St. Louis County Land and Minerals Department

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Timber Operator Pre-work Training

2/4/2020

Land and Minerals Department

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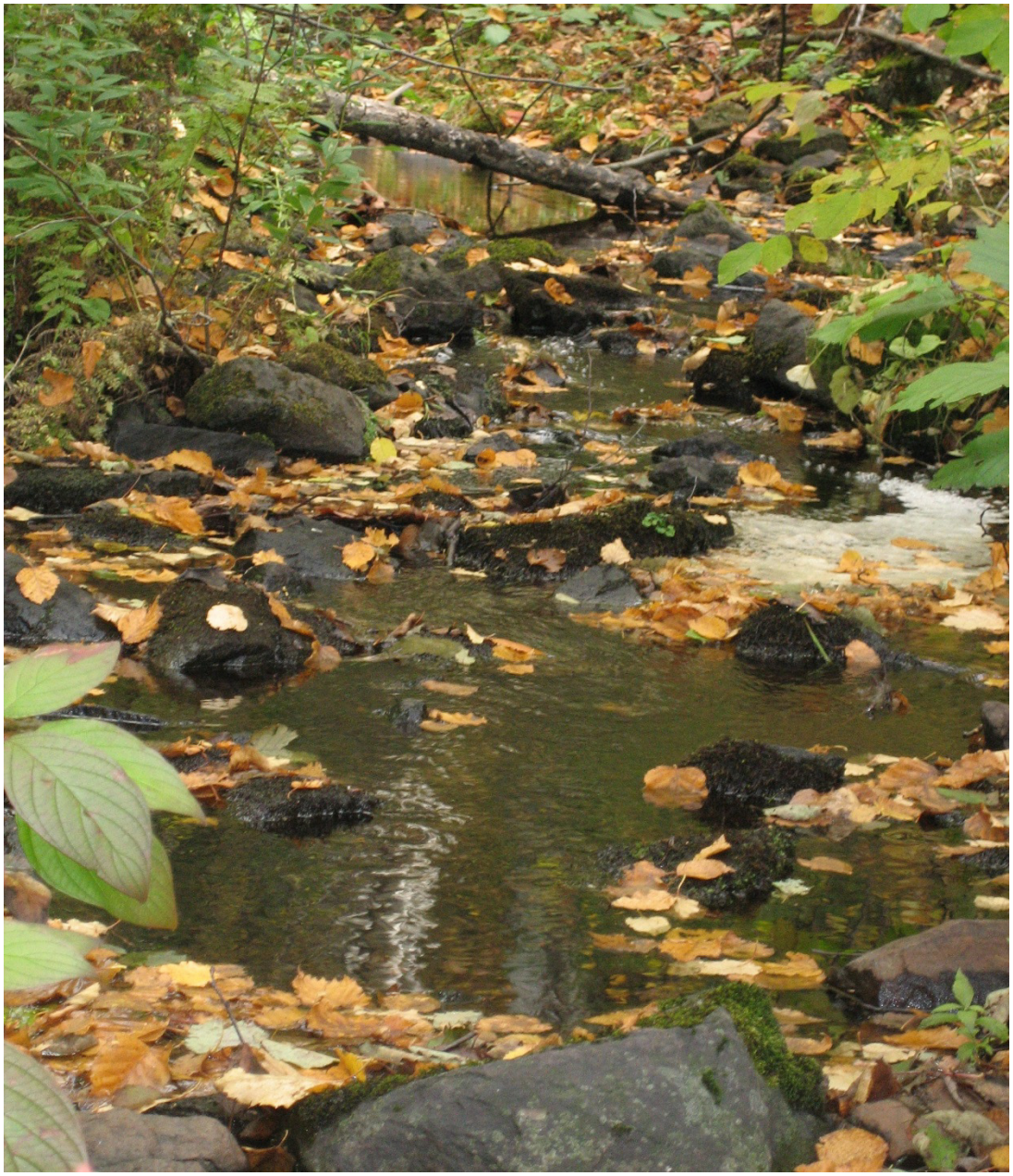
Timber Operator Pre-work Session

- To move forward - use the keyboard down or right arrows or page down button.
- To move back - use the keyboard up or left arrows or page up button.
- A short test will follow this session.



