

# **Michigan Department of Natural Resources**

## **Management Review Summary**

**January 6, 2006 (submitted April 11, 2006)**

# **DNR Management Review Field Meeting Agenda**

January 6, 2006

## **I. Background**

- a. Introductions by FMFM Field Coordinator (5 min)
- b. Management review process – how, why, expectations, etc. (15 min)
- c. Brief introduction to Statewide non-conformances (outstanding concerns)
  - Nezich (15 min)
- d. Brief introduction to Unit-level non-conformances (outstanding concerns)
  - Herman (20 min)
- e. Brief introduction to SFI and FSC CARs and DNR response.
  - Nezich (15 min)

## **II. Decision Items -Audit response for each functional program area.**

1. Military Lease Lands
2. Work Instructions
3. Management Review
4. Department review of intrusive activities
5. Planning
  - (1) Statewide planning
  - (2) Ecoregional planning
  - (3) FMU Forest Inventory
6. BMPs
7. Biodiversity Management
8. Timber Sale Preparation
9. Forest Regeneration
10. Chemical Use
11. Road Closures
12. Exotics
13. Tribal Issues
14. SFI Involvement
15. Staff Training
16. Other

## **III. Supporting information regarding Forest Certification Corrective Action Requests and Corrective Action Plans.**

### **Attendance:**

Field Coordinators FMFM, WLD  
Fisheries Basin Coordinator  
District Supervisors for FMFM, WLD, PRB, LED  
Dennis Nezich  
Kim Herman  
Cara Boucher  
Planning issues - Larry Pedersen and David Price  
Consultant Craig Howard

# I Background

## A. SFIS Objective for Management Review and Continual Improvement

**Objective 13.** To promote continual improvement in the practice of *sustainable forestry* and monitor, measure, and report performance in achieving the commitment to *sustainable forestry*.

**Performance Measure 13.1.** *Program Participants* shall establish a management review system to examine findings and progress in implementing the SFI Standard, to make appropriate improvements in *programs*, and to inform their employees of changes.

### Indicators:

1. System to review commitments, *programs*, and procedures to evaluate effectiveness.
2. System for collecting, reviewing, and reporting information to management regarding progress in achieving SFI Standard *objectives* and *performance measures*.
3. Annual review of progress by management and determination of changes and improvements necessary to continually improve SFI conformance.

## B. DNR Work Instruction 1.2: Management Review Process for Continual Improvement in the Management of Forest Resources

**Purpose:** A systematic process for gathering information regarding improvement in forest management practices, reporting that information to management, and formal management review.

### Work Instruction:

1. Internal audit teams will be formed and will conduct regular audits on DNR forest management units. The audits will include field implementation of State and District level programs.
  - a. Eight internal audits will be conducted in 2005 within the same Forest Management Units (FMUs) included in the 2005 external forest certification audit.
  - b. Seven remaining FMUs will be internally audited in 2006
  - c. Thereafter, a three year rotation (5 FMUs per year) will be followed.
  - d. Supplemental internal audits can be requested through the chain of command.
  - e. The DNR Statewide Council will designate which FMUs and state forest related programs will be audited each year.
2. Annual Management Review.

*The Statewide Council will conduct an annual management review to evaluate audit results for state forest operations, evaluate effectiveness of work instructions, evaluate non-conformances, and determine changes and improvements necessary to continually improve conformance. The review will be based on the following:*

- a. Internal Audits: Internal audits must record, evaluate, and report non-conformances with forest certification standards and related work instructions at all levels of the Department.
    - i. FMFM and WLD Field Coordinators will oversee the internal audit process in conjunction with the Forest Certification Coordinator.
    - ii. Internal audits will be conducted by DNR lead auditors.
    - iii. Monitoring requirements cited in the forest certification standards and work instructions will be incorporated into the internal audit process.
  - b. Annual Forest Certification Surveillance Audits by external SFI and FSC auditors
  - c. Field Management Review
    - i. Schedule the management review to follow annual forest certification audits.
    - ii. Management Review will consist of a review of audit results by peninsula. Audits will evaluate field operations and Department programs.
    - iii. Conduct an annual management review. Meeting will be hosted and chaired by the field coordinators of FMFM and WLD. Fisheries Division, LED, P&R Divisions will participate in the meeting. Ecoteams will also be represented at the annual management reviews.
    - iv. UP and LP field coordinators will prepare a joint draft report addressing conformance with the forest certification standards and recommendations for improvement. The draft report will be submitted to DNR division chiefs for review. Field Coordinators will incorporate division management team review comments and the FMFM Division Chief will submit a final report to the Statewide Council and the Forest Certification Implementation Team (FCIT).
    - v. The Management Review report will include a report of management actions to implement to address audit results, resolve non-conformance issues, and report other significant findings.
3. Implementing Improvements:
- a. Whenever possible, immediate changes will be made to remedy identified non-conformances.
  - b. The FCIT will be responsible for ongoing management review implementation and for recommending actions necessary to improve sustainable management of forest resources.
  - c. The Statewide Council will identify changes and improvements necessary at all Department levels to continually improve conformance with work instructions.
  - d. Division Chiefs will ensure changes and improvements approved by the Statewide Council are implemented via written communication to employees.
4. Non-conformances will be addressed in the annual management review:
- a. SFI and FSC CARs and DNR corrective action responses.
  - b. Statewide non-conformances (including outstanding concerns).
  - c. Unit-level non-conformances (including outstanding concerns).

## **II. Decisions**

### **1. Military Lease Lands**

Michigan state forest lands that are under lease to the Michigan National Guard are outside the scope of forest certification under FSC and SFI. Approximately 112,000 acres of land within the state forest boundary are managed with military use as the priority. These lands should be excluded from scope.

Approximately 44,000 acres are managed under a 20 year agreement with the military and the priority is resource management. These lands should remain within scope. DNR will need to provide training on certification work instructions to military personnel. (Exception – not tied to a Work Instruction)

**NOTE: The appearance of yellow highlight in this document is intended to identify those action items of particular importance to field staff that can be immediately implemented.**

### **2. Work Instructions:**

Current Status: Supervisors from all DNR Divisions require use of applicable work instructions and monitor operations to ensure personnel implement work instructions.

Changes needed:

1. Supervisors are responsible for ensuring staff have appropriate work instruction training. (Work Instruction 1.1)
2. Work Instructions shall be incorporated into DNR Policy and Procedures. Updating of current DNR procedure is required.

