

PRE-CONSTRUCTION CONFERENCE  
CHECK SHEET FOR EARTHEN DAMS

LANDOWNER \_\_\_\_\_ COUNTY, MO

SITE NAME \_\_\_\_\_

*Items discussed will be checked*

1. REQUIREMENTS OF LANDOWNER AND CONTRACTOR

- Contacting MO-1-CALL and non-member utilities (information on file with appropriate signature)
- Easements secured (neighbors, public road right-of-ways, etc.)
- Required permits: \_\_\_\_\_

2. CONSTRUCTION PLANS

- Landowner and Contractor provided a copy of plans
- Bench mark location(s) and elevation(s) reviewed
- Layout and waterline flags/stakes
- Borrow for core and embankment fill
- Clearing and working limits
- Principal Spillway (pipe dia., material, wall thickness, straps, inlet and outlet extension, wedge cut for elbow (if required))
- Filter Diaphragm location(s), material, size, thickness
- Anti-seep collar location(s), welds, size, thickness
- Pipe and anti-seep collar backfilling (hand tamping or water packing)
- Livestock water pipe system
- Auxiliary spillway location
- Topsoiling dam, auxiliary spillway and borrow areas above permanent water elevation
- Fencing
- Repair of access roads and staging areas
- Location for spoiling of trees, brush, rocks, debris
- Finish shape, seeding, mulching, etc.
- Site cleanup

3. SPECIFICATIONS

- Foundation preparation
- Cutoff trench
- Moisture content of fill material
- Maximum fill layer thickness prior to compaction
- Compaction requirements
- Seeding and Mulching
- Fencing

4. OTHER

- Call NRCS if cultural resources are unearthed and halt construction in that area
- Call NRCS if rock, tile line, ground water, etc. is unexpectedly found
- Call NRCS if you feel changes are needed to the design
- Call Utility owner, MO-1-CALL & NRCS if unmarked utility is found
- Landowner understands that NRCS makes no guarantees the dam will not leak

5. INSPECTION

- Call NRCS @ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ to schedule inspection of items listed on page 2 of this form. Name(s) of NRCS inspectors: \_\_\_\_\_

\_\_\_\_\_

**ROLES AND RESPONSIBILITIES**

It is the **landowner's role** and responsibility to:

1. Serve as the general contractor (hire, direct and manage contractor's activities).
2. Obtain necessary permits and to follow federal/state/local laws and zoning laws (for example, obtain Corps of Engineers 404 permit and DNR's Land Disturbance Permit).
3. Keep NRCS informed of progress.
4. Ensure that construction product conforms to the construction plans and specifications.
5. Ensure that the contractor not make any changes in construction prior to concurrence with NRCS. Unauthorized changes may need to be modified or replaced. The landowner is ultimately responsible for proper construction and maintenance.

It is the **contractor's role** and responsibility to:

1. Read and follow the construction plans, keep a set of plans on site and to construct the improvements according to the design and specifications.
2. Maintain supervision on the site at all times and perform the work in a safe and workman-like manner.
3. Use materials that conform to the specifications and plans and to document materials used.
4. Notify MO 1 CALL and utility companies prior to excavation.
5. Notify NRCS of any discrepancies or errors in the plans or specifications.
6. Repair or replace improper construction or materials.

It is **NRCS' role** and responsibility to:

1. To provide construction specifications and plans of sufficient detail to reasonably ensure the project works can be built as designed.
2. To provide a structure design that meets program requirements, can adequately perform the intended function, meets the needs of the landowner and has been evaluated for safety, economy, and aesthetics of the site.
3. To periodically inspect elements of the construction process in order to certify components and the completed system meet said standards and specifications.

**INSPECTION**

Inspection is an important role of NRCS. NRCS must inspect certain items in order to be able to certify the practice has been constructed according to plans and specifications. **It is the landowner's responsibility to notify NRCS when the site is ready for the appropriate inspection items below. If any item is temporarily covered, the cover (fill) will need to be removed before NRCS can certify correct installation. The following checked items need to be inspected for this job:**

- Examine stripped foundation and core trench prior to any backfill. Look for rock, saturated soil, gravel, etc. and if found – ID the station and elevation of their locations.
- Core trench backfilling operations (soil moisture, lift thickness, USCS classification, equipment type, and compaction)
- Examine pipe prior to backfill.
- Anti-seep collars (location, thickness, size, welding)
- Pipe and collar backfilling operations (soil moisture, lift, eliminate air voids)
- Embankment compaction method.
- Livestock water system (inlet, pipe, valve, tank, pad, etc.)
- Finish (shape, seeding, fencing, etc.)
- (Other) \_\_\_\_\_
- (Other) \_\_\_\_\_

**Signatures below indicate understanding and agreement with all items listed on both sides of this sheet.**

_____ Authorized NRCS Employee	_____ Landowner/Operator
_____ Contractor	_____ Date