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Operator Pre-work Session

Purpose

The purpose of this training is to ensure that prior to commencing work, operators are informed of:

- The Land and Minerals Department's Environmental Policy
- Minnesota's Forest Management Guidelines
- Any areas of special concern that may apply to activities on state tax forfeited lands

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session

Environmental Policy

Land and Minerals Department has an Environment Policy. The policy is available on the St. Louis County website:

http://www.stlouiscountymn.gov/land

The policy commits the Land and Minerals Department to:

- Comply with all Laws and Regulations and Minnesota's Forest Management Guidelines
- Continually Improve Performance and
- Prevent Damage to the Environment

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Operator Pre-work Session

Land and Minerals Department
SFI 2015-2019

Scope of Registration:
Forestry management activities including planning, harvest, transportation and silviculture on state tax forfeited lands meeting Objective 1-15.

Certification number is NSF-SFI-FM-C0263770

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Operator Pre-work Session

2/4/2020

Land and Minerals Department
Sustainable Forestry Initiative 2015-2019

The Land and Minerals Department has committed to follow the requirements of the Sustainable Forestry Initiative (SFI) 2015-2019

https://www.sfiprogram.org/forestmanagementstandard/

These include commitments to:

- Forest Management Planning
- Forest Health and Productivity
- Protection and Maintenance of Water Resources
- Conservation of Biological Diversity
- Management of Visual Quality and Recreational Benefits
- Protection of Special Sites
- Efficient Use of Fiber Resources
- Recognize and Respect Indigenous Peoples' Rights
- Legal and Regulatory Compliance
- Forestry Research, Science and Technology
- Training and Education
- Community Involvement and Landowner Outreach
- Public Land Management Responsibilities
- Communications and Public Reporting
- Management Review and Continual Improvement

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Land and Minerals Department ~ Operator Pre-work Session

Legal Requirements and Voluntary Guidelines

The Land and Minerals Department is committed to ensuring that all operations conducted on its lands comply with legal requirements and with **Minnesota's Forest Management Guidelines**.

http://mn.gov/frc/forest-management-guidelines.html

The guidelines were created through a multi-disciplined committee in 1995 and are periodically revised.

Operators who conduct work activities on state tax forfeited land in St. Louis County shall be in compliance with all applicable laws and regulations.

Every operator shall comply with all contract requirements and directions given from Land and Minerals Department personnel during the course of work on state tax forfeited lands.

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In our inspections and internal and external audits, we will be checking for compliance with applicable laws and regulations, conformity with Minnesota's Forest Management Guidelines, and adherence to the provisions and procedures in Land and Minerals Department contracts.

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2/4/2020

Responsible Operators List

To be eligible to bid on a Land and Minerals Department contract or operate on state tax forfeited lands, the operator must be in good standing on the Responsible Operator List. This applies to all timber harvest operations, road building, forest development projects and gravel operations.

A **Responsible Operator Application Form** , a **Certificate of Compliance with Minnesota Worker's Compensation Law,** and a **Certificate of Liability Insurance** must be on file with the Land and Minerals Department *prior* to commencement of *any* work.

http://dev-www.stlouiscountymn.gov/departments-a-z/land-minerals/sales-and-contracts/timber-sales

This application will remain on file for ONE YEAR with the Land and Minerals Department. The application and this training MUST BE updated each year and the worker's compensation, and liability insurance must be kept current to remain in good standing with the department.

An application can be obtained at any Land and Minerals Department Office or from the St. Louis County Land and Minerals Website.

Return to:

Land and Minerals Dept Pike Lake 5316 Old Miller Trunk Hwy Duluth, MN 55811	OR	Land and Minerals Dept Virginia 7820 MN-135 Virginia, MN 55792

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Land and Minerals Department ~ Operator Pre-work Session

Responsible Operators List – Minimum Requirements

All operators must have the appropriate training, experience and certification to conduct the work activities that are the subject of a contract with the Land and Minerals Department.