Additional resources needed:

The certification specialist will provide additional work instruction training sessions upon request of the Unit Managers, District Supervisors, and Field Coordinators

Timeline and Responsibility:

1. Supervisors will ensure all work instruction training to be completed by June 1, 2006. Forest Resource Management Unit of FMFM will monitor implementation through internal audits.
2. Division Chiefs shall update Department procedures to align with forest certification Work Instructions as soon as practical.

Approval:

### **3. Management Review:**

Current Status: District FMFM and WLD Supervisors must monitor implementation of statewide and unit-level corrective action plans and verify completion by due dates.

Changes Needed:

- 1) District Supervisors shall inform the Field Coordinators and FMFM Certification Specialist of the implementation status of unit level corrective action plans two weeks in advance of future Management Review Meetings. (Work Instruction 1.2)
- 2) The FMFM Forest Certification Specialist shall identify the status of all corrective action plans one week in advance of the management review meeting. (Work Instruction 1.2)
- 3) FCIT membership and terms of reference – FCIT to make recommendations to FMFM Chief on membership and terms of reference by Feb 15, 2006.

***Additional resources needed: None***

Timeline and Responsibility:

- 1) Field Coordinator Management Review Report sent to Management Teams by Feb 1, 2006.
- 2) Management Team comments due March 1, 2006.
- 3) Statewide Council approval and communication to all employees by April 1, 2006.
- 4) The FMFM Forest Certification Specialist will incorporate all decisions into work instructions by May 1, 2006.
- 5) FMFM and WLD District supervisors and Fisheries Division Unit Managers will ensure implementation of management review decisions.

Approval:

**4. DNR approval process for intrusive activities.**

- 1) 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. The table, Appendix A, will serve as guidance for approval of intrusive operations and will be followed by all Department employees. The table shall be incorporated into work instruction 3.1. (Work Instruction 3.1)
- 2) Completion of operations shall be documented. (The Forest Treatment Completion Report may be used for this purpose). (Work Instruction 3.1)
- 3) All intrusive operations must be reviewed as required by SHPO & MNFI/WD Natural Heritage Unit. (Work Instruction 3.1) Identified special sites must be reported to SHPO per DNR procedure. (Work Instruction 3.1) Procedure for review of intrusive activity will be clarified by March 1, 2006, by Cara Boucher
- 4) BMP Non-conformance must be addressed via management review process. (Work Instruction 3.1)

## **5. Planning**

### **STATE LEVEL PLANNING:**

- 1) Recommendations/direction for in-stand structural retention is currently being developed. FMFM and Wildlife Divisions are in the process of revising Silvicultural Guidelines for State Forest Cover Types. These guidelines will include specific recommendations by cover type for both green tree and dead wood retention levels. The portion of the Silvicultural Guidelines pertaining to ecological bases for in-stand structural retention and the related biodiversity guidelines for major cover types will be completed by March 8, 2006. The chairperson of the Vegetative Management Team should be charged with accomplishment of this task. (Work Instruction 1.4)
- 2) The Vegetation Management Team is establishing a sub committee to address mammalian herbivory on state forest lands. This committee will be made up of WLD and FMFM staff with the express purpose of: 1) developing a protocol to measure the extent of browse on select species; 2) implement the protocols to assess browse; and 3) propose solutions should herbivory be determined to have a significant negative impact on forest vegetation. This committee will be formed by Feb 1, 2006. The committee will develop protocols by May 1, 2006 and assessments will begin by June 1, 2006. A preliminary assessment will be completed within one year. Dean Beyer is recommended to oversee completion of this effort. (Work Instruction 2.1)
- 3) The Statewide Resource Planning Team should develop and make publicly available a tractable and concise umbrella summary document that provides a clear description of how the many DNR management planning documents and initiatives function as a cohesive whole. A compendium of planning documents has already been built into the forest certification web site. This site will be reorganized by the Statewide Resource Planning Team and presented in a format that explains how all of the different documents function as a cohesive whole to further the attainment of our management goals and objectives. In addition, by March 8, 2006 the Statewide Resource Planning Team will add information on update/revision dates to the compendium of plans. David Price is recommended to coordinate and oversee accomplishment. (Work Instruction 1.1)
- 4) The Department should develop a strategy for comprehensively reviewing its stakeholder input/participation mechanisms in order to identify and implement opportunities for improving overall stakeholder satisfaction with DNR's efforts at transparency. The Director's office should lead this effort. (Work Instruction 1.5)
- 5) A set of state-wide Criteria and Indicators (C&I) will be drafted through coordination among ecoregional planning teams and DNR staff.

### **ECO-REGIONAL PLANNING:**

- 1) All three eco-regional planning teams have prepared timelines for completion of their respective plans according to Work Instruction 1.3. Eco-teams are presently making staff assignments and organizing work groups according to the timelines and Work Instruction 1.3. Plan development, including C&I and other analyses, has been supported by other external public agencies (e.g., US Forest Service, MNFI). Aside from initial stakeholder values gathering efforts, public review of the eco-regional plans will occur at least twice during plan drafting and rollout for all three eco-regions. (Work Instruction 1.3)

- 2) The Eastern Upper Peninsula Ecoregional Plan must be completed by December 31, 2006. It will be followed by plans for the Northern Lower Peninsula Ecoregion and Western Upper Peninsula Ecoregion by December 31, 2007. Planning efforts need to be monitored by the Statewide Council and the Council needs to ensure that adequate resources are available to carry out the efforts (e.g. social economic assessments). (Work Instruction 1.3)
- 3) Eco-teams will follow the planning processes outlined in Work Instructions 1.1 and 1.3. Eco-teams will incorporate local unit personnel and other DNR staff into ecoregional planning process. (Work Instruction 1.3)

## **FMU Forest Inventory**

- 1) To address the concerns of the audit team, DNR will work with The Office of the State Archaeologist (OSA) to develop basic information and/or training for staff on site identification and reporting. Also, DNR will work with OSA to either confirm the adequacy of the current process or revise the process to meet their needs without compromising the possible sites. The protocol/process will be disseminated to staff. DNR expects to work with OSA to: 1) develop protocols for field identification and documentation of possible sites, 2) develop protocols for referring possible sites to OSA for assessment and evaluation, and 3) develop training and training materials (workshops, power points etc.) for staff. Cara Boucher is charged with accomplishing this effort by March 1, 2006. (Work Instruction 3.1)
- 2) The FMUs will conduct a pre-inventory review of the next year of entry compartments to describe the condition of the forest in terms of age-class, cover type distribution, special management areas etc. ) Pre-inventory analysis will be completed for all FMUs for the 2008 and subsequent YOE compartments. FMFM Unit Manager will schedule review dates. (Work Instruction 1.6)
- 3) All 2008 Compartments will have a prescription analysis completed. (Work Instruction 1.6)
- 4) Comments should be included in OI indicating if an alternative regeneration species mix is acceptable after harvest beginning in 2007 year of entry. In addition, documentation of social interactions is often lacking and must be included in OI stand and compartment remarks, compartment files, and/or the minutes of compartment review meeting. (Work Instruction 2.1)

