

Checklist for Landowner

Before Installation

Have you:

- Hired a backhoe to do soil investigation?
- Contacted utilities?
- Contacted Diggers Hotline?
- Obtained zoning permits?
- Obtained federal permits (404)?
- Considered impact on wetlands and drainage restrictions?
- Found a qualified contractor?
- Hosted a pre-construction conference?
- Contacted the Tribal Employment Rights Office (TERO) if applicable?

During Installation

Have you:

- Overseen contractor work?
- Started/stopped work as needed?
- Provided safe (OSHA) environment?
- Used only specified materials?
- Seen that every component has been completed?

After Installation

Have you:

- Followed Operation and Maintenance Plan?
- Contacted contractor for rework of components that do not meet requirements?

In Summary

Landowner

- Makes planning decisions.
- Decides among design choices.
- Hires competent contractor.
- Meets plans and specifications.
- Makes payments.
- Acquires permits.
- Follows federal, state, and local laws.
- Satisfies archaeological and wetland requirements.
- Contacts utilities.

Contractor

- Is hired by the landowner.
- Supervises installation.
- Purchases and/or processes specified materials.
- Follows NRCS plan drawings and specifications.
- Is responsible for quality control and safety.
- Verifies compliance with installation requirements.
- Trains employees on job safety and health.
- Ensures safe, healthy conditions prevail at the construction site.

Agency

- Explains conservation practices and options.
- Can provide design assistance.
- Follows inspection plan.



My project:
My agency contact:
Phone number:
My contractors:

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Landowner's Responsibility

For Installing Conservation
Projects with USDA Assistance



Helping People Help the Land

Landowner's Responsibility

For Installing Conservation Projects with USDA Assistance

The purpose of this guide is to help you, the landowner, understand your responsibility in all phases of conservation practice installation, from planning and design through installation and maintenance.

By understanding your role in the project and providing adequate time for each phase of the job, you can avoid inconvenient and costly delays.

The landowner, as used here is the person responsible for making decisions for the property. In most cases that is the owner, but it may also be an operator or farm manager.

The technical agency is the Natural Resources Conservation Service, the county land conservation department, or other agency.



The landowner is ultimately responsible for the proper installation and maintenance of a conservation practice.

Responsibility of Landowner

During Planning
Identifies problems and objectives.
Checks utility locations.
Assists with survey and site investigation as needed.
Identifies needed permits.
Obtains the necessary water rights.
Selects from alternatives.
Identifies and applies for cost-share, if desired.
If practice is contracted, may elect to hire Technical Service Provider (TSP) for design, installation, and/or checkout.
During Design
Is available for consultation.
Obtains needed permits and easements.
Identifies utilities and contacts utility company to locate buried utilities.
Reviews design for agreement.
Concurs in Operation and Maintenance Plan.
If practice is contracted, ensures that an NRCS or TSP design is completed prior to installation.
During Installation
Is available for consultation and decision.
Follows all federal/state/local laws and zoning regulations.
Hosts pre-installation conference.
Hires contractors.
Notifies contractor of utility location.
Notifies agency before starting installation.
Notifies utilities about installation.
Authorizes contractor to begin work.
Protects cultural and historical resources as required.
Implements landowner part of Construction Inspection Plan (Quality Assurance Plan).
Assures compliance with design.
Contacts agency if unforeseen problems arise or prior to modification to design.
Maintenance
Follows Operation and Maintenance Plan and updates as needed.
Maintains practice in good working order.
Contacts agency for additional assistance if needed.

Responsibility of Contractor

During Planning
None.
During Design
May provide alternative ideas for materials and installation.
During Installation
Participates in pre-installation conference.
Observes and verifies located utilities.
Works safely in accord with OSHA requirements.
Informs landowner of planned installation schedule.
Obtains materials, equipment, and appropriately skilled people onsite as scheduled.
Implements contractor part of Construction Inspection Plan.
May provide layout and installation check surveys.
Uses materials specified in installation plan.
Builds to specific dimensions, elevations, and workmanship.
Documents materials used.
Furnishes measurements and other needed information for certification of completion.
Maintenance
Provides warranties to landowner as agreed (typically one year).



The contractor is responsible for installing the practice according to design and specification and for quality control and safety.



The technical agency is responsible for inspecting and certifying that project plans and specifications are met. Agency staff cannot train or serve as foremen for contractors.

Responsibility of Agency

During Planning
Provides resource information and technical requirements.
Develops alternatives to protect resources and meet other objectives of landowner.
Alerts landowner to operation, maintenance, and replacement responsibilities.
Develops plan for landowner's selected alternative.
Conducts site investigations and surveys as needed.
Alerts landowner to apparent wetlands, utilities, and archaeological sites.
Notifies State Historic Preservation Office if needed.
During Design
Surveys site if needed.
Designs practices based on plan.
Follows up with State Historic Preservation Office if required.
Reviews design and specifications with landowner and obtains landowner signature.
Prepares estimates for installation.
Develops Operation and Maintenance Plan.
Develops Construction Inspection Plan including staking, inspection, documentation, and certification.
Informs landowner of safety responsibility.
During Installation
Assists landowner with pre-installation conference.
Implements agency part of Construction Inspection Plan.
Informs landowner and contractor of results of inspections.
Informs landowner of presence of unexpected conditions or unexpected cultural and historical resources.
Assesses need for design changes and provides alternatives as appropriate.
Certifies proper completion of installation for program payments.
Maintenance
Follows up with operation and maintenance and assists landowner with questions or concerns.