

## **Items to consider when hosting a saw training/ recertification.**

### **1. Contact the unit (e.g. National Forest, State Park, National Wildlife refuge, etc.).**

- a. The information below is ONLY for hosting training on National Forests Lands. If you are cutting on other ownership (e.g. State Park or National Wildlife Refuge) you will have to ask them for their procedures and approval methods. Much of the information will be the same, however THE AGREEMENTS WILL NOT BE THE SAME.
- b. You will want to contact the hosting unit where you will be training and cutting weeks/ months before arriving to put them on notice that you would like to perform a training. You may not have to contact all the folks listed below, but ask your original contact, "who else should know about this. Contact list:
  - i. District Ranger
  - ii. Volunteer Coordinator
  - iii. Trails Program Manager
  - iv. Recreation Manager
  - v. Forest Saw Coordinator
  - vi. Regional Saw Program Manager (If you are unsure of who to contact in the above list)
- c. Discussion with your contact needs to include the following
  - i. Is there an agreement in place between the USFS and BCHA?
    1. If yes, get a copy
    2. If no, inquire that one be drawn up. The OF301a or OF301b form.
  - ii. Indicate how many and who the students are. Are they USFS Volunteers, BCHA Volunteers, cooperator employees, etc.
  - iii. Ensure all students are under some sort of agreement with the USFS. USFS trainers do not host courses for members of the general public.
  - iv. Request a training room with appropriate seating and A/V equipment for you to deliver the curriculum.
  - v. Request an approved cutting site with their specifications (e.g. do they want the cut material to be cut in firewood lengths or removed a certain distance from the trail, any species that cannot be cut, timeframes of work, etc.)
  - vi. Ask about communication at the cut site. Is it in cell service range, do we need radios, can you provide radios, is it OK to work there on Saturday if dispatch is not in service? etc.
  - vii. Ask about a medical plan and Job Hazard Analysis (JHA) This plan gives you the operating procedure in the event of an accident.

### **2. Ensure that before you start the training or certification that these items are in place:**

- a. Adequate number of evaluators for the number of students in attendance. Ideal is 3-4 students per evaluator.
- b. Map and specifications of cut site. (if needed)
- c. Communication Plan.
- d. Ensure all students have a current first aid and CPR card.
- e. Medical Plan in place and enough medical kits on site for number of sawyers.
- f. Everyone has the required PPE and the saws pass the 5-point safety check list.
- g. Current/ non-modified Evaluation sheets. Filled out thoroughly with good notes.

### **3. Post Training:**

- a. Complete all paperwork (Signed and recommended certification level)
- b. Deliver any evaluation sheets to your USFS Contact for any students that are USFS Employees, or USFS Volunteers. The USFS does not have the authority to sign any other group's cards. If you have folks not under a USFS Volunteer agreement, then you would just give the student their evaluation sheet to bring back to their home unit to be issued their own cards.