



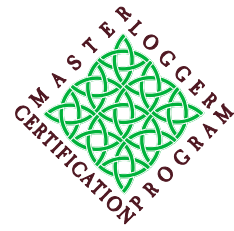
The Trust to Conserve Northeast Forestlands

110 Sewall St. ~ PO Box 1036

Augusta, ME 04332

Tel- (207) 688-8195

Fax- (207) 688-8197



Dear Master Logger Applicant,

I thank you for your interest in the Northeast Master Logger Certification Program (NEMLC). The Board of Directors of the Trust to Conserve Northeast Forestlands has worked with the region's loggers over eighteen years to build the world's first third-party certification system for logging companies. We have supported a credible program that is providing increased recognition in the marketplace for Master Logger companies. This increased recognition has led to more demand for certification and costs for maintaining the integrity of the program.

A fee of \$3,800.00 per company for the Master Logger certification process is normally charged in two installments: \$800.00 to begin the process with the company interview, and \$3,000.00 for the field verification and completion of the process. At the completion of the interview the company has the option of withdrawing from the process or paying the second installment to complete the process. Please be aware that payment of the fee is not a guarantee that your company will achieve Master Logger certification. **Because our program has received grants from the Professional Logging Contractors of Maine and the Farm Credit Northeast AgEnhancement grant to assist logging companies with 66% of the enrollment costs, the first installment is \$400 and the second installment will be only \$900!**

Once certified, companies are required to pay an annual fee. Presently this fee is \$300.00 for companies as sole proprietor/non-partnership, \$500.00 for companies with 1-2 employees (in addition to yourself and including partnerships) and \$700.00 for companies with 3 or more employees (in addition to yourself). This fee will be due in January each year. These annual fees fund the random audits, recertification, Rainforest Alliance certificate maintenance, and program services for each NEMLC company.

We accept applications year round and typically schedule the interviews and field audits beginning in late winter, early spring. The process can continue through the summer and autumn months with field verifications and document write-ups and review. The entire certification process can take 3 to 6 months to complete.

To begin the process, please complete and return the enclosed Enrollment and Company Data Sheet with the first installment payment of \$400.00. If you have any questions, please contact our office at 688-8195 or my cell at 532-8721. We look forward to working with you.

Sincerely,

Ted Wright

Executive Director, The Trust to Conserve Northeast Forestlands

ML Enrollment and Company Data Sheet

Company Name:

Company Type (circle one in each) Sole Proprietor or Contractor
Conventional, Mechanical or Both

Company Owner:

Company Contact:

Company Address:

Phone: (Home)

Phone: (Office)

Phone: (cell)

Fax:

E-mail:

Please return form and first installment (\$400) to: Trust to Conserve Northeast Forestlands, PO Box 1036, Augusta, ME 04332 - **There are scholarships for additional funding to cover the cost of enrollment.**

Office Use Only

Company Code: _____

First Installment Payment Received _____

Letter acknowledging successful interview and continuance of process _____

Second Installment Payment Received _____

Readiness Checklist

We want to make the application process as easy as possible for you. This checklist and the attached documents should help you to prepare for the initial interview and field verifications that will be conducted to determine whether you qualify for certification as a Northeast Master Logger.

To prepare for the interview, please collect the following information:

Basic Company Data

- ✓ Number of Employees
- ✓ Equipment Used
- ✓ History of past work sites and employers, three professional references
- ✓ List of markets that you supply
- ✓ Description of employee training, supervision and conditions of employment, including safety and equipment use training
- ✓ Professional affiliations and partnerships
- ✓ List of recent workshops and other forms of training you have attended

The Northeast Master Logger Certification Program looks to recognize the advanced practices that you exhibit in the natural resources harvesting industry. We will ask you to demonstrate your commitment to the following nine NEMLC Goals:

1. Superior harvest operations planning
2. Protections of water quality
3. Maintenance of soil productivity
4. Improvement of forest ecosystems
5. Management of forest aesthetics
6. Attention to workplace safety, with clear regulatory compliance
7. Commitment to continuous improvement, including the application of recent forest research and emerging technologies, up-to-date training and accurate documentation, as well as an “above-and-beyond” approach
8. Ensuring business viability by active participation in many levels of the industry, and
9. Upholding Certificate Integrity

For more information, please review the detailed descriptions of the program goals, interview questions and field verification assessments that are included in this folder.

