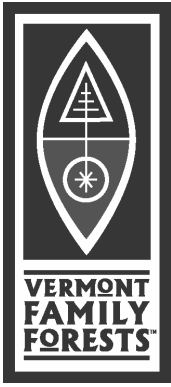




# A LANDOWNER'S GUIDE TO VFF FOREST CERTIFICATION

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Dear Friend of the Forest,

This information packet will help you understand the nitty gritty of VFF Forest Certification. It's important that you read VFF's *Introductory Information for Forest Landowners* packet prior to reading this information in this packet, as the introductory packet explains what VFF is all about and the varied ways you can participate in ecological forest management. Having read the introductory packet, if you now wish to certify your forestland, this is the packet for you!

We've sequenced the information sheets in an order that we think will help you most easily understand the certification process, so we encourage you to read them in that order. There are a number of sheets in this packet, but don't be overwhelmed—the paperwork required for documenting certification standards is quite straightforward and very manageable! As you can imagine, the bulk of the paperwork exists to document timber harvests. Since certification makes the claim that the certified forest is ecologically managed, we must back up these claims with well documented monitoring of harvests that occur in that forest.

Once you've read these materials, give us a call so we can discuss your next step—setting up a visit to your property to launch the certification process. Please let us know if you have any questions.

May the Forest be With You!

Sincerely,

The VFF staff

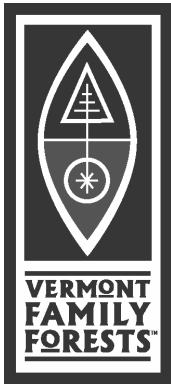


## Step-by-Step Guide to Certifying your Forest

1. Read VFF's *Introductory Information for Forest Landowners* packet and *A Landowner's Guide to VFF Forest Certification* packet.
2. Contact VFF for a site visit. VFF's forester will walk your land with you and assess the steps you need to take in the forest to prepare for certification. (Some landowners need to do little—others need to upgrade access roads to comply with Vermont Acceptable Management Practices standards or paint boundaries.) We will also review your management plan (if one exists) and assess what additional information is needed to meet FSC and VFF requirements. We charge \$50/hour for this consultation, plus one-way drive time.
3. Assemble necessary components for certification. You'll need a management plan and map that meet FSC/VFF requirements, marked property boundaries, and access roads that meet Vermont Acceptable Management Practices standards. (You'll find a full description of certification requirements on the sheet, *What VFF Forest Certification Requires*.) You can either oversee this process yourself or can hire VFF to oversee the process. VFF will sub-contract the work to appropriate natural resource managers, for a fee of 15% of any contracted work.

Should you opt to oversee the process yourself, VFF will provide a list of natural resource managers who have expressed interest in developing VFF management plans and natural communities maps. You may wish to work with a forester not on the list, or assemble your own management plan and map, in which case we will provide you with the necessary templates and information to guide the process.

4. Sign VFF's *Memorandum of Agreement for Certified Forests* and pay a \$150 initial enrollment fee. As part of this enrollment fee, you will receive VFF's metal "Forest Steward" sign for your property.



## WHAT VFF FOREST CERTIFICATION REQUIRES

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*When customers purchase Family Forest® brand products, they are assured that their products came from carefully monitored, ecologically managed forests. Ecological forest management conserves water quality, site productivity, and native biological diversity. VFF maintains the high standard represented by the Family Forest® brand by showing forest stewards how to implement the practices and then systematically monitoring family forests to assure that the ecological forestry practices are fully implemented.*

When your land is enrolled in the Vermont Family Forests' certified pool of well-managed forests, you make a commitment to practice ecological forest management, including:

- Forest inventory systems that carefully assess forest health,
- Forest vegetation management that closely resembles natural forests, and
- Properly designed, constructed, and maintained access networks.

To maintain the integrity of the Family Forest® brand, VFF requires a signed Memorandum of Agreement, a comprehensive forest management plan, a natural community map, a stable access network, and marked property boundaries.

**Below is a brief description of each certification requirement—what it is, why it's a requirement, and how you go about satisfying it:**

### **Memorandum of Agreement**

A memorandum of agreement is a contract that establishes the responsibilities of VFF and participating landowners. Please read the enclosed MOA carefully, and be sure to check with VFF staff if you have any questions about the outlined responsibilities. A landowner may end his/her contract with VFF at any time by giving written notification.

### **Management Plan**

Certified management plans need to meet specifications established by our independent certified, the Forest Stewardship Council. While all forest management plans require forest inventory data collection, VFF management plans are often more comprehensive, and include information on condition of access roads, stream buffers, native habitat, natural communities, forest health, site quality, and specific landowner objectives. You may choose, as most landowners do, to hire a private forester to prepare your certified management plan or you may choose to prepare the plan yourself.

