



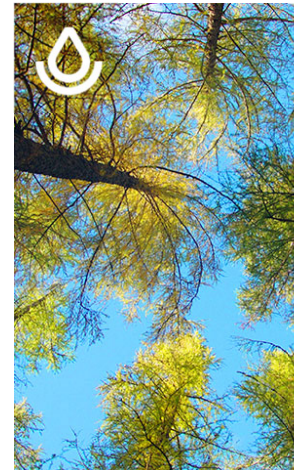
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• Pennsylvania

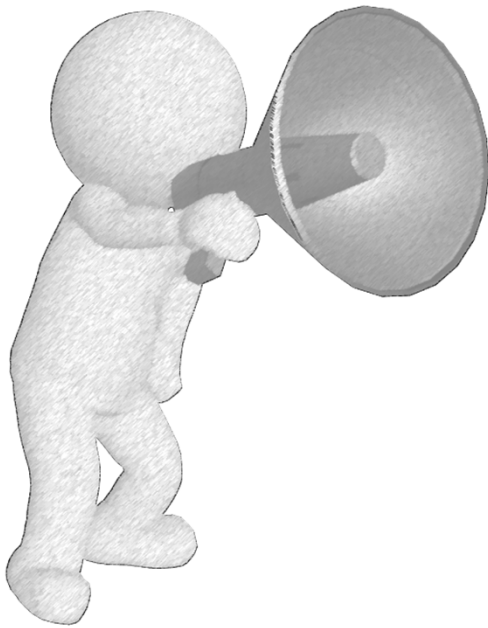
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Job Approval Authority

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nrcs.usda.gov/



Why does Job Approval Authority Exist?

Need for an Approval System

- Accountability for conservation practice success & failure
- Job Approval Authority is the only process we have for determining and documenting employee technical capability for the inventory, design, and implementation of conservation practices

Quality Control/Quality Assurance

Provide competent, functional planning, design, and implementation/ construction of conservation practices



Maintain credibility and public trust



National and State-level consistency



In the case of engineering, most State laws dictate that engineering design and construction must be performed under an engineering license (PE)

JAA Ensures:

Practices are:

Planned properly

Designed to
accepted criteria

Constructed/
implemented to
meet design life
and safety
requirements

Work is:

Safe – minimize
threat to life and
property

Durable – will
last the “practice
lifespan”

Efficient – efficient
use of materials to
minimize costs of
implementation

Barrier to overcome...

- **Problem:** there is a limited number of licensed engineers and ecological subject matter experts
- **The JAA system provides a solution:**
 - Basic principles are taught to NRCS and Partner field personnel
 - Individuals
 - Gain experience
 - Demonstrate competence
 - JAA is delegated accordingly

Bottom line...

**The JAA
system:**

Identifies

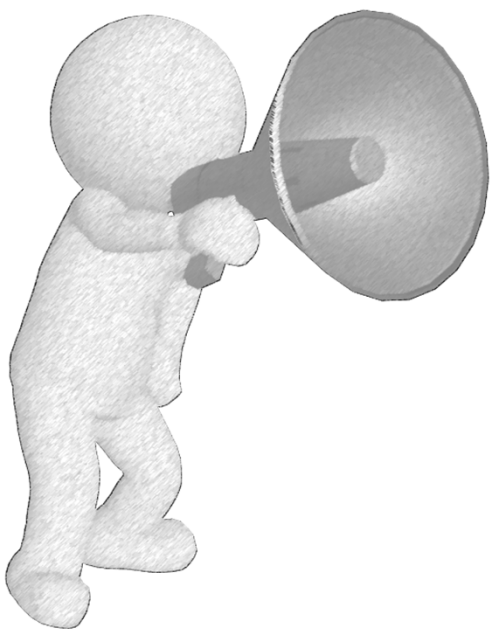
Documents

Authorizes

Qualified employees
that can plan, design,
and implement quality
conservation practices



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POLICY

Random Thought:

What if there were no hypothetical questions?

Job Approval Authority Policy

Engineering

- GM 210 Part 402
- National Engineering Manual [NEM] (Title 210 Part 501)

Ecological Sciences

- GM 190 Part 417
- NI 190 Part 311
- PA Instruction 190-006

Operating within the scope of employment means:

- **NRCS and partner employees:**
 - Do not approve designs beyond their approval level
 - Do not check out practices beyond their approval level
 - Design and implement using NRCS technical standards & specifications
 - Work within their limitations

501.1 Scope

A. Each NRCS employee providing engineering technical assistance must be assigned an appropriate engineering job approval authority based upon training, experience, and demonstrated competence. NRCS requires no more than one level of review.

B. For non-NRCS employees operating under the technical supervision of an NRCS employee and providing engineering services, NRCS requires the evaluation and assignment of an appropriate engineering job approval as provided in section 501.1A with the following additional criteria:

- (1) Non-NRCS employees who are Federal employees may be assigned engineering job approval authority on the same basis as NRCS employees.
- (2) States may assign engineering job approval authority to non-NRCS employees offering engineering services who are licensed to practice engineering in the State on the same basis as NRCS employees.
- (3) NRCS may assign engineering job approval authority to non-NRCS employees offering engineering service who are not Federal employees and who are not licensed to practice engineering in the State when such authority does not conflict with State law. These employees include volunteers, employees of cooperative organizations or units of government, and other partners performing public services similar to NRCS employees and who, therefore, appear to the public as NRCS employees.