Trust to Conserve Northeast Forestlands

Fee Structure for Northeast Master Logger Certification

New Member Enrollment Fee	
Master Logger Certification fee: \$3,800	Fee with sponsorship from the Professional Logging Contractors of Maine (PLC) & Farm Credit East: \$1,300
Existing Member Annual Fee	
sole proprietor/non-partnership	\$300.00
1 - 2 employees in addition to self, including partnerships	\$500.00
3 or more employees in addition to self	\$700.00

250.00 with PLC membership

400.00 with PLC membership

600.00 with PLC membership

NEMLC members are responsible for the Annual Membership fee. Fees cover the administrative costs of certification and other services identified in this program. The membership fee is payable to the Trust to Conserve Northeast Forestlands. TCNEF reserves the right to raise fees if necessary.



THE TRUST TO CONSERVE NORTHEAST FORESTLANDS
NORTHEAST MASTER LOGGER CERTIFICATION PROGRAM

CONTACT INFORMATION

The Trust to Conserve Northeast Forestlands

P.O. Box 1036
Augusta, ME 04332
(207) 688-8195
(207) 688-8197 Fax

www.tcnef.org
www.masterloggercertification.com

Staff Member	Title	Phone	E-Mail	Purpose
Ted Wright	Executive Director	207-688-8195	executivedirector@tcnef.org	For all inquiries and issues related to Master Logger Certification, FSC Group Forest Management Certificate, and Chain of Custody Certificate
Jessica Clark	Member Services	207-688-8195	jessica@maineloggers.com	Back-up support and troubleshooting



Why Master Logger Certification© matters now

By Ted Wright, Executive Director, Trust to Conserve Northeast Forestlands

Logging has an image problem in America, and every logger knows this.

It wasn't always this way. Not so long ago, nearly every family in timber-rich areas of the country had at least one member working in the woods. Logging was understood and accepted, and loggers honored and celebrated as members of a vital and respected profession. Today, with mechanization the number of loggers has fallen dramatically, relatively few families are in the business, and this once accepted industry is now overlooked, misunderstood or, regrettably, vilified by the public.

Changing this image will not be easy, but it may be one of the most important tasks the logging industry must confront if it is to survive. Wood markets ultimately depend on the public, and when the public starts to question where, how or even whether wood is harvested, the image of logging becomes something we all need to consider. This is where Master Logger Certification© can make a difference, not just for individual loggers, but for our industry as a whole.

Master Logger is about achieving professional standards and third-party verification. It is a program built not simply by taking classes, attending workshops or training sessions, but by demonstrating high quality work in the woods every day. In many cases, businesses that achieve this certification are *already* meeting the Master Logger standards. Certification is a means of documenting this ongoing commitment. For these logging enterprises, it provides recognition of the high-quality work they already do. For loggers who do not yet meet the benchmarks and want to improve, it raises the bar for the industry.

Other industries have implemented standards that have elevated their reputation with the public. My wife is a registered nurse and relative newcomer to the logging industry. Many times, she is asked by coworkers or patients about what I do. She often explains the Master Logger Program by using an analogy about the medical field. Patients will always prefer using a board-certified physician. Certification in the health field has ensured up-to-date and evidence-based knowledge and practice. The success of the program has led people to expect this level of practice.

The same is true for the Forest Products Industry. By growing brand recognition of Master Logger, the consumer (mill, landowner, or general public) will know their choice of timber harvesting business meets the seven responsibilities of the certification program. The consumer will recognize a Master Logger company as doing the very best for the environment, the forest, the community, and their employees.

Implementing these benchmark measures also allow state and federal regulators to look at our industry as being able to self-regulate, which can lead to the lifting or lightening of external regulations and red tape. This has already begun to happen in certain states. Increased awareness and understanding of Master Logger Certification will only bring greater recognition of our achievements and positive outlook.

In 2017, the American Loggers Council (ALC) decided the time was right to revitalize and promote the Master Logger program nationally to build on the success it has seen in areas of the country where it is already established. This effort is being undertaken to help the logging industry receive recognition for the high-quality work so many loggers are already doing and to reinforce standards that will enable it to improve its image with the public and maintain healthy forests.

American loggers are doing the best work in the world. The public should know this and value it. Wood buyers should reward it. In an industry where most of us are working long hours and often six or seven days a week, we have little time for anything that does not get the job done. This is why we must let the work we do stand for itself, and why the work must be recognized. This is what the Master Logger program seeks to accomplish.

In the coming months, this national effort will gain momentum. Existing Master Logger programs will be expanded, and new efforts launched. If there is not a Master Logger program in your area now, there will be soon.

