



S A I N T
LOUIS ♦
COUNTY
M I N N E S O T A

Field Operator Information Package



Environmental Policy Commitment to the Sustainable Forestry Initiative

St. Louis County Land Department has an Environment Policy. The policy is included in this package of materials, but is also available on the St. Louis County website.

www.co.st-louis.mn.us

The policy commits St. Louis County to:

- Comply with laws and regulations and Voluntary Site Level Forest Management Guidelines;
- Continually improve performance; and
- Prevent damage to the environment.

The policy also commits St. Louis County to sustainable forest management. To achieve sustainable forest management, St. Louis County has committed to follow the requirements of the Sustainable Forestry Initiative. These include commitments to:

- Sustainable forestry;
- Responsible practices;
- Reforestation and productive capacity;
- Forest health and productivity;
- Long-term forest and soil productivity;
- Protection of water resources;
- Protection of special sites and biological diversity;
- Legal compliance; and
- Continual improvement.

Legal Requirements and Voluntary Guidelines

The Land Department is committed to ensuring that all operations conducted on its lands comply with legal requirements and with the State of Minnesota Voluntary Site Level Forest Management Guidelines (Voluntary Guidelines).

We expect all operators who conduct work activities on St. Louis County Lands also to be in compliance with applicable laws and regulations and with the Voluntary Guidelines. We also expect all operators to comply with Land Department work instructions and all other contract requirements and directions given from Land Department personnel during the course of work on State tax forfeited lands.

In our inspections and our internal and external audits, we will be checking on compliance to laws and regulations, Voluntary Guidelines and Land Department requirements and procedures to ensure they are being followed.

Work Instructions and St. Louis County Requirements

A copy of the **St. Louis County Work Instructions** must be available on the work site at all times.

We recognize that you may also have work instructions and procedures from companies in the area that are also certified. However, please ensure that everyone on the work site understands that when working on St. Louis County lands, it is our procedures and work instructions that apply.

Threatened and Endangered Species

In our operations you may have the opportunity to encounter animals and vegetation that may be threatened, endangered or of special concern.

By state and federal law, we are required to protect and report threatened and endangered species.

It is all of our responsibility to be **able to identify these species** and ensure that they are protected.

A species is considered endangered if the species is threatened with extinction throughout all or a significant portion of its range within Minnesota.

A species is considered threatened if the species is likely to become endangered within the foreseeable future throughout all or a significant portion of its range within Minnesota.

Listed below are the Federal and Minnesota's -Listed Special Concern, Threatened, and Endangered Species, which could occur in St. Louis County.

- **Special Concern**
 - Timber Wolf
 - Bald Eagle
 - Northern Goshawk

- **Threatened**
 - Canada Lynx
 - Peregrine Falcon
 - Common Moonwort
 - Ram's Head Lady Slipper
 - Wood Turtle

- **Endangered**
 - Western Jacob's Ladder
 - Auricled Twayblade

You can find additional information on threatened and endangered species on the Minnesota DNR website. The website has excellent descriptions and pictures.

www.dnr.state.mn.us/ets/index.html

Spill Kits

Operations must have a main spill kit available on the site as well as spill clean up materials in all pieces of equipment on site.

Reporting Spills

Please ensure that everyone in your organization that works on St. Louis County lands understands which spills are reportable.

Reportable spills are:

5 gallons or more of any **petroleum product to ground**

Any quantity of chemical or petroleum product **to water**

For **chemicals other than petroleum products, the reportable quantity should be listed on the MSDS sheet.** If the MSDS does not show the reportable quantity or if you do not know the reportable quantity, report the spill.

When in doubt, report!!!

Report spills to Minnesota Duty Officer – 1-800-422-0798

How do you know whether you have spilled 5 gallons?

- Check the capacity of the container, reservoir or tank, from which the product spilled, and assess what if anything is left in the container. If the quantity of material lost from the container is close to 5 gallons, report it.
- Examine the size of the area contaminated by the spill. As a rule of thumb, if it is more than an area of 5 feet by 5 feet, you most likely have spilled 5 gallons and you must report it.