Policy

NEM Section 210 Part 501

- Requires State Conservation Engineer to be a PE
- Delegates Engineering JAA for ALL engineering jobs in the State to the SCE
- Requires SCE to define engineering job classes for engineering practices

GM 190 Part 417

- Delegates Ecological Sciences JAA for ALL ecological sciences jobs in the State to the State Resource Conservationist
- Gives responsibility for the Director, Ecological Sciences Division, for recommending minimum controlling factors for non-engineering practices
- Requires SRC to define job classes based on controlling factors for state-specific conditions

PA ESJAA Guidance Documents

- **PA Instruction 190-006**
- **Consistent Terminology**
- **Roles and Responsibilities**
- **Process for Assigning ESJAA**
- **Attachment A**
 - Recommended assignments for Planners by category
 - Documentation Requirements for ESJAA Review and Approval



PA Instructions 190-006



United States Department of Agriculture

PENNSYLVANIA NATURAL RESOURCES CONSERVATION SERVICE

PENNSYLVANIA INSTRUCTIONS 190-006

MARCH 6, 2020

INSTRUCTION FOR ASSIGNING ECOLOGICAL SCIENCES JOB APPROVAL AUTHORITY (ESJAA)

PURPOSE:

This Pennsylvania Instruction explains the process for assigning Ecological Sciences Job Approval Authority (ESJAA) to a Pennsylvania (PA) Natural Resources Conservation Service (NRCS) employee, partner, or affiliate who has demonstrated the appropriate knowledge, skill, and abilities to plan, develop designs and job sheet/implementation requirements, oversee, and certify the installation of ecological sciences conservation practices.

The instruction includes guidance for specific roles and responsibilities and explains the process for assigning and managing job approval authorities for technical workers to complete installation of ecological sciences conservation practices. It also includes guidance for using the required Pennsylvania developed version of the national ESJAA database prescribed in General Manual (GM) Title 190 Part 417, National Instruction (NI) 190-311 and Pennsylvania Bulletin No. PA 190-20-2.

ABBREVIATIONS USED:

AAC: Area Administrative Coordinator
ASTC-FO: Assistant State Conservationist for Field Operations
ASTC-M&S: Assistant State Conservationist for Management and Strategy
CED: Conservation Engineering Division
ESD: Ecological Science Division
GM: General Manual
ESD: Ecological Sciences Division
ESJAA: Ecological Sciences Job Approval Authority
EJAA: Engineering Job Approval Authority
KSA: Knowledge, Skills, and Abilities
NI: National Instruction
PA ESJAA: Pennsylvania's ESJAA database
SDC: Supervisory District Conservationist
SDL: State Discipline Lead
SRC: State Resource Conservationist
STC: State Conservationist

Consistent Terminology

- **ESD Conservation Practice:** all Ecological Sciences Conservation Practices (Non-engineering lead)
- **ESJAA:** authority granted to an individual with appropriate KSA to plan, design and certify an ESD practice
- **Practice Phases:** I&E, Design, Installation
- **Job Class:** subdivision within ESJAA based on controlling factors (i.e. degree of scale, complexity or risk)

Consistent Terminology

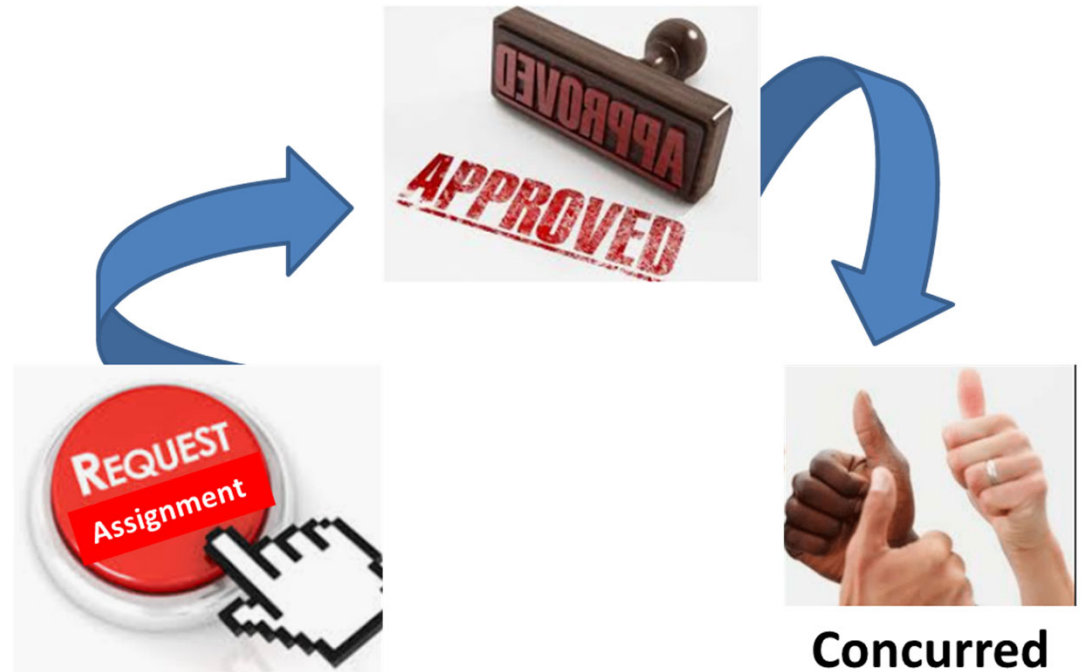
- **ESJAA Assignment:** process by which authority is granted for each practice phase. Consists of 3 Actions-
 - **Request:** An action taken by a supervisor to ask for ESJAA Assignment
 - **Approval:** An action taken by a State Discipline Lead (SDL) or designee to record agreement with a request
 - **Concurrence:** An action taken by an ASTC-FO following approval to document oversight and record a second level review

Roles and Responsibilities

- **State Level: SRC, SDLs and Board of Directors for Technical Training**
- **Area Level: ASTC-FOs, SDCs and AACs**
- **Field Office Level: NRCS staff, affiliates and partners (anyone conservation planning)**