For more information on the Master Logger Program contact Ted Wright at (207) 532-8721 or executivedirector@tcnef.org.

Northeast Master Logger Certification



New Member Information and Application



Meets Rainforest Alliance
requirements for
SmartLogging



About Master Logger Certification

Overview

The Master Logger Certification program operates under the Trust to Conserve Northeast Forestlands. The Trust to Conserve Northeast Forestlands (TCNF) is a 501(c)3 organization formed by the Professional Logging Contractors of Maine in 2003 to administer the Northeast Master Logger Certification program with the broader goal of “enhancing the health of working forest ecosystems through exceptional accountability” throughout the Northern Forest region.

The Trust supports exemplary forest professionals, landowners, and wood product manufacturing companies who are committed to responsible and accountable management of forest ecosystems by providing low-cost access to forest certification and building the region’s capacity to produce third party certified forest products and ecosystem services.

Who? Maine was the first place in the world with a point-of-harvest Master Logger Certification program, offering third party independent certification of logging companies’ harvesting practices.

Why? To compete successfully in a global marketplace, we believe that Northeastern harvesting companies and other forest professionals must demonstrate that they set a world standard for economic AND environmental performance.

When? Rather than be swept along by the changes occurring in the global marketplace, the Professional Logging Contractors of Maine decided in 2000 to reinvent their profession and hold it to a world-leading standard of excellence.

What? The content of NEMLC is based on a common vision for communities and forest resources of the northeast. The nine goals guide loggers in their work: Document Harvest Planning, Protect Water Quality, Maintain Soil Productivity, Sustain Forest Ecosystems, Manage Forest Aesthetics, Ensure Workplace Safety, Demonstrate Continuous Improvement, Ensure Business Viability and Uphold Certificate Integrity.

Where? As of 2011, the New England states, New York, Wisconsin, Minnesota, Michigan, 3 Canadian provinces (New Brunswick, Nova Scotia, and Prince Edward Island) and Japan have Master Logger programs based on this model.

Key Features of Master Logger Membership

- ML recognizes the company not just the individual
- ML does not require you to attend class and training to become certified
- ML is based on your experience and allows the company to choose the training that fits their needs
- ML is the recognition of the good work you are already doing.
- ML was built by Loggers for Loggers. Period.



2015 Master Logger Statistics:

- ✓ 5 Million Tons Processed, almost 20% of the Northeast timber harvest
- ✓ 101 Master Logger Companies
- ✓ 1,100 Employees

Benefits

- Enhance Your Companies Reputation
- Access to new markets
- Promotional opportunities for your company
- Access to Networking and Training
- Gain Access to FSC® Chain of Custody Certificate
- Marketing tool directed at landowners by giving them assurance of harvesting to an accepted and recognized standard
- Lower workers compensation rates with certain carriers
- Direct Link Loan Access
- Company Listing on our web site for landowners to ask for your services
- Access to Self Insurance Workers Comp. Trust
- Site Signs
- Master Logger Online Directory for landowners
- Positive Media Attention
- Promotion through Landowner Networks



Growing with Diversity

By Ed Witt, Madison Lumber Co.

MASTER LOGGER CERTIFIED

Harvest # _____

Landowner _____

Forester _____

Logger _____

Trust to Conserve Northeast Forestlands 1-888-300-6614 Questions or Comments?





Nine Guiding Principles

1. **Superior harvest operations planning**
2. **Protections of water quality**
3. **Maintenance of soil productivity**
4. **Improvement of forest ecosystems**
5. **Management of forest aesthetics**
6. **Attention to workplace safety, with clear regulatory compliance**
7. **Commitment to continuous improvement, including the application of recent forest research and emerging technologies, up-to-date training and accurate documentation, as well as an “above-and-beyond” approach**
8. **Ensuring business viability by active participation in many levels of the industry, and**
9. **Upholding Certificate Integrity**

For more information on ML, please visit our website at:
www.masterloggercertification.org

