

PART 511 – DESIGN

SUBPART B - DOCUMENTATION

WA511.10 Scope

In addition, a design folder shall be prepared for all engineering practices within job approval categories I through V (see Part 501).

WA511.12 Record Keeping General

- A. Design folders and design records shall be maintained for all approval categories in the case file in accordance with GM 120-408, Records Guide.
- B. A construction inspection plan shall be developed by the designer that outlines all of the critical elements of construction that require an inspection the following job class practices:
 - (1) Inspection plans are not required for job class I – IV practices.
 - (2) Inspection plans are required for all job class V practices.
 - (3) Inspection plans are required for all job class levels for all associated practices with the following projects:
 - i. Earthen liquid animal waste storage structures.
 - ii. Bridges
 - iii. Concrete and steel above ground animal waste storage tanks.
 - iv. Levees
 - v. Dams
- C. Electronic records must printed as hard copy documents and placed in the official client folder.

WA511.13 Design Records – Non-TSP NRCS Contracted Engineer Designs

- A. The requirements of NEM 511, SUBPART B, "Design Documentation", NEM 540.01 "Field Surveys Format" and NEM 512, SUBPART F, "As-Built Drawings" shall apply where applicable to projects designed and/or installed by non-NRCS engineers.
- B. The "Practice Statement of Work and Practice Documentation Checklist" located in the Section IV of the eFOTG provides a comprehensive list of the minimum documentation requirements to be provided and maintained in the official NRCS case folder for practices designed by non-NRCS engineers. This list should include, but is not limited to the following:
 - (1) Applicable practice standard "Statement of Work" and "Documentation Checklist".
 - (2) A copy of the signed engineering plans which meet NRCS standards. In addition to the Professional Engineer's certification, the plans shall contain the following statement: *"To the best of my professional knowledge, judgment and belief, this*

practice is installed in accordance with the plans and specifications and meets NRCS standards." (Reference; NEM 505.11(4)).

- (3) A copy of an inspection plan which describes inspection items and qualifications of those doing the inspection.
- (4) Upon completion, a copy of the "as-built" drawings must be submitted to NRCS with any changes noted that occurred during construction and were approved by the consultant as noted on the "as-built" drawings.
- (5) A certification statement signed by the non-NRCS engineer, and a copy of any construction documentation required in the inspection plan. The certification statement should read, "To the best of my professional knowledge, judgment and belief, the installed practice meets NRCS standards" and should be signed by the engineer who designed it. (Reference; NEM 505.11).
- (6) A copy of the Operation and Maintenance Plan

C. The following additional documentation shall be provided for the specific program areas:

(1) Agricultural Conservation Enhancement Program (ACEP):

The following applicable documentation shall be provided by the designer and maintained in the official WA NRCS file for easement projects designed by a non-NRCS designer:

- i. Water budget calculations
- ii. Design calculations
- iii. Design survey data
- iv. Topographic maps
- v. Soil mechanics calculations
- vi. Geotechnical Investigation
- vii. Geotechnical Report
- viii. Design Folder to include individual items to meet the requirements of NEM 511.10 "Design Documentation" and required by applicable Practice Standard checklist.
- ix. Design Drawings and Specifications (stamped by PE and certified that meets NRCS requirements)
- x. Design engineers cost estimate.
- xi. Construction Documentation: Job Diaries, Quality Assurance Reports, surveys, test results, quantities etc
- xii. As-Built Drawing prepared in accordance NEM 512, SUBPART F "As-Built Drawings" and stamped by a Professional Engineer licensed in WA State.
- xiii. Payment Records & Contract documents with designer/installer i.e. Ducks Unlimited (DU)/Architectural and Engineering (A&E) companies
- xiv. Operation & Maintenance Plan

WA511.14 Design Record – TSPs (TechReg)

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Documentation requirements are located in the NRCS 180 – Technical Service Provider Handbook.