

# American Tree Farm System®

## Inspector Training Workshop



April 2015 Scarborough, Bangor, Augusta  
Mike Dann



# Workshop Registration

- Complete Workshop Registration Form
- Students – Write STUDENT in employer section
- Workshop Registration Form at end of session = CFE Credit Certificate



# Workshop Agenda

- Introduction to Tree Farm
- 2015 – 2020 Standards & Guidelines
- The Inspection Process – applying the Standards
- Plan Review
- Tools & Benefits of Tree Farm
- Review & next steps



# Anti-Trust statement

“if a questionable topic is about to be discussed in connection with any gathering, whether or not a formal meeting, that discussion should be immediately stopped and not resumed until approved by legal counsel.”



# Introductions

- Name
- Company or organization
- Current Inspector or new?
- What you expect to get from the workshop?



# Introduction to the American Tree Farm System



GROWING STEWARDSHIP FROM THE ROOTS

# American Tree Farm System (ATFS)

- Program of the American Forest Foundation (AFF)



American Forest Foundation



GROWING STEWARDSHIP FROM THE ROOTS

# ATFS History



GROWING STEWARDSHIP FROM THE ROOTS

# ATFS History



GROWING STEWARDSHIP FROM THE ROOTS

# State Tree Farm Program

Volunteer Committee

14 County Chairs

Web site:

<http://mainreefarm.org>

Email

[info@mainreefarm.org](mailto:info@mainreefarm.org)



GROWING STEWARDSHIP FROM THE ROOTS

# MISSION STATEMENT

THE AMERICAN TREE FARM SYSTEM MISSION IS:

to promote the growing of renewable forest resources on private lands while protecting environmental benefits and increasing public understanding of all benefits of productive forestry.

*The American Tree Farm System  
grows stewardship from the roots.*



GROWING STEWARDSHIP FROM THE ROOTS

# What does ATFS do?

- We work on-the-ground;
- We give people the tools they need;
- We are about the future.



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# Where is ATFS going?

- State Voice, State Choice
- Working in priority areas;
- Measuring impact.



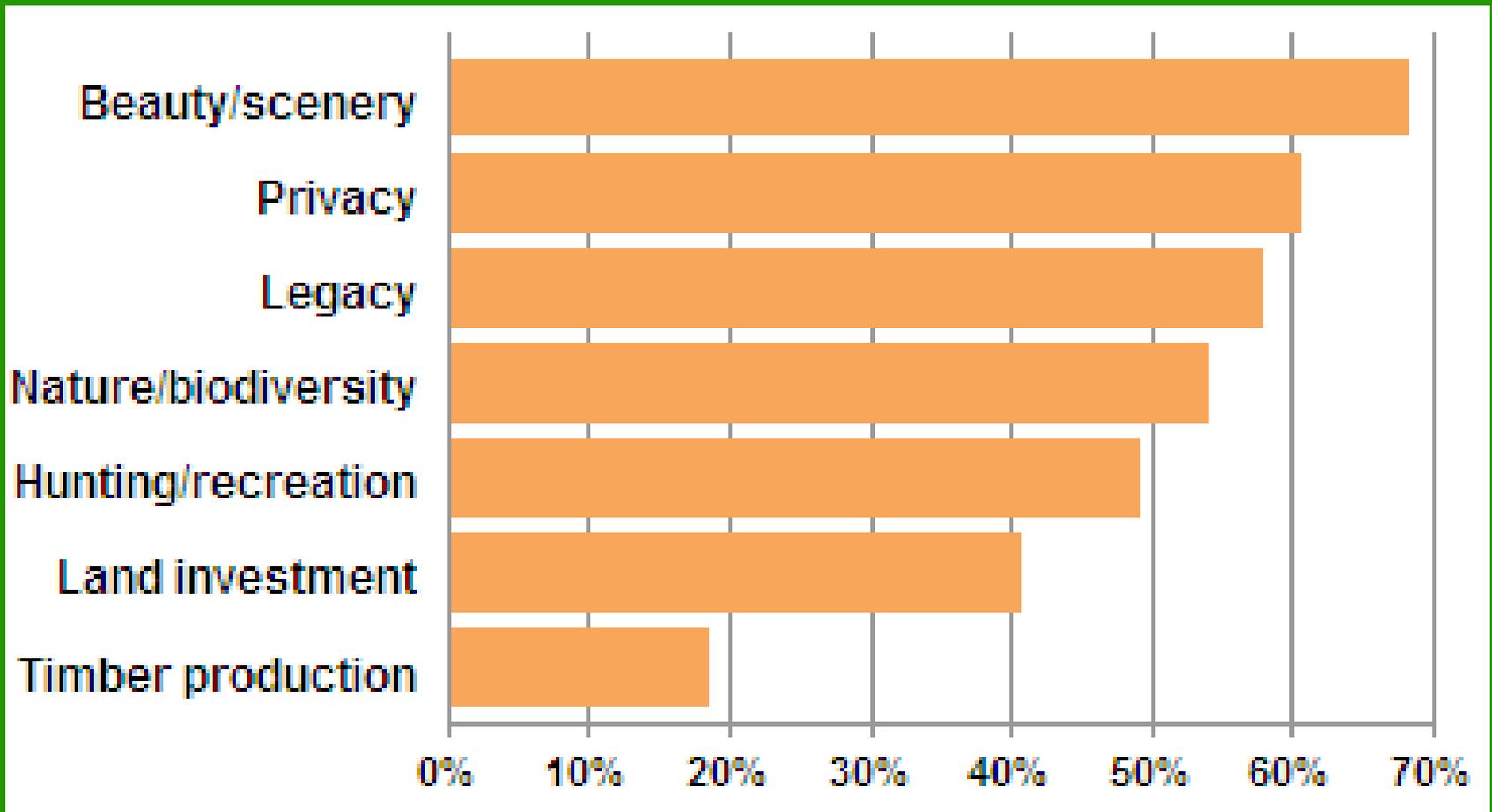
GROWING STEWARDSHIP FROM THE ROOTS

# State Work Plan or Strategic Plan

- Strategic Priorities:
- Ensuring Long-term Sustainability
- Professionalization of Services
  - Hire a part-time professional to provide leadership to the program.
- Outreach/Education
  - Newsletter
  - Inspector workshops/recognition
  - Tree Farmer surveys



# Why Do People Own Property?



# Why should they be Tree Farmers?

- Certification
- Recognition
- Resources



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# American Tree Farm System Quiz

**1. Where was the first Tree Farm and why was it established?**

The first Tree Farm was established in 1941 in Montesano, WA by Weyerhaeuser as a demonstration area to highlight good forestry practices.

**2. What are the top 3 reasons people own land?**

Nature/Biodiversity

Beauty/Scenery

Privacy

**3. What does Tree Farm need to do to meet the needs or desires of today's landowners?**



# Your **first** mission:

Identify Prospects:

- 1. Write the name of at least 3 forest landowners you have worked with or know of who are not currently Tree Farmers**



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# 2015-2020 AFF Standards of Sustainability & Guidelines



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# Standards Development

- 2015-2020 Independent Standards Review Panel (ISRP)
  - At the direction of the AFF Board of Trustees
  - Two rounds of comments
- Sustainable Forest Management
  - Set robust Standards and realistic criteria
- Credibility
  - PEFC endorsement



# Landowner Eligibility

## Acreage

- 10 – 10,000 contiguous acres for certification through a State Tree Farm committee
- Forested acres may include non-forested features (food plots, water resources) that are integrated with the forest system
- Owners with multiple lots do not need to certify all of them.
- Cannot certify only a portion of a contiguous lot.



