

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**  
**Forest Certification Work Instruction**

DRAFT     FINAL

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**Work Area Group:** 3 – Best Management Practices (BMP's)

**Work Instruction Title:** 3.1 Forest Operations

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**Purpose:** To ensure consideration of major environmental factors in all operations on State Forest lands.

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**Work Instruction:**

1. Operations on the State Forests lands will protect:
  - a. Water-quality,
  - b. Rare species (threatened, endangered or special concern plant or animal species)
  - c. Special sites (cultural, ecological, geological, and historic),
  - d. Site productivity
  - e. Recreational values
  
2. Intrusive Activities

Operations review: FRD, WD, PRD, and FD will review and approve all intrusive activity performed or permitted by any DNR division on State Forest lands at appropriate level(s), and these approvals will be documented. An intrusive activity is a site disturbing activity impacting soil and/or vegetation that may potentially influence water quality, rare species, special sites (cultural, ecological, geological, and historic), or site productivity. (Maintenance of Department roads within a cleared right of way (i.e. grading, culvert replacement, beaver dam removal, improvement of an existing road bed, removal of down trees or brush, and mowing of grass) is not considered intrusive by the Department.). Where timely, proposed intrusive activities will be reviewed using the annual compartment review process. The R4048 Forest Treatment Proposal (FTP) shall be used to document FRD, WD, PRD, FD, and LED approvals of intrusive activities. Completion of intrusive activities will be documented by completion of a R4048-1 Forest Treatment Completion Report, and where appropriate updating of MiFI Stand and Treatment databases, including creation of any 'Next Step' treatments. Treatments which are multi- year in nature will have partial treatments reported to the Land Administering Division manager on an annual basis. Documentation of completed FTPs will be kept in the compartment file, and forest inventory records will be updated annually.

General operations and maintenance of existing recreational facilities such as state forest campgrounds, boating access sites, pathways, trails, and parking areas will not require an FTP. By definition the boundary whereas an FTP would not be required is the hazard tree strike distance outwards from any developed recreational facility or site. Examples of activities not requiring an FTP include: hazard tree removal, mechanical brushing, use of ready to use herbicides, general erosion control, grading, replacement or repair of existing facilities, and placement of informational signs, kiosks and fee collection pipes.

Staff shall comply with the following Intrusive Activity Review and Approval Process on certified State Forest Lands:

<b>Intrusive Activity</b>	<b>FRD Approval</b>	<b>WD Approval</b>	<b>FD Approval</b>	<b>PRD Approval</b>	<b>Other Review/Approval</b>
ALL Timber Sale Proposals in which treatments are approved at compartment review	Unit Manager				Copies of proposals will be sent to FRD TMS, WD Biologist, FD Unit Manager, and PRD Trail Specialist (if recreational facility is within 500 feet)
ALL Timber Sale Proposals in which treatments were not approved at compartment review	Unit Manager, District Supervisor	Approval via Post Review Procedure in chapter 7 of the Operations Inventory manual	Approval via Post Review Procedure in chapter 7 of the Operations Inventory manual	Approval via Post Review Procedure in chapter 7 of the Operations Inventory manual - only includes treatments within 500 feet of a SFCG or on a pathway or trail	Follow DNR Resource Assessment Procedure checklist, IC 4123 OI Chapter 7 notification
Forest Treatment Proposals (FTP) for treatments approved at compartment review. (Multiple treatments in decade only require one time approval with annual Completion reports)	Unit Manager	Wildlife Biologist if wildlife initiates FTP			Treatments involving federal funds require review by the WD Federal Aid Coordinator (see IC 4123) Copies of proposals will be sent to FRD TMS, WD Biologist, FD Unit Manager, and PRD Trail Specialist (if recreational facility is within 500 feet)
(FTP) Beaver dam removal (Exception: FTP is not required to remove beaver dams immediately threatening a Department Road or facility.)	Unit Manager	Wildlife Biologist	Unit Manager		LED District Supervisor approval Hand removal of beaver dams does not require a DEQ permit. The use of explosives that disrupts the stream bottom or releases excess sediment downstream requires a DEQ permit. Mechanical removal that does not disturb the bottom, banks, or release excess sediments does not require a DEQ permit. Mechanical removal that disturbs the bottom, banks, or releases excess sediments requires a permit.