Examples of companies with FSC certified products

patagonia®

Charmin



west elm



Examples of companies with procurement policies favoring FSC



L.L.Bean



P&G



STARBUCKS®



The
Walt Disney
Company

IKEA

SCHOLASTIC

LEGO

Andersen
WINDOWS • DOORS

STAPLES

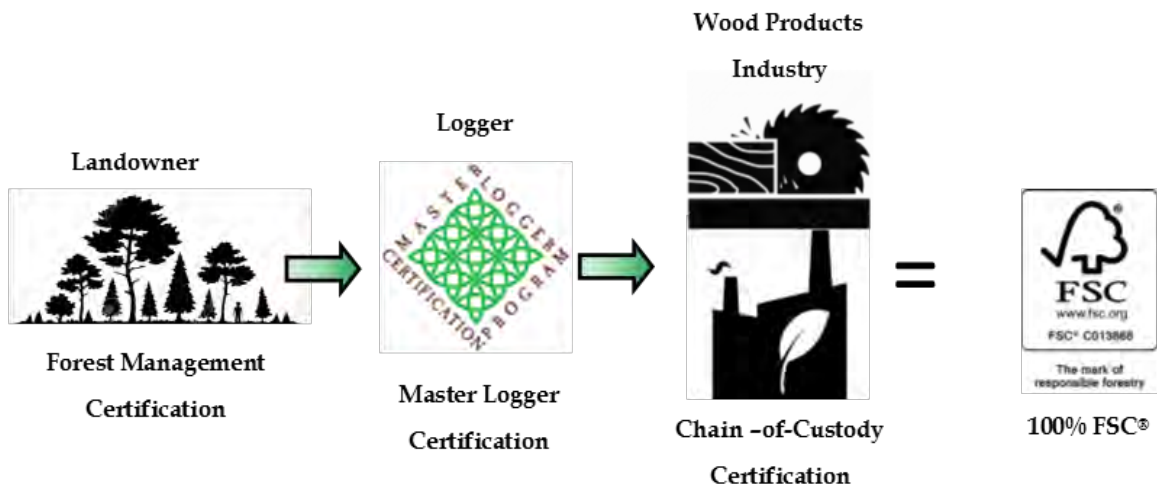


WILLIAMS-SONOMA

Sprint

Kimberly-Clark

Overview of Certification Process and Flow



Access to FSC® Chain of Custody (COC):
Do you buy or have the opportunity to buy FSC® stumpage?

Master Loggers can gain access to FSC® COC by being a member. This can be a huge asset if you can buy FSC® stumpage, own a wood yard or sawmill that wants to sell FSC® certified wood.

For more information on ML, please visit our website at:
www.masterloggercertification.org

Steps to becoming a NEMLC

Step One:

Interview

- Performance standards are explained
- The commitment to superior management practice is defined
- Five past and current harvest sites are identified, and
- 3 professional references are obtained.
- Company has opportunity for some self-reporting/evaluation



Step Two:

Field inspection by an NEMLC accredited field verifier



Step Three:

The company reviews the NEMLC application for accuracy, provides challenges, clarification or explanation, signs code of ethics, and approves sending application to certification board

Step Four:

Certifying Board reviews application



Step Five:

The Certifying Board meets and votes on acceptance of application

Step Six:

Newly certified NEMLC companies are announced at a public reception.





CTL Land Management Services

WASHINGTON, ME – CTL Land Management Services was founded in 1998 by Kyle Overlock and Gavin McClain, and has been a Master Logger company since 2003. As the name makes clear, CTL is a cut-to-length logging company, with five employees running two cut-to-length operations and a small kiln-dried firewood business, Hobby Hill Firewood.

Gavin and Kyle first met working for a landscaping company in the mid-1990s. At that time Kyle was cutting wood in the winters and landscaping in the summers, and following his example Gavin began cutting on his own land in the off-season to make additional money. By 1996 the two had begun logging together, each with their own cable skidder, but it was in 1998 that they officially joined forces and went in a different direction. Gavin recalls learning about cut-to-length logging first at a 1997 logging show, and then from brothers Don and Will Cole of the Trees LTD. logging company in Sidney, Maine. (Trees LTD. is a Master Logger company).

"They were very patient. I learned a lot from those guys, they're good people," Gavin said. At the time, the cut-to-length method of logging was being encouraged by some of the larger buyers in the market and the quality of work it allowed was attractive to landowners. CTL Land Mgt. Services went into it and has never looked back.

Over the years the company has expanded to include the two cut-to-length operations, kiln-dried firewood with delivery, and a bulldozer and excavator for road building and Best Management Practices (BMP) tasks.

CTL subcontracts portions of some jobs out to logger Jeff Moran, who runs a traditional one-man cable skidder operation, for difficult terrain and large diameter, high-value veneer timber where cutting by hand is the best way to ensure no damage to the wood. These are difficult times in logging and CTL is dealing with the same poor markets, high equipment costs, and competitive challenges facing most loggers today.