### **Natural Communities Map**

A natural community is “an interacting assemblage of organisms, their physical environment, and the natural processes that affect them” (Thompson, Sorenson. Wetland Woodland Wildland, 2000). In Vermont, ecologists have identified more than 80 distinct natural communities. Managing land according to its natural community type allows managers to identify and conserve rare or fragile

communities. Such mapping also allows managers to predict and manage for the plants and animals associated with each natural community.

VFF will create a rough natural communities map for all landowners interested in enrolling in the VFF pool, delimiting natural communities as determined from aerial infrared photographs. You or your consulting forester can then use this rough map to prepare a field-checked natural communities map of your property.

## **Boundary Marking**

It is important that your boundaries are correct and made clearly visible to avoid *timber trespass*—when someone harvests trees not on their own property. Most timber harvest contracts specify that the landowner is liable to pay the penalty (ranging from 1 to 5 times the current market value of the trees, plus damages) when a timber trespass occurs. VFF sells, at cost, latex boundary marking paint as an alternative to traditional oil-based boundary marking paints. The enclosed tip sheet for boundary marking offers basic marking information and suggests other resources for more detailed marking information.

## **Access Roads**

Vermont's Acceptable Management Practices were created to upgrade water quality and reduce existing risks of causing water pollution and site degradation. All private and public roads in Vermont must, by law, be designed and maintained according to Vermont's AMPs. The landowner is liable when a violation of VT's AMPs has occurred. Should VFF determine that your access roads need improvement to meet AMP standards, you will need to make the necessary improvements to meet your certification responsibilities.

When selecting an equipment operator to perform access road work, look for contractors who have lots of experience working in the forest and who are familiar with Vermont's AMPs. Check references and, even better, visit job sites. Most consulting foresters have lists of contractors they have used for forest access construction and maintenance.

## **Certification Fees**

Independent, third-party certification shows customers that we're really practicing what we preach. The Forest Stewardship Council, through its Smartwood certification program, provides this important verification. Such independent certification costs money, both for the annual audit performed by FSC and for staff hours required to enter new forests into our certified forest pool. Because of this, we charge a \$150 one-time fee to certify a new forest. This covers VFF's costs for reviewing your management plan, map, and MOA to assure compliance with all certification requirements. With this certification fee, you'll receive VFF's beautiful 9" x 20" metal Forest Steward sign for your forest. We also charge a \$25 annual fee to cover annual certification audit costs.



# MEMORANDUM OF AGREEMENT FOR CERTIFIED FORESTS

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forests.doc  
Modified January 25, 2005

The Vermont Family Forests Foundation (VFF), a non-profit corporation, exists to conserve the health of the forest community, and when appropriate, to promote the careful cultivation of local family forests for community benefits. VFF believes that the three great conservers of family forests are well-informed stewards, sound economic returns from ecological forestry, and a community-shared land ethic.

The VFF Certification Project provides family forest owners, who carefully manage their lands, with affordable access to independent evaluation and certification of their forestry practices. Once certified, they may use the SmartWood label for public marketing and advertising and have access to VFF's full range of benefits and services.

This memorandum of agreement serves as a constitution for the VFF "Green" Certification Project and establishes the responsibilities of VFF and participating landowners.

## **VFF hereby agrees:**

To develop and maintain a system for accurately identifying sustainable levels of timber harvests on a periodic basis.

To systematically review commercial timber harvesting plans in advance.

*To provide the service of monitoring timber harvests to ensure adherence to the VFF Forest Management Checklist.*

To maintain copies of the annual conformance reports, forest management plan, memorandum of agreement, and map for each property in the certified pool.

To provide a list of parcels participating in the VFF certified pool to SmartWood every year in conjunction with the annual audit.

To review and approve the forest management plans, maps, and practices of all family forest lands to be added to the VFF certified pool.

*To only add parcels to the VFF certified pool when said parcels meet or exceed the following:*

- a VFF-approved forest management plan and map
- a completed summary form for any upcoming, commercial timber sales
- a signed copy of the VFF "Memorandum of Agreement"
- acceptable management practices installed in substantial compliance with the

#### Vermont AMPs

- clearly marked boundaries (i.e. paint spots on trees, corner monuments, and fence posts that are “intervisual” under full leaf conditions) by 2004 for current enrollees and within two years of enrollment for new enrollees
- a clear title
- a list of synthetic pesticides used with the past three years
- landowners who are committed to ecologically sustainable forestry as outlined in the VFF voluntary timber management practices.

