

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

DRAFT FINAL

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Work Instruction Title: 6.3 SFI Involvement and the Michigan State Implementation Committee

Work Area Group: 6 - Recreation and Education

Purpose: To define the Department's involvement with the SFI State Implementation Committee (SIC)

Work Instruction:

1. The FRD Chief will appoint a representative to serve on the SFI State Implementation Committee; additional staff will attend SIC meetings as appropriate. Attend semi-annual meetings of the Michigan State Implementation Committee and staff participation in subcommittees including:
 - Loggers training subcommittee
 - Inconsistent practices subcommittee
 - Communications (public outreach) subcommittee
 - Annual Report Subcommittee
2. Use the SFI inconsistent practices reporting system (800-474-1718) to address concerns raised by public and external stakeholder groups. Identify a communications process specific to handling inquiries and complaints.
3. Report annually to the SFI Program on compliance with standards. Maintain appropriate level of record keeping and documentation as required by Michigan State Implementation Committee.
4. The SIC FRD representative will be responsible to communicate decisions and policy changes from the SIC to the rest of the department.

Scope: (All State Forest Land and Affected Divisions): State Forest Land Other: Office of Comm.

DNR – FRD DNR – Wildlife DNR – Fish DNR – Law DNR – Parks

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

Job Title/Division	Role
Division Chief / FRD	Assign Department representative to SIC
Department SIC representative / FRD	Participate on the SIC
Others as assigned	Participate on SIC subcommittees
Forest Certification Specialist/ FRD	Prepare annual reports, participate on SIC committees

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

Item	Brief Description of Skill or Course	Exists/ New
	Familiarity with SFI standards and SIC procedures	<input type="checkbox"/> E <input checked="" type="checkbox"/> N

References:

- 2005-2009 SFI Standard
 - Management Review Process Work Instruction
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Monitoring:

- SFI annual compliance report
 - DNR representative communications on SIC
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Records:

- SIC meeting minutes
- SFI annual compliance report