The mid-coast Maine area in which CTL is based has a great deal of untapped logging potential with many private landowners uncertain about whether to harvest their lands and wary of logging. This makes it a competitive area in which to operate, with a mix of independent logging companies vying with others organized and backed by industry buyers. A logging firm has to remain adaptable and professional to succeed, and can be hurt by any bad experience a landowner has with another company – bad news travels faster than good when it comes to logging.

Being a Master Logger company definitely helps in this environment.

"I don't use it a lot as a marketing tool, but if I have a landowner who may be a bit skeptical or on the fence, I always refer them to Master Logger standards and the webpage, it offers peace of mind," Gavin said.

CTL sells much of its timber to Verso Paper and so CTL is in a holding pattern for now in terms of future plans, waiting to see how Verso's emergence from bankruptcy affects its Maine operations.

In the meantime, Gavin and Kyle are loggers because they love the outdoors and the work, and CTL is busy and focusing on the professionalism and hard work Master Loggers are noted for, a solid business plan in any environment.

Gavin McClain, at right, leads a Master Logger walk for members of the public in Waldoboro in July.

Kimball & Son Logging



PORTLAND, ME – There's a grapple skidder hauling a load along the edge of the tree line this morning, a slasher at work on the landing, and before long an empty pulp truck pulls up ready for a load of logs.

If it weren't for the low hum of rush hour traffic beyond the trees, you'd never know this logging job is in the middle of Maine's largest urban area – a thinning operation in Portland's Evergreen Cemetery woods that has been underway since mid February and has brought Master Logger company Kimball Logging & Firewood of Poland, Maine to work about as close to the geographic center of the city as you can get.

Ron Kimball and his son, Randy, are used to logging wherever jobs take them, but they admit this job is different. "When people saw us rolling in here with all the equipment on trailers a lot of heads turned," Randy says.

The Kimballs are not here to educate the public about timber harvesting, but there's no doubt the heavy use of the cemetery and woods by urban walkers, joggers, cyclists, and skiers has provided a rare opportunity for city residents to see active logging done right by professionals. Jeff Tarling is the city arborist, forestry and horticulture manager, and he credits the good work by the Kimballs as an important piece of overcoming many residents' worries about logging in an area they use for recreation. "Anytime you can do a project like this and have the public support it that's good" Tarling says. "It's a great thing to see it done right. Having the right contractor as well as the right PR (public relations) is important."

The Kimballs don't lack for experience. Ron grew up on a dairy farm in Poland and started cutting wood when he was 17. He is 56 now. He bought his first cable skidder when he was 31, and Randy rode with him in the skidder from the time he was a toddler so logging was in his blood from an early age. In 1989 Ron stopped working for others and went out on his own, and in time Randy went to work with him. Now between the two of them they have a four-man crew with a feller buncher, grapple, slasher, chipper, two trucks, a track dozer and other equipment including Ron's firewood processor as needed. The crew is efficient and serious about safety and the job, but they find time to give Ron a hard time when he starts talking about retiring to Florida as a cold wind rises and he has to mount the loader with the open seat – it has great air conditioning he says.

Logging is a tough business with long hours and you don't get rich, and there have been many ups and down over the years, so it is not easy to explain on a cold winter day why he or any other veteran logger is still doing it, Ron says. "If we weren't stubborn there wouldn't be any of us doing this," Ron says, "You've got to be stubborn, you wouldn't do it if you weren't stubborn, you'd give up."

Like most other Maine loggers, the Kimballs are dealing with a tough market for softwood pulp and low chip prices. Costs to operate keep rising, and the closure of paper mills has been rough, but Ron says in his 39 years in logging there have always been ups and down in the business, and he thinks it may take a while, but new markets for fiber will eventually open up. In the meantime, he and Randy agree buyers of wood need to keep their prices high enough to afford loggers a living if they want to preserve a professional workforce to supply timber in the future. Many logging companies have branched out into construction, road building and other areas to reduce their reliance on the ups and down of wood markets, but the Kimballs are strictly a logging company and plan to stay that way. "All we do is cut wood, and that's enough." Randy says. But the forestry professionals and landowners that the Kimball's work with will tell you they offer a lot more than just a quality job.

Do you have what it takes to become a Northeast Master Logger?

"I think my company has done Master Logger work for a long time!" Of course you have, but the world is looking for new assurances of your commitment to excellence. As you well know, harvesting is not just about "cutting trees." Harvesting companies are asked to efficiently extract the resource and minimize impacts to the landscape. Northeast Master Logger Certification (NEMLC) enables your company (sole proprietor or contractor with employees) to be certified by a third party system that is recognized regionally, nationwide, and even internationