

## SUBPART B – DOCUMENTATION AND CERTIFICATION

ID407.10(c)

§ID407.10 Supporting data.

(c) Supporting data for all practices will be placed in the applicable case file. In the planning process, the planner should describe the “Resource Setting”. The setting should include general descriptions of soils, climate, topography, land use, rotation(s), and yield(s). The Field Problem Checklist (ID-450-002) will be completed.

(b)(1) Surveys and Notes. All surveys and notes will be kept in accordance with National Engineering Manual (NEM), Part 540, Field Surveys. Field sketches are a very important part of survey notes and should include location, alignment, typical sections, and related information.

(2) Design Computations. Computations for design shall be recorded on SCS-ENG-522 and 523-computation paper, field survey notes, or approved design forms or computer software/spreadsheet printouts for all jobs. Quantity computations shall be shown when needed for cost sharing, feasibility determination, reporting, or for cost estimating. See Idaho Engineering Technical Note #30, Computation Standards for Idaho, for typical format for computations.

(3) Plans and Specifications. Adequate drawings and specifications will be prepared for all jobs. Special drawings, specifications, standard or typical drawings, and job sheets may be used. The job identification, NRCS delegated engineering approval, and signed acceptance by the cooperators will be shown on the NRCS file copy of the construction plans for all engineering practices. Engineering drawings prepared by NRCS shall conform to the requirements of NEM, Part 541, Drawings. Drawings prepared by others may vary in format but shall conform to accepted industry standards.

(4) Installation and Checking. Observations and measurements made during construction shall be recorded in the field survey notes or on the drawings to show that the work does or does not meet specifications. Where critical parts of a practice are covered up before inspection can be made, a verbal statement will be obtained from the farmer and /or contractor on the method of construction. If the technician is satisfied that this phase of work was done according to the construction plan, he/she should record this information in the notes.

(c) For non-structural practices, the required supporting data will be documented on Form SCS-RANGE-414 for Proper Grazing Use; Planning Implementation Specification Worksheet for Residue Management and Stripcropping, Field; ID-CPA-25 for Grass Seeding Record, ID-180-26 for Fencing Record; ID-CPA-27 for Windbreak and Tree Record; and ID-180-022 or ID-180-023 for Brush Management. On all other practices, documentation shall be made in the Conservation Plan and/or contract.

## SUBPART B – DOCUMENTATION AND CERTIFICATION

### §ID407.10(c)

Supporting data documentation checklists have been developed for the major structural practices in Idaho. If the items shown on these checklists are documented, normally the supporting data for the practice will be adequate. It should be recognized that the checklists are not all inclusive on the requirements set forth in policy, engineering handbooks, and technical guide materials. The individual conservation practice check lists can be accessed through the Idaho NRCS e-FOTG web page. The available checklists are listed with the applicable Conservation Practice Standard.

- (1) Brush management - - Refer to ID-180-023.
- (2) Residue management practices - - Typical sequence of equipment and application dates for the rotation as evaluated using RUSLE/RUSLE2, and WEQ.
- (5) Grassed waterway (vegetative) - - species; planting rate; planting method, planting date, measured plant density.
- (7) Irrigation land leveling - - the design survey shall consist of a grid survey of the area to be leveled. Additional border shots will be taken when the design must tie into an adjacent field. A 100-foot X 100 foot grid is recommended to obtain accuracy for yardage and cut to fill balancing. On laser controlled land leveling, a certification from the contractor stating constructed grades in reference to a benchmark is acceptable.
- (8) Irrigation water conveyance, nonreinforced concrete ditch lining - - on checked ditches with land slopes greater than 0.3 percent detailed design and/or profile surveys are generally not required. A detailed profile, meaning shots are taken at 100 foot or closer intervals. The design survey must include adequate shots to determine the slope and changes in slope along the ditch alignment and to design any structures that are needed. Final ditch grades may be checked by either Method A or B. Method A - - ditches with waterline markings - - record observations of the waterline along the ditch length. Survey any ditch where the waterline indicates a reverse grade. Method B - - ditches without waterline markings - - take survey shots at slope breaks along the ditch. The lining thickness can be documented by referenced to previous check of contractor's "boat" in a field office.
- (9) Irrigation water conveyance, pipelines - - surveys for pipelines shall be adequate to show grades and locations of changes in grade along the pipeline alignment. Survey shots at 100-foot intervals are not required where slopes are uniform for longer distances. Surveys shall be adequate to design appurtenances and structures. Gated pipeline quantities may be determined by either Method A or B. Method A - - count the number of pipe joints, appurtenances, etc., in the field. Method B - - landowner provides NRCS with a copy of his bills from the suppliers. The bills must show the length of pipe by diameter, type of pipe, number and size of appurtenances. If the pipe length from the bills varies by more than 2 pipe lengths from the design, a field check of the system is required. A field check is required of gated pipe inlet structures and special grading requirements.

## SUBPART B – DOCUMENTATION AND CERTIFICATION

§ID407.10(c)(20)

(20) Waste Storage Facility (Pond) - - computation for size, embankment topwidth, sideslopes, liner thickness and material if needed, adequacy of compaction including soil moisture, details for inlet and outlets, water level markers, and safety features.

(23) Grazing land mechanical treatment - - acres; soils or range sites; range site condition; treatment applied, type of treatment; contour furrowing; chiseling or pitting; percent slope; spacing; depth; cross-sectional area where applicable.