<b>Intrusive Activity</b>	<b>FRD Approval</b>	<b>WD Approval</b>	<b>FD Approval</b>	<b>PRD Approval</b>	<b>Other Review/Approval</b>
Forest Treatment Proposals (FTP) for treatments not approved at compartment review. (Multiple treatments in decade only require one time approval with annual completion reports)	Unit Manager - 14 calendar day response period or inferred approval, District Supervisor - 7 additional calendar day response period or inferred approval	Approval via Post Review Procedure in chapter 7 of the Operations Inventory manual	Approval via Post Review Procedure in chapter 7 of the Operations Inventory manual	Approval via Post Review Procedure in chapter 7 of the Operations Inventory manual – only includes treatments within 500 feet of a SFCG or on a pathway or trail	Follow DNR Resource Assessment Procedure checklist, IC 4123, Chapter 7 notification, Copies of proposals will be sent to FRD TMS.
Leases and Operational agreements involving recreational facilities within State Forest Land	Unit Manager, If FRD is the LAD – District Supervisor	Wildlife Biologist, If Wildlife is the LAD – Wildlife Supervisor.	Unit Manager if surface water is within 500 feet or if Fisheries is the LAD.	Unit Supervisor/Manager	Leases and operational agreements must be approved by the LAD Division office. LED District Supervisor must be copied.
Well Site Surface Use Permits issued per Department Procedure	Unit Manager	Wildlife Biologist - 14 calendar day response period or inferred approval	Unit Manager if surface water is within 1320 feet - 14 day response period or inferred approval	Unit Supervisor/Manager if located within 500 feet of a State park, SFCG, or designated pathway or trail	On leases that are more than 5 years old, MNFI, & Archeological Concerns data base must be checked.
Forest Road Construction /Improvement (Internal and external)	Unit Manager, District Supervisor, Field Coordinator	Wildlife Biologist	Unit Manager if surface water is within 500feet	PRD Unit Supervisor/Manager and Trail Specialists if within 500 feet of a recreational facility.	Follow DNR Resource Assessment Procedure checklist, IC 4123, and DNR Policy and Procedure 26.04-04 Use of State Owned Lands Administered by the DNR. Use PR1138 Use of State Land Application Form.
Road and Public Utility Easements	According to Department Procedure	DNR Procedure	DNR Procedure	DNR Procedure	See DNR Procedure at: <a href="http://www.michigan.gov/dnr/0,4570,7-153-10368_11797-224597--,00.html">http://www.michigan.gov/dnr/0,4570,7-153-10368_11797-224597--,00.html</a>
Fishery Management ( Use FTP or other appropriate form) -Stream bank restoration -Manual removal of fish -Lake reclamation-chemical	Unit Manager when adjacent to or on state forest land	Wildlife Biologist	Unit Manager, State Level review		LED District Supervisor, Follow DNR Resource Assessment Procedure checklist, IC 4123, DEQ permit is required for dam removal Copies of proposals will be sent to

<b>Intrusive Activity</b>	<b>FRD Approval</b>	<b>WD Approval</b>	<b>FD Approval</b>	<b>PRD Approval</b>	<b>Other Review/Approval</b>
-Dam, removal, modification, or construction -Sand traps					PRD Trail Specialist if impacts a SFCG, pathway or trail
Forest Road/ Trail Closure Proposal	Unit Manager, District Supervisor, Field Coordinator	Wildlife Biologist, Wildlife Supervisor	Unit Manager	Unit Supervisor/Manager if impacting a SFCG, pathway, or trail	Follow DNR Resource Assessment Procedure checklist, IC 4123, LED District Supervisor,  Must conform with WI 3.3, Road Closures, Tribal notification for permanent or seasonal closures within 1836 Treaty area (90 days in advance),
Designated Recreation Trail Development Proposal (R 1862E)	Unit Manager, District Supervisor, Field Coordinator	Wildlife Biologist, Wildlife Supervisor	Unit Manager	Unit Manager	Follow DNR Resource Assessment Procedure checklist, IC 4123, LED District Supervisor, Divisions and State Trails Coordinator
Water Access, SFCG, Pathway, or trail on or adjacent to State Forest Land: -Site development -Site expansion	Unit Manager, District Supervisor	Wildlife Biologist, Wildlife Supervisor	Unit Manager	Unit Manager	Follow DNR Resource Assessment Procedure checklist, IC 4123* for new construction, LED District Supervisor, DEQ permit required for dredging PRD Planner (WIP)

