PIA540.2 Format

NEH, Part 650.0105 Field Notes (NEH Chapter 1) shall be used as a guide for recording all survey information. All engineering surveys will be tied back (closed) to the original bench mark. A bench mark is required for all engineering surveys and shall be adequately described.

All field survey notes will be specific as to WHERE, WHAT, WHEN, AND HOW MUCH was designed, laid out, checked, and by WHOM. Site locations of completed practices shall be recorded. Supporting engineering notes shall be adequately referenced by field number, sketches, descriptions, etc. so that practice locations may be determined by a person unfamiliar with the site.

When non electronic survey methods are used, record survey data on loose leaf field survey notes or a bound field book. All loose leaf field survey notes for a given conservation practice shall be stapled together to prevent separation and placed in the design folder. Each sheet must be clearly identified and the sheets numbered as needed so if they become separated they can be properly filed.

When electronic survey methods are used, the original JOB file and any converted survey files (e.g. FBK, CSV, etc.) must be saved in a location pertinent to the project and the location reference in the design folder. A hard copy print out of all said files with pertinent information about the site – descriptions, sketches, bench marks, topo shots, instrument settings, etc. – shall be included in the design folder.

Where non-NRCS engineering services are use by land users for non-project activities and they provide designs for approval by the NRCS, their survey data may be accepted. The person (contractor, consultant, engineer, etc.) shall be informed and understand that he/she is responsible for the accuracy of the survey data. The NRCS design approval is based on the assumption that the survey data is accurate and does not require their survey notes to be furnished unless the person approving the design needs the notes to evaluate the design.