PA NRCS ESJAA Process

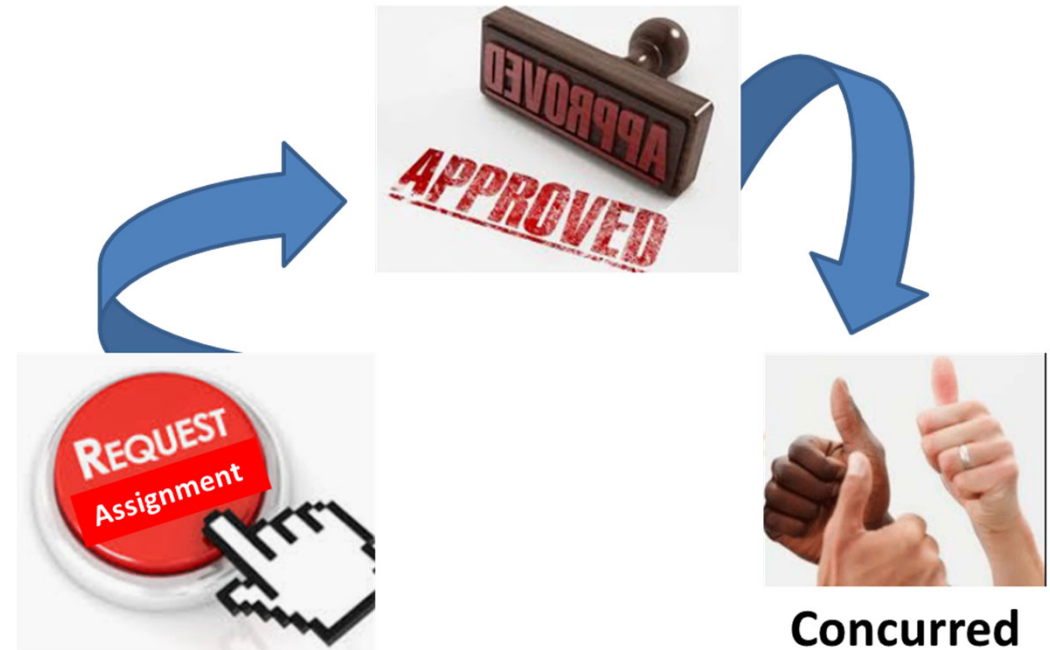
- Request- Supervisor Action
- Approval- State Discipline Lead (SDL) Action
- Concurrence- ASTC-FO Action



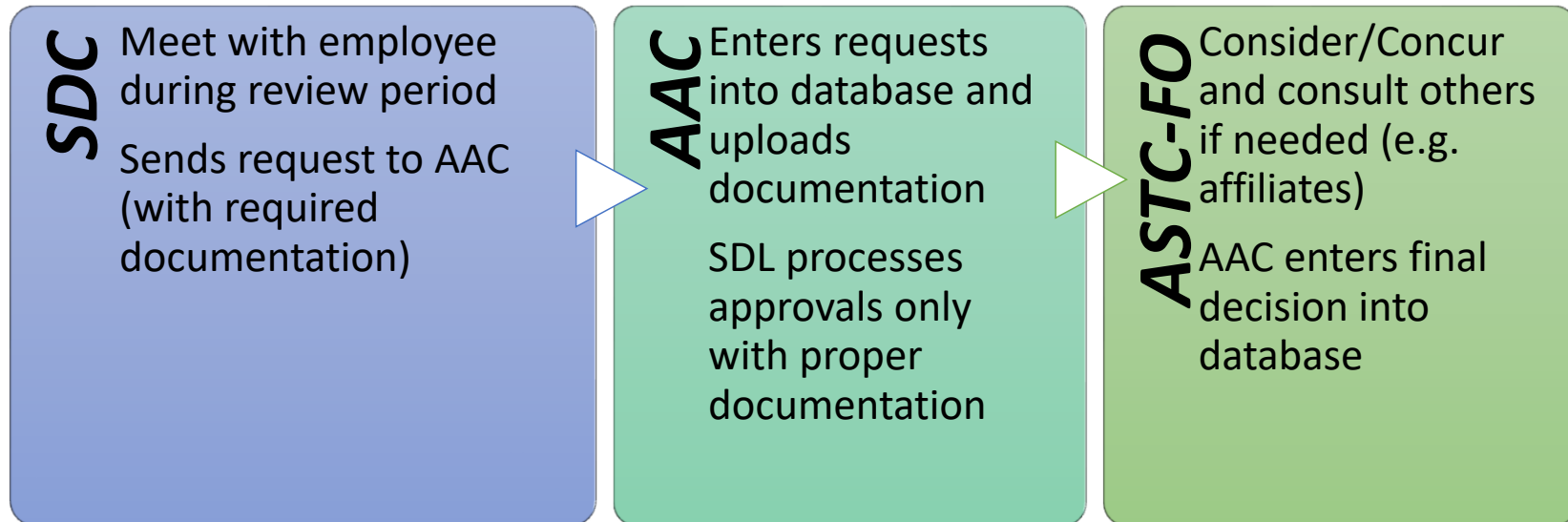
PA NRCS ESJAA Process

Throughout the assignment process:

- Reporting/Tracking
- ESJAA Database- Document and Maintain



PA NRCS ESJAA Process



Each NRCS employee, affiliate and partner working towards Planner status will receive an ESJAA report. All should maintain records, discuss with supervisor (during performance review), determine additional training and ESJAA needed.



How to Request?

Ecological Sciences Job Approval

Employee Summary Sheet

USDA - NRCS, Pennsylvania

v 1.0, 2021

Employee: name	Supervisor: name			
Employee Title: title	Supervisor Title: title			
Employee Location: location , PA	If requesting changes to JAA level, date of request is: mm/dd/yy			
Date of Rating Summary: mm/dd/yy				
☐				
Select Practice	0	#N/A	Lead Discipline: #N/A	
	<u>Action</u>	<u>Job Class</u>		
	Current design			
	Job installation			
	Approvals certification			
- Reference information for this Conservation Practice -				
Controlling Factor			Units	
#N/A			#N/A	
Job Class I		Job Class II	Job Class III	Job Class IV
#N/A		#N/A	#N/A	#N/A
Knowledge, Skills, and Abilities (KSAs)				
#N/A				

Note: Several Conservation Practices have multiple controlling factors available for selection. For Example: 340-1 and 340-2.



Three phases of JAA

- **Inventory & Evaluation (Planning)**
 - On-site observations, assessment tools
 - Preparation of sound alternative solutions of sufficient intensity for the cooperator to make treatment decisions
- **Design**
 - Developing supporting data, drawings/specifications to ensure that the planned practice will meet the purpose for which it is installed
 - Includes setting specific inspection or monitoring requirements
- **Installation**
 - Confirmation that the practice is installed according to the conservation practice standard, specifications, and certification of practice completion

Random Thought:

I couldn't figure out why the frisbee kept looking bigger and bigger; then it hit me.

Attachment A

- Provides guidance and criteria for ESJAA review
- Lists required documentation for request submission
- Makes recommendations: practice codes, job classes, control factors for Planner Types and Specialties
- Lists All Practice Job Classes and Controlling Factors
- Lists KSAs to guide training needs

Attachment A – Supporting Docs.

- Required Supporting Request Documents
- Required documents for review include conservation plan map, IR/Job Sheet, assessment tool results if applicable (SVAP, RUSLE2, etc.) for relevant practice standard.

STATE AGRONOMIST				
1.	Conservation Crop Rotation (328)			
2.	Contour Buffer Strips (332)			
3.	Contour Farming (330)			
4.	Contour Orchard and Other Perennial Crops (331)			
5.	Cover Crop (340)			
6.	Critical Area Planting (342)			
7.	Deep Tillage (324)			
8.	Field Border (386)			
9.	Field Operations and Emissions Reduction (376)			
10.	Filter Strip (393)			
11.	Mulching (484)			
12.	Nutrient Management (590)			
13.	Pest Management Conservation System (595)			
14.	Residue and Tillage Management, No Till (329)			
15.	Residue and Tillage Management, Reduced Till (345)			
16.	Stripcropping (585)			



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Attachment A Recommended Levels

Recommended ESJAA for Conservation Planner Level I (formerly Apprentice conservation planner)							
Practice Codes, Names, and JAA Class Control Factors:					Title 180 Conservation Planner Designations		
Conservation Practices					Apprentice Planner		
Code	Practice Name	Lead Discipline	General or Specialized	Control Factor	I & E/ Planning	Design/ I.R.	Inst./Cert.
315	Herbaceous Weed Control	ESD-Grazing Land Sp	ECO - General	# of types	I	I	I
327	Conservation Cover	ESD-Agron	ECO - General	Purpose	I	I	I
328	Conservation Crop Rotation	ESD-Agron	ECO - General	Crop Type	I	I	I
329	Residue and Tillage Mngm, No Till	ESD-Agron	ECO - General	Crop Type	I	I	I
340	Cover Crop	ESD-Agron	ECO - General	# Species	I	I	I
340	Cover Crop	ESD-Agron	ECO - General	Purpose	II	II	II
342	Critical Area Planting	ESD-Agron & CED LA	ECO - General	Site Prep	I	I	I
342	Critical Area Planting	ESD-Agron & CED-LA	ECO - General	Slope	I	I	I
345	Residue and Tillage Mngm, Reduced Till	ESD-Agron	ECO - General	Crop Type	I	I	I



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Attachment A – Recommended Levels

Recommended ESJAA for Certified Conservation Planner Level III (Certified conservation planner)

Practice Codes, Names, and JAA Class Control Factors:					Title 180 Conservation Planner Designations		
Conservation Practices					Certified Conservation Planner		
Code	Practice Name	Lead Discipline	General or Specialized	Control Factor	I & E/ Planning	Design/ I.R.	Inst./Cert.
314	Brush Management	ESD-Grazing Land Sp	ECO - Graz, For, Wbio	# treatment types	III	III	III
315	Herbaceous Weed Control	ESD-Grazing Land Sp	ECO - General	# of types	III	III	III
327	Conservation Cover	ESD-Agron	ECO - General	Purpose	III	III	III
328	Conservation Crop Rotation	ESD-Agron	ECO - General	Crop Type	III	III	III
329	Residue and Tillage Mngm, No Till	ESD-Agron	ECO - General	Crop Type	III	III	III
330	Contour Farming	ESD-Agron	ECO - General	slope	III	III	III
332	Contour Buffer Strips	ESD-Agron	ECO - Agron	slope	III	III	III
340	Cover Crop	ESD-Agron	ECO - General	# Species	III	III	III
340	Cover Crop	ESD-Agron	ECO - General	Purpose	III	III	III

Attachment A – Job Classes/Controlling Factors

Ecological Sciences Practices JAA Controlling Factors and Job Classes									
Conservation Practice	Has KSA?	Lead Discipline	Controlling Factor	Units	I	II	III	IV	V
Access Control (472)	✓	Peter Hoagland, Forester	Design complexity	Control on points or area/special features or species	Road and trail access points only	Area access, no wetlands or stream crossings or special site	All	All	All
Alley Cropping (311)	✓	Peter Hoagland, Forester	Design Complexity	Number of species per row.	1 species per row	2 or more species per row	All	All	All
Aquatic Organism Passage (396)		Jim Gillis, Biologist	Degree	none	none	none	none	High	all
Brush Management (314)	✓	Susan Parry, Grassland Conservationist	Treatment Type	Treatment Type	1 type	2 types	All types	All types	All types
Conservation Cover (327)	✓	Mark Goodson, Agronomist	Practice Purpose	Purpose	Non-wildlife	Wildlife	Pollinator	all	all
Conservation Crop Rotation (328)	✓	Mark Goodson, Agronomist	Crop Type	Crop type	Standard Row/ Forage Crops	Specialty/ Vegetable Crops	Organic Specialty/ Vegetable Crops	all	all
Contour Buffer Strips (332)	✓	Mark Goodson, Agronomist	Slope	%	<6	6 to 8	>8	all	all
Contour Farming (330)	✓	Mark Goodson, Agronomist	Slope	%	<6	6 to 8	>8	all	all
Contour Orchard and Other Perennial Crops (331)	✓	Mark Goodson, Agronomist	Slope	%	<6	6 to 8	>8	all	all
Cover Crop (340)	✓	Mark Goodson, Agronomist	Number of species planted	Number	1	2 to 3	3 to 5	>5	all
	✓	Mark Goodson, Agronomist	Practice Purpose	Purpose	Soil Erosion Wind and Water	Water Quality - Excess Soil Nutrients	Soil Health - Maintain or Increase	Pest Cycles and Pressure	All
Critical Area Planting (342)	✓	Mark Goodson,	Slope	%	<6	6-8	8-10	All	All

Attachment A - KSAs

Num	ControllingFactor	KSA
311	Design complexity	1. Knowledge of agroforestry, forestry, and agronomy practices and operations. 2. Knowledge of plant species to be used. 3. Knowledge of soil health and management
314	Treatment type	1. Knowledge of plant identification. 2. Knowledge of woody plant management, and its ecological effects. 3. Knowledge of Integrated Pest Management. 4. Knowledge of target plant regeneration. 5. Knowledge of requirements for plant species to be released and managed. 6. Knowledge of soil characteristic and limitations to avoid damage. 7. Basic knowledge for recognizing potentially special sites and T&E species, sufficient to initiate contact with an appropriate specialist.
315	Treatment type	1. Knowledge of plant identification. 2. Knowledge of herbaceous plant management, and its ecological effects. 3. Knowledge of Integrated Pest Management. 4. Knowledge of target plant regeneration. 5. Knowledge of requirements for plant species to be released and managed. 6. Knowledge of soil characteristic and limitations to avoid damage. 7. Basic knowledge for recognizing potentially special sites and T&E species, sufficient to initiate contact with an appropriate specialist.
324	Tillage Depth	1. Knowledge of State's Crops and Cropping Systems. 2. Knowledge of Soil Health and Management. 3. Knowledge of deep tillage tools to mix soil deposition and address deep soil compaction.
325	Manufactured kit	1. Awareness of high tunnel site suitability requirements, materials, construction, operation and maintenance. 2. Awareness of high tunnel design alternatives to meet site needs and client objectives.
327	Practice Purpose	1. Knowledge of State's Crops and Cropping Systems. 2. Knowledge of Soil Health and Management. 3. Ability to use Current Wind and Water Erosion Prediction Tools. 4. Knowledge of Tillage Systems used in the State. 5. Knowledge of Wildlife Management and Adaptive Plant Species.
328	Crop Type	1. Knowledge of State's Crops and Cropping Systems. 2. Knowledge of Soil Health and Management. 3. Ability to use Current Wind and Water Erosion Prediction Tools. 4. Knowledge of Tillage Systems used in the State. 5. Knowledge of Adaptive Species of Crops



Job Approval Authority - JAA by Individual

Last 3 year review of JAA:

CED: N/A

All Practices

28 JAA records

03/02/2020

ESD: N/A

Example - District Conservationist,

Conservation Practice	Lead	Controlling Factor	Units	Job Class					JAA: Requested/Current			Concurred Date
				I	II	III	IV	V	I and E	Design	Cert.	
1) Access Control (472)	ESD-For	Design complexity	Control on points or area/special features or species	Road and trail access points only	Area access, no wetlands or stream crossings or special site	All	All	All	2	2	2	09/27/2019 - Dostie, Dan
2) Conservation Cover (327)	ESD-Agron	Practice Purpose	Purpose	Non-wildlife	Wildlife	Pollinator	all	all	2	2	2	09/27/2019 - Dostie, Dan
3) Conservation Crop Rotation (328)	ESD-Agron	Crop Type	Crop type	Standard Row/Forage Crops	Specialty/Vegetable Crops	Organic Specialty/Vegetable Crops	all	all	2	2	2	09/27/2019 - Dostie, Dan
4) Contour Buffer Strips (332)	ESD-Agron	Slope	%	<6	6 to 8	>8	all	all	2	2	2	09/27/2019 - Dostie, Dan
5) Contour Farming (330)	ESD-Agron	Slope	%	<6	6 to 8	>8	all	all	2	2	2	09/27/2019 - Dostie, Dan
6) Cover Crop (340)	ESD-Agron	Practice Purpose	Purpose	Soil Erosion Wind and Water	Water Quality - Excess Soil Nutrients	Soil Health - Maintain or Increase	Pest Cycles and Pressure	All	3	3	3	09/27/2019 - Dostie, Dan
7) Cover Crop (340)	ESD-Agron	Number of species planted	Number	1	2 to 3	3 to 5	>5	all	2	2	2	09/27/2019 - Dostie, Dan
8) Critical Area Planting (342)	ESD-Agron & CED-LA	Type Site Preparation	Type	Standard Tillage	Earthmoving Equipment	Hydroseeding	Difficult sites with slope/complexity	all	2	2	2	09/27/2019 - Dostie, Dan
9) Critical Area Planting (342)	ESD-Agron & CED-LA	Slope	%	<6	6-8	8-10	All	All	3	3	3	09/27/2019 - Dostie, Dan