# Landowner Eligibility

- Private or public ownership
- No publicly traded companies
- Nonindustrial (small business exception)
  - Less than \$7MM in tract-related receipts & <500 employees
- Agree to conform to Standard
- Agree to participate in assessments
  - A landowner who refuses to allow a visit during a third-[arty audit will be decertified.



# ATFS Certification Options

Ownership Type	ATFS Program Enrollment Options		
	State Committee	IMG	Individual 3rd-Party
Individual owner - 10 to 10,000 ac.	X	X	X
Individual owner - 10,000 to 20,000 ac.		X	X
Small Business - 10 to 10,000 ac.	X	X	X
Small Business - 10,000 to 20,000 ac.		X	X
Public (except State) - 10 to 10,000 ac.	X	X	X
Public (except State) – 10,000 to 20,000 ac.		X	X
State Government – 10 to 20,000 ac.		X	X
TIMO/REIT - 10 to 20,000 ac.		X	



# Chain of Custody

A 3rd-party verified unbroken trail of accountability that confirms the share of wood from certified sustainable sources



Forest



Transport

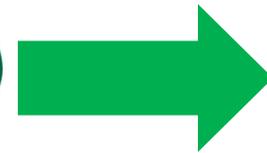
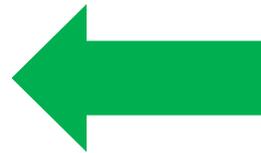
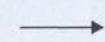
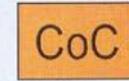
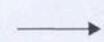
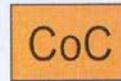
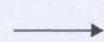
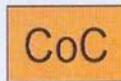


Mill



Customer

Printer



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# Who uses these Standards?



- Landowners
- Inspectors
- Auditors



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# 2015 – 2020 AFF Standards

- Standards Prologue & use
- 8 Standards with Guidance
- Glossary



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**Standard:** overarching principle of sustainability.

## Standard 1: Commitment to Practicing Sustainable Forestry

**Landowner** demonstrates commitment to **forest health** and **sustainability** by developing a forest **management plan** and implementing sustainable practices.

**Performance Measure:** refines standard's intent and describes considerations and pathways for conformance.

### Performance Measure 1.1

**Landowner shall** have and implement a written forest **management plan** consistent with the size of the forest and the **scale** and intensity of the forest activities.

**Underlined “shall”:** core element required for ATFS certification.

**Indicator:** specific actions or activities that demonstrate conformance.

### *Indicator 1.1.1*

**Management plan shall** be active, adaptive, and embody the **landowner's** current objectives, remain appropriate for the land certified, and reflect the current state of knowledge about natural resources and **sustainable forest management**.

**Bold type:** Defined in the glossary.



# Highlights of Changes

- Standardized language
  - “Must” replaced with “Shall”
- Emphasis on objectives and activities
  - Related to management plans
  - Use of adaptive innovative approaches
- Expansion of BMPs
  - Standards and guidance enhanced
  - Related to air, water, soil, and site quality



# Highlights of Changes, Cont'd

- T&E species
  - Clarified obligations for protection
- Forest Health
  - Promote broader understanding
  - Stresses resilience to multiple stressors and disturbance
- Forests of Recognized Importance (FORI)
  - Formerly High Conservation Value Forests
- Use of Contracts
  - Should seek and engage qualified contractors
  - Should use and retain contracts



# Key Phrases

Shall

vs.

Should

Size

Scale

Intensity



# Standard 1: Commitment to Practicing Sustainable Forestry

**PM 1.1** - Landowner shall have and implement a written forest management plan consistent with the size of the forest and the **scale** and intensity of the forest activities.

- Clearly stated objectives
- Active and adaptive
- Reflect current knowledge of forest science & management



# Indicator 1.1.2 – Management Plan Requirements: **SHALL**

- Describe current forest conditions
- Landowner objectives
- Management activities & schedule aimed at achieving L/O objectives
- Map depicting all significant forest-related resources



# Indicator 1.1.2 – Management plans

## Core Requirements (SHALL)

- Forest health
- Soil
- Water
- Wood & fiber production
- T&E species
- Special sites
- Invasive species
- Forests of Recognized Importance (FORI)

## Additional Considerations (SHOULD)

Where present, relevant and consistent with landowner goals:

- Prescribed fire
- Wetlands
- Desired species
- Recreation
- Aesthetics
- Biomass
- Carbon



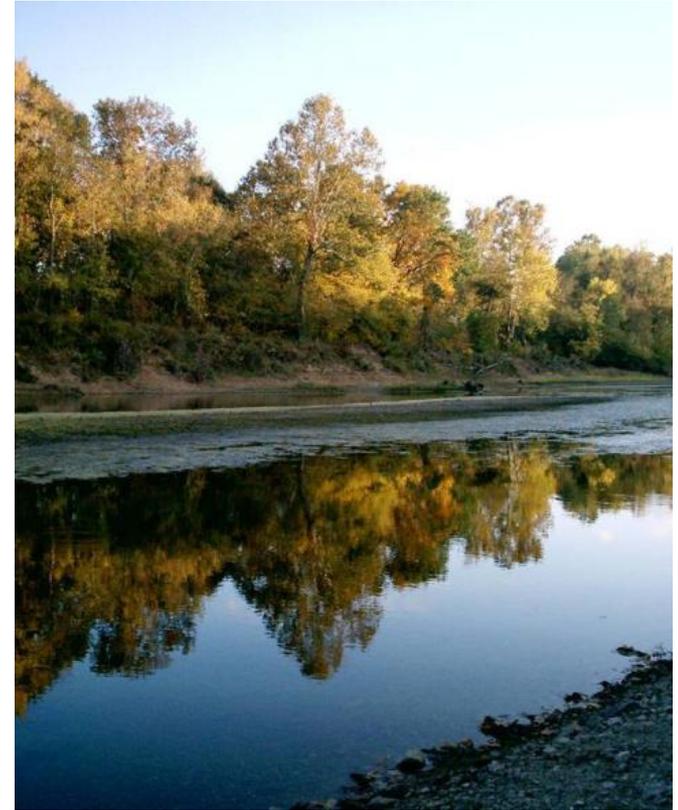
# Indicator 1.1.2 Guidance

- The plan must specifically mention the required topics (forest health, soil, water, wood and fiber production, **threatened and endangered species, special sites, invasive species and forests of recognized importance**). If there is no occurrence of an attribute on the required topic list (threatened and endangered species, for example), the plan should state that the attribute is not present on the subject property and describe the consultation or means by which the determination was made.