\*IC 4123 requires staff to: 1) Check for conformance with goals and objectives in management plans and guidance documents; 2) Check MNFI data base for rare species; 3) Check ARCHEOLOGICAL CONCERNS data base for significant cultural resources; 4) Consultation/Approval among DNR Divisions; 5) Notification/Consultation with tribes for activities of significant concern; 6) Appropriate input from stakeholders; 7-12) these items deal with implementation of approved treatments and are not listed here.

### 3. Event and Non-Event Use Permits

PR1138 / PR1138-1 Event and Use of State Lands Application Forms shall be used for event and non-event use permits on certified State Forest Lands. For purposes of review and approval of event and non-event use permits, FRD is the LAD for Campgrounds, pathways, trails, snowmobile and ORV trails and PRD is the LAD for rail trails. When an event or non-event use permit application is received, the receiving LAD unit will notify the other interested divisions and the application will be processed as described below. Approvals by the listed divisions are required prior to issuing a permit. If comments or conditions are received, the permit issuer is responsible to include said conditions. PRD Trail Specialists are the key liaisons between FRD and PRD. The Trail Specialist should be contacted when questions arise about who is responsible or needs to be involved in a review of an event or non-event use permit application.

#### Review and approval of event and non-event use permit applications shall comply with the following:

Location Request	Permit type	Issued By	Reviewed By	Comments
Rail Trails	Event Permits & Non-Event Use Permits	PRD Unit Manager or Recreation Specialist	FRD Unit Manager, WD Biologist, LED District Supervisor, FD Unit Manager, if within 500 feet of a lake or stream	If the event is within the boundary of the State Forest, then <b>the final permit must always be provided to FRD for certification purposes.</b>  Note: A MOU for managing Rail Trails on or adjacent to SF land is being developed
Designated Campgrounds, Boating Access Sites and Trails (snowmobile, pathways, ORV, ski, equestrian)	Event Permits	PRD Unit Manager or Recreation Specialist	FRD Unit Manager, WD Biologist, LED District Supervisor, FD Unit Manager, if within 500 feet of a lake or stream	This applies to events and uses located entirely within a designated facility.
Designated Campgrounds, Boating Access Sites and Trails (snowmobile, pathways, ORV, ski, equestrian)	Non-Event Use Permits	FRD Unit Manager	PRD Unit Manager or Recreation Specialist, WD Biologist, LED District Supervisor, FD Unit Manager, if within 500 feet of a lake or stream	
State Forest Land (other than that listed above)	Event Permits located entirely on SF Land  Non-event use permits on SF land except designated sites	FRD Unit Manager	WD Biologist, LED District Supervisor, FD Unit Manager, if within 500 feet of a lake or stream  PRD Unit Manager or Rec specialist, if within 500 feet of a recreational facility	
Any recreational event that crosses non-DNR ownerships or multiple DNR LAD's	Event Permits	PRD Rec. Specialist	FRD Unit Manager, WD Biologist, LED District Supervisor, FD Unit Manager, if within 500 feet of a lake or stream	

#### 4. Water quality

The operating division will be responsible for protecting water quality, and will document potential impacts as part of the operations approval process. The current Michigan DNR/DEQ *Sustainable Soil and Water Quality Practices on Forest Land (2009)* will be the standard guide for water-quality protection in State Forest operations. The manual will be used as a guide for such operations, and appropriate professional expertise will be used to adjust the recommendations of the manual to ensure protection of water quality as defined by relevant laws and regulations. Timber sale contracts and road and trail construction or maintenance contracts will require compliance with BMP standards. Soil and Water Quality manuals will be provided to all such contractors. A spill kit, or access to sufficient absorbent material to clean up spills, is required at sites with State-owned vehicles having hydraulic equipment or auxiliary fuel tanks.