To view each property in the certified pool as part of the larger ecosystem and to promote the protection of site productivity, water quality, and biological diversity on a regional basis by:

- developing a comprehensive template for forest management planning
- maintaining a list of recommended timber management practices
- establishing priorities for conservation or restoration and compiling a list of unusual or exemplary examples of plant communities occurring on VFF.
- establishing some regional coordination of its activities (such as GIS mapping) and attempting to incorporate information on the uses and condition of intervening land located between the forests in the certified pool.

To establish both a method of organizing the forest inventory and a monitoring program which serve as a data bank of the individual properties in the VFF certified pool along with a system to centralize and hold this information collectively for analysis, future planning, and marketing.

To assure that all forest management plans on all new and existing properties in the VFF certified land base contain the information listed in the VFF Management Plan Template. This will be completed when properties are enrolled, when plans are revised and updated, or prior to certified commercial timber harvesting.

To notify in writing any owners with forests in the certified pool when VFF determines there is non-compliance and the steps necessary to re-establish compliance.

To have a system for marking logs on the landing and of tracking the wood through the manufacturing process for all certified forest products within the VFF network.

#### **The family forest owner participating in the VFF “Green” Certification Project agrees:**

With the spirit and intent of VFF’s Mission and Principles.

To notify VFF in writing when: no longer interested in participating in the certified pool, or

- when long-term objectives are no longer in alignment with VFF’s Mission, Principles, and Voluntary Timber Management Checklist, or
- prior to implementation of activities which will deviate significantly from their approved forest management plan.

*To submit a simple harvesting plan prior to any certified harvest that identifies marking guidelines, estimated volumes to be removed, and any special features or considerations.*

*To comply with the VFF Timber Management checklist to the maximum practical extent.*

To submit an annual conformance report listing completed activities -- including commercial harvests -  
- by February 1 of each year to VFF for each parcel in the VFF certified pool.

To grant VFF access to the forestland in the certified pool to review compliance with the forest  
management plan.

To verify that the forest land in the VFF certified pool is clear and legally secure, that boundaries are  
properly identified on the ground, and that timber harvesting is legally permitted.

To periodically (i.e. every 5 to 10 years) update the forest management plan to reflect changes in  
ownership objectives and forest conditions and to submit that plan to VFF for review and approval.

To only use pesticides - including insecticides, fungicides, and herbicides - in the certified forest as a  
last resort, under limited situations, and with careful application; to only use those pesticides accepted  
by the Northeast Organic Farming Association; and to avoid use of genetically modified organisms  
(GMOs).

**It is mutually agreed by VFF and the family forest owner that:**

This agreement pertains to VFF Parcel Number 18, further identified as follows: Little Hogback  
Parcel, Boro Hill, Monkton.

The family forest owner may terminate this agreement at any time by notifying VFF in writing.

*Monitoring is necessary to ensure: the integrity of VFF's FSC certification and the Family Forests®  
brand; protection of water quality; conservation of site productivity; and maintenance of native  
biological diversity.*

*Failure by VFF or by the family forest owner(s) to abide by the provisions of this memorandum of  
agreement shall, upon written notification by either party, be grounds for notification that this  
agreement will be terminated unless otherwise appealed.*

Family forest owners may appeal any decision by the VFF staff to the VFF Executive Committee.  
These appeals should be in writing and should be sent to: VFF Executive Committee, PO Box 254,  
Bristol, VT 05443. The Executive Committee will meet with the landowner and VFF staff as quickly  
as possible and will make every effort to resolve the problem. VFF will notify the landowner of its  
findings in writing within 15 days of hearing the appeal.

Landowner(s)

Vermont Family Forests Foundation, Inc.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Welcome to VFF—we're delighted to have you aboard!

***VFF Forest Management Plan Template***

*For the property of*

**XXXXXXXXXX**

Located in

***xxx, Vermont***

***xxx, 2005***

\_\_\_\_\_  
*Landowner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Landowner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Forest Planner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*County Forester*

\_\_\_\_\_  
*Date*

## ***Property Data Summary***

Landowners' Names:

Street Address:

Town:                      State:                      Zipcode:

Phone Number: (Optional)

FAX: (Optional)

E-mail: (Optional)

Town Where Land Is Located:

Grand List Description:

Orthophoto Numbers:

**Forest Management Plan Update Overview:** (Purpose of plan, background plan information, UVA history, summary of work completed, harvesting history, etc.)

**General Description of Property:** (Location special points of interest, acreage summary, previous owner, boundaries, etc.)

**Natural Setting:** (Topography, geology, soils, natural communities)

### ***Primary Landowner Objectives***

- Protecting water quality
- Maintaining site productivity
- Maintaining biological diversity
- Protecting rare and endangered species
- Maintaining a healthy forest
- Protecting cultural resources
- Maintaining a forest in good condition for future generations
- Enhancing scenic beauty
- Having a place to find peace and solitude
- Recreation activities including walking, cross-country skiing, hiking, and bird watching on well designed and maintained trails
- Producing high quality sawtimber

**Area Number:**  
**Natural Community Type:**

**Acreage:**

---OVERVIEW ---

General Comments--- (Forest structure, special features, etc.)