# Indicator 1.1.3 – Monitor for changes

- Monitoring:
  - Invasive species
  - Pests and disease
  - Storm damage
  - Timber theft
- Updates:
  - **Notes**
  - **Written Record**
  - **Management Plan Addendum**
- Plans considered current:
  - Landowner objectives
  - **Conditions on ground**



# Recent Non-conformities

- Plan deficiencies
  - Missing plans
  - Missing Elements
  - Insufficient for size/scale
- Invasive Species
  - Present, not noted



# Management Plan Template and Addendum

- ATFS offers tools for foresters and landowners:
  - Template (NRCS, Forest Stewardship, ATFS)
  - Management Plan Addendum



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# What would you do?

Tree Farmer has a management plan that was written five years ago that covers all Required plan elements (forest health, soil, water, wood and fiber production, threatened and endangered species, special sites, invasive species, integrated pest management, and forests of recognized importance). However, **a locally relevant invasive plant species** is found to be prevalent in the woods and is absent from the plan.



- Require remedial action before certification/recertification: *Plan needs to be updated to include measures to contain or control all known invasive species; updates can include printed or electronic materials.*
- If the landowner does not take the step? Decertify
- You are not required to write the plan for them, you are there to assess their compliance with the standard.



# Standard 2: Compliance with Laws

Performance Measure 2.1 - Landowner shall comply with all relevant federal, state, county and municipal laws, regulations and ordinances governing forest management activities.

- Federal, state, local laws and BMPs
- Correct conditions leading to any regulatory actions
- Obtain professional advice



# Standard 2: Laws in Your State

## The Forestry Rules of Maine 2014

Also available on MFS Web site



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# Recent non-conformities

- None



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# What would you do?

During field visit you find a staging area that was used during the last timber harvest 4 years ago. You note that it has not seeded back in and the landowner states that it is likely due to a known hydraulic fluid leak from equipment during the harvest.



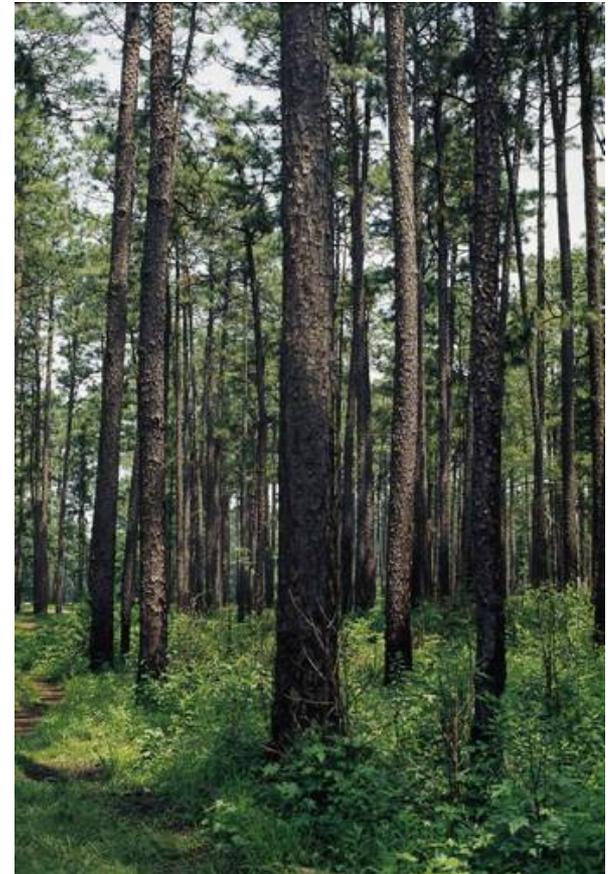
- Require remedial action before certification/recertification: *Full legal compliance with relevant laws, regulations and ordinances is the intent of the Standard. Mistakes may occur in carrying out forest management activities. **Landowners** must be committed to correcting inadvertent violations. A pattern of willful violation of relevant laws, regulations or ordinances is not acceptable.*
- The spill needs to be reported to the proper state agency and remediation needs to be carried out before the property can be certified.
- If the landowner does not take the step? Decertify



# Standard 3: Reforestation & Afforestation

**PM 3.1 - Shall** be achieved by a suitable process that ensures adequate stocking levels.

- Adequate stocking
- Desired species
- Reasonable time



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# Recent Non-conformities

- none



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# What would you do?

An appropriate regeneration harvest was carried out six years ago in one of the stands. Natural regeneration was planned, but due to heavy deer browse, it did not meet minimum stocking requirements.

- Certify: As long as acceptable regeneration was planned (i.e. seed tree or shelterwood harvest) and extenuating circumstances (deer pressure) was the cause of the failure, then Certification is likely allowed. If the landowner has tried different methods of protecting regeneration from deer browse (brush piles over seedlings, fencing, communicated with hunters to reduce deer pop., etc) without obvious success, the Tree Farmer may still meet the Standard.

# Standard 4: Air, Water & Soil Protection

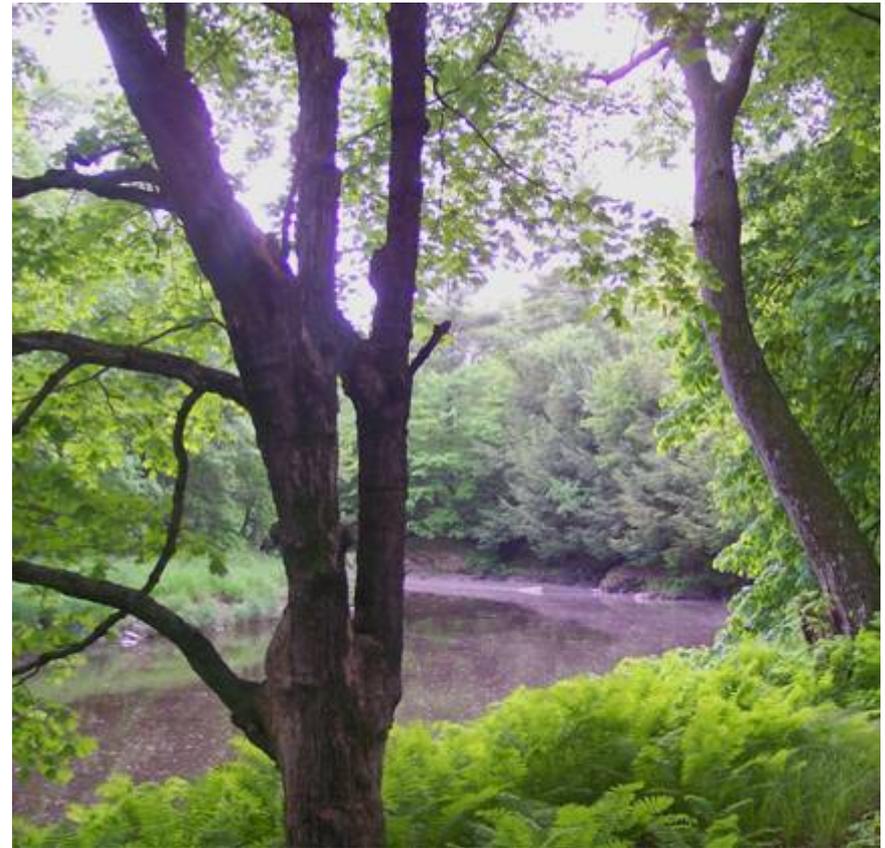


- Use Best Management Practices (BMPs)
- Management of Pests
  - Pathogens
  - Unwanted Vegetation
- Use of Prescribed fire

# PM 4.1 – Best Management Practices

Shall meet or exceed practices prescribed by state BMPs

- Implement applicable state forestry BMPs
- Minimize disturbances in riparian zones and wetlands



# Standard 4: BMPs in Maine

- Water Quality

# PM 4.2 – Treatment options for pests

Shall consider a range of activities to control pests, pathogens, and unwanted vegetation

## Management options for treatment of unwanted vegetation

- Silvicultural
- Mechanical
- Biological
- Chemical
  - Compliance with all pesticide laws



# PM 4.3 – Use of prescribed fire

Shall conform with objectives and state and local laws



# PM 4.3: Prescribe Burning Laws/Regulations in Your State

- Check with the MFS

# Recent Non-conformities

- Use, storage, and disposal of chemicals
- Effective installation of water quality BMPs

# What would you do?

During field visitation the Tree Farmer points out an area harvested 2 years ago. You notice the area is now heavily populated by an invasive plant species. When you ask about the invasives, he is unaware of them.