Fuel Management, Lubricants and other Chemicals

The Land Department is committed to ensuring that fuel management and the management of chemicals on its lands complies with legal requirements.

The legal requirements that apply to fuel management and the types and quantities of chemicals we see in forestry operations are the Department of Transportation Requirements (DOT).

Please review LD-WI-012 Fuel Management and Handling and LD-WI-013 Fuel Transportation Work Instructions. DOT requirements are summarized in these documents.

Most operators carry diesel in tanks that have a capacity of less than 119 gallons, lubricants in plastic containers of 5 gallons or less, and other small quantities of chemicals. The rules for these types of quantities and chemicals are relatively straightforward:

- Tanks and containers must be correctly labeled;
- Tanks must be in good condition and solidly secured to your vehicle;
- Lubricants, antifreeze, and other materials must be in the original containers;
- Diesel and gasoline in small containers must be in appropriate containers; and
- Containers must be secured during transport.

Operators that are carrying diesel, gasoline or any other chemical in tanks greater than 119 gallons, please contact the Contract Administrator.

Employee Training

All employees must have knowledge of where the work instructions are located at the site and they must have been trained on the work instructions that apply to them.

Attached is a form that outlines work instructions that apply to each type of job in a typical logging operation. Use this as guidance for training your employees.

Training Records

You are required to maintain records of training of employees on St. Louis County Work Instructions.

You may use the attached Field Operator Training Form, which you can photocopy for your convenience, to document training.

External auditors or Land Department internal auditors or staff may request you to provide them with training records. Although it is not mandatory to keep the training records on the worksite, you must be able to provide a copy of the training records within 24 hours of the request. When requested, you may fax copies to the Land Department at (218) 726-2600.

Suppliers

Suppliers who deliver product to you or provide services to you on a St. Louis County work site must be under your supervision while conducting any activities on the worksite.

Suppliers do not need to be trained in Land Department Work Instructions and requirements.

HOWEVER

You are responsible for ensuring that their activities do not interfere with Land Department requirements and providing direction in the event of any emergency.

Sub-contractors

All sub-contractors must be on the Land Department Responsible Operator List. To be on the Responsible Operator List, sub-contractors who are engaged in logging operations must have submitted an application to the Land Department, have completed MLEP training, carry Workers Compensation Insurance (when applicable), and meet County Insurance requirements.

Check with your sub-contractor on this or Contract Administrator to determine if the sub-contractor is on the Responsible Operators List.

MSDS Sheets

MSDS sheets must be available **on site** for all hazardous materials present on the site. This includes fuel, lubricants, antifreeze, solvents and any other chemical product. Please be aware that when changing chemical brands, a new MSDS sheet will be required for that chemical.

Preventing Site Damage

Definitions	
Soil Disturbance	Breaking up the duff layer and exposing mineral soil without creating ruts or significant compaction.
Compaction	Depression of the soil surface 3 inches or more deep, but without displacement of soil.
Rutting	<p>A more drastic disturbance where soil is displaced (in excess of 3 inches), the sides of the tire are in contact with soil and often a wiping action occurs on the side of the rut.</p> <p>Ruts can cause deep compaction, disrupt water movement through the soil, damage root systems, and create erosion channels.</p>

Shut Down Criteria

The following conditions require immediate shut down of the work activity causing the site damage.

- Rutting greater than 6 inches deep where the operator is unable to move to more stable ground;
- Anytime rutting is occurring from a single pass of equipment; and/or
- Visible compaction of soils in the general harvest area.

In all other conditions where the Field Operator observes conditions that may indicate or lead to site damage, the Field Operator will immediately contact the Contract Administrator and request direction on whether work activity should continue on the job.

Examples of conditions that Field Operators should request direction from the Contract Administrator include:

- An early snowfall on unfrozen ground;
- Moving to a less stable soil within the sale area;
- Working a cut-to-length project where the slash mat is insufficient; and
- Whenever the Field Operator is uncertain about potential impacts to the site.

