



Natural Resources Conservation Service
Parkade Center, Suite 250, 601 Business Loop 70 West
Columbia, Missouri 65203

January 22, 2007

NATIONAL ENGINEERING MANUAL 210-500/545 MISSOURI SUPPLEMENT NO. 20

Subject: Missouri Supplement to National Engineering Manual

Purpose: To update engineering policy to the National Engineering Manual.

Effective Date: This supplement is effective upon receipt.

Explanation of Update: This change is to update the following:

Part MO 503.02 pertaining to Missouri One Call Law responsibility change. NRCS will now include PLSS description and NAD 83 LAT/LON on every set of drawings. Field offices will no longer be required to maintain a county utility map.

Part MO 503.04 pertaining to Buried Utilities. An updated Missouri One Call Locate Request form and Fax-A-Locate Request form are included. Form MO-ENG-C7, Utility Notification for Non-Members of Missouri One Call System, is no longer valid since, effective January 1, 2005, all owners and operators of underground facilities must participate in the Missouri One Call System.

Please note that Missouri Supplements are now available on the Missouri NRCS website, Technical Resources Tab, Engineering Tools and Resources, National Engineering Manual, Missouri Supplements to National Engineering Manual.

Filing Instructions:

| <u>Item</u> | <u>Place</u> |
|---------------------------------|---|
| Directive Tabulation Sheet | Front of NEM |
| MO 503-1(1) | Front of page 503-1 |
| MO 503-2(1) | Behind page 503-2 |
| MO 503-2(3) through MO 503-2(4) | Replace pages MO 503-2(3) through MO 503-2(4) |

ROGER A. HANSEN
State Conservationist

Attachments

Distribution: Holders of NEM that include the following:
Director, National Technical Center, Ft. Worth, TX
All Field Offices (including S&WCD) All Area Offices
All Engineers Engineering Library
State Conservation Engineers (via Email): IA, IL, NE, KS, MN, and WI

DIRECTIVE TABULATION SHEET

TITLE NO. 210 **DIRECTIVE NAME / TYPE** NATIONAL ENGINEERING MANUAL – MISSOURI SUPPLEMENTS

| DIRECTIVE NUMBER ^{1/} | ISSUE DATE | PART, SUBPART, PAGES, ETC., OR BULLETIN SUBJECT | FILED BY |
|--------------------------------|------------|---|----------|
| Supp. MO-9 | 08/04/00 | MO 542-6(1 thru 24) | |
| Supp. MO-10 | 01/26/01 | MO 501-1(1), MO-501-2(1), MO-501-3(1), MO 501-6(1), MO 501-7(2), MO 501-12(3 thru 14), MO 503-1(1), MO 503-2(1 thru 4) | |
| Supp. MO-11 | 01/31/01 | MO 520-10, MO 520-10(a, b, c, & d) | |
| Supp. MO-12 | 02/05/01 | MO 505-5(1), MO 512-20(1 thru 3), MO 512-21(1 thru 17), MO 512-29(1), MO 512-31(1), MO 520-11(1 thru 5), MO 520-12(1), MO 520-12(b, c & d), MO 531-8(1 thru 3), MO 540-1(1), MO 540-3(1 thru 4), MO 541-2(2), MO 541-6(1 thru 6), MO 541-7(1 thru 6), MO 544-1(1), MO 545-2(1), MO 501-12(1 thru 2), MO 501-12(7 thru 8) | |
| Supp. MO-13 | 06/28/01 | MO 512-29(1) | |
| Supp. MO-14 | 11/04/02 | MO 542-6(1-23) | |
| Supp. MO-15 | 12/02/03 | MO 520.23 and MO 520.28 | |
| Supp. MO-16 | 03/10/05 | MO 520.21, Pages MO 520-10, and MO 520-10a thru 10d | |
| Supp. MO-17 | 04/12/05 | MO 541-2 (1 thru 2), MO 541-7 (1 thru 5), MO 541-8 (1 thru 6) | |
| Supp. MO-18 | 7/18/05 | MO 504-2(1), and MO 504-4(1) thru MO 504-4(3) | |
| Supp. MO-19 | 9/28/05 | MO 511-6(1), MO 512-8(1), MO 512-20(1 thru 4) | |
| Supp. MO-20 | 1/22/07 | MO 503-1(1), MO 503-2(1), MO 503-2(3 thru 4) | |
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| NOTE: | | <i>Missouri Engineering Forms used shall be the current version shown in the Missouri Engineering Forms Handbook.</i> | |
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^{1/} PERMANENT DIRECTIVES: INSERT THE ISSUE, EDITION OR AMENDMENT NUMBER
 BULLETINS: INSERT THE SEQUENCE NUMBER(S), OMIT TITLE AND FY