# PM 4.2 Guidance

Require remedial action before certification/recertification:

Now that the invasive is established, the landowner has an obligation to develop a plan to deal with it. At the least they should understand how it got there and take actions to prevent the spread.

## **GUIDANCE**

While **landowners** and **designated representatives** are urged to take feasible actions to address pests, pathogens and unwanted vegetation, **third-party assessors** are advised that, in some cases, there may be no feasible options for controlling a pest or outbreak due to severity, scale and timing of onset.

# Standard 5: Fish, Wildlife Biodiversity & Forest Health

- Threatened & Endangered Species
- Landowner's Desired Species
- Promote Forest Health
- Forests of Recognized Importance (FORI)

# PM 5.1 – T&E Species

Shall protect habitats and communities occupied by T & E species as required by law

- Levels of requirements
  - Research to determine occurrences
  - Protect known occurrences
  - Document



# PM 5.1 Guidance

- Although **landowners** are not required to do an exhaustive search for **threatened or endangered** species on their property, under the AFF Standards, **landowners** or **designated representatives** are expected to make a good-faith effort to identify any known occurrences of these species on their property through on-site review and the use of a **qualified natural resource professional** or natural heritage databases (MNAP, MDIFW).

# Standard 5

- What should a landowner do to find out if they have threatened or endangered species on their Tree Farm?
- What tools are available for landowners?
- <http://www.maine.gov/ifw/wildlife/endangered/listed/species/me.htm>
- <http://gateway.maine.gov/nr/mnap/MaineDataChecker/>

# PM 5.2 – Desired species

Should address the desired species and/or desired forest communities

- Fish, wildlife, and/or plant
- Refer to objectives
- Consult sources of information
- Integrate into management



# PM 5.3 – Forest Health

Should make practical efforts to promote forest health

- Prevention, control, and response
  - Wildfire
  - Invasives
  - Pests/Pathogens
  - Unwanted vegetation
- Document: date and source of information



# State Forest Health Priorities:

- Invasive plants & insects:
  - <http://www.maine.gov/dacf/mfs/index.shtml>
  - <http://www.maine.gov/dacf/mnap/>
- Forest pests and pathogens:
  - <http://www.maine.gov/dacf/mfs/index.shtml>

# PM 5.4 – Forests of Recognized Importance

Where present, activities should maintain or enhance FORI

- Contribute to conservation
- Evaluated at landscape level
- No central clearinghouse of information
  - Consult with experts
  - Review available info



# Recent Non-conformities

- HVCF (now FORI) not identified
- Invasive Species awareness

# What would you do?

The management plan states that FORI are absent from the property. You realize that the property is located within the watershed that serves a large metropolitan area and is upstream from the collection reservoir.

Require remedial action before certification/recertification: They “should” incorporate measures to contribute to the conservation of identified forests of recognized importance. However, the scenario is “the management plan states that FORI are absent from the property.” This inaccuracy in the management plan needs to be addressed. The plan needs to be updated to reflect the fact that the property is within the watershed of a municipal water supply. Additional care needs to be taken during operations with particular attention paid to equipment fueling and storage, stream crossings, and riparian areas.

Failure or unwillingness to take action in a timely manner should result in decertification.

# Standard 6 - Forest Aesthetics

**PM 6.1** - Landowners should manage for visual impacts consistent with size, scale and intensity of activities.

- Apply visual quality measures
- Compatible with appropriate silvicultural practices



# Recent Non-conformities

- none

# What would you do?

The landing used on a recent operation has not been cleaned up.

- *Certify: The indicator for aesthetics is “should”, not “shall.” Continued certification is allowed so long as the action meets all other Standards. Inspectors are encouraged to advise landowners to better consider aesthetics in future management*

# Standard 7 - Protect Special Sites

**PM 7.1** – Activities shall consider and maintain any relevant special sites.

- Research, locate, identify, and protect on the ground
- Document in plan,
  - Include on tract map



# What is included in Special Sites?

- Historical
- Archeological
- Cultural
- Geological
- Biological
- Ecological



Can also be designated by the landowner

# Recent Non-conformities

- Identification of special sites (cemeteries) in plans and on maps

# What would you do?

A Tree Farmer knows of a cemetery on his property and leaves a buffer around it when operating. The cemetery is not noted in the plan or the map.

Require remedial action before certification/recertification:  
*The area needs to be identified within the management plan with actions that will be taken to protect the area. It also needs to be delineated and identified on the map.*

Failure or unwillingness to take action in a timely manner should result in decertification.

# PM 7.1 Guidance

- Sites of historical, archeological and cultural importance are identified on the National Register of Historic Places, a listing administered by the National Park Service or by State Historic Preservation Offices (SHPOs), state agencies that oversee the preservation efforts in their state. Listing of sites on the National Register (<http://www.nps.gov/nr/index.htm>) or SHPO directories (<http://www.nps.gov/nr/shpolist.htm>) reflect a determination of a site's significance to the history of a community, state or the nation. AFF recognizes this determination of significance and requires protections of such sites under certification, as directed by law.

# PM 7.1 Guidance

- Special sites of biological and geological significance may be identified through consultation undertaken related to the identification of FORIs and threatened and endangered species and communities (Standard 5).
- Many properties may include historical, cultural or archeological sites that are not listed in National Historic Register or SHPO listings. **Landowners** may choose to designate sites not listed by relevant authorities as **special sites** (see guidance for criteria).

# Guidance cont.

- In addition to these criteria, **landowners** may designate sites of personal significance to them, such as a spot their grandparents cherished.

# Standard 8 - Forest Product Harvests and Other Activities

**PM 8.1** – Landowner should use qualified natural resource professionals and contractors

- Seek qualified professionals and contractors
  - Require Liability and Workers' Comp insurance
  - Use contracts
  - Retain contracts and records of harvests



# Standard 8 - Forest Product Harvests and Other Activities

**PM 8.2** – Landowner shall monitor harvests and other activities to ensure conformance with objectives

- Activities conducted in accordance with objectives
- Activities maintain potential of property
  - Sustainably produce forest products and other benefits

# Recent Non-conformities

- excessive residual stand damage was not addressed in contract (ability to produce forest products sustainably)
- lack of use of formal contracts (*Opportunity for Improvement*)

# What would you do?

Landowner had a harvest on a portion of his property two years ago. A consultant forester was contracted to administer and oversee the sale. Landowner has copy of consultant agreement, but not timber sale contract or insurance.