## **6. BMPs**

- 1) All DNR staff must report BMP problems on the appropriate report form and in compliance with Work Instruction 3.2. FMFM Unit Managers must maintain the BMP tracking spreadsheet. District FMFM supervisors will monitor compliance, and will provide BMP summaries to the Forest Certification Specialist that prioritize projects and estimated costs for future management reviews. (Work Instruction 3.2)
- 2) A BMP electronic database and form will be developed. Ron Murray will oversee development with a target for implementation of January 15, 2006. (Work Instruction 3.2)
- 3) A task force will be immediately formed to determine improved methods of providing estimated cost of repairs for the more common types of BMP damage (in order to assist field staff in making more accurate estimates of repair costs and related funding needs), and to prioritize reported problems and identify remedial actions to address the most ecologically

significant BMP problems. Forest Resources Section, FMFM will provide a preliminary set of data and recommendations to field staff by June 1, 2006. (consider how to accommodate ADA requirements)(Work Instruction 3.2) Appendix B, attached, is a summary of reported BMP issues from all Units as of February 15<sup>th</sup>, along with a very rough cost estimate to correct the identified issues. Since the BMP reporting procedure was implemented late in the year, and since the public now has the ability to report and identify BMP issues, we expect this Appendix, and the cost to correct issues, will grow significantly this spring.

- 4) Pursue funding to address urgent and high priority projects. FMFM will develop and submit a budget request by June 1, 2006.
- 5) The DNR will utilize ORV restoration grant funds to address identified ORV damage. These grant funds are available to applicants to address the prioritized needs. DNR will also continue to work with the ORV Advisory Board to raise awareness of ORV issues, and to develop solutions. James Radabaugh will inform DNR managers of this process, and Department Field Coordinators will ensure implementation. ( Work Instruction 6.2)
- 6) By January 30, 2006 the DNR will create a task force that will be charged with defining a Department-wide strategy for addressing illegal ORV use. The strategy will be defined by June 30, 2006, and it will address three fronts including user education, enforcement, and maintenance/restoration. Lynne Boyd will lead development of the strategy and Mike Paluda and Jim Radabaugh will oversee implementation and completion. (Work Instruction 6.2)

## **7. Biodiversity Management**

- 1) Stands classified as potential old growth are not consistently coded as Stand Condition 8 in the OI database or described in comments. Anomalies in the OI database must be corrected by March 1, 2006 by District Planners. (Work Instruction 1.4)
- 2) Shape files with GIS layers have been distributed to FMUs to verify known SCA, HCVA, and ERA areas. These files, maps, and data layers must be corrected, updated, and kept current. The shape files will be integrated into IFMAP and more readily available to all FMUs. Kim Herman will identify corrections and updates by June 30, 2006 for all units, Lisa Dygert will update maps and IFMAP. (Work Instruction 1.4)
- 3) Areas of State Forest land that contain SCA, HCVA, and ERAs must be identified during forest inventory and their management specified as outlined in work instruction 1.4. Management activities on these areas must be identified in forest inventory records and must be consistent with stated special conservation objectives. District planners will verify compliance. (Work Instruction 1.4)
- 4) Revise OI coding procedure so that a standard system is in place to readily query and identify SCA's, HCVA's, and ERA's. The codes should allow a simple query of OI data in order to identify these special areas without having to rely only on stand remarks. Completion of this task is critical with inventory of 2008 compartments in process. Ron Murray to complete by March 15, 2006. (Work Instruction 1.4)
- 5) Appoint Regional Biodiversity Conservation Planning teams so progress is made on designating areas comprising a network of areas managed to conserve special conservation areas, high conservation value areas, and ecoregional reference areas. The EcoRegional Teams must implement by Jan 31, 2006. (Work Instruction 1.4)
- 6) The Statewide Biodiversity Planning team must complete implementation of Phase 1 of the Biodiversity Conservation Planning process by June 8, 2006. The statewide team must

clarify the process by which members of the public may make SCA/HCVA/ERA recommendations, (nomination forms were placed on the DNR website by December 31, 2005). Statewide Biodiversity Team will oversee and direct implementation. (Work Instruction 1.4)

- 7) Develop and pursue strategies to assure an effective effort to conduct field surveys and assessments for rare, threatened, and endangered species and communities on the Michigan state forestlands. Develop and implement direction/protocols designed to assure more systematic on-the-ground assessment of state and federally listed plant species. The strategy will be redefined, a report prepared, and the report provided to staff by June 1, 2006. Todd Hogrefe, MDNR Endangered Species Coordinator, with assistance from FMFM Forest Resource Management Section, will complete this report. (Work Instruction 1.4)
- 8) Monitoring protocols for SCAs, HCVAs, and ERAs will be documented and distributed to DNR staff. Kim Herman is charged with implementation by June 1, 2006. (Work Instruction 1.4)

## **8. Timber Sale Preparation**

- 1) Foresters and Forest Technicians must ensure forest inventory prescriptions are accurately implemented. This timber sale pre-sale checklist prompts the administrator to assure that all management intentions as recorded in the inventory system have been provided for in the timber sale. The FMFM Unit Manager is responsible for the QA/QC function, and will ensure timber sale specifications match inventory prescriptions. Any changes to prescriptions must be approved and documented. Verification is provided by the District timber management specialists. (Work Instruction 7.1)
- 2) The Michigan DNR will comply with the green-up requirement of the SFI Standard. The pre-sale checklist has since been modified to include an explicit check for adjacency and green-up requirements. Implementation of the green up requirement will be monitored by FMFM Unit Managers and District Supervisors. (Work Instruction 7.1)
- 3) The following will be incorporated into timber sale training programs for land management staff by District and Lansing Timber Management Specialists. (Work Instruction 7.1)
  - protection of regeneration
  - direction regarding the time of year for harvest.
  - understanding the implications of logging impacts on soils in mechanically harvested northern hardwood stands, with greater attention to minimizing skid trails on some sites.
  - exploring options for increasing efforts at large woody debris retention in harvest units
  - provision of stand-level diversity needs, and documenting in FTPs and TSPs.
  - improve understanding of current age-class structure in northern hardwood stands, allowing field foresters to more carefully adjust prescriptions.
- 4) Unit Managers must enforce timber sale contract language regarding leaks and spills. (Work Instruction 7.1)
- 5) Unit Managers must enforce and comply with safety requirements (PPE) as outlined in work instruction 7.1. Safety policy will not apply to LED staff.
- 6) Unit Managers must enforce logger training requirements per work instruction 7.1.
- 7) Stumpage purchasers must be notified of Chain of Custody standards. Doug Heym will implement. (Work Instruction 7.2)

