

Forest Certification Work Instruction**Date of Draft Document:****Effective Date:** 5-5-09**Revision Number:** 5**Supersedes Version Dated:** 5-06-08

Work Instruction Title: 3.1 Forest Operations**Work Area Group:** 3 – Best Management Practices (BMP's)

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

Work Instruction:

Operations on the State Forests lands will protect:

- water-quality,
- rare, threatened, and endangered species,
- special (cultural, ecological, geological, and historic) sites,
- Site productivity

Operations review: FMFM, Fisheries, and Wildlife Divisions will review and approve all intrusive operations 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, T&E 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, operations will be reviewed in the annual compartment review process. In the absence of an appropriate form or letter that provides an opportunity for FMFM, WLD, and FSHD to sign off, the Forest Treatment Proposal may be used to document approvals. Completion of operations will also be documented in a form available to the approving divisions (the Forest Treatment Proposal Completion Report may be used for this purpose). Documentation of completed FTPs will be kept in the compartment file, and forest inventory records will be updated annually.

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 water-quality Best Management Practices manual (Water-Quality Management Practices on Forest Land, 1994) 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. Road and trail construction or maintenance contracts will require compliance with BMP standards. BMP 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.

Species & ecological site protection: Most forest operations are reviewed by the Natural Heritage Unit of Wildlife Division or Michigan Natural Features Inventory (MNFI) as a matter of course. For forest operations that are not reviewed by the Natural Heritage Unit or MNFI, the operating division will have the lead responsibility including coordination with the DNR endangered species coordinator for the protection of rare, threatened, and endangered species and special ecological sites, and will document the potential impacts as part of the operations approval process.

Cultural, geological, and historic sites: The State Historic Preservation Office of the Department of History, Arts, and Libraries is the State authority for identifying and protecting cultural, geological, and historic sites. For forest operations that are not reviewed by the State Historic Preservation Office of the Department of History, Arts, and Libraries, 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 SHPO per existing DNR procedure. Incorporation of Tribal concerns will also be considered per the Tribal work instruction.

Site Productivity: Forest Operations shall strive to maintain forest and soil productivity, and avoid excessive soil disturbance. Minimize the loss of soil and site productivity, and modify soil management techniques if soil degradation occurs.

BMP Non-conformances that are identified per work instruction 3.2 must be assessed by the management review process. Documentation of the location of areas of concern: Relevant waters, species, and special sites shall be shown on maps and/or on the ground sufficient to guide the application of protection measures.

Scope: (All State Forest Land and Affected Divisions): State Forest Land Other: _____
 DNR – FMFM DNR – Wildlife DNR – Fish DNR – Law DNR – Parks

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

Job Title/Division	Role
All Department Staff	Obtain approvals for all intrusive operations from FMFM, WLD, and FSHD
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.
- FMFM Policy 251A Sales and removal of timber visual management,
- FMFM 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)
 - Operation Inventory Manual.

- 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 Information Circular 4123
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Monitoring:

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

- FTP completion reports
 - Land use permit records
 - Timber sale proposals
 - OI prescription sheets
 - MNFI Compartment Remarks
 - SHPO Compartment Remarks
 - Timber sale inspection forms
 - Endangered species permits
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