**LAND USE AND SITE DISTURBANCE HISTORY---** (FOREST PASTURING AND CUTTING HISTORY, YEARS SINCE AGRICULTURAL ABANDONMENT, ETC.)

**Topography---** (Slope Class: 0 to 8% (A&B), 9 to 15% (C), 16 to 25% (D), 26 to 50% (E), Greater than 50%)

--- FOREST HEALTH ---

**Conservation & maintenance of soil and water resources**

<b>Water Quality Practices</b>			
Satisfactory	Needs Work	Not Applicable at Present	
			Protective strips with minimal soil disturbance, nearly-complete canopy closure, and many large trees are maintained between the access network and surface water.
			There is little or no exposed soil in the protective strip.
			Stream crossings have been properly restored and non-permanent structures have been removed.
			Bridges and culverts are properly sized and installed at right angles across streams.
			Sediment from roads and trails is prevented from reaching streams by turn-ups or broad-based dips.
			Drainage ditches do not feed directly into streams or other surface waters.

**Soils and Site Productivity---** (Descriptions, etc.)

Drainage Class: (Well to excessively drained; Well to somewhat poorly drained; Poorly to very poorly drained)

Soil type:

Site index:                      Species:

Site class:

Allowable Cut (70% of total growth per year):

Xx board feet/acre/yr

Xx cords/acre/year

Notes:

**Access Network---** (Location, extent, condition, operability, erosion extent, special features, etc.)

<b>Access Network Practices</b>			
Satisfactory	Needs Work	Not Applicable at Present	
			The timber harvesting access network including truck roads, skid trails, and log landings is well located and occupies less than 10% of the area.
			Truck road grades are 3% to 10% and any grades in excess of 10% are less than 300 feet in length.
			Skid trail grades are 3% to 15% and any grades in excess of 15% are less than 300 feet in length.
			Truck roads are properly drained according to the VT AMP's.
			Skid trails are properly drained according to the VT AMP's.
			Log landings are on nearly-level, stable ground; away from protective strips; have water diversions installed; and are properly graded to prevent erosion and sedimentation.
			Post-harvest use of the access network has been restricted prevent erosion and site disruption.
			Sediment from roads and trails is prevented from reaching streams by turn-ups and broad-based dips.
			Drainage ditches do not feed directly into streams or other surface waters.

The most advanced soil erosion on:	Skid trail(s)	Truck road(s)	Log landing(s)
None to slight			
Rill (1-6" deep)			
Initial gully (6-12" deep)			
Marked gully (12-14" deep)			
Advanced gully (+24" deep)			
Not applicable			

### Conservation of biological diversity

<b>Habitat Conditions</b>		
Satisfactory	Needs Work	
		There are at least 6 (1-18"+; 3-16"DBH+) cavity and/or snag trees per acre.
		There are at least 2 (14"+) down trees per acre.

**Wildlife Use and Habitat Observations---** (Bear use, Deer browse, Hare browse, Moose browse, Mast species:, Aspen clones, Vernal pools, Caves and mines, Seeps, Deer wintering areas, Notes:

**Unique and/or Fragile Communities---**

- Timber management in natural communities ranked as “very rare” (S1) and “rare” (S2) has been reviewed and approved by VTFW Natural Heritage Biologists.
- Timber management in natural communities ranked as “uncommon” (S3), “common” (S4), and “very common” (S5) but with little or no evidence of past human disturbance has been reviewed and approved by VTFW Natural Heritage Biologists.
- No Unique communities noted.

Notes:

**Maintenance of forest ecosystem health**

**Processes or agents beyond the range of historic variation---** (Insects, disease, exotic species, domestic animals, etc.)

Satisfactory	Needs Work	
		Invasive exotic species do not pose a significant threat.
		Domestic animals have been prevented from grazing in the area.

**Levels of air pollution---** (Sulfate, nitrates, ozone, mercury.)

**-- FOREST USE BY HUMANS --**

**Maintenance of long-term socio-economic benefits**

**Cultural Elements or Archeological Sites---** (Stonewalls or piles; Cellar holes; Fence (barbed wire); Structure; Dump; Evidence of former road; Remnant landscape plants (lilac, apples, day lilies); Sites of cultural, historical, archaeological, and community significance should be identified and included on forest maps.