- 8) Stand-level diversity needs must be adequately documented in forest inventory records by the stand examiner and implemented in FTPs and TSPs by the Unit Manager. (Work Instruction 7.1)

## **9. Forest Regeneration**

- 1) Forest inventory comments regarding acceptable species mix must be included in regeneration cut prescriptions for difficult to regenerate species. (Work Instruction 2.1)
- 2) Unit managers or designee are responsible for tracking and monitoring all regeneration. Tracking of all natural-regeneration-sales closed since June 20, 2005 must be completed within 4 years of Timber Cutting Report date. (Work Instruction 2.1)

## **10. Chemical Use**

- 1) DNR staff must carry spill kits as appropriate and as directed in work instructions and other management directives. (Work Instruction 3.1 and 2.2)
- 2) Spill kits are required on all DNR vehicles that have hydraulic or auxiliary fuel tanks. (Work Instruction 3.1 and 2.2)
- 3) Use only those Pesticides approved for use on State Forest Lands. (Work Instruction 2.2)
- 4) Special Use permits for spraying ROWs must comply with work instructions. The Department will seek derogation on use of Transline<sup>®</sup> and Escort<sup>®</sup> or an acceptable, approved alternative. Jim Ferris will pursue derogation. (Work Instruction 2.2)

## **11. Road Closures**

The process for obtaining a Directors Order for emergency road closures must be finalized and communicated to DNR staff. Lynne Boyd will complete by March 1, 2006. (Work Instruction 3.3)

## **12. Exotics**

Forest health specialists will develop improved procedures for detecting, reporting, monitoring, control and containment of invasive exotic plants by March 1, 2006. (Work Instruction 2.3)

## **13. Tribal Issues**

- 1) The DNR will encourage additional one-on-one contact with the tribes. FMU Unit Managers will establish regular contact with key environmental tribal officers for those tribes where the tribal chairs are located within the FMU boundary per document entitled "Tribal Contact List dated 12-8-05. (Work Instruction 9.1)
- 2) The District Planners will encourage tribes to participate in eco-regional planning efforts. The Certification Planner will encourage participation in Statewide Planning. (Work Instruction 9.1)

- 3) The FMFM Forest Certification Specialist will provide unit managers with maps and contacts for tribal areas associated with their units. (Done and ongoing) (Work Instruction 9.1)
- 4) Each FMFM Unit Manager shall send Open House and Compartment Review notices to all 12 federally recognized tribes. (Work Instruction 9.1)

#### **14. SFI Involvement**

1. Michigan DNR will actively participate in SFI Statewide Implementation Committee (SIC) meetings and SIC subcommittee meetings following SFI certification. The FMFM Forest Certification Specialist will routinely attend as will other DNR staff as needed. (Work Instruction 6.3)
2. DNR will respond to SIC investigations of reported non-conformance to the SFI Standards. Complaints and responses will be routed through the FMFM Forest Cert. Specialist. (Work Instruction 6.3)

#### **15. Staff Training**

1. There is an opportunity to improve the training in and effective use of the Kotar system by field foresters and wildlife biologists in making silvicultural decisions. Training Officers are responsible to organize and schedule training. (Work Instruction 8.1)
2. There is an opportunity to improve training for land managers in FMFM and the Wildlife Division in identification of invasive plants, vectors for translocating such plants, and methods for control. Training Officers are responsible for scheduling. (Work Instruction 8.1)
3. DNR employees will annually be provided a list of required training by classification by Division Training Officers. (Work Instruction 8.1)
4. Individual training plans will be developed by supervisors during annual Performance Appraisal. (Work Instruction 8.1)
5. Official training records will be kept by the Division Training Officers in a central data training base in Lansing and records will be available upon request. (Work Instruction 8.1)
6. Auditee training is needed for the seven management units scheduled for audit in 2006. The forest certification specialist will coordinate. (Work Instruction 8.1)
7. ISO 14000 lead auditor training will be offered to the FMFM forest certification specialist and internal lead auditors. (Work Instruction 8.1)

### **III. Supporting information regarding Forest Certification Corrective Action Requests and Corrective Action Plans.**

#### **1. Military Lease Lands**

No CARs or Corrective Action Plans – military lease lands are out-of-scope.

#### **2. Work Instructions:**

***CARS:***

IA CAR 1.1-2: There is a lack of familiarity with the work instructions.

***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 1.1-2: Supervisors will require work instruction use

IA 1.5-2: Supervisors will ensure personnel will follow the OI Manual and the new work instructions immediately

#### **3. Management Review:**

***CARS:***

IA CAR 1.2-1: A systematic management review to internal audit results is only now being implemented.

***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 1.2-1: Field review of internal audit reports by District Supervisors and Field Coordinators and corrective action plans in place by August 30.

#### **4. DNR approval process for intrusive activities.**

***CARS:***

IACAR 3.1-1: For some intrusive activities, initiating Division is not always obtaining approval from other two Divisions. Furthermore, FTP completion reports are not always completed and FTPs are not always being reviewed by SHPO and Environmental Review for T & E species

***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 3.1-1: 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....Completion of operations will also be documented in a form available to the approving divisions (the Forest Treatment Completion Report may be used for this purpose). FTPs will be reviewed by SHPO & MNFI/WD Natural Heritage Unit

## **5. Planning**

### **STATE LEVEL PLANNING:**

#### ***CARS:***

SFI OFI 5: There is an opportunity to improve implementation of strategic planning, including long-term & large-scale factors.

SFI OFI 8: There is an opportunity to improve the process for developing recommendations for habitat management in the compartment review.

FSC CAR 1: Compile a concise yet comprehensive register (annotated list) of applicable international agreements, conventions and treaties and distribute to field units; complete a review to assure that the Department is in compliance with all applicable international requirements.

FSC CAR 6: Develop and implement direction/protocols to DNR field personnel on:

- a) the ecological bases for in-stand structural retention, particularly during regeneration harvesting, to assure more consistent uptake across all FMUs
- b) the identification and management of areas (as small as portions of individual stands) possessing notable ecological attributes, to assure more consistent uptake across all FMUs
- c) an assessment—throughout the ownership—of effects of browsing by ungulates.

