



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, Indiana 46278

February 8, 2006

INDIANA BULLETIN NO. 210-6-1

SUBJECT: ENG- DOCUMENTATION OF LAYOUT AND CONSTRUCTION

Purpose: To provide a reminder of policy for documenting layout and checkout for construction.

Expiration Date: September 30, 2006.

Layout

Although many construction contractors have laser equipment and are proficient at building conservation practices according to NRCS plans and specifications, NRCS must still provide basic construction layout. Chapter 17 of the Engineering Field Handbook provides the following guidance for construction layout:

Even the simplest installation requires layout and stakes to control the work. The amount of staking required is related to the kind and complexity of the work, and the facilities and experience of the builder.

The construction layout should be documented with survey notes or in the assistance notes as well as on the IN-ENG-57 under Construction Data. Surveys for construction layout or checkout should be done in a format similar to Technical Release No. 62 (NEH Part 640, Field surveys).

Construction Inspection

Once construction is complete, a survey and inspection shall be done to determine if the practice was constructed in accordance with the approved construction drawings and specifications. The completed construction date should be added to the IN-ENG-57. An employee with appropriate job approval authority for construction shall sign and date the IN-ENG-57 and indicate if the practice does or does not meet NRCS standards and specifications. If a change to the design and engineering plan is needed during construction, the employee making the changes must have job approval authority for design of the practice.

As-Builts

If the practice is constructed to construction tolerances, then no As-built drawings will be required. The employee performing the construction checkout should then mark the box on the IN-ENG-57 to indicate that no changes were made during construction. The employee who signs off on the construction approval must verify that no As-built drawings are needed.

If changes were made during construction, the As-built drawings will be completed per instructions in the National Engineering Manual-Part IN-512, Subpart F. If an employee without

job approval authority for design completes the as-built drawings, they would sign on the Submitted Line on the IN-ENG-57. An employee with appropriate design job approval must then sign off and approve the as-built drawings.

/s/

J. XAVIER MONTOYA
Acting State Conservationist

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