- **Certify:** Although it is not a requirement, it is a best practice to retain contracts, permits, proof of insurance, and other relevant documents for at least 3 years. Landowners are advised to contact their tax and legal specialists for further advise on records retention.

# American Tree Farm System Quiz

4. **Today's workshop will allow you to Certify Tree Farms under what program?**

ATFS State Program

5. **What are the minimum & maximum acres for a Tree Farm?**

Minimum of 10 acres, maximum of 10,000 contiguous acres to participate under the State Committee. Individual certificate holders and groups may be as large as 20,000 contiguous acres; those certificates have additional requirements beyond what we will cover today.

6. **Where can you find the Standards and guidance?**

On the 004 Form, online at [www.treefarmssystem.org](http://www.treefarmssystem.org), and we are working on a pocket guide for your convenience.

# Your **second** mission:

## Identify Prospects:

1. Write the name of at least 3 forest landowners you have worked with or know of who are not currently Tree Farmers
2. **Prioritize the prospects based on their ability or willingness to meet the Standards & Eligibility**

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# 15 Minute Break

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Please be courteous and return promptly

<http://vimeo.com/101441456>

# Conducting an Inspection

# Why do we have inspections?



Gene Newell, 2006 Western Regional Tree Farm Inspector of the Year

To make sure the system is working.

# How are they valuable to landowners?

- A visit from a forester
- Validation that they are doing well with their management



Josh Stevens, 2008 North Central Regional Tree Farm Inspector of the Year

# Two levels of Certification

## Third-Party Certification (External Monitoring)

Accredited Certification Bodies  
(PwC, BV, NSF)



Perform third-party assessments  
for the 3 Tree Farm Regional  
Certificates (South, Northeast,  
West-Central)



## Internal Monitoring (REQUIRED Sample)

State Tree Farm Committee



Trained inspectors verify  
landowner conformance  
(You)

# Tree Farm Inspections

Be the gate-keeper!

- . Inspectors have the very important role in ensuring conformance to the AFF Standards and eligibility for the Tree Farm program.
- Inspectors have the very important role in ensuring conformance to the AFF Standards and eligibility for the Tree Farm program, maintaining its credibility as the largest forest certification program for non-industrial private forest owners.



Arnie Friedt, 2009 Regional Tree Farm Inspector of the Year, Western Region

# Tree Farm Inspections

## Three Types of Inspections

1. Initial
2. Required sample
2. Scheduled re-inspection



Photo Connie Robinson-Clemons, 2009 North Central  
Regional Tree Farm Inspector of the Year

Inspections are essential to the ATFS Internal  
Monitoring System

# Tree Farm Inspections

## Inspection protocol

1. Review Eligibility for Tree Farm Participation
2. Review AFF Standards
3. Inspect management plan
4. Inspect property

# Tree Farm Inspections

- 1) Review eligibility criteria
  - Size?
  - Ownership?
  - Willing participant?



# Tree Farm Inspections

## 2) Review 2015-2020 AFF Standards

- Must meet all Standards to be certified
- Record activities that support **Certification**
  - **What did you see, hear, or read?**



# Tree Farm Inspections

## 3) Inspect Management Plan

- All core elements addressed?
- Additional considerations addressed if appropriate?
- Schedule of activities still applicable?
- Addendum or updates?

# Tree Farm Inspections

When should a management plan be updated?

- Changes to forest condition
- Changes to landowner objectives
- Changes to owners, ownership or acres
- Natural disasters
- Insect and disease outbreaks

# Tree Farm Inspections

## 4) Inspect the Property

- Recent management
- Unique features
- Ground truth the map
- Landowner questions
- Document findings

# Tree Farm Inspections

## Three Recommendation Options:

1. Certified Tree Farm (certification)
2. Recognized Tree Farm  
(Recognition States)
3. Pioneer Tree Farm (participation)
4. Not appropriate for certification  
through ATFS (de-certification) -  
specify



# Reinspection by phone or email

- Permission of legal owner
- 004 Form completed
- On the ground within 180 days.
- No management activity since visit.

# ATFS Tree Farm Inspection Record (004 Form)

- Key to Certification under ATFS
- Recently revised for the new standards
- All inspections must be done with this form starting 3/15
- You must be trained to the 2015-2020 Standards to use this form



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## American Tree Farm System (ATFS) Tree Farm Inspection Record