FSC CAR 10: Establish and make publicly available written protocols for the scope and periodicity of updates/revisions to all management planning documents, including but not limited to eco-regional planning.

FSC CAR 11: Develop and make publicly available a tractable and concise umbrella summary document that meets the FSC content requirements and provides a clear description of how the many DNR management planning documents and initiatives function as a cohesive whole.

FSC REC 2: DNR should develop a strategy for comprehensively reviewing its stakeholder input/participation mechanisms in order to identify and implement opportunities for improving overall stakeholder satisfaction with DNR's efforts at transparency.

IA CAR 1.1-1: The statewide forest management guidance document has only been out in draft for a short time to a limited distribution.

IA CAR 11.7-1: Timber Availability and Harvest Trends Report does not exist.

IA CAR 1.5-2: Documentation of social interactions is often lacking

#### ***CORRECTIVE ACTION PLAN EXCERPTS:***

FSC 1 Evidence relating to this CAR is listed and will be placed on the DNR forest certification web site. Most International agreements and conventions do not have a noticeable day-to-day relevance to the DNR's management of the State Forests.

FSC 6 (a) Recommendations/direction for in-stand structural retention is currently being developed. FMFM and Wildlife Divisions are in the process of revising Silvicultural Guidelines for State Forest Cover Types. These guidelines will include specific recommendations by cover type for both green tree and dead wood retention levels. The portion of the Silvicultural Guidelines pertaining to ecological bases for in-stand structural retention and the related biodiversity guidelines for major cover types will be completed by March 31, 2006.

c) The Vegetation Management Team is establishing a sub committee to address mammalian herbivory on state forest lands. This committee will be made up of WLD and FMFM staff with the express purpose of: 1) developing a protocol to measure the extent of browse on select species; 2) implement the protocols to assess browse; and 3) propose solutions should herbivory be determined to have a significant negative impact on forest vegetation. This committee will be formed by January 1, 2006. The committee will develop protocols by May 1, 2006 and assessments will begin by June 1, 2006. A preliminary assessment will be completed within one year.

FSC 10 By March 31, 2006 the Statewide Resource Planning Team will add expected update/revision dates to the compendium of plans referenced in CAR 11.

FSC 11 As noted by the auditors, a compendium of planning documents has already been built into the forest certification web site. The site will be reorganized by the Statewide Resource Planning Team and presented in a format that explains how all of the different documents function as a cohesive whole to further the attainment of our management goals and objectives.

Section 1.3 and Appendix D of the Operational Management Guidance document address the issue of the many DNR planning documents and initiatives, and will be modified to present the same information as the web site.

IA 1.3-2: Training on Operational Management Guidance for State-Owned Forests (August 2005) and its application will be provided to all Unit managers on August 31, 2005. The document will be used in the development of ecoregional plans, providing an important opportunity for improvement in the continuum from landscape direction to stand level operations.

IA 1.5-2: Social criterion and indicators are part of the Operational Management Guidance document and will be incorporated into eco-regional plans.

## **ECO-REGIONAL PLANNING:**

### ***CARS:***

FSC CAR 7: Within the OI/IFMAP and eco-regional planning processes, modify procedures as necessary to assure maximum practicable habitat connectivity.

### **FSC CAR 9:**

- a) Commit sufficient departmental resources to complete the three eco-regional plans by the announced completion dates and in full conformance with the established protocols, including substantive stakeholder involvement.
- b) Conduct an assessment of current resources committed to EUP eco-regional planning effort and augment as needed, in light of the much shorter time line committed to for completing this plan.

FSC REC 3: DNR personnel should consider incorporating, more explicitly, non-timber product extraction in planning documents such as the eco-regional plans.

IA CAR 1.3-1: There is a lack of an ecoregional plan and ecoregional coordination of other existing and new local plans

IA CAR 1.3-2: It is not clear what long term landscape or regional planning direction influences the review and implementation of prescriptions at the compartmental reviews. Existing local forest plans have not been fully implemented (e.g., for Escanaba River, Pere Marquette, and Pigeon River Country State Forests).

IA CAR 1.3-3: Some key staff can not describe how unit and other plans interface with ecoregional plans, how ecoregional plans interface with state-wide plans, nor their own roles in writing ecoregional plans

IA CAR 1.5-1: Social criteria and indicators are not yet developed for most Eco-Regional Plans (or other levels), and few social C&Is are being monitored

IA CAR 1.5-2: Documentation of social interactions is often lacking

***CORRECTIVE ACTION PLAN EXCERPTS:***

FSC 9 Part (a): All three eco-regional planning teams have prepared timelines for completion of their respective plans according to Work Instruction 1.3. Eco-teams are presently making staff assignments and organizing work groups according to the timelines and Work Instruction 1.3. A set of state-wide Criteria and Indicators (C&I) have been drafted based on stakeholder input and values exploration. Plan development, including C&I and other analyses, has been supported by other external public agencies (e.g., US Forest Service, MNFI). Aside from initial stakeholder values gathering efforts, public review of the eco-regional plans will occur at least twice during plan drafting and rollout for all three eco-regions. State-level staff are assisting in the eco-regional planning effort.

FSC 7 Successful implementation of existing Work Instructions and a new MNFI State-wide Surveys Project (a part of the biodiversity conservation analysis), will assure that habitat connectivity at the landscape level is considered in the management of State Forest land.

IA 1.3-1&2: Ecoregional plans are in process; guided by work instructions and the draft operational management guidelines. The Eastern Upper Peninsula Ecoregional Plan will be completed by December 31, 2006. It will be followed by plans for the Northern Lower Peninsula Ecoregion and Western Upper Peninsula Ecoregion by December 31, 2007. Planning effort needs to be monitored by the Statewide Council and they need to ensure that adequate resources are available

IA 1.3-1: Eco-teams will follow the planning process outlined in Work Instructions 1.1 and 1.3. Eco-teams will incorporate local unit personnel and other division field staff into ecoregional planning process.

IA 1.5-2: Social criterion and indicators are part of the Operational Management Guidance document and will be incorporated into eco-regional plans.

## **FMU Forest Inventory**

***CARS:***

SFI OFI 3: There is an opportunity to improve the level of detail of Operations Inventory (OI).

FSC CAR 4: Develop and implement direction/protocols to DNR field personnel on the identification of sites of archeological, cultural, historic or community importance and the procedurally appropriate means for reporting such sites to the SHPO.

FSC CAR 7: Within the OI/IFMAP and eco-regional planning processes, modify procedures as necessary to assure maximum practicable habitat connectivity.