**Recreation---** (Existing uses, condition of trails, roads, and recreation facilities. Notes:)

**Scenic Beauty---**(On and off site visibility, quality, issues. Notes:)

**Maintenance of productive capacity**

**Age Class of Dominants and Co-Dominants:**

**Dominant and Co-Dominant basal area:** xx sq. ft.

**Acceptable Timber Growing Stock basal area:** xx sq. ft.

**Mean Stand Diameter:** x.x inches

**Number of Dominant and Co-Dominant trees per acre:** xx

**Species Composition:**

Species	% of Total Basal Area of Dominants and Co-Dominants

**Stand Age Class Structure:** (Even-age; Two-aged; Uneven-aged; Being regenerated)

**Timber Status:** (Non-stocked – less than 10% commercial species; High risk – won't last 10 years; Sparse stand – total basal area less than “C” level; Low stand quality – acceptable growing stock basal area less than “C” level; Economically mature – 50% of the area is within 5 years of maturity age; Immature – more than 5 years to maturity, less than 50% of basal area is mature.)

**Even-Aged Timber Stands:** (Overstocked; Well stocked; Adequately stocked; Inadequately stocked)

**Uneven-aged Timber Stands:**

Size Class Distribution		
Size Class	Size Class	Existing Basal Area
(name)	(inches DBH)	(square feet/acre)
Poles	6-10”	
Mid-size	12-14”	
Large trees	16”+	
Elders and seedlings		

**Timber Quality:**

Dominant and Co-dominant Trees (Canopy Position 1 and 2)		
QUALITY	Basal Area	#Stems
	(square ft/acre)	(per acre)
Acceptable – USFS Tree Grade #2 or better		
Non-acceptable – less than #2 but could be sold		
Cull – no sawtimber potential		
Mature –USFS Tree Grade #2 or better and at goal age and/or diameter		
Other –as assigned		

Regeneration--- (species, extent, vigor, browse, competition, etc.)

--- PRIMARY LANDOWNER OBJECTIVES FOR AREA ---

- Protecting water quality
- Maintaining site productivity.
- Maintaining biological diversity.
- Protecting rare and endangered species.
- Maintaining a healthy forest.
- Protecting cultural resources.
- Maintaining a forest in good condition for future generations.
- Scenic beauty.

- Peace and solitude.
- Recreation including walking, cross-country skiing, horseback riding, hiking, and bird watching on well designed and maintained trails.
- Maintain existing pasture by clearing very young trees on productive site.
- High quality sawtimber.

## --- SCHEDULE OF MANAGEMENT ACTIVITIES ---

(\* ± 3 years from this date)

### Long Range Vegetation Management Objectives and Approaches ---

Even age Management:

Rotation age:

Cutting age:

# acres to regenerate:            per year or            per cutting cycle.

Or:

Uneven-aged Management:

Desired diameter (DBH):

Maturity age: years

Stewardship cycle: years

# acres to regenerate: per year or    per cutting cycle

Target residual basal area:    square feet

**Management Activities** --- (practice description, potential cost-share, include access, wildlife and water quality practices, seasons for operation)

Year\*   Acres   Forest Management Practices

No treatment recommended.    Reexamine in 10 years.

Pre-commercial cleaning.    Specify:

Crop tree release.            Specify:

Intermediate thinning.        Specify:

Single tree selection.         Specify:

Small group selection.        Specify:

Irregular shelterwood.        Specify:

Salvage cut.                    Specify:

Control invasive exotics.     Specify:

Planting.                        Specify:

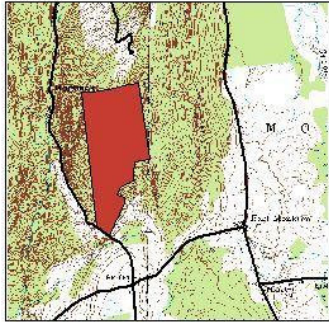
- Increase the number of large cavity and snag trees.
- Increase the number of down trees.
- Retain wind-firm “legacy” trees.
- Prevent grazing by domestic animals.
- Improve grade on portions of skid trails, truck roads, and/or landings.
- Install erosion control on skid trails, truck roads, and/or landings.
- Improve stream crossings.
- Remove non-permanent structures at stream crossings.
- Reduce unauthorized use.
- List measures to protect sites of cultural, historical, archaeological, and community significance.