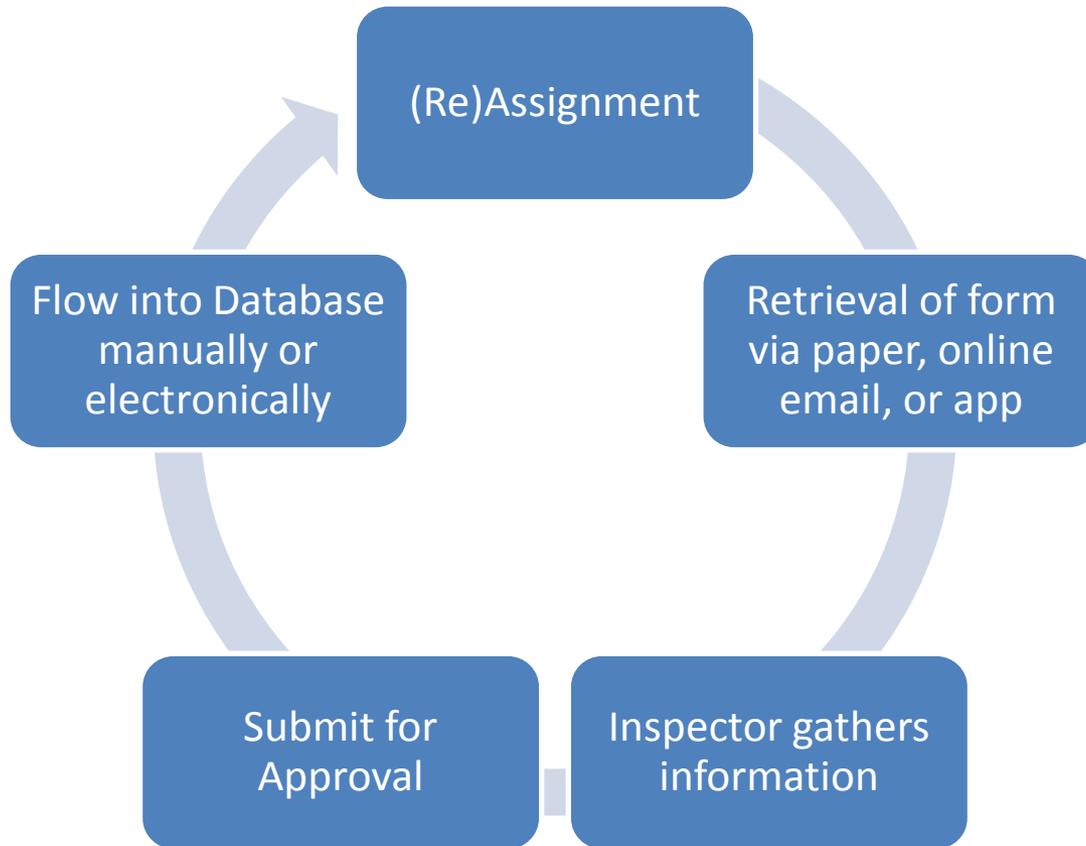
ATFS Form 004 Revised 01/15

State DC Tree Farm Number 1003

INITIAL INSPECTION		INITIAL INSPECTION: HOW DID THE LANDOWNER LEARN ABOUT ATFS? (Check All That Apply)			
<input checked="" type="radio"/> Certified/Recognition <input type="radio"/> Pioneer		<input checked="" type="checkbox"/> My Inspector <input type="checkbox"/> Currently a Tree Farmer <input type="checkbox"/> ATFS Sign <input type="checkbox"/> Referred by Tree Farmer <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Landowners Assn <input type="checkbox"/> Magazine <input type="checkbox"/> Forestry Association <input type="checkbox"/> Field Day/Education Event			
REINSPECTION					
<input type="radio"/> Recertification/Renewal <input type="radio"/> Pioneer		<input type="radio"/> Decertification (Choose One): <input type="radio"/> Deceased <input type="radio"/> Missing <input type="radio"/> No interest <input type="radio"/> Sold <input type="radio"/> Substandard			
FIELD INSPECTION DATE		INTERVIEW DATE			
Month <u>2</u>	Day <u>19</u>	Year <u>2015</u>	Month <u>2</u>	Day <u>19</u>	Year <u>2015</u>
Type: <input checked="" type="checkbox"/> Field <input type="checkbox"/> Phone <input type="checkbox"/> Email					
LANDOWNER INFORMATION (Legal Owner)					PRIMARY CONTACT
Organization or Last Name <u>Jones</u>			First Name <u>Timothy</u>	MI <u>A</u>	<input type="checkbox"/>
Co-Owner / Contact Last Name <u>Jones</u>			First Name <u>Brenda</u>	MI	<input type="checkbox"/>
PRIMARY CONTACT					
Mailing Address 1 <u>2000 M st</u>			Mailing Address 2 <u>State 550</u>		
City <u>Washington</u>	State <u>DC</u>	Zip <u>20036</u>	Absentee Landowner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Email <u>timothy.jones@gmail.com</u>		Phone <u>(202) 968-9632</u>	Preferred Contact <input checked="" type="checkbox"/> Any <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> No Contact		
WHICH CONSERVATION ORGANIZATIONS ARE YOU INVOLVED IN? (Check All That Apply)					
<input checked="" type="checkbox"/> State Forestry Assn <input type="checkbox"/> State Landowner Assn <input type="checkbox"/> County/Local Forestry Assn <input type="checkbox"/> Ducks Unlimited <input type="checkbox"/> Nat Wild Turkey Fed <input type="checkbox"/> QDMA <input checked="" type="checkbox"/> Other (Please Specify) <u>Local Sierra Club</u>					
TREE FARM LOCATION					
County <u>Bloom</u>	Town <u>Colombia</u>	Forested Acres <u>10</u>	Location (Legal or GPS) <u>38.9071923N -77.0368707000001W</u>		
OWNERSHIP TYPE (Check One)		WHICH PROGRAMS IS THE PROPERTY ENROLLED IN? (Check All That Apply)			
<input type="checkbox"/> Non-Industrial Private/Family <input type="checkbox"/> Other Public (non-State Forests) <input checked="" type="checkbox"/> Municipal/City/Village <input type="checkbox"/> Other		<input type="checkbox"/> Conservation Easement <input checked="" type="checkbox"/> Forest Tax Law / Tax Abatement <input checked="" type="checkbox"/> State Forest Stewardship Program <input type="checkbox"/> Successional Planning (Estate Planning, etc.) Cost Share (Please Specify) <input type="checkbox"/> Other (Please Specify)			
		<input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Local			
NOTES/UPDATES					
<u>Land recently purchased</u>					
APPROVALS					
Landowner * Signature <u>Timothy Jones</u>	Month <u>2</u>	Day <u>19</u>	Year <u>2015</u>	<input checked="" type="checkbox"/> I (Landowner) understand that, by checking this box, my typed or written signature constitutes a legal signature.	
Qualified ATFS Inspector Signature <u>Nephthali Chavez</u>	Month <u>2</u>	Day <u>19</u>	Year <u>2015</u>	Recommendation: <input checked="" type="checkbox"/> Certification/Recognition <input type="checkbox"/> Pioneer <input type="checkbox"/> Decertification	
First Name <u>Nephthali</u>	MI	Last Name <u>Chavez</u>		ID# <u>147590</u>	
Regional Approval Signature <u>Mike Burns</u>	Month <u>2</u>	Day <u>20</u>	Year <u>2015</u>	Recommendation: <input checked="" type="checkbox"/> Certification/Recognition <input type="checkbox"/> Pioneer <input type="checkbox"/> Decertification	
State Approval Signature <u>Sarah Crow</u>	Month <u>2</u>	Day <u>20</u>	Year <u>2015</u>	Recommendation: <input checked="" type="checkbox"/> Certification/Recognition <input type="checkbox"/> Pioneer <input type="checkbox"/> Decertification	

\*Signature affirms commitment to comply with the 2015-2020 AFF Standards of Sustainability and all relevant laws/regulations/ordinances. Signature further permits agents of ATFS ingress and egress for purposes of verification and in coordination of corrective or preventative activities. Participation in ATFS is purely voluntary and may be discontinued by landowner at any time or if found ineligible by ATFS. Only required for new certifications.

# Life Cycle of a 004 Form



# Page One

- All about the Landowner and his/her property
  - Contact information is Key!
- Inspection outcome
- Signatures of approval
- All Sections on this page are REQUIRED
- Form will be returned to you if anything is missing



GROWING STEWARDSHIP FROM THE ROOTS

**American Tree Farm System (ATFS) Tree Farm Inspection Record**  
 ATFS Form 004 Revised 01/15  
 State DC Tree Farm Number 1003

**INITIAL INSPECTION** INITIAL INSPECTION: HOW DID THE LANDOWNER LEARN ABOUT ATFS? (Check All That Apply)  
 Certified/Recognition  My Inspector  Currently a Tree Farmer  ATFS Sign  Referred by Tree Farmer  Website  
 Pioneer  Brochure  Landowners Assn  Magazine  Forestry Association  Field Day/Education Event

**REINSPECTION**  
 Recertification/Renewal  Decertification (Choose One):  Deceased  Missing  No Interest  
 Pioneer  Sold  Substandard

**FIELD INSPECTION DATE** **INTERVIEW DATE**  
 Month Day Year Month Day Year Type:  
 2 19 2015 2 19 2015  Field  Phone  Email

**LANDOWNER INFORMATION (Legal Owner)** **PRIMARY CONTACT**  
 Organization or Last Name: Jones First Name: Timothy MI: A   
 Co-Owner / Contact Last Name: Jones First Name: Brenda MI:

**PRIMARY CONTACT**  
 Mailing Address 1: 2000 M St Mailing Address 2: Suite 550  
 City: Washington State: DC Zip: 20036 Absentee Landowner?  Yes  No  
 Email: timothy.jones@gmail.com Phone: (202) 968-9632 Preferred Contact:  Any  Phone  Email  No Contact

**WHICH CONSERVATION ORGANIZATIONS ARE YOU INVOLVED IN? (Check All That Apply)**  
 State Forestry Assn  State Landowner Assn  County/Local Forestry Assn  Ducks Unlimited  Nat Wild Turkey Fed  ODMA  
 Other (Please Specify): Local Sierra Club

**TREE FARM LOCATION**  
 County: Bloom Town: Colothia Forested Acres: 10 Location (Legal or GPS): 38.907192334 -77.03687070000001W

**OWNERSHIP TYPE (Check One)** **WHICH PROGRAMS IS THE PROPERTY ENROLLED IN? (Check All That Apply)**  
 Non-Industrial Private/Family  Conservation Easement  Forest Tax Law / Tax Abatement  State Forest Stewardship Program  
 Other Public (non-State Forests)  Successional Planning (Estate Planning, etc)  
 Municipal/City/Village  Cost Share (Please Specify): Other (Please Specify):  
 Other  Federal  State  Local

**NOTES/UPDATES**  
 Land recently purchased

**APPROVALS**  
 Landowner \* Signature: Timothy Jones Month: 2 Day: 19 Year: 2015  I (Landowner) understand that, by checking this box, my typed or written signature constitutes a legal signature.  
 Qualified ATFS Inspector Signature: Nephthi Chavez Month: 2 Day: 19 Year: 2015 Recommendation:  Certification/Recognition  Pioneer  Decertification  
 First Name: Nephthi MI: Last Name: Chavez ID#: 147590  
 Regional Approval Signature: Mike Burns Month: 2 Day: 20 Year: 2015 Recommendation:  Certification/Recognition  Pioneer  Decertification  
 State Approval Signature: Sarah Crow Month: 2 Day: 20 Year: 2015 Recommendation:  Certification/Recognition  Pioneer  Decertification

\*Signature affirms commitment to comply with the 2015-2020 AFP Standards of Sustainability and all relevant laws/regulations/ordinances. Signature further permits agents of ATFS ingress and egress for purposes of verification and in coordination of corrective or preventative activities. Participation in ATFS is purely voluntary and may be discontinued by landowner at any time or if found ineligible by ATFS. Only required for new certifications.

# Improved Standards Checklist

STANDARD 2. COMPLIANCE WITH LAWS		
<b>PM 2.1</b> Landowner complies with all relevant federal, state, county and municipal laws, regulations and ordinances governing forest management activities.		<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Notes/Observations</b> [Empty text box]	<b>Indicator</b> 2.1.1. Landowner corrects conditions that led to adverse regulatory actions, if any.	<input checked="" type="radio"/> Yes <input type="radio"/> No
	2.1.2. Landowner should obtain advice from appropriate qualified natural resource professionals or qualified contractors who are trained in, and familiar with, relevant laws, regulations and ordinances.	<input checked="" type="radio"/> Yes <input type="radio"/> No
	STANDARD 3. REFORESTATION AND AFFORESTATION	
Has the property been harvested or afforested since 2010 under this ownership? (If no, skip to Standard 4: Air, Water and Soil Protection)		<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, PM 3.1 reforestation or afforestation achieved by a suitable process that ensures adequate stocking levels.		<input type="radio"/> Yes <input type="radio"/> No
<b>Notes/Observations</b> [Empty text box]	<b>Indicator</b> 3.1.1 Harvested forest land achieves adequate stocking of desired species reflecting the landowner's objectives, within five years after harvest, or within a time interval as specified by applicable regulation.	<input type="radio"/> Yes <input type="radio"/> No
	Tot. Number of acres affected?	Methods of regeneration
	Species selected?	

- Not all questions are required, depends on what is happening on the ground
- Example: All questions in Standard 2 Section are required. All questions in Standard 3 are required if the property has been reforested or afforested in recent years.



# Additional Tips

**PRESCRIBED FIRE**

Is prescribed fire used on the property?  Yes  No

If yes, PM 4.3 prescribed fire conforms with landowner's objectives and pre-fire planning.  Yes  No

If yes, number of acres treated: MANY

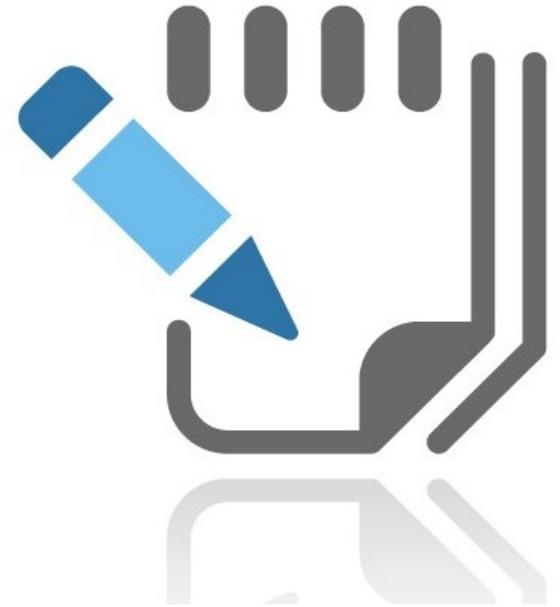
Notes/Observations	Indicator
	4.3.1. Prescribed fire conforms with the landowner's objectives and state and local laws and regulations. <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- Use State abbreviation in when asked for State. (Texas should be written as TX)
- Date format is always mmddyyyy
- Acres should be written as whole numbers
- When asked for a number of something (acres) do not use text, only numericals
- If the question is a yes or question, do not choose yes and no.
- Make sure to answer ALL of the required fields for the property



# How To Obtain A 004 Form

- Several Options
- Online in the inspector's corner-resources  
<http://www.treefarmssystem.org/inspectorscorner>
- Online at [www.atfsdatabase.org](http://www.atfsdatabase.org)
- Your local state committee representative
  - Email you or give you a paper copy
- ATFS Inspector's app



# Inspector's Corner

[Share](#)

Thank you for volunteering with American Tree Farm System. Our volunteers ensure the enforcement of American Forest Foundation's (AFF) Standards of Sustainability for forest certification. By working together, American Tree Farm System can make a significant contribution to the health, productivity and longevity of America's private woodlands.

Stumped? [See our FAQ and get your questions answered](#) in the next Sightline Express!



## WEBINARS FOR FORESTERS

Foresters are always invited to join our [ATFS Webinar Series for Family Forest Owners](#), but we also offer some webinars specifically for foresters.

[VIEW WEBINARS](#) ▶



## RESOURCES

Check out our list of resources for information on becoming an inspector, ATFS standards, past newsletters and other documents.

[LEARN MORE](#) ▶



## GET RECOGNIZED

Learn more about awards and recognitions for inspecting foresters and Tree Farmers.



## EXPAND YOUR BASE

Let us help you expand your business by better engaging landowners. Here are workshops and resources to get you started.



[treefarmssystem.org/inspectorscorner](http://treefarmssystem.org/inspectorscorner)

# Certification and Inspection Tracking System

[LOG OUT](#)

[HOME](#)

Print Inspection Forms

[Privacy Statement](#)

[User Manual \(pdf\)](#)

**User Profile** ▶

**Search/Create Records** ▶

**Inspections** ▼

[Assign Inspector](#)

[View/Edit/Submit Inspections](#)

**Print/Create Inspection Forms**

[Blank 004 Forms - 2015 Standards](#)

**Training** ▶



American Forest Foundation



## Search Records:

Tree Farm State:

Tree Farm Number:

Tree Farm County:   
Unknown  
Autauga  
Baldwin  
Barbour

To select multi  
Mac: Apple+Cl  
PC: Ctrl+Click

Owner Last Name:

Owner First Name:

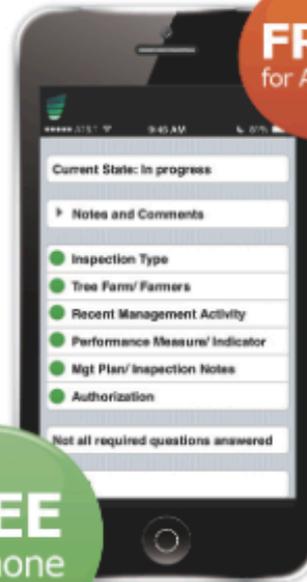
Owner Organization:

Owner ID:

Owner State:

Owner County:

To select multi  
Mac: Apple+Cl  
PC: Ctrl+Click



**FREE**  
for Android

**FREE**  
for iPhone

#### MEET OUR NEW APP

- A quick and easy way to complete your ATFS inspections
- Download it to your smartphone or tablet, then it's always with you
- Complete an inspection even if you don't have an internet connection, just synch the app when you are back online

#### DOWNLOAD THE APP TODAY

[See our instructions for downloading](#) the app for iPhone, iPad and Android.



#### DOWNLOAD INSTRUCTIONS

Get instructions for downloading the app and configuring it for your smartphone or iPad.

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#### STARTING THE APP

Learn how to launch and log in to the ATFS Inspection App on your iPhone, iPad or Android.

[READ MORE](#)

#### APP GUIDELINES

Before using the ATFS Inspector App, there's a few things you need to keep in mind. Please read and follow our best practices for using the new app.

[READ GUIDELINES](#)

[treefarmssystem.org/app](http://treefarmssystem.org/app)



# American Tree Farm System Quiz

7. **What acres are recorded as a certified Tree Farm on the 004 form?**

Only forested acres are recorded. And certified. If the plan includes non-forest acres, those acres should be deducted from the total and the forested area needs to be identified.

8. **True or False: Foresters are expected to write or update management plans as part of the Inspection.**

FALSE! Inspecting foresters are on the property to determine if a Tree Farm currently meets the Standards of Sustainability. If a plan or update is required to meet the Standards, the forester is welcome and encouraged to market his or her services to the landowner as appropriate.

9. **If you have checked and there are no Threatened or Endangered species on a property, do you still have to include them in the Management Plan?**

YES: a negative declaration of finding is required, not mentioning T&E is viewed the same as not doing the research. In fact, the management plan should mention HOW T&E was researched!

**Tools & Benefits  
For Landowners and  
Foresters**

# Benefits for Landowners

- Education
- Information
- Communication
- Community
- **Certification**
- Representation



# Tools to Share With Landowners:

- Management Plan Template & Addendum
- Woodland Owner Resources
- ATFS Webinars
- Family Forests Network & Online Updates
- *Woodland* Magazine
- Forests & Families Newsletter
- Brochures: Tree Farm, Farm Bill, etc.
- Tree Farm Signs
- ATFS Blog, Facebook, and Twitter
- My Land Plan

# Family Forest Action Network

- Stay up-to-date on current legislation that will affect you and woodland owners
- Have your voice heard on Capitol Hill
- Join our Grassroots Action Network:  
<http://www.forestfoundation.org/actionnetwork>

# Tree Farm Signs

- **Two types available:**
  - Certified Family Forest
  - Certified Tree Farm
- Landowners can purchase additional signs online:

[www.treefarmssystem.org/atfssigns](http://www.treefarmssystem.org/atfssigns)



# Benefits for Foresters

- Contacts
  - Landowners and foresters
- Recognition
  - Commitment to Sustainable Forestry
- Resource Efficiencies
  - SFI-SIC
  - Landowner outreach
  - SAF CFE Credits
- Communications



# SAF CFE Credits

- **Inspector Training**
  - **Classroom:** 3.5 category 1 credits
  - **Online:** 1 category 1 credit
- **Facilitator Training:** 0.5 CF category 1 credits, 3.0 Category 2 CF Credits;
- **Inspection** (one inspection per year credit limit): 2 category 3 credits
- **Serving on a State Committee:** 2 category 3 credits
- **ATFS National Leadership Conference:** sessions (varies)
- **ATFS webinars:** Varies by webinar

# Volunteer Recognition

- Tree Farmer and Inspecting Forester of the Year
  - State
  - Regional
  - National
- Hard Hat Awards
- Field Leadership Award



# Your **third** mission:

## **Identify Prospects:**

1. Write the name of at least 3 forest landowners you have worked with or know of who are not currently Tree Farmers;
2. Prioritize the prospects based on their ability or willingness to meet the Standards & Eligibility
3. **Make a commitment to approach at least one of the landowners listed above in the next 60 days about Tree Farm Certification.**

# Conclusion

# What we covered:

- Tree Farm History & Overview
- 2015-2020 AFF Standards
- Conducting an Inspection.
- Tools & Benefits



# I'm trained, now what?

1. On our list
2. CFEs processed quarterly
3. Contact state committee
4. Request brochures
5. Become a Tree Farm ambassador
  1. Tree Farmer
  2. Inspecting Forester
  3. Field Leadership

# Stay Engaged!

- Let us know if you have updated contact information
- Send us feedback on your inspector experience
- Keep in touch with your State Committee
- Complete inspections!

# Stay Engaged!

- Nominate landowners for local, state, regional and national Tree Farmer of the Year
- Nominate your colleagues for Inspecting Forester and Field Leadership Awards

# Where to go with questions?

- ATFS Inspector's Manual
- **State Tree Farm Committee**
  
- ATFS website
- ATFS Inspector's Corner
- Sightline & Sightline Express newsletters

# Standards Guidance Document

- A great resource for ATFS Inspectors!
- Found in the Inspector's Manual or Inspectors Corner on web site: [www.treefarmssystem.org](http://www.treefarmssystem.org)
- Send questions to [inspectors@forestfoundation.org](mailto:inspectors@forestfoundation.org)

# National Contacts

Sarah Crow, Senior Director of Certification

(202) 765-3440 [scrow@forestfoundation.org](mailto:scrow@forestfoundation.org)

Mike Burns, Certification Manager

(202) 459-1702 [mburns@forestfoundation.org](mailto:mburns@forestfoundation.org)

Nephtali Chavez, Certification Coordinator

(202) 765-3529 [nchavez@forestfoundation.org](mailto:nchavez@forestfoundation.org)

# State Contacts

- Maine Tree 621-9872
- [info@mainetreefarm.org](mailto:info@mainetreefarm.org)

Many Thanks!