PART 503 – SAFETY

MO503.02(f)

§MO503.02 General Considerations

(f) Missouri's One Call Law identifies contractors as "excavators" on a project. By law, excavators have the entire responsibility for notifying the One Call vendor. Since NRCS primarily works with landowners, NRCS will require landowners to provide documentation that Missouri One Call has been notified. The exception will be project activities where NRCS is administering a construction contract, in which case the contractor shall provide the documentation.

(g) NRCS will include the public land survey system (PLSS) description and NAD 83 Latitude and Longitude (LAT: / LON:) on every set of drawings or data sheets developed for construction. The PLSS description shall include the quarter section, section, township, and range. NRCS shall include a note or stamp on these drawings and data sheets which states the following:

The contractor is responsible for having all utilities located at the site or on ingress road prior to beginning work. Missouri One Call Number is 800-344-7483 (1-800-DIG-RITE).

(h) As of January 31, 2007, NRCS Missouri field offices will not be required to maintain a county utility map. If a field office chooses to maintain and update the county utility maps, then area office concurrence must be obtained on all updates to ensure the accuracy of the updated utility location. Public display of the utility maps is not required or recommended.

(i) If a utility line is damaged or an individual is harmed or injured as a result of equipment performing on a job which NRCS has contracted or provided technical assistance, the Area Conservationist (AC) will be immediately notified. In turn, the AC will notify the State Conservationist.

SUBPART B – PUBLIC SAFETY AT STRUCTURE SITES

MO 503.04(c)

§MO503.04 Buried Utilities.

(c) Use of SCS-ENG-5 and SCS-ENG-6 forms are approved, but not required.

(d) The location of all known underground utility line markers will be recorded in field notebooks and shown on constructed plans. Known utility line markers located outside the constructed area will also be shown on the plans when the indicated route of the utility line is within the construction area.

Show the location of underground utilities as APPROXIMATE on the plans.

If underground utilities are known to exist, but no above ground line markers are present, then the approximate location of the underground utilities will not be shown on the plans unless representatives of the utility company have located the utility line in the field and marked its location by staking or other acceptable methods.

§MO503.05 Checklist.

On conservation practices the needed actions taken by the landowner may be recorded in the Conservation Assistance Notes or equivalent and filed in Cooperator's Folder. On project work having easements, permits, or letters pertaining to buried utilities, the needed actions may be recorded in the job diary.

§MO503.06 State Laws – Buried utilities.

It is Missouri state law that the Missouri One Call System be notified at least two days, but not more than ten days prior to beginning excavation.

If it is known to NRCS that buried utilities are in the vicinity of proposed work, the responsible NRCS employee is to inform the land owner or operator or the sponsoring organizations of this fact and of the land owner or operator's responsibility to take the following actions:

- (1) Notify the contractor of the location of the utility in relation to the job work area.
- (2) Require the contractor to notify Missouri One Call System (or any known utility if not a member) regarding the time, location, and type of work to be done and other information required by the System.
- (3) Require the contractor to request that the buried utility be located and staked on the ground, both horizontally and vertically, by the utility owner.
- (4) Require the contractor to request that a representative of the utility company be present during the excavation operations.
- (5) Provide a copy to NRCS of the information given to Missouri One Call System including the serial number assigned by the Missouri One Call System.
- (6) Failure to notify the Missouri One Call System will result in termination of NRCS assistance.

REQUIRED LOCATE REQUEST INFORMATION

MISSOURI ONE CALL SYSTEM, INC.

1-800-DIG-RITE (344-7483)



Phone #: () _____
 Callers name (first & last): _____
 Company name: _____
 Fax #: () _____ Email: _____
 Contact name: _____
 Contact #: _____
 Does the contact phone # have recording device? (circle one) YES NO UNKNOWN
 Excavator name: _____ Phone #: () _____
 Excavator address: _____
 Type of work: _____
 Type of equipment: _____
 Work being done for: _____
 Tunneling? (circle one) YES NO UNKNOWN
 Horizontal boring? (circle one) YES NO UNKNOWN DEPTH: _____
 Explosives? (circle one) YES NO UNKNOWN
 County: _____ Town: _____
 Is entire job inside town boundaries? (circle one) YES NO
 Address number(s) _____ Dig street: _____ Suffix: _____
 Nearest street intersecting dig street: _____ Suffix: _____
 Is entire job within 1 block of intersection? (circle one) YES NO
 If not, then how far? (circle one) (in miles) 1/8 1/4 1/2 1 Direction N S E W
 What side(s) of the road is the work on? (circle one) N S E W
 Location: _____

 Remarks: _____
 * Call to set meeting? (circle one) YES NO
 Mark lines at meeting? (circle one) YES NO
 Start Date/Time: _____
 *TWP: _____ N RANGE: (circle one) E or W SEC: _____ QS: _____
 *NAD 83 LAT: _____ LON: _____
 Ticket Serial #: _____
 Utilities notified: _____

FAX #800-217-3717

**FAX-A-LOCATE REQUEST FORM
MISSOURI ONE CALL SYSTEM**

FAX ID# : _____

Sender's Name (first & last): _____ email: _____

Company Name: _____ Phone #: (____) _____

Fax #: (____) _____ Contact Name: _____

Contact#: (____) _____ Recording device? YES NO UNKNOWN

Excavator Name: _____

Excavator Address: _____ Phone #: (____) _____

Type of work: _____ Type of equipment: _____

Work being done for: _____

| | | | | |
|---------------------------------|-----|----|---------|--------------|
| Tunneling? (Circle one) | YES | NO | UNKNOWN | |
| Horizontal Boring? (Circle one) | YES | NO | UNKNOWN | Depth: _____ |
| Explosives? (Circle one) | YES | NO | UNKNOWN | |

County: _____ Town: _____

Is Entire Job Inside Town Boundaries? (Circle one) YES NO (If "No" please provide driving directions)

Address Number(s): _____ Dig Street: _____

Nearest Street Intersecting Dig Street: _____

Is Entire Job within 1 block of intersection? (Circle one) YES NO

If not, then how far? (Circle one) 1/8mi 1/4mi 1/2mi 3/4mi 1mi Direction: N S E W

What side(s) of the road is the work on? (Circle) N S E W

If the site is outside of the town boundaries,
how far off the road will cover the entire job? _____ (List a measurable distance - Ft, Yds)

Location of Work: (Be specific, where on property-Include driving directions if necessary) _____

Start Date/Time: _____ or ROUTINE (Circle "Routine" or list a start date and time of 8:00 a.m. or later on the 3rd business day)

TWP: _____ N RANGE: _____ (Circle one) E or W SEC: _____ QS: _____

*Call to set meeting? (Circle one) YES NO Mark lines at meeting? (Circle one) YES NO

*NAD 83 LAT: _____ LON: _____

All fields except those marked with an asterisk (*) need to be completed or your fax will be returned. This will delay your locates!

Missouri One Call System Use Only

Issued Ticket # : _____ Operator: _____ 1/15/03