# Forest Management and Natural Community Map

## Sample Parcel

115 acres

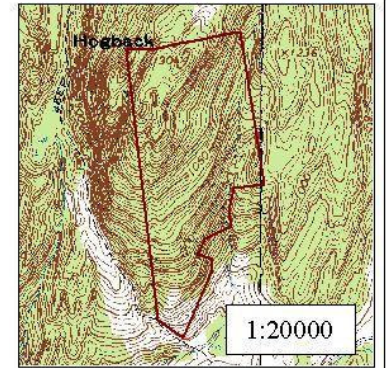
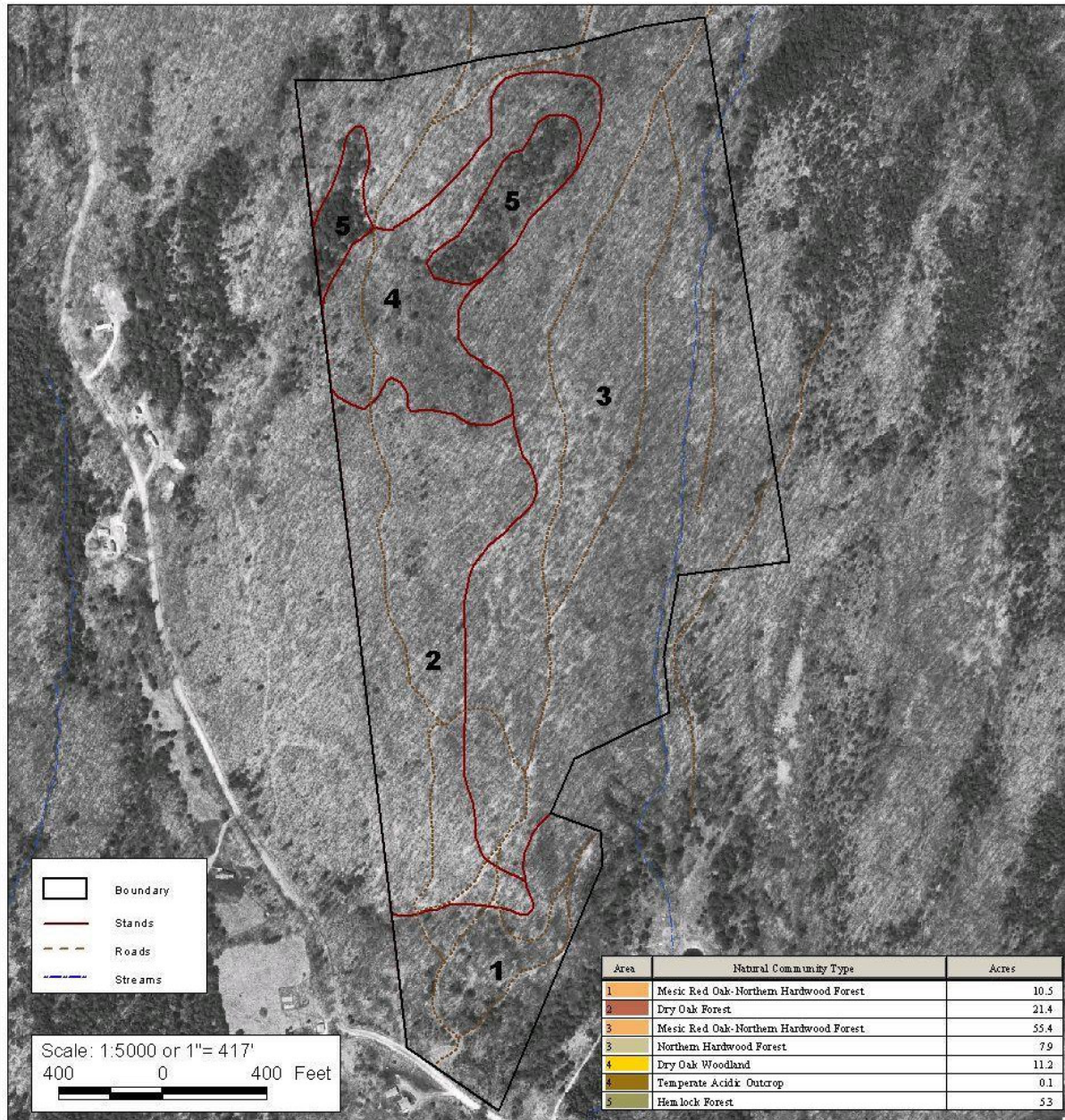
Location



This property  
is part of



P.O. Box 254  
Bristol, VT 05443  
www.familyforests.org  
802.453.7728



### Map Notes:

Natural Community Field Review -  
Vermont Family Forests, August 2003.

Natural Communities based on information  
contained in Thompson, Elizabeth, H., and  
Sorenson, Eric, R. (2000) Wetland,  
Woodland, Wildland: A Guide to the Natural  
Communities of Vermont.  
University Press of New England.

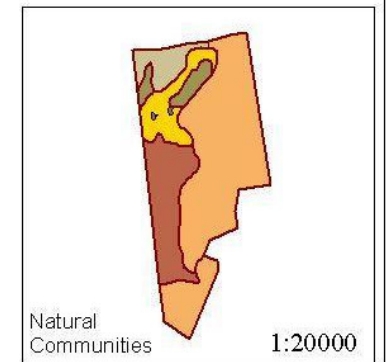
Final GIS map produced by Vermont  
Family Forests.