United States Department of Agriculture

U.S. Department of Agriculture
Natural Resources Conservation Service

PA-ENG-5
Rev. 12/15
File Code: 210-11

PENNSYLVANIA ENGINEERING JOB APPROVAL AUTHORITY

FOR: Timothy Peters

TITLE: Area Engineer (West)

LOCATION: Somerset, PA Technical Office

DEFINITIONS OF MAXIMUM APPROVAL LIMITS COLUMNS

Inventory and Evaluation (I & E) - Onsite observation of an exploratory nature and preparation of sound alternative solutions of sufficient intensity for the cooperator to make treatment decisions. May require assistance from higher levels for large or complex jobs. (Ref NEM 510) Includes concept review of plans prepared by others.

Design - Designing and checking all aspects of the supporting data, drawings, and specifications to insure that the planned practice will meet the purpose for which it is installed. Also includes setting any specific inspection requirements. (Ref NEM 511) Includes review of designs for conformance with NRCS and engineering standards.

Construction - Surveys, layout, staking, inspection of materials and work, and making tests to determine that the job meets the plans and specifications. Jobs where letters of instruction are issued are not included on this chart. (Ref NEM 512)

Technical Determination by:

[Signature] RE

TITLE: State Technical Engineer

DATE: 5/18/2018

Issued by:

[Signature]

TITLE: ASTC Conservationist WEST PA

DATE: 5/21/18

Periodic Review

Engineer Initials _____ Date _____

Eng. Initials _____ Date _____

Engineer Initials _____ Date _____

Eng. Initials _____ Date _____

Engineer Initials _____ Date _____

Eng. Initials _____ Date _____



PA ENGINEERING JOB APPROVAL AUTHORITY

DATE: 5/2/2018
 RECORD NO. 9
 NAME: Timothy Peters

CONSERVATION PRACTICE OR ELEMENT			ENGINEERING CLASS						MAX APPROVAL		
CODES	PRACTICE	CONTROL FACTORS	UNIT	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	IE	DES	CONST
309	Agri-Chemical Facility	Tank, Total Storage Volume	Gal	150	250	500	1000	All	5	5	5
313a	Waste Storage Facility[6/10/13]	Tank Design Capacity	Cu Ft	XXXX	25,000	50,000	100,000	250,000	5	5	5
313b	Waste Storage Facility[6/10/13]	Wall height above ground [5]	Feet	XXXX	8	10	12	All	5	5	5
313c	Waste Storage Facility[6/10/13]	Wall height below ground [5]	Feet	XXXX	4	8	12	16	5	5	5
313d	Waste Storage Facility[6/10/13]	Covered Tank span above ground	Feet	XXXX	8	12	16	All	5	5	5
313e	Waste Storage Facility[6/10/13]	Roof Span	Feet	XXXX	20	40	60	All	5	5	5
313f	Waste Storage Facility[6/10/13]	Pond, Design Capacity	Cu Ft	XXXX	50,000	100,000	1,000,000	2,000,000	5	5	5
316	Animal Mortality Composting	Capacity, Primary Bins	Cu Ft	XXXX	1250	2500	5000	All	5	5	5
317	Composting Facility	Capacity, Litter/Manure	Cu Ft	XXXX	10000	20000	50000	All	5	5	5
318	Short Term Storage of Animal WaFootprint		SF	All	All	All	All	All	5	5	5
326	Clearing & Snagging	Channel Bank Length	Feet	XXXX	200	400	1,000	All	5	5	5
348a	Dam, Diversion [1]	Streamflow, 25 year	Cfs	100	500	1000	1500	2000	5	4	5
348b	Dam, Diversion [1]	Flow Diverted	Cfs	25	50	100	150	200	5	5	5
348c	Dam, Diversion [1]	Height Of Drop	Feet	3	3	5	7	8	5	5	5
349a	Dam, Multipurpose [3] [1]	Height of Fill [4]	Feet	10	15	20	25	35	0	0	0
349b	Dam, Multipurpose [3] [1]	Drainage Area	Acre	20	99	320	640	12,800	0	0	0
350a	Sediment Basin [3] [1]	Height of Fill [4]	Feet	10	15	20	25	35	5	3	5
350b	Sediment Basin [3] [1]	Drainage Area	Acre	20	99	320	640	12,800	4	3	4
351	Decommission Water Well	All	Each	XXXX	XXXX	All	All	All	3	3	3
356a	Dike [1]	Water Height	Feet	XXXX	XXXX	2	6	12	5	5	5

I&E

Onsite observation of an exploratory nature and preparation of sound alternative solutions of sufficient intensity for the cooperator to make treatment decisions. (NEM 510)

PA ENGINEERING JOB APPROVAL AUTHORITY

DATE: 5/2/2018
 RECORD NO. 9
 NAME: Timothy Peters

CONSERVATION PRACTICE OR ELEMENT				ENGINEERING CLASS					JOB APPROVAL		
CODES	PRACTICE	CONTROL FACTORS	UNIT	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	IE	DES	CONST
309	Agri-Chemical Facility	Tank, Total Storage Volume	Gal	150	250	500	1000	All	5	5	5
313a	Waste Storage Facility[6/10/13]	Tank Design Capacity	Cu Ft	XXXX	25,000	50,000	100,000	250,000	5	5	5
313b	Waste Storage Facility[6/10/13]	Wall height above ground [5]	Feet	XXXX	8	10	12	All	5	5	5
313c	Waste Storage Facility[6/10/13]	Wall height below ground [5]	Feet	XXXX	4	8	12	16	5	5	5
313d	Waste Storage Facility[6/10/13]	Covered Tank span above ground	Feet	XXXX	8	12	16	All	5	5	5
313e	Waste Storage Facility[6/10/13]	Roof Span	Feet	XXXX	20	40	60	All	5	5	5

