

## Operation and Maintenance (O&M) for Conservation Practices with Sponsor Responsibility Process Step Table

**PURPOSE:** To ensure conservation practices are properly operated and maintained throughout their lifetime.

**SCOPE:** Practices installed with Sponsor responsibility for O&M (i.e. – SWCD and/or County Board of Supervisors in the case of PL-566)

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
1. Develop O&M Plan.	<ul style="list-style-type: none"> <li>• Natural Resources Conservation Service (NRCS) Engineer/Civil Engineering Technician (CET)</li> <li>• Architectural and Engineering Consultant (A&amp;E)</li> <li>• Technical Services Provider (TSP)</li> </ul>	<ul style="list-style-type: none"> <li>• Design</li> <li>• Construction drawings</li> <li>• Specifications</li> <li>• Life of project</li> <li>• Hazard class</li> </ul>	<ul style="list-style-type: none"> <li>• O&amp;M Manual 500.31</li> <li>• Field Office Technical Guide (FOTG) standards</li> <li>• State law relating to dams-Iowa Administrative Code, Part 567, Chapter 73</li> <li>• National Watershed Manual (NWM) 508.12</li> </ul>	<ul style="list-style-type: none"> <li>• Completed O&amp;M plan</li> </ul>
2. Review O&M Plan with Sponsor.	<ul style="list-style-type: none"> <li>• NRCS Engineer</li> <li>• District Conservationist (DC)</li> <li>• A&amp;E</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• O&amp;M Plan</li> </ul>	<ul style="list-style-type: none"> <li>• NWM 508.11</li> <li>• O&amp;M Manual 500.03, 500.20, and 500.21</li> </ul>	<ul style="list-style-type: none"> <li>• Signed O&amp;M agreement between NRCS and sponsor</li> <li>• Copies of agreement and O&amp;M Plan provided to sponsors, field office, and project office</li> </ul>
3. Implementation of O&M Plan.	<ul style="list-style-type: none"> <li>• Sponsor</li> <li>• DC</li> </ul>	<ul style="list-style-type: none"> <li>• O&amp;M Plan</li> <li>• NRCS notification to sponsor reminding them of O&amp;M inspection responsibility</li> <li>• As-Built Drawings</li> <li>• Field investigation</li> <li>• Location map with access route shown</li> <li>• Landowner notification of inspection activity</li> <li>• Survey equipment</li> <li>• Hand tools</li> <li>• Digital cameras</li> <li>• Cathodic protection monitoring equipment</li> </ul>	<ul style="list-style-type: none"> <li>• O&amp;M Manual 500.03 and 500.04</li> <li>• O&amp;M Manual 500, Subpart E</li> <li>• O&amp;M Agreement</li> <li>• NWM 508.12 and 508.13</li> </ul>	<ul style="list-style-type: none"> <li>• Written report of scheduled reviews</li> </ul> <p><i>If no O&amp;M activities are needed, document findings in the O&amp;M database and no further action is required</i></p> <p><i>If practice is not in compliance with the O&amp;M Plan, proceed to the <b>next step</b></i></p>
4. Develop plan for corrective action.	<ul style="list-style-type: none"> <li>• Field Office (FO)</li> <li>• Sponsor</li> <li>• NRCS Engineer</li> <li>• CET</li> </ul>	<ul style="list-style-type: none"> <li>• O&amp;M Plan</li> <li>• As-Built Drawings</li> <li>• Field investigation</li> <li>• Computer software</li> <li>• Survey equipment</li> </ul>	<ul style="list-style-type: none"> <li>• O&amp;M Manual 500, Subpart E</li> <li>• NWM 508.13</li> <li>• FOTG Standards</li> <li>• O&amp;M Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Completed plan for corrective action</li> </ul>

**Operation and Maintenance (O&M) for Conservation Practices with Sponsor Responsibility Process Step Table**

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
5. Complete corrective action.	<ul style="list-style-type: none"> <li>• Sponsor</li> </ul>	<ul style="list-style-type: none"> <li>• Completed plan for corrective action</li> <li>• Landowner notification of corrective action</li> <li>• Contractor hired by the Sponsor</li> <li>• Equipment</li> <li>• Financial resources</li> </ul>	<ul style="list-style-type: none"> <li>• Construction drawings and specifications</li> <li>• O&amp;M Manual 500.43</li> </ul>	<ul style="list-style-type: none"> <li>• Corrective action completed by the sponsor. The completed O&amp;M action is documented in the O&amp;M database by the DC</li> </ul>

Field Checked: March 28, 2006  
 Approved: /s/Richard Van Klaveren  
                   Richard Van Klaveren, State Conservationist  
 Date Approved: April 12, 2006