

Site Investigation for Possible Engineering Project

Farmer Joe walks in the office complaining about a gully (or any resource concern) in his field from the spring rains that he is tired of driving around in some places and through in others.

What information do I need to obtain before I can determine the need to send a request for AO assistance or develop a preliminary and final engineering plan?

In Office with Farmer:

- Name of Person Inquiring (Is he/she the landowner or operator?)
- Determine Location (Section, Township, Range, County)
- Take some time and sit at the computer and locate the gully and any other possible issues that the landowner may have throughout his/her property. Lots of times, sitting down and looking at a map will help the landowner remember and identify other problem areas that they may have forgot about or just never noticed.
- Complete an I & E Sheet regardless if they sign an application.
- Set up date and time to do a field visit with the farmer.

In Office Prior to Site Visit:

- Gather background information prior to site visit:
 - Soils Map
 - Possible Watersheds (Does there look to be any culvert locations?)
 - Possible Outlet Locations (Ditch, wetland, lake. Any permits maybe needed?)
 - RUSLE II Calculations
 - Other Concerns/General Information (all these things can help you determine a possible solution before you even step on site. Always good to have a game plan!)

On Site Visit:

- Bring maps, survey equipment, camera, and possible solutions to the site visit.
- GPS gully/problem areas and possible outlets.
- Take pictures of problem areas to discuss at a later time.
- Discuss possible solutions and a possible timeline for designs and construction.

At Office After the Site Visit:

- Review the information you collected with your field office staff and have a conversation about the feasibility of the field office to complete the project. Is this project beyond the scope of what the field office can complete?
- Be ready to have a conversation with AO staff regarding the request and background information.
- How much assistance do you need? Not every request needs to be from site investigation to final construction. Is it possible that you need help with a survey and design but the technician can cover the construction and final as-builts? Keep these possibilities in mind.

Documents to send with Request:

- Form MGT 01, Request for Area Office Assistance with description of assistance needed.
- Maps
 - Location Map (Identify property boundaries)
 - Soils Map
 - Lidar/Watershed Map
 - Map with problem areas and possible solutions located that were discussed with the landowner.
- I and E Sheet
- RUSLE II Calculation Sheet for each applicable field
- Pictures