Design

Designing and checking all aspects of the supporting data, drawings, and specifications to ensure that the planned practice will meet the purpose for which it is installed. (NEM 511)

PA ENGINEERING JOB APPROVAL AUTHORITY

DATE: 5/2/2018
 RECORD NO. 9
 NAME: Timothy Peters

CONSERVATION PRACTICE OR ELEMENT				ENGINEERING CLASS					MAINTENANCE		
CODES	PRACTICE	CONTROL FACTORS	UNIT	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	IE	DES	CONST
309	Agri-Chemical Facility	Tank, Total Storage Volume	Gal	150	250	500	1000	All	5	5	5
313a	Waste Storage Facility[6/10/13]	Tank Design Capacity	Cu Ft	XXXX	25,000	50,000	100,000	250,000	5	5	5
313b	Waste Storage Facility[6/10/13]	Wall height above ground [5]	Feet	XXXX	8	10	12	All	5	5	5
313c	Waste Storage Facility[6/10/13]	Wall height below ground [5]	Feet	XXXX	4	8	12	16	5	5	5
313d	Waste Storage Facility[6/10/13]	Covered Tank span above ground	Feet	XXXX	8	12	16	All	5	5	5
313e	Waste Storage Facility[6/10/13]	Roof Span	Feet	XXXX	20	40	60	All	5	5	5

Construction

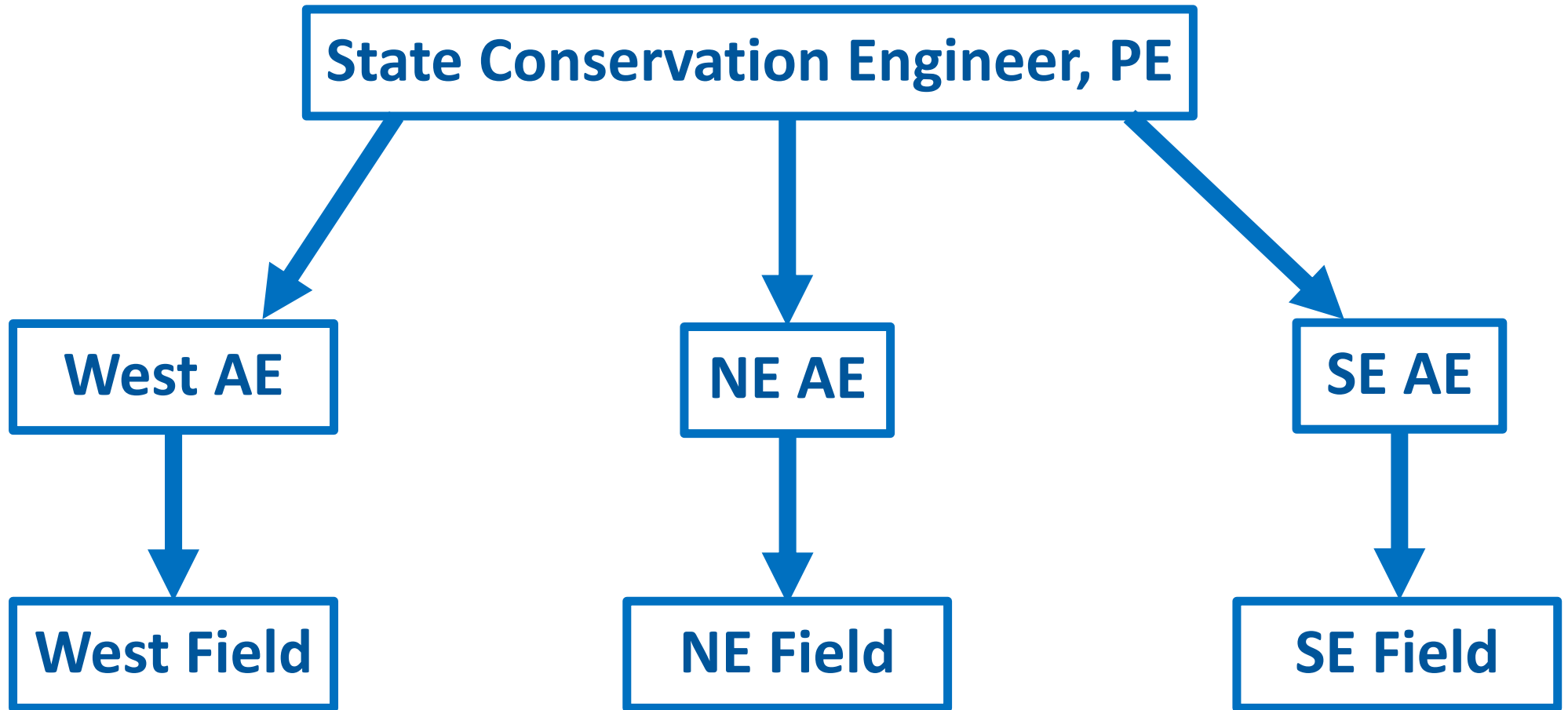
Surveys, layout, staking, inspection of materials and work, and making tests to determine that the job meets the plans and specifications. (NEM 512)

