

Title: FO – SOP 25 Site Preparation

Purpose:

To describe the steps to be taken to adequately inspect an active site preparation activity for the purpose of Forest Operations Monitoring (FOM) and a site preparation activity/records inspection for the purpose of Silviculture/ARIS Monitoring (SAM).

Active Reforestation Inspections (FOM):

As part of the minimum requirements of the Forest Operations Monitoring Program, **at least** one inspection per scheduled silviculture activity (site preparation, planting, establishment surveys, performance surveys and stand tending) must be completed for each company during active operations.

Communication with the company at the start of their silviculture season is critical to determine a timing window for these inspections. The intent is to have the inspecting officer in the opening, while the site preparation equipment is working.

Procedure:

- 1) Determine the dates (through communications with the company's silviculture representative) and locations (openings) of active site preparation.
- 2) Verify that the activity is approved in the Silviculture Schedule of the appropriate Annual Operating Plan (AOP).
- 3) Complete a field visit while the equipment is conducting site preparation activities.
- 4) Ensure that the type of site preparation that is being conducted is that which is approved.
- 5) Inspect to ensure that the activity is conducted according to plan and to the company specific operating ground rules. Note any variances or the occurrence of environmental damage on the FOM inspection form.

The following should be considered during the inspection:

- Is the activity or method of site preparation used (if applicable) the one that was approved?
- Is the activity being conducted in accordance with the operating ground rules? Is there any environmental damage as a result of the activity? (e.g. Mounding or disk trenching through an ephemeral draw or intermittent drainage).

Examples of variances include but are not limited to:

- The activity being completed is different from the one approved in the appropriate AOP
 - Equipment excursions have occurred outside of the approved boundary or into buffered areas.
 - Activity is not completed in accordance with legislation or operating ground rules.
 - The site preparation activity has resulted in environmental damage.
- 6) Take photographs to attach to the completed inspection report.

- 7) Complete the inspection report in GLIMPS and follow up with FOMP team lead as per **SOP Action Plan Preparation** if any variances are identified.

Silviculture ARIS monitoring (SAM):

The SAM portion of FOMP is designed to ensure that the activity completed in the field and reported to ARIS corresponds to the company record (Company records vs. ARIS) and to the ARIS (Field vs. ARIS) entry for the opening, and to verify that the activity was approved in the appropriate plan (Plan vs. ARIS).

Each year, Forest Management Branch (FMB) will supply a complete list generated in ARIS May 15 snapshot data file (*.csv file format). This list will include all openings that are eligible for an inspection during the current season, and a summary of the “target” number of openings to be inspected based on provincially approved risk criteria. There is a 100% paper check requirement on this target, with a minimum field check requirement of 10%.

The FOMP team lead, in consultation with team members and Forest Officers is required to select the appropriate number of openings to inspect to ensure that these minimum targets are achieved. Although the opening list is randomly generated, openings should be selected based on the level of risk associated with each opening (e.g. Sensitive sites or habitat, high watershed values, steep slopes etc.), keeping logistical considerations in mind. Further, any openings previously inspected during active operations (FOM) should be given higher priority. Once the openings are selected for the “Site Preparation” category, the following procedure should be followed:

Procedure:

Fill out the header information of the SAM inspection report and verify that the activity that is entered (e.g. reported Activity Category and Activity Group) into ARIS was the approved activity in the Silviculture schedule of the appropriate AOP. Record the approval date on the inspection report. At this time verify that the treatment area corresponds to the planned treatment area, and that the treatment area does not exceed the opening’s net harvested area (may be an indication of a possible trespass). Also ensure that the company has met the legislative timelines (2 year rule) as per section 141.1(1) of the *Timber Management Regulation*. Select the appropriate “Activity Group” (e.g. Mechanical, chemical on the inspection report.)

Examples of variances include but are not limited to:

- The activity recorded in ARIS is different from the one approved in the appropriate AOP
- The activity recorded in ARIS was not approved in the appropriate AOP
- The treatment area exceeds the net harvested area
- The activity is completed outside of the two year timing window (as assessed from the “Reforestation Clock Start Date”)

1) Prepare a field package

A field package should include the partially completed inspection report, a map of the opening, and the QA / QC records provided by the company (as requested by the FOMP team lead). The company records at a minimum should include a map showing the area of the opening that was site prepared.

Documents you should consider bringing to the field include:

- Company map of the opening with treatment identified
- Approved silviculture schedule

- SAM form
- OGR's
- Legislative Links Table

2) Verify the activity in the field (minimum 10% of target to be field checked)

This is the stage in which the Forest Officer checks that the company records capture what has been done in the field, and that the company has reported the activity accurately into ARIS, and that all field activities have been conducted in accordance with applicable legislation and operating ground rules.

The following should be considered during the inspection:

- Is the activity or method of site preparation used the one that was approved and reported?
- Does the area of site preparation correspond to any QA / QC, maps and/or information provided by the company?
- Visually verify whether or not the company maps are representative of what has been done on the ground. (e.g. Does the company map show that the entire area had been site prepared, and but only half the block was actually done?). Where large variances in area exist, a GPS could be used to capture the actual treatment area for follow-up purposes.
- Has the activity been conducted in accordance with the operating ground rules? Is there any environmental damage as a result of the activity? (e.g. Mounding or disk trenching through an ephemeral draw or intermittent drainage). Should environmental damage exist, or there is still outstanding work (e.g. debris disposal or creek crossing removal) to be completed by the company, post final clearance, a FOM inspection must also be completed.

Examples of variances include but are not limited to:

- The activity completed is different from the one approved in the appropriate AOP and/or reported in ARIS
- The company failed to provide adequate and/or accurate QA / QC records.
- The actual treatment area is not consistent with the reported treatment area.
- Equipment excursions have occurred outside of the approved boundary or into buffered areas.
- Activity is not completed in accordance with legislation or operating ground rules.
- The site preparation activity has resulted in environmental damage.

Note:

Details are required when “variances” are noted. Enough detail should be provided so that any officer can carry forward with a previous inspection and be confident that an accurate account of the inspection has been completed. Variances should be included on the SAM Action Plan with the appropriate follow-up as per **SOP Action Plan Preparation**.

Authorities:

Section 29(1) FA

Section 100(1) and (2) TMR
 Section 115.1(1) TMR
 Section 141.1(1) TMR
 Section 142.4(1) TMR
 Section 142.8 TMR
 Section 143.1(1) and (3) TMR

Revision History

Revision #	Revision Date	Revision Reason	Reviewed by	Approved by
5.0	April 28, 2011	Annual Document Review		Darren Fearon
6.0	May 7, 2012	Annual Document Review	Darren Fearon	Robert Popowich
7.0	May 13, 2013	Annual Review	J. Koch	Robert Popowich
8.0	May 30, 2014	Included new field sampling requirement	Darren Fearon	Robert Popowich
9.0	April 20, 2015	Annual Review	D. Fearon	Robert Popowich
10.0	October 1, 2015	Forest Officers referenced; removed treatment area variance	Darren Fearon	Robert Popowich