Vermont Mapping Program Orthophoto base:  
# 100188.

Tics in NAD 27.

This map is not a survey.

Map printed: August 12, 2002





# VFF CERTIFIED TIMBER HARVEST PROCEDURES AND PROTOCOL

Updated 5/2004

## Timber Harvesting on Certified Family Forests

In all harvests that occur on lands in the certified pool, it is important that the selection of timber to be harvested promote ecological forest management, that harvest activities be conducted in compliance with the VFF Forest Management Checklist, and that records be maintained to document procedures and the flow of products. This paper outlines that protocol.

### Timber Harvesting

Before any harvesting occurs, the landowner is responsible for submitting a Timber Harvest Plan (see attached). At this time, VFF will conduct a pre-harvest assessment to determine if the proposed harvest and other management activities such as road access and boundary marking are in compliance with VFF standards. This assessment may require a site visit or that requirement may be waived. If no remedial work is deemed necessary, the harvest plan will be approved and the landowner will be given a copy of the signed Timber Sale Harvesting Plan, Summary, & Certificate and will be assigned a certified timber harvest number.

At this time, VFF shall also submit a proposal for in-process harvest monitoring and associated fees (see attached). These proposals will vary with timing and volume of the harvest, the fragility of the site, and the difficulty of monitoring and other factors. In-process monitoring may also be waived in some circumstances. Once harvesting begins, VFF will provide the landowner, logger, or trucker with VFF Log Delivery Tickets if no remedial work is deemed necessary during the in-process monitoring visit(s).

### Post-Harvest Assessment

Following completion of the timber harvest, the landowner shall notify VFF and schedule a post-harvest assessment. This assessment will look at compliance with the Forest Management Checklist, suggest any necessary remediation, and document practices and harvest volumes for Certification compliance in the VFF database. VFF's timber harvest monitoring services generally cost approximately \$100 per harvest.

### Certification Documentation

Certification compliance requires at a minimum the following practices and documentation:

- Management plan is current for area to be harvested and includes natural community typing. If area to be harvested is an S1 or S2 (critically imperiled or imperiled within the state of Vermont) natural community, harvest plans must be reviewed by a forest ecologist.
- A Timber Harvest Plan is submitted prior to cutting trees.
- VFF Log Delivery Tickets are filled out and submitted for logs skidded to a landing for trucking or on-site milling.

- A post harvest site visit is scheduled and the resulting assessment and actual harvest volumes are recorded in the VFF database.

**Sample Certified Harvest Timeline:**

- Landowner and/or forester complete Timber Harvest Plan.
- VFF returns approved Timber Harvest Certificate, in-process monitoring proposal.
- Landowner contracts with logger, begins harvest.
- VFF conducts mid-harvest assessment, issues Log Delivery Tickets.
- Landowner or an individual working for the landowner coordinates completion of Log Delivery Tickets, notifies VFF of completion of harvest.
- VFF completes post harvest assessment and records results.
- Landowner schedules any necessary remedial work.



# TIMBER SALE HARVESTING PLAN, SUMMARY, AND CERTIFICATE

C:\My Documents\VFF Management Area\CERTIFICATION\Timber Sales\Timber Sale Harvest Plan.doc  
Updated 12/1/04

**Date:** \_\_\_\_\_  
**Timber Sale Name:** \_\_\_\_\_  
**VFF Parcel Number:** \_\_\_\_\_

<p>Landowner: _____  Address: _____ Town: _____ State: _____ Zip: _____  Phone: _____ FAX: _____ E-mail: _____</p> <p>Logging Operator: _____  Address: _____ Town: _____ State: _____ Zip: _____  Phone: _____ FAX: _____ E-mail: _____</p> <p>Purchaser: _____  Address: _____ Town: _____ State: _____ Zip: _____  Phone: _____ FAX: _____ E-mail: _____</p> <p>Consulting Forester: _____  Address: _____ Town: _____ State: _____ Zip: _____  Phone: _____ FAX: _____ E-mail: _____</p>
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### PRE-SALE INFORMATION

**Stands To Be Operated:** \_\_\_\_\_

**Acres:** \_\_\_\_\_

**(Please attach a map of the timber sale area.)**

### Silviculture

**Stand #** silvicultural treatment (selection, group selection, irregular shelterwood, other)

_____	_____
_____	_____
_____	_____
_____	_____

### Marking Guidelines

_____
_____
_____

### Special Features or Considerations

_____
_____
_____









## Monitoring Proposal for VFF Certified Timber Harvest

C:\My Documents\VFF Management Area\CERTIFICATION\Monitoring\Monitoring Proposal for VFF Certified Timber Harvest.doc; May, 2003

Monitoring timber harvests is a crucial part of certification. It can provide documentation and proof that what is occurring on the ground follows activities outlined in the management plan. This proof is required to back up the certified label. Monitoring can also help prevent site degradation in the woods by catching potential soil and water quality issues before they become a problem. Monitoring may be required before a timber harvest starts to ensure compliance with the certified checklist. Depending on the size and location of a harvest, monitoring may be required during the harvest and a post-harvest visit is always required to monitor compliance with Vermont's Acceptable Management Practices on all access roads.