#### 5. Species & ecological site protection

All forest operations must be reviewed for potential conflicts between rare species and proposed forest operations. Guidance for this review is provided in IC 4172, 'Rare Species Protection Approach and Resources for DNR Staff on State Forest Lands.' For forest operations that are not reviewed as part of the Forest Inventory and Compartment Review process or a DNR permit review that includes the DNR Endangered Species Program, the operating division will have the lead responsibility for completing and documenting the review process, including coordination with the DNR endangered species coordinator for the protection of rare species and special ecological sites. As part of the operations review process, the responsible division will check the Natural Heritage Database in the GDSE ensuring that the Inventory Status tool indicates that a check was performed and in the locked comment box whether or not any species were identified and what was done to ensure there were no impacts to those species. This check should be documented on the Timber Sale Checklist and placed in the compartment files.

When treatments/intrusive activities are propose out-of-year-of-entry the treatment sponsor must document in the proposed request that the rare species review has been completed, if any species were identified as having the potential to be negatively affected and how the treatment may have been modified to avoid any impacts to those species.

In the conduct of field operations FRD staff shall follow approved FRD Guidelines for Decontamination Methods by Risk Level for Terrestrial Activities and Equipment.

#### 6. Cultural, geological and historic sites

The Office of the State Archeologist (OSA) and/or the State Historic Preservation Office (SHPO) are the State authority for identifying and protecting cultural, geological and historic sites. For forest operations that are not reviewed by the OSA or SHPO the operating division will take the lead in ensuring the protection of these as part of the operations approval process. Identified special sites must be reported to OSA/SHPO per existing DNR procedure. Incorporation of Tribal concerns will also be considered per the Tribal work instruction.

#### 7. Site Productivity

Forest Operations shall strive to maintain or minimize the loss of forest and soil productivity, avoid excessive soil disturbance, and modify soil management techniques if soil degradation occurs.

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**Scope:** (All State Forest Land and Affected Divisions):  State Forest Land  Other: \_\_\_\_\_  
 DNR – FRD     DNR – Wildlife     DNR – Fish     DNR – Law     DNR – PRD

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**Responsibility and Role:** (Staff who will implement or supervise this instruction)

Job Title/Division	Role
All Department Staff	Obtain approvals for all intrusive and non-intrusive operations from FRD, WD, PRD & FD.
All Department Staff	Identify , report, and protect sites of special concern
All Department Staff	Remedy BMP non-conformances

**Training/Skills:** (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists/ New
BMP training	Identification of BMP water quality issues & their remedies.	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
Training on T&E species and special ecological sites	Identification and protection of T&E species and of sites of special concern	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
Training on special cultural, historic, geologic sites	Identification and protection of sites of special concern	<input type="checkbox"/> E <input checked="" type="checkbox"/> N

**References:**

- Federal: Section 319 of the Clean Water Act, Coastal Zone Management Act of 1972 as amended in 1996.
- State: Natural Resources and Environmental Protection Act of 1994; part 91, Soil Erosion and Sedimentation Control; and part 301, Inland Lake and Streams.
- DNR Policy: Sale and Removals of Timber, policy and procedure No. 251 as approved March 1, 2000.
- FRD Policy 251A Sales and removal of timber visual management,
- FRD Policy 251 Sales and removal of timber
- DNR Operational Guidelines:
  - DNR/DEQ Sustainable Soil And Water Quality Practices On Forest Land IC4011 (Rev. 02/24/2009)
  - Evaluating Riparian Management Zones on State Lands
  - Vegetative Management Systems (VMS)
  - Timber Sales Administration handbook.
  - Intrusive Activities Review and Approval Process (Management Review Decision)
  - State Forest Resource Assessment Procedure, IC 4123
  - Rare Species Protection Approach and Assessment Guidelines, IC 4172

**Monitoring:**

- FTP Proposal and completion reports
- Timber sale proposals and completion reports
- Land Use permits (special use permits, well site permits, seismic permits, etc.)
- Endangered species permits

**Records:**

- FTP completion reports
- Land use permit records
- Timber sale proposals
- MiFI compartment and stand information
- MNFI Compartment Remarks
- SHPO Compartment Remarks
- Timber sale inspection forms
- Endangered species permits