



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

January 14, 2008

NATIONAL ENGINEERING MANUAL 210-500/545 MISSOURI SUPPLEMENT NO. 22

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 501.09 – Engineering Job Approval Authority forms MO-ENG-C12 and MO-ENG-C12A should be removed from NEM and discarded since they are no longer valid. A new job approval database has been created and implemented to replace these forms.

Part MO 503.04 pertaining to buried utilities at structure sites. Instructions are included for statements to be shown on construction drawings and plans.

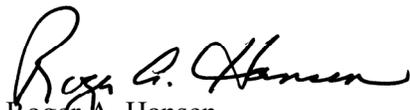
Part MO 503.05 pertaining to recording information about buried utilities on the Checklist - Form SCS-ENG-6, in the Conservation Assistance Notes or equivalent, or in job diaries, as appropriate.

Part MO 503.06 pertaining to notification requirements of Missouri State laws on Buried Utilities.

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>Location</u>
Directive Tabulation Sheet	Front of NEM
MO 501-12(1) through 501-12(14)	Remove and Discard
MO 503-2(1) through MO 501-2(5)	Replaces pages MO 503-2(1) through MO 503-2(4)


Roger A. Hansen
State Conservationist

Attachments

Distribution (via Email except as noted) Holders of NEM that include the following:

- Director, National Technical Center, Ft. Worth, TX
- All Field Offices (including S&WCD)
- All Engineers (hard copy)
- State Conservation Engineers (via Email): AR, IA, IL, KS, KY, NE, OK, and TN
- All Area Offices
- Engineering Library (hard copy)

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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)	
Supp. MO-21	12/21/07	MO 501-1(1), MO 501-2(1) thru MO 501-3(1), MO 501-4(1) thru (3), MO 501-5(1), and MO 501-7(1)	
Supp. MO-22	1/14/08	MO 503-2(1) thru MO 503-2(5); discard MO 501-12(1) thru (14)	
NOTE:		<i>Missouri Engineering Forms used shall be the current version shown in the Missouri Engineering Forms Handbook.</i>	

^{1/} PERMANENT DIRECTIVES: INSERT THE ISSUE, EDITION OR AMENDMENT NUMBER
 BULLETINS: INSERT THE SEQUENCE NUMBER(S), OMIT TITLE AND FY

SUBPART B – PUBLIC SAFETY AT STRUCTURE SITES

MO 503.04(c)

§MO503.04 Buried Utilities

(c) Completing Form SCS-ENG-5 is optional. The responsible NRCS employee shall notify the landowner, operator or the sponsoring organization of the requirement for their excavator (contractor) to contact Missouri One Call System prior to construction. Utility companies not belonging to the Missouri One Call System shall be notified directly. Attached is an example letter. The following statement shall be shown on construction drawings for conservation practices:

The excavator 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). The landowner shall ensure that the excavator completes the utility locate request.

On activities completed under a federal or local contract, the contractor is responsible for notifying Missouri One Call System or the involved utility. A note shall be shown on drawings requiring the contractor to contact Missouri One Call System or utility company for utilities within work area. The following statement shall be shown on plans:

The excavator 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).

Work occurring within a utility's easement, including both buried and above ground utilities, may require an easement or permit from the utility. If easements or permits are required, they shall be obtained prior to approval of the construction plans.

§MO503.05 Checklist

Completing Form SCS-ENG-6 is optional. On conservation practices the needed actions taken by the landowner may be recorded in the Conservation Assistance Notes or equivalent and filed in the Co-operator's Folder. On federal or local contract work having easements, permits, or letters pertaining to buried or above ground utilities, the needed actions may be recorded in the job diary.

§MO503.06 State Laws – Buried Utilities

Refer to Missouri State Law Underground Facility Safety and Damage Prevention RSMO Chapter 319.015 - 319.050 for the current state law requirements.

It is Missouri state law that Missouri One Call System, Incorporated or non-member utilities be notified at least two working days prior to beginning excavation. Work must begin within 10 working days of the locate request.

Missouri One Call System, Incorporated operates in the state with many pipelines and other buried utility owners as members.

If buried utilities are known to be in the vicinity of proposed work, the responsible NRCS employee is to inform the landowner, operator or the sponsoring organization of this fact and of the landowner or operator's responsibility to take the following actions:

- (1) Notify the excavator of the location of the utility in relation to the job work area.
- (2) Ensure that the excavator 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) Ensure that the excavator request that the buried utility be located and staked on the ground, both horizontally and vertically, by the utility owner.
- (4) Ensure that the excavator request that a representative of the utility company be present during the excavation operations.
- (5) Provide to NRCS the serial number assigned by the Missouri One Call System as the result of the excavator's locate request. In the case of a non-member utility provide the date of the locate request and name of the utility contact person. Form MO-ENG-C7 may be used to document the locate request.
- (6) Failure of the excavator to notify Missouri One Call System, Incorporated or non-member utilities may result in termination of NRCS assistance.



Natural Resources Conservation Service
<Name of Office>
<Address of NRCS Office>
<City, State and Zip of NRCS Office>
<NRCS Office Phone Number>

<Date>

<Name>

<Address>

<City>, <State> <Zip code>

<Salutation>:

Attached are <Number> copies of your <Conservation Practice Name> design/construction specifications. If you need additional copies, feel free to call me.

The Natural Resources Conservation Service makes no representation as to the existence or non-existence of any utilities at the construction site or access road such as buried telephone lines, rural water lines, and gas or electric lines. By Missouri state law it is the responsibility of the **excavator** (contractor) to assure that no damage will occur to utilities.

The excavator must contact the Missouri One Call System prior to commencing work. The Missouri One Call System, Inc. will assist the excavator by notifying the member utilities that have utility lines in work area. Their telephone number is 1-800-344-7483 (1-800-DIG-RITE or 811). Attached is a Missouri One Call System, Inc. "Locate Request Form" that may assist the excavator to provide the needed information. Missouri One Call requires a minimum of two (2) but no more than ten (10) full working days notice prior to excavation. If appropriate, the contractor may also request that a representative of the utility company be present during the excavation operations.

You need to provide NRCS with a copy of the information given to the Missouri One Call System, Inc. including the serial number assigned by the Missouri One Call System prior to NRCS inspection of the practice.

Sincerely,

<NRCS Employee Name>

<Employee Title>

Attachments

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REQUIRED LOCATE REQUEST INFORMATION

MISSOURI ONE CALL SYSTEM, INC.

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

Phone #: () _____

Caller's 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) 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: _____

UTILITY NOTIFICATION for NON-MEMBERS of MISSOURI ONE CALL SYSTEM, INC

A. Utility name _____

B. Utility name _____

C. Utility name _____

Construction work is being performed to build _____ (Practice) in
_____ County, Missouri. Access route will be off of _____
_____ (Road Name).

Please mark utilities located on access road or at work site. Work to begin on _____ (Date).

Landowner's name _____

Phone number _____ FAX number _____

Mailing address _____

Location from nearest town _____

Township _____ Range _____ Section _____ ¼ Section _____

Type and depth of work _____

Type of equipment _____

Contractor _____

	A	B	C
Utility Notified			
Utility will locate and stake			
Utility will be present during construction			

Landowner's Signature _____ Date _____