FSC REC 1: DNR should consider additional training and field guidance aimed at more affirmatively inventorying and reporting archeological/cultural/historic sites that have not yet been recorded.

IA CAR 1.5-2: Documentation of social interactions is often lacking

IA CAR 1.6-1: FMU analyses are lacking and some background information for them is still lacking

IA CAR 1.6-2: FMU web pages do not include basic FMU information

IA CAR 1.6-4: Pre-inventory review and analysis is incomplete per work instructions

***CORRECTIVE ACTION PLAN EXCERPTS:***

FSC 4 To address the concerns of the audit team, DNR will work with The Office of the State Archaeologist (OSA) to develop basic information and/or training for staff on site identification and reporting. Also, DNR will work with OSA to either confirm the adequacy of the current process or revise the process to meet their needs without compromising the possible sites. The protocol/process will be disseminated to staff. DNR expects to work with OSA to: 1) develop protocols for field identification and documentation of possible sites, 2) develop protocols for referring possible sites to OSA for assessment and evaluation, and 3) develop training and training materials (workshops, power points etc.) for staff.

IA 1.6-1: Pre-inventory analysis by timber management specialist will be provided to the units for the 2008 and subsequent YOE compartments.

IA 1.6-4: Most FMUs will have Prescription Analyses of their 2007 compartments prior to their open houses. All 2008 Compartments will have pre-inventory reviews. Some shape files with GIS layers have been distributed to FMUs (i.e. known special conservation areas). Additional analyses and GIS layers will be available by August 30, 2005 and will be integrated into IFMAP and more readily available to all FMUs. Information is available in IFMAP to District Specialists; others will get IFMAP access and Training within two years.

IA 2.1-1: Comments should be included in OI indicating if an alternative regeneration species mix is acceptable after harvest beginning in 2007 year of entry.

## **6. BMPs**

***CARS:***

SFI CAR 4 Indicator 3.1: Requires a program to implement BMPs during all phases of management activities. Michigan DNR has developed a system of internal checks against BMP requirements. The system is not yet mature, in that suggested repairs are not implemented. This system will be subject to re-audit when it matures sufficiently to assure continuing conformance against the requirements.

SFI CAR 5 Indicator 12.3.4: Requires providing recreation opportunities for the public, where consistent with forest management objectives. The Michigan DNR provides an extensive array of recreation opportunities, and natural resources are generally well-protected. In some cases illegal ORV use is causing damage that may be compromising environmental protections.

SFI OFI 8: There is an opportunity to improve the compilation of the BMP Non-Conformance Reporting at the district and Lansing level.

FSC CAR 2: Develop and pursue strategies for securing additional personnel for public use management and road system maintenance; prepare a briefing report on steps taken and progress made.

IA CAR 3.2-1: Sites with BMP problems were observed but not all have completed reporting forms.

IA CAR 6.2-1: Inspection of illegal ORV trails confirmed illegal trails are common and damage is significant. DNR is not effectively formally monitoring or addressing illegal ORV trails everywhere.

***CORRECTIVE ACTION PLAN EXCERPTS:***

SFI 4 Protocols are in place and staff are implementing them based on Work Instructions 3.1, 3.2 and 3.3. A BMP electronic database and form will be developed.

DNR is presently using the process described in the work instructions. This process began in June of 2005, and is used to protect water quality and site productivity. Management Review will prioritize reported problems and identify remedial actions to address the most ecologically significant BMP problems. A Management Review is scheduled for December 2005.

SFI 5 DNR proposes to show, within one year, a wide array of efforts addressing ORV and road and bridge maintenance issues to include user education, enforcement, and remediation. Protocols are in place and staff are implementing them based on Work Instructions 3.1, 3.2 and 3.3. A BMP electronic database and form will be developed. Resource damage reports will be compiled, prioritized and corrective actions determined. Corrective actions will vary in intensity and activity depending on the degree, extent and level of damage. These data and concerns related to legal and illegal ORV use of state lands will be communicated to the ORV Advisory Board and the Forest Management Advisory Committee (DNR stakeholder boards). By January 30, 2006 the DNR will create a task force that will be charged with defining a Department-wide strategy for addressing illegal ORV use. The strategy will be defined by June 30, 2006, and it will address three fronts including user education, enforcement, and maintenance/restoration. DNR will demonstrate additional progress by the time of the first annual surveillance audit.

FSC 2 The DNR will continue to utilize ORV restoration grant funds available annually in the department's budget to address identified ORV damage. These grant funds are available to applicants to address the prioritized needs. DNR will also continue to work with the ORV Advisory Board to raise awareness of ORV issues, and to develop solutions.

The DNR proposes to show, within one year, a wide array of efforts for addressing ORV and road and bridge maintenance issues. DNR will complete its BMP monitoring and management review cycle as per work instructions 1.2, 3.1, and 3.2. In addition, by January 30, 2006 the DNR will create a task force that will be charged with defining a Department-wide strategy for addressing illegal ORV use. The strategy will be defined by June 30, 2006, and it will address three fronts including user education, enforcement, and maintenance/restoration. DNR will demonstrate additional progress by the time of the first annual surveillance audit.

IA 3.2-1: Implement the Work Instruction, with the clarification that all BMP violations potentially affecting water quality are to be documented.

IA 6.2-1: The Nelson draft report and scheduled review addresses these issues and tracks with the final certification management review schedule. *(Comment: See Root Cause Analysis that sites a need to effectively monitor and address illegal ORV trails through the SF system.)*

## **7. Biodiversity Management**

### ***CARS:***

SFI OFI 10: Attention is needed regarding timely appointment of Regional Biodiversity Conservation Planning teams so progress is made on designating areas comprising a network of areas managed to conserve old-growth forests and unique communities.

SFI OFI 13: BMP Monitoring at the state level has not recently been updated or implemented.

### **FSC CAR 5:**

- a) Develop and pursue strategies to assure a renewed/enhanced effort to conduct field surveys and assessments for rare, threatened, and endangered species and communities on the Michigan state forestlands.
  - b) Develop and implement direction/protocols to DNR field personnel designed to assure more systematic on-the-ground assessment of state and federally listed plant species.
- Submit to SCS, no later than 6 months after award of certification, a briefing document that details progress made on parts a) and b).

### **FSC CAR 8: Undertake necessary departmental actions to:**

- a) re-establish active designations to the Natural Areas Program
- b) assure completion of the Biodiversity Conservation Committee's Phase I analysis in time to provide substantive guidance in the development of the EUP eco-regional plan
- c) submit to SCS, no later than 6 months after award of certification, a briefing document that details progress made on parts a) and b).