Landowners are welcomed and encouraged to participate in timber harvest monitoring.

### Landowner:

Timber Harvest Number:

Comments:

Number of proposed monitoring visits concurrent with timber harvest:

Fee associated with each visit:

Estimated Total Cost:

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VFF Director of Forestry                      Date

---

Landowner    Date



# SNAGS AND DOWN LOGS PER ACRE WORKSHEET

(C:\My Documents\VFF Management Area\CERTIFICATION\inventory sheets\snags and down logs.doc)

This worksheet may be used to determine the number of snags and down logs per acre by diameter per management area.

Circle one: Snags or Down Logs

Parcel: \_\_\_\_\_ Management Area: \_\_\_\_\_

count	DBH	stems per acre	count x stems per acre	total ÷ # of plots
	4	114.6		
	5	73.3		
	6	50.9		
	7	37.4		
	8	28.6		
	9	22.6		
	10	18.3		
	11	15.2		
	12	12.7		
	13	10.8		
	14	9.4		
	15	8.1		
	16	7.2		
	17	6.3		
	18	5.7		
	19	5.1		
	20	4.6		
	21	4.2		
	22	3.8		
	23	3.5		
	24	3.2		
	25	2.9		
	26	2.7		
	27	2.5		
	28	2.3		
	29	2.2		
	30	2.0		
	31	1.9		
	32	1.8		
	33	1.7		
	34	1.6		
	35	1.5		
	36	1.4		
	37	1.3		

- Directions for use:
1. Use one sheet per management area.
  2. Use separate sheets for snags and down logs.
  3. Tally at least 4 prism plots per stand.
  4. Enter, by dot tally, in the count column each snag or down log tallied by 10-factor prism next to appropriate DBH.
    - a. measure DBH for snags as you would a live tree
    - b. measure DBH for down logs 4.5 feet up from large end
  5. When done with at least 4 plots multiply the count by stems per acre.
  6. Divide this number by the number of plots taken in that management area.
  7. This is your stems per acre calculation by diameter.



# PAINTING YOUR PROPERTY BOUNDARIES

*Good fences make good neighbors.*

—Robert Frost, “Mending Wall”

Landowners wishing to certify their forestlands with Vermont Family Forests need to clearly mark their property boundaries. Though this may sound daunting, the process is really quite straight-forward, and can be downright enjoyable!

Here’s what you need to do:

1. **Identify your boundaries.** Use your survey map to identify the blazes and monumentation with which the surveyor marked the property boundaries.

2. **Repaint blazes.**

Vermont state law allows property owners to maintain existing boundary monumentation. Here’s how<sup>1</sup>:

*(Note: When painting old blazes, do not make new marks with an ax, as only licensed surveyors can add to survey monumentation in any way.)*

- **Paint centerline trees with a 2"x6" vertical mark at the two points that the tree intersects the property line.**
- **Trees on either side and within 10’ of the property line receive a single 3" to 4" wide band facing the property line. (Only paint the half of the tree facing the line.)**
- **Trees indicating a directional change receive a double 3" to 4" wide band painted on the side of the tree to which the property line changes direction.**
- **Corner trees located within 5' of the corner receive a triple 3" to 4" wide band on the side of the tree directly facing the corner stake or post.**



3. Cut away limbs or brush that hide existing blazes from view.

4. Maintain corner monuments by cutting away brush and dead limbs around the monument. Paint the monument itself, but not the whole mound of stones. Also repaint pointers. If the monument is in bad shape or missing, contact a licensed land surveyor to perform remonumentation.

## Latex Boundary Marking Paint

Most boundary paints are petroleum oil-based. Chemicals used in the production of oil-based paint can threaten human health and the health of the natural environment if handled or disposed of improperly. VFF stocks red, latex boundary marking paint. This paint has a weathering durability of 4-9 years and has an added solvent that allows cold-weather application. VFF sells the paint at cost, for \$20/gallon.

*One mile of boundary line requires roughly one gallon of paint.*

<sup>1</sup>For more information on boundary marking:

*Working With Your Woodlands: A Landowner’s Guide.* Mollie Beattie, Charles Thompson, and Lynn Levine. University Press of New England: Hanover and London, 1993. pp. 85-91.

