

National Operation and Maintenance Manual

Part 500 – Operation and Maintenance
Subpart A – Overview and Responsibilities

KS500.03 Natural Resources Conservation Service Responsibilities

Following are the responsibilities . . .

The assistant state conservationist for programs and the assistant state conservationist for water resources shall:

- Have joint responsibility in Kansas for operation and maintenance (O&M) of applied conservation practices.

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KS500.40 Overview

B. The responsible district conservationist (DC) shall advise the sponsor concerning inspection requirements. The responsible DC or the responsible DC's representative is to participate in annual inspections of all project dams at least once every three years. Project dams are those authorized by Public Law 86-566 (PL-566) work plans, pilot watershed projects, or Resource Conservation and Development (RC&D) measure plans.

Kansas Statutes Annotated (K.S.A.) [82a-301 to 303b, Stream Obstruction Act](#), requires that a qualified, licensed professional engineer must conduct a safety inspection of all class (b) and (c) dams according to the following schedule:

- Class (b), significant hazard dams - once every five years
- Class (c), high hazard dams - once every three years

D. If an inspection reveals unsafe conditions, the inspector is to notify the sponsor and the assistant state conservationist for field operations (ASTC-FO) for that area by the most expedient means. The ASTC-FO will immediately notify the state conservationist. Refer to the National Engineering Manual, Section 504.02 for emergency situations.

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KS500.41 Inspection Types and Frequency

- **Special** – A qualified engineer is to assist with initial fill inspections and sign Form KS-ADS-8, Dam Inspection Report. A copy of Form KS-ADS-8 is to be forwarded to the state conservation engineer for filing in the dam safety folder.
- **Annual** – The periodic inspections required by the state of Kansas as stated in Section KS500.40 B. will meet the requirements of the annual inspection for that year.
 - Annual inspections shall be performed for all compensatory mitigation sites associated with structural practices. The responsible district conservationist (DC) shall assist with the annual inspection and sign/certify inspection reports for each of the first three years after installation prior to being certified as complete by the Natural Resources Conservation Service.
 - The responsible DC shall participate in the annual on-site inspection of each mitigation site associated with a project dam every three years.
- **Formal** – The safety inspections required by the state of Kansas as stated in Section KS500.40 B. will meet the requirements for the formal inspections.

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KS500.43 Inspection Documentation

C. Copies of annual inspection records will be provided as follows:

- Findings of annual inspections are to be reported on Form KS-ADS-8, Dam Inspection Report. This form may be used for inspections in which the Natural Resources Conservation Service (NRCS) does not participate. One copy of the form is to be given to the sponsor(s), one copy forwarded to the assistant state conservationist for field operations (ASTC-FO) for that area, one copy sent to the state conservation engineer for updating the dam inventory database, and the original retained by the responsible district conservationist (DC) for the operation and maintenance (O&M) file. Inspection reports are to be signed by all NRCS personnel participating in the inspection and the sponsor. List on the inspection report any others who participate.
- When an inspection reveals “Deficient - Immediate repairs required” (Condition 4 on Form KS-ADS-8), the responsible DC will notify the sponsors at once concerning the need to take immediate action. Sponsors are required to take immediate action to address the Condition 4 deficiency. The responsible DC shall prepare follow-up reports and send to the ASTC-FO for that area every 90 days until the Level 4 deficiencies are corrected.
- When an inspection reveals “Deficient - Future repairs required” (Condition 3 on Form KS-ADS-8), the responsible DC will notify the sponsor that future repairs are needed. The sponsors should take action to address the deficiency as soon as possible. The responsible DC will follow-up with the sponsors periodically to encourage correction of the deficiency. If the deficiency is not corrected within a timely manner and begins to pose a threat to the integrity of the structure, the responsible DC should elevate the concern to “Deficient - Immediate repairs are needed” (Condition 4). If the deficiency no longer poses a threat to the structure, it may be lowered to “Potential Problem – Monitor” (Condition 2 on Form KS-ADS-8) or “Adequate – No maintenance required” (Condition 1 on Form KS-ADS-8).
- Compensatory mitigation site inspections are to be reported on Form KS-ADS-9, Mitigation Area Inspection Report. This form may be used for inspections in which the NRCS does not participate. The original form is to be retained in the field office file. Copies are to be provided to the sponsor(s), the ASTC-FO for that area, the assistant state conservationist for water resources (ASTC-WR), and to the U.S. Army Corps of Engineers as required by the Special Conditions of the Section 404, Clean Water Act Permit associated with the project. Inspection reports are to be signed by

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KS500.43 Inspection Documentation (continued)

the NRCS personnel participating in the inspection and the sponsor(s). Any other participants should be listed on the inspection report.

- The state conservation engineer (SCE) is responsible for entering the applicable data from Form KS-ADS-8 into the dam inventory database. After the data is entered, the SCE will forward Form KS-ADS-8 to the ASTC-WR who is responsible for any necessary follow up and filing of Forms KS-ADS-8 and KS-ADS-9 under file code 120-12-11-11-5.