work to NRCS for peer review and final agency certification of practices completed and work performed.
- Collects, analyzes, and interprets documentation provided by producers for management practices. TSP shall review the documentation to ascertain the timeliness and accuracy of the information provided. Analysis of the information shall be utilized by the TSP to fine tune and explain the overall impacts or deficiencies of the management, and to enhance future adjustments of practice implementation. All practices will be reported in Toolkit and assistance notes by TSP.