FSC CAR 13: DNR must undertake the following actions with regard to the identification and management of areas meeting the FSC's definition of "high conservation value forests" as further guided by the FSC Lake States Regional Standard:

- a) Name all members of the Biodiversity Conservation Committee and assure that the team members have sufficient available time to execute their duties
- b) Establish/clarify the process by which members of the public may make SCA/HCVA/ERA nominations
- c) Document and revise as needed procedures for assuring coordination with other ownerships possessing HCVF areas within the landscape

Develop/clarify HCVF monitoring protocols

FSC REC 6: Appropriate DNR personnel should be tasked with developing more structured modes of coordination with managers of other large blocks of forestland in the vicinity of the state forests, particularly in the context of laying out the network of HCVF areas.

IA CAR 1.4-1: Areas of State Forest land that contain ecological or social values of significance have not been clearly defined or their management specified

IA CAR 1.4-2: Stands classified as potential old growth are not consistently coded as Stand Condition 8 in the OI database or described in comments.

IA CAR 1.4-3: In some cases, management is not consistent with existing special conservation objectives

***CORRECTIVE ACTION PLAN EXCERPTS:***

FSC 8 (a) The biodiversity conservation planning process will be the method the DNR uses to identify ERAs, HCVAs and SCAs. DNR will clarify how natural area designations fit into this process by June 1, 2006.

(b) Many of the Biodiversity Conservation Committee's Phase I tasks identified below are under way. The DNR will keep the auditors abreast of progress on these tasks, though not all may be able to be accomplished by June, 2006.

FSC 13 The Statewide Council (SWC) is scheduled to appoint a statewide Biodiversity Conservation Planning Team at its November 1, 2005 meeting. The Biodiversity Conservation Planning Process defines several immediate activities they will undertake. In addition to these activities they will clarify the process by which members of the public may make SCA/HCVA/ERA recommendations. This information will be on the DNR website by December 31, 2005.

Monitoring of HCVAs includes the following:

- Per Work Instruction 1.4 Biodiversity Management on State Forestlands HCVAs are reviewed during Compartment Reviews.
- Internal Audits that include monitoring and review of SCA/HCVA/ERA are conducted each year.
- Opportunistic Field Surveys (OFS) will be used to report on the ground conditions/changes on HCVAs.

IA 1.4-2: FMU's ensure implementation of the existing WI and the upcoming management guideline (biodiversity Management Guidance for State-Owned Forests (August 2005). The WI will be amended to clarify that existing anomalies in the OI database need to be updated by September 14, 2005.

IA 1.4-3: Shape files with GIS layers have been distributed to FMUs to verify known areas. These shape files will be integrated into IFMAP and more readily available to all FMUs. Implementation of the existing WI and the upcoming biodiversity management guideline will reinforce proper management.

IA 1.4-4: Stand-level diversity needs are not being adequately documented or implemented in FTPs and TSPs

## **8. Timber Sale Preparation**

***CARS:***

SFI CAR 1: Performance Measure 5.1 "Program Managers shall manage the impact of harvesting on visual quality." In some cases, visual management techniques were not implemented as prescribed.

SFI CAR 2: Indicator 5.3.3 "Green-up" requirement (adjacency issue). On one harvest visited adjacent blocks were clear cut before trees were at least 3 years old or 5 feet tall.

SFI CAR 3: Indicators 1a, 3, 4, and 5 involve the forest inventory and management planning. In some cases, differences between inventory and prescriptions (data coding errors) have or will affect implementation of sustainable forest management practices.

SFI OFI 4: There is an opportunity to improve protection of regeneration.

SFI OFI 6: Decisions regarding the time of year for harvest are not always made explicit.

SFI OFI 7: There is an opportunity to better understand implications of logging impacts on soils in mechanically harvested northern hardwood stands, and for greater attention to minimizing skid trails on some sites

FSC CAR 12: Establish written chain-of-custody procedures that comply with the FSC Principles of Chain-of-Custody and that assure:

- a) written notification to all DNR stumpage purchasers that the certified status of the wood harvested from the state forests will not be maintained unless the purchaser is either, themselves, a holder of a FSC CoC certificate or member in good standing of a FSC Group CoC certificate
- b) all paperwork associated with timber sales on the state forests include the DNR's unique FM/CoC certificate number (to be assigned at award of certification)

FSC REC: 4 DNR personnel should explore options for increasing efforts at large woody debris retention in harvest units

FSC REC 5: DNR foresters should engage in a structured discussion of the potential detrimental effects of soil compaction, root damage, and harm to under story plants than can result from harvesting equipment.

IA CAR 1.4-3: Stand-level diversity needs are not being adequately documented or implemented in FTPs and TSPs.

IA CAR 7.1-1: Some Units are not documenting timber sale inspections on form R4050 after the completion of each payment unit. Pre-sale checklist is not being completed. SFE trained foremen that are overseeing harvesting operations are not being documented on the sale inspection form.

IA CAR 7.1-2: Spills on timber sales were not cleaned up according to the timber sale contract.

IA CAR 7.2-1: Notice of Chain of Custody has not been included within the timber sale contract.

***CORRECTIVE ACTION PLAN EXCERPTS:***

FSC 12 a) The Timber Sale Specialist will insert a statement into general specifications/bid instruction in every Timber Sale Prospectus: "The area encompassed by this timber sale is certified to the standards of the Forest Stewardship Council (FSC) – Certificate #SCS-FM/COC-XXXXXX and the Sustainable Forestry Initiative (SFI) – Certificate #XXXXXX. Forest products from this sale may be delivered to the mill as "FSC and / or SFI certified" as long as the contractor hauling the forest products is chain-of-custody (COC) certified or covered under a COC certificate from the destination mill. The purchaser is responsible for maintaining COC after leaving the sale area."

b) The above statement will be inserted into the general contract specifications of every Timber Sale contract.

c) The Timber Sale Specialist will provide required information to the FSC auditor. Reporting volume will be total volume in cords and will be reported on a monthly rather than quarterly basis.

SFI 1 Work Instruction 7.1 states that Foresters and Forest Technicians are to complete a Timber Pre-sale Checklist to assure that all management intentions as recorded in the inventory system have been provided for in the sale. The monitoring section of this work instruction, assigns the QA/QC responsibility to the Unit Manager.

Michigan DNR will continue to implement operational procedures as outlined in Work Instruction 7.1. Field Coordinators will review and address shortcomings identified during the management review process (internal audits). Work Instruction 7.1 will be amended to more

clearly state that the FMFM Unit Manager is responsible for ensuring that operations inventory prescriptions and timber sale preparation specifications match.