(24) Irrigation water management - - acres; crops; type of irrigation system; the irrigation system must: (a) deliver the required quantity of water to satisfy the irrigation requirements of the crops to be grown, (b) meet the requirements of the Idaho Irrigation Guide as to length of run, application rates, etc., (c) have a method to measure or estimate water delivered to the field and amount of runoff from the field (flows may be determined using measuring devices, rating sections in ditches, siphon tubes, nozzle discharge, pump curves, etc.), (d) include proper disposal or reuse of tailwater; irrigator must be using an acceptable method of scheduling irrigations and respective set times (acceptable methods include tensiometers, “check book” water accounting, field probing, “ball test,” etc.); soil, water, plant relationships will be discussed with the farmer (refer to the Idaho Irrigation Guide NEH, Part 652 for applicable worksheets); surface irrigation furrow stream size or border unit stream size are nonerosive for the given soils; sprinkler systems do not have runoff; soil loss for the field is less than ‘T’ or the cooperators are applying a conservation cropping system and tillage methods which meet the requirements for an acceptable resource management system; non-uniform crop growth is not irrigation water management related.

(25) Prescribed grazing - - units, acres, planned season or periods of use, rest, deferment, kind and class of livestock, readiness criteria, level of use criteria, key species, key areas (delineated on map); and sequence of use.

(26) Conservation cropping system - - soil capability or other interpretation; cropping sequence; production of vegetation and crop residues; application of USLE and/or WEQ; acres; field numbers.

(27) Conservation crop rotation - - use the Soil Condition Index (SCI) to evaluate the before and after (planned) crop rotation. A positive SCI is required to meet quality criteria.

(28) Deep tillage - - identifies soil resource problem in the field problem checklist, i.e., compaction which needs to be corrected. Appropriate system evaluation, i.e., RUSLE, SCI, describes kind, depth and application depth of tillage implements. Practices narrative include adequate description of planned practice components.

(29) Channel vegetation - - species, planting rate, planting methods, planting date, measured plant density.

## SUBPART B – DOCUMENTATION AND CERTIFICATION

### §ID407.10(c)(30)

- (30) Contour farming - - method of determining contour (terraces, flags, etc.) average deviation from true contour. Include percent off grade in RUSLE/RUSLE2 evaluation.
- (31) Contour orchard and fruit area - - plan design showing slope, contour arrangement with elevation differences.
- (32) Cover crop - - species, planting rate, planting method, planting date, measured plant density.
- (33) Critical area planting - - species, planting rate, planting method, management methods, planting date, measure plant density.
- (34) Emergency tillage - - tillage methods, ridge spacing and height, equipment used, date performed.
- (35) Filter strip - - strip width, species, planting rate and method, planting date and measure plant density.
- (36) Grasses and legumes in rotation - - crop rotation, species, planting rate, planting method, planting date, measurement of stand density.
- (37) Irrigation system surface - - acres, crops, irrigation method (i.e., furrow, graded border, etc.), irrigation efficiency (i.e., SRFR evaluation), SISL, system components
- (38) Nutrient management - - a) commercial fertilizer; annual soil test as per the 590 standard and annual budget; b) animal waste; same as above but include waste nutrient values as determined by IDAWM, nutrient budget worksheets or other approved waste evaluation procedures.
- (39) Pest management – Win PST
- (40) Streambank or shoreline protection - - length of protection, material (type, size), anchorage/keyways, vegetation (rates, depths, species).
- (41) Toxic salt reduction - - method used, amount of materials or water applied, crops grown, date water or materials are applied.
- (42) Waste utilization - - kind of waste, total applied, total N&P applied, mineralization rate. Includes IDAWM or other acceptable evaluations.

Similar documentation data is needed for any practice listed in the FOTG that is not herein included.

## SUBPART B – DOCUMENTATION AND CERTIFICATION

§ID407.11

§ID407.11 Checking completed work.

- (a) When certifying a practice, the checker will make a certification on the survey notes or “as-built” construction plan. An “as-built” construction plan will be prepared to document changes to the design during construction.
- (b)(1) Contractors or other qualified individuals are encouraged to survey, design, layout, and check conservation practices. All designs will be approved by a person who has NRCS review and delegated approval authority for that class job. Contractors will be encouraged to submit all job designs for review and approval before construction is started. The delegated conservationist can approve, in writing, the use of contractors or others to design and check conservation practices. Only those people who demonstrate competence in a particular practice shall be considered for such approval. Engineering practices are subject to the limitation(s) listed in National Engineering Manual, Part 501, and require appropriate delegated job approval authority. A letter of concurrence of the recommendation from the SCD board will be obtained before the district conservationist makes his recommendation.
- (2) An appropriate certification or guarantee form may be used by contractors or individuals to record appropriate information and measurements showing that specifications have been met.
- (3) Performance certification will be made by the responsible NRCS technician after the required installation certification and guarantee have been received or a final checkout is made.
- (4) A minimum of one complete design review and/or construction check shall be completed by field office personnel on each Certified Contractor/Individual performing work in any fiscal year. Such checks shall be documented and filed with appropriate fiscal year spot checks.
- (c) Technical Service Providers (TSP) documentation for designs and practice installation shall conform to the requirements of 407.10. The TSP checker shall provide necessary “As-Builts” for the practice(s) installation and include a statement that “Completed work does (does not) meet minimum plans and specifications”.

TSP assisted projects shall be included in work subject to annual spot checks per GM450 – TCH, 407.20.

## SUBPART B – DOCUMENTATION AND CERTIFICATION

§407.13 Record of work performed.

(a) Each field office will use form NRCS-LTP-4, to summarize all actions taken on FSA referrals. For watershed practices, the performance will be certified when the NRCS-FNM-141 or AD-1161 is prepared.

On non-cost-shared or other cost-share programs, the performance will be certified when the practice is reported. Jobs that have been spot-checked will be indicated by showing the date of the spot check and the initials of the spot checker.