Qualifications of operators will be documented on the Responsible Operator Application Form.

Timber Sale Operators must have training for at least the owner of the business and one "in woods" person actively responsible for each logging site (in some cases, the business owner may also be the "in woods" person). At a minimum, one of the following is required:

- Master Logger Certification
- Minnesota Logger Education (MLEP) Member in good standing
- "SFI Trained" FISTA member
- Training equivalent to the Minnesota SFI Implementation Committee Training Standard for a trained Professional Logger.

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Land and Minerals Department ~ Operator Pre-work Session

Sub-contractors

All sub-contractors MUST be on the Land and Minerals Department Responsible Operator List.

Responsible Operator Application Form, a **Certificate of Compliance with Minnesota Worker's Compensation Law**, and a **Certificate of Liability Insurance** must be on file with the Land and Minerals Department *prior* to commencement of *any* work.

http://dev-www.stlouiscountymn.gov/departments-a-z/land-minerals/sales-and-contracts/timber-sales

Return to:

Land and Minerals Dept	OR	Land and Minerals Dept
Pike Lake		Virginia
5316 Old Miller Trunk Hwy		7820 MN-135
Duluth, MN 55811		Virginia, MN 55792

Suppliers

Suppliers and truckers who deliver product to you or provide services to you on a state tax forfeited work site must be under your supervision while conducting any activities on the worksite.

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

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Land and Minerals Department ~ Operator Pre-work Session

Threatened and Endangered Species

In our operations you may encounter animals and vegetation that are threatened and/or endangered.

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

- 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.

If your operations threaten or impact a listed species **that was not discussed prior to the start of activity,** avoid the area of concern and contact the Contract Administrator *immediately*.

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Land and Minerals Department

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Operator Pre-work Session

Threatened and Endangered Species (continued)

Below are a few examples of Minnesota's listed threatened and endangered species (MN DNR 2013), which could occur in St. Louis County:

Threatened
Canadian Lynx (Fed)
Rams 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

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Land and Minerals Department ~ Operator Pre-work Session

Items Required On-Site by the Land and Minerals Department

- All applicable PERMITS
- Map of work site
- Harvest Provisions (Exhibit B2)
- Main Spill Kit
- Secondary spill kits on all machinery

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Land and Minerals Department

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Operator Pre-work Session

Reporting Spills

Please ensure that everyone in your organization that works on state tax forfeited 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

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.

For chemicals other than petroleum products, the reportable quantity should be listed on the Safety Data Sheet (SDS). If the SDS does not show the reportable quantity or if you do not know the reportable quantity, report the spill.

Minnesota Duty Officer – 1-800-422-0798

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department

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Operator Pre-work Session

2/4/2020

Spills (continued)

STARR

Secure – Telephone – Abate – Recover – Remediate

This section concerns procedures for responses to spills, leaks, and accidents that may occur at your site. Per the MN Department of Agriculture (MDA) there are many actions that can be taken before, during, and after an incident to minimize cleanup costs and environmental damage. Controls should be in place to prevent incidents while mixing/loading, rinsing, storing, and disposing of pesticides and fuels.

IF YOU HAVE A REPORTABLE SPILL, FOLLOW THE STARR STEPS:

SECURE the site. The priority is safety.

TELEPHONE a report of incident. You have a legal obligation to immediately report all chemical spills (non-petroleum) no matter how small.

ABATE the spill. Take actions such as plugging a leaking container, placing absorbent materials or diking a spill area can and minimize health and safety risks, property damage or environmental damage.

RECOVER spilled product**.** Recover spilled material as quickly as possible by pumping up free liquid, sweeping up absorbent and dry material and place into suitable containers. Spills that soak into the ground may require excavation.

REMEDIATE. Contaminated media (soil, absorbent, water, sediment, debris, or other contaminated material) are to be stockpiled until thin spreading or landfilling is approved.

Minnesota Duty Officer – 1-800-422-0798

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Land and Minerals Department

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Operator Pre-work Session

Spills (continued)

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

Forest Development operations (including but not limited to the projects below) must have a spill kit available ON SITE on any large equipment being used over the work area:

- ground herbicide spraying
- aerial herbicide spraying
- disk trenching
- anchor chaining
- salmon blading

When in doubt, STARR
Secure – Telephone – Abate – Recover – Remediate

Minnesota Duty Officer – 1-800-422-0798

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Land and Minerals Department

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Operator Pre-work Session

Spills (continued)

From Minnesota Forest Management Guidelines

Spill kits should include:

- Emergency phone numbers
- Absorbent pads, snakes and booms
- Trash bags (softener salt bags work great)
- Loose absorbent (kitty litter)
- Plastic gloves
- Plugs
- Puncture repair putty

Example of a large kit to be stored at each site

Example of a small kit for individual machines

From Minnesota's Forest Management Guidelines v2014

When in doubt, STARR

Secure – Telephone – Abate – Recover – Remediate

Minnesota Duty Officer – 1-800-422-0798

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session

Fuel Management, Lubricants and Other Chemicals

The Land and Minerals 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 and chemical tanks, and transportation of said tanks are the MN Department of Transportation Requirements (MN DOT).

http://www.dot.state.mn.us/

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Land and Minerals Department

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Operator Pre-work Session

Fuel Management, Lubricants and Other Chemicals

For Harvest and select Forest Development Contracts:

- Review locations for equipment fueling, lubricant and herbicide mixing activities with Contract Administrator.
- Locate fueling, maintenance activities, storage areas and herbicide mixing activities away from open water bodies.
- Check site map and talk to Contract Administrator to ensure fueling, loading, storage areas and herbicide mixing activities are away from areas considered low on the landscape.
- Check site map and talk to Contract Administrator about the location of any filter strips and RMZ's.
- Avoid special conditions or sensitive areas.

If in doubt, contact the Contract Administrator.

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session

Field Pre-work Session

The Land and Minerals Department Contract Administrator will conduct a field pre-work session **PRIOR** to the commencement of work. This session may include discussing the project contract, contract provisions, permits, and map(s) with the site operator and any sub-contractors working on the site.

It is the responsibility of the **site operator or contract owner** to ensure any employees or sub-contractors are aware of the project contract, contract provisions, permits, and map(s).

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Operator Pre-work Session

Preventing Site Damage (Timber and Forest Development Contracts)

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 - A more drastic disturbance where soil is displaced (in excess of 6 inches), the sides of the tire are in contact with soil and often a wiping action occurs on the side of the rut.

Ruts can cause deep compaction, disrupt water movement through the soil, damage root systems, and create erosion channels

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session

Preventing Site Damage - Shut Down Criteria

(Timber and Forest Development Contracts)

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

- Rutting in excess of 6 inches where the operator is unable to move to more stable ground;
- Widespread rutting is occurring; and/or
- Visible compaction of soils in the general harvest area.

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

Examples of conditions that 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/or
- Whenever the operator is uncertain about potential impacts to the site

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session

Preventing Site Damage (Timber and Forest Development Contracts)

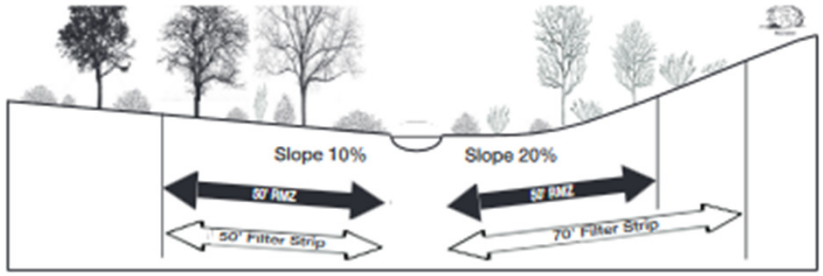
Talk to your Contract Administrator about any RMZs and filter strips found on the project site.

RMZ's

A Riparian Management Zone (RMZ) is the defined portion of the riparian area adjacent to a steam, lake or open water wetland where RMZ guidelines apply. RMZ area is dependent on the recommended RMZ width which varies according to stream, lake or open water wetland characteristics.

Filter Strip

A filter strip is the area of land adjacent to a water body that traps sediment before it reaches surface water. Harvesting is permitted in a filter strip as long as the integrity of the filter strip is maintained.



Schematic showing the distinction between RMZs and filter strips. The width of the filter strip and RMZ if present may be the same or different depending on slope and water feature type.

Diagram from Minnesota's Forest Management Guidelines v2014

Land and Minerals Department

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Operator Pre-work Session

2/4/2020

Test Your Knowledge

You will now be asked a series of questions relating to the material in this training module.

Please print out the following page with your selected questions and answers and return them to:

- Your Contract Administrator
- Area Office
- OR email, snail mail ,or fax to:

St. Louis County
Land and Minerals Department
320 W. 2nd Street
Suite 302
Duluth, MN 55802

landdept@stlouiscountymn.gov
Fax: 218-726-2600

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session

Timber Pre-work Answer Sheet

SELECT **THREE QUESTIONS** FROM THE FOLLOWING PAGES

- Print off this page.
- Indicate your questions/answers below.
- RETURN THIS PAGE to your Contract Administrator or Area Office

NAME:
COMPANY:

Question	Answer
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

SIGNATURE: DATE

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session TEST

Test Your Knowledge

1) What items need to be on file at the Land and Minerals Department prior to commencement of *any* work? (*Select all that apply)*

a) Application form

b) Certificate of compliance with MN Worker's Compensation Law

c) Certificate of Liability Insurance

d) Sustainable Forestry Initiative training

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session TEST

Test Your Knowledge

2) Land and Minerals Department's Environmental Policy commits to the following:

a) Comply with all Laws and Regulations and Minnesota's Forest Management Guidelines

b) Continually Improve Performance

c) Prevent Damage to the Environment

d) All of the Above

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session TEST

Test Your Knowledge

3) To be eligible to operate on state tax forfeited lands in St. Louis County, the operator must be in good standing on the Responsible Operators List.

a) True

b) False

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session TEST

Test Your Knowledge

4) The application and this Pre-work training MUST be updated how often?

a) Annually

b) every 2 years

c) every 3 years

d) I only have to do it once

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session TEST

Test Your Knowledge

5) Suppliers and truckers who deliver product to you or provide services to you while on state tax forfeited lands in St. Louis County must be on the Responsible Operators List.

a) True

b) False

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department

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Operator Pre-work Session

TEST

Test Your Knowledge

6) What constitutes a REPORTABLE SPILL:

a) Five gallons or more of any petroleum product

b) ANY spill to water

c) A and B

d) None of the above

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department

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Operator Pre-work Session

TEST

Test Your Knowledge

7) Who do you call first when you think you may have a reportable spill:

a) Ghostbusters

b) Your supervisor

c) Contract Administrator

d) Minnesota Duty Officer (1800-722-0798)

e) Dominos

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department

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Operator Pre-work Session

TEST

Test Your Knowledge

8) Main spill kits should include:

a) Emergency phone numbers

b) Absorbent pads, snakes and booms, plastic gloves

c) Trash bags, plugs, puncture repair putty

d) All of the above.

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Land and Minerals Department

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Operator Pre-work Session

TEST

Test Your Knowledge

9) If while operating you notice a very large stick nest with bald eagles nearby, what should you do about it?

a) Ignore it - it's not your problem

b) Call the Contract Administrator

c) Take a coffee break and hope the birds go away

d) Take lunch

SAINT LOUIS COUNTY MINNESOTA

Land and Minerals Department ~ Operator Pre-work Session TEST

Test Your Knowledge

10) It is the responsibility of the _____ to ensure any employees or sub-contractors are aware and trained on the contract/permit/lease provisions and have a copy of the appropriate map(s)

a) Site operator, permit or contract owner

b) Area Manager

c) The nice county employee at the front desk who filled out your paperwork

d) Contract Administrator