SFI 2 The Michigan DNR will document future visual considerations that will include the green-up requirement of the SFI Standard. The pre-sale checklist has since been modified to include an explicit check for adjacency and green-up requirements. This change was completed on 10/14/2005.

SFI 3 Work Instruction 7.1 states that Foresters and Forest Technicians are to complete Timber Pre-sale Checklist. This pre-sale check prompts the administrator to assure that all management intentions as recorded in the inventory system have been provided for in the timber sale. In addition, the monitoring section of Work Instruction 7.1 assigns the QA/QC function to the Unit Manager.

Michigan DNR will continue to implement operational procedures as outlined in Work Instruction 7.1. Field Coordinators will review and address quality control shortcomings found through the Management Review process (internal audits). Work Instruction 7.1 will be revised to more clearly state that the FMFM Unit Manager is responsible for ensuring that operations inventory prescriptions and timber sale proposal coding match.

IA 7.1-1: Implement the work instruction as written (timber Sale administration)

IA 7.1-2: Administrators need to enforce TS contract language regarding spills.

IA 7.2-1: Implement the contract change once DNR receives its FSC certification number.

## **9. Forest Regeneration**

### ***CARS:***

IA CAR 2.1-1: Where applicable, OI comments regarding acceptable species mix are incomplete in stand prescriptions. A system for tracking natural regeneration is not yet in place

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 2.1-1: Unit managers or designee are responsible for tracking and monitoring natural regeneration of all natural-regeneration-sales closed since June 20, 2005 within 4 years of Timber Cutting Report date.

IA 2.1-1 Comments should be included in OI indicating if an alternative regeneration species mix is acceptable after harvest beginning in 2007 year-of-entry.

## **10. Chemical Use**

### ***CARS:***

IA CAR 2.2-1: Some DNR staff do not currently carry spill kits. Right-of-way vegetation control was not permitted through a special use permit. Observed use of 2 unapproved chemicals—Escort© and Transline©

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 2.2-1: Implement Work Instruction, ensure DNR vehicles are equipped with spill kits when engaged in chemical transportation or application by directing the purchase of at least one spill kit per OSC.

IA 2.2-1: Special Use permits for spraying ROWs must comply with WI, seek derogation on use of Transline<sup>®</sup> and Escort<sup>®</sup> or an acceptable, approved alternative.

3.1 addition: Spill kits required on all DNR vehicles that have hydraulic or aux tanks.

## **11. Road Closures**

### ***CARS:***

IA CAR 3.3-1: Work Instruction not being followed for non-emergency road closures including completion of Road Assessment Checklist and Forest Road Trail Proposal. Furthermore, Units are not always obtaining Director's Order for non-emergency road closures.

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 3.3-1: Implement the Work Instruction (Road Closures)

## **12. Exotics**

### ***CARS:***

IA CAR 2.3-1: Little or no evidence of measures to control spread of exotics and invasive exotics.

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 2.3-1: Information disseminated to field staff regarding containment and control of exotic and invasive weeds will be distributed by September 15, 2005. Forest health specialist will develop improved procedures for detecting, reporting, monitoring, control and containment of invasive exotic plants by March 1, 2006.

## **13. Tribal Issues**

### ***CARS:***

SFI OFI 14: Improved mechanisms for consultations with tribes at the FMU and State-wide levels should be considered.

FSC CAR 3: Demonstrate continuing progress, at the FMU level, in inviting tribal participation in the identification of tribal resources and the development of appropriate management prescriptions as well as monitoring of the impacts of management on tribal resources; prepare a briefing report on steps taken and progress made.

IA CAR 9.1-1: Unit managers did not have tribal contacts.

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

FSC 3 The DNR will encourage additional one-on-one contact with the tribes. Initially, FMU Unit Managers will establish regular contact with key environmental tribal officers for those tribes where the tribal chairs are located within the FMU boundary.

Through DNR contacts, tribes will be encouraged to participate in eco-regional and state-wide planning efforts.

IA 9.1-1: Provide unit managers with maps for tribal areas associated with their units and contact offices for each area.

## **14. SFI Involvement**

### ***CARS:***

SFI CAR 6: Indicators 10.2.1, 12.2.1, 12.2.1, and 12.5.1 require involvement by the Michigan DNR in SFI Implementation Committee activities. Thus far, such involvement has been limited.

IA CAR 6.3-1: Unit staff is not familiar with this number or this work instruction

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

SFI 6 Michigan DNR will actively participate in SIC meetings and SIC subcommittee meetings following SFI certification.

IA 6.3-1: All supervisors emphasize the importance of the reporting phone # to their staff.

## **15. Staff Training**

### ***CARS:***

SFI OFI 1: There is an opportunity to improve the training in and effective use of the Kotar system by field foresters in making silvicultural decisions.

SFI OFI 2: There is an opportunity to improve understanding of current age-class structure in northern hardwood stands, allowing field foresters to more carefully adjust prescriptions.

SFI OFI 11: There is an opportunity to improve training for land managers in FMFM and the Wildlife Division in identification of invasive plants, vectors for translocating such plants, and methods for control.

IA CAR 8.1-1: Training policy is not being followed as outlined in the work instruction. There were no individual annual training plans available.

IA CAR 8.1-2: Some employees' training records are incomplete.

### ***CORRECTIVE ACTION PLAN EXCERPTS:***

IA 8.1-1: Annual Training Procedure check list will be provided to every employee. Complete by 10/01/05\*

IA 8.1-1: FMFMD & WD employees will be provided a list of required training by classification. Complete by 10/01/05 for FMFMD\*

IA 8.1-1: Individual training plans will be developed at annual Performance Appraisal. Complete by 10/31/05\*. An on-line Department training database is being developed.

IA 8.1-1: Training officers keep records in a central data training base. Training officers will send employees their individual training record list on request until new record system is in place.

IA 8.1-1: Training officers keep records in a central data training base. Training officers will send employees their individual training record list. The employee will verify record and submit documentation of missing records. All training completed by employees will be reported to the Division Training Officer.

IA 1.1-2: The certification specialist will provide additional work instruction training sessions to those who have not completed the training.

## **16. Other**

***CARS:***

SFI OFI 12: There is an opportunity to improve staffing to conduct controlled fires prescribed by management plans for species such as red pine and to restore some semblance of the landscape disturbances historically attributed to wildfires.

***CORRECTIVE ACTION PLAN EXCERPTS:***

None