PA ENGINEERING JOB APPROVAL AUTHORITY

DATE: 5/2/2018
RECORD NO. 9
NAME: Timothy Peters

CONSERVATION PRACTICE OR ELEMENT				ENGINEERING CLASS					MAX APPROVED		
CODES	PRACTICE	CONTROL FACTORS	UNIT	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	IE	DES	CONST
309	Agri-Chemical Facility	Tank, Total Storage Volume	Gal	150	250	500	1000	All	5	5	5
313a	Waste Storage Facility[6/10/13]	Tank Design Capacity	Cu Ft	XXXX	25,000	50,000	100,000	250,000	5	5	5
313b	Waste Storage Facility[6/10/13]	Wall height above ground [5]	Feet	XXXX	8	10	12	All	5	5	5
313c	Waste Storage Facility[6/10/13]	Wall height below ground [5]	Feet	XXXX	4	8	12	16	5	5	5
313d	Waste Storage Facility[6/10/13]	Covered Tank span above ground	Feet	XXXX	8	12	16	All	5	5	5
313e	Waste Storage Facility[6/10/13]	Roof Span	Feet	XXXX	20	40	60	All	5	5	5

EJAA Process





United States Department of Agriculture

FACT SHEET #6



United States Department of Agriculture

Fact Sheet #6

December 2014

NRCS Engineering Job Approval Authority

Introduction

The USDA Natural Resources Conservation Service (NRCS) has a national workforce of engineers and engineering technicians that have technical expertise to deliver a wide array of complex conservation engineering services.

Engineering practices have the potential, upon failure, to affect public health and safety and cause loss of life and significant property damage, depending on the size, location, and complexity of the work.

NRCS has policies for the purpose of establishing and maintaining the technical excellence in engineering that result from the knowledge of engineering principles and the ability to apply that knowledge effectively.

This fact sheet provides general information regarding NRCS Engineering Job Approval Authority and does not replace or supersede official NRCS policy.

How does the PA Engineering Law affect NRCS and its activities?

In Pennsylvania, the practice of engineering is regulated by State law and requires licensure and professional registration. However, there are allowed exemptions and NRCS Engineering Job Approval Authority is used to work within those exemptions.

What is NRCS Engineering Job Approval Authority?

Engineering Job Approval Authority is the quality assurance process that ensures adequate consideration and review by competent NRCS employees in the planning, design, and installation of conservation engineering practices that, with proper operation and maintenance, will perform the intended functions for the planned practice service life. Engineering Job Approval Authority serves to maintain the credibility and trust of NRCS engineering with State engineering boards of licensure and with the public.

Engineering Job Approval Authority is reviewed and updated by the Area Engineer at least every three years with more frequent reviews at supervisor or engineer discretion. Engineering Job Approval Authority can be reduced or removed at the discretion of the Area Engineer.

Can partners obtain NRCS Engineering Job Approval Authority?

Yes, NRCS Engineering Job Approval Authority may be granted to partners and affiliates performing engineering work for others under cooperative working agreements, in memoranda of understanding, or under any other agreement entered into by NRCS. These employees include volunteers, employees of cooperative organizations or units of government, and other partners performing public services similarly to NRCS employees and, therefore, appearing to the public as NRCS employees. These partners with Engineering Job Approval Authority can only exercise this authority when working on conservation practices in the official capacity of carrying out NRCS work.

What determines whether NRCS Engineering Job Approval Authority is required for a particular conservation practice?

Conservation Practices that can be considered to involve the practice of engineering are identified in the electronic Field Office Technical Guide (FOTG) with engineering (ENG) listed in the "Lead Discipline" column of the printable Index of Conservation Practices. For example, Contour Farming is not an engineering practice, but Grassed Waterways and Stream Crossings are engineering practices.



Natural Resources Conservation Service



Practical Applications

Random Thought:

People who take care of chickens are literally chicken tenders.

Demonstrating Competency (EJAA)

- **Example design work (multiple)**
- **Work must have been completed independently**
- **Example work should be from within a few years**
- **Example inspection experience**
- **Demonstrates knowledge of NRCS standards**
- **Demonstrates understanding of limitations – works with others – interacts with higher EJAA staff**
- **Engineering Degree for 313 and 367 Design EJAA**
- **Only NRCS employees can delegate EJAA**

Obtaining EJAA

- 1. Discuss with supervisor**
- 2. Work with your Area Engineer**
- 3. Submit Example Work for practices as requested by AE**
- 4. Concurred by ASTC/Supervisor**
- 5. Work within your EJAA levels and within your abilities and under NRCS Technical Supervision**
- 6. Reviewed every 3 years**

Technical Supervision

- **Area Engineer is aware of projects**
 - **Work is planned/designed/reviewed/inspected the same as NRCS projects**
 - **All work meets NRCS Standards**
- **Employee participates in same trainings**
- **Work is Spot checked**
- **EJAA is reviewed every 3 years. Employee is responsible for ensuring this.**
- **Employee Ag BMP work meets NRCS planning and design requirements 100% of the time to give the appearance of being an NRCS employee**

Policy

Employees without appropriate JAA

Can still perform**:

- Inventory/ planning, design
- implementation

If**:

- Someone with appropriate JAA takes responsibility (signs off) for the work

Spot Checks

- **Typically 5% of installed practices**
- **Provide**
 - Quality control
 - Evaluation of performance
 - Opportunity to adjust JAA

JAA adjustments

Increased if:

- Employee has received additional training/experience
- Employee has demonstrated competence (field application)
- Employee attains higher credentials (e.g. becomes a PE)

Reduced if:

- I&E, Design, or Installation deficiencies
- Spot checks consistently identify deficiencies
- General policy or standards require a change



SUMMARY

Job Approval Authority Is:

- Quality Control / Quality Assurance
- A benchmark of an individual's technical abilities
- Essential to deliver technical assistance (a tool for customer service)

Job Approval Authority is NOT:

- An employee “entitlement”
- A certification
- A mark of seniority

Limits of JAA

- Know the standards
- Certify only those practices that meet standards and specifications
- Only approve things with which you feel comfortable
- ASK for help when unsure



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Don't get too excited...



It all works out in the end!





Questions?