St. Louis County Land Department

Environmental Policy

St. Louis County, through its Land Department will manage State Tax Forfeited Trust Lands to provide an optimal combination of available resources for the sustained benefit of the people of St. Louis County by establishing practical resource management programs based on responsible stewardship and sustainability.

To achieve this we will:

[Comply with all applicable laws, regulations](#), and also follow any other requirements and guidelines to which we subscribe;

[Implement and maintain an environmental management system](#) that provides the framework for our resource management programs;

[Establish management practices that minimize and where possible prevent negative impact to the environment](#) and [meet sustainable forest management objectives](#);

[Continually improve performance](#) by monitoring what we do and use the results to identify where changes to management practices are warranted;

[Incorporate research and technology](#) into our planning processes and operations;

[Ensure that employees and others who work on our lands are qualified and trained](#) to conduct the activities for which they are responsible;

[Solicit information and input from the public](#) so that our plans and activities continue to provide for the sustained benefit of our communities and resources; and

[Communicate our performance](#) to the St. Louis County Board, our employees and the public.

Field Operator Training Form

Contractor:			
Employee Name:		Date:	
Topics to be covered			√
St. Louis County Commitments: <ul style="list-style-type: none"> • Environmental Policy (Description of the main commitments in the policy) • Commitment to SFI (how does St. Louis County demonstrate its commitment to SFI?) 			
SFI Awareness: <ul style="list-style-type: none"> • Overview of SFI Objectives • Wet Weather (describe the need to stop operations when conditions could affect soil productivity) • Special Sites • Endangered, threatened and special concern species awareness and reporting 			
Harvest provisions, timber sale contract, maps (available to employees and reviewed)			
Work Instructions (see back of sheet to see which apply)			
LD-WI-001 Timber Felling			
LD-WI-002 Skidding			
LD-WI-003 Field Crew Pre-work			
LD-WI-004 Field Emergency Response			
LD-WI-005 Road Construction			
LD-WI-006 Road Maintenance			
LD-WI-007 Road Closure			
LD-WI-008 Water Crossings			
LD-WI-009 Gravel Pit Extraction			
LD-WI-010 Use, Storage, and Disposal of Hazardous Materials and Wastes			
LD-WI-011 Pesticide Application			
LD-WI-012 Fuel Management and Handling			
LD-WI-013 Fuel Transportation			

Employee Signature

Supervisor Signature

St. Louis County Land Department Contractor Training Requirements

Basic Training All Contractors

LD-WI-004 Field Emergency Response

LD-WI-010 Use, Storage and Disposal
of Hazardous Materials and Waste

LD-WI-012 Fuel Management and
Handling

LD-WI-013 Fuel Transportation

General Awareness Training

St. Louis County Commitments

- Commitment to SFI
- Environmental Policy

SFI Awareness

- SFI Standard
- Wet weather
- Special Sites
- Threatened and Endangered
(T&E) species

Qualification and Training Requirements

- Logger Education or other
applicable training
- Contractor responsibility for
training new employees
- Contractor responsibility for
training sub-contractors
- Documenting Training (Sample
Training Forms)

Approved Contractors (Responsible
Operators List)

- Contractor Evaluation
 - Inspections
 - Site Prescriptions
 - Marking Boundaries and
Access

Work Instruction Training

Logging Contractors

LD-WI-003 Field Crew – Pre-work

LD-WI-001 Timber Felling

LD-WI-002 Skidding

Trucking Contractors

LD-WI-003 Field Crew – Pre-work

Road Building Contractors

LD-WI-003 Field Crew – Pre-work

LD-WI-005 Road Construction

LD-WI-006 Road Maintenance

LD-WI-007 Road Closure

LD-WI-008 Water Crossings

LD-WI-009 Gravel Pit Extraction

Mechanical Site Preparation Contractors

LD-WI-003 Field Crew - Pre-work

Chemical Application Contractors

LD-WI-003 Field Crew – Pre-work

LD-WI-011 Pesticide Application

Gravel Pit Contractors

LD-WI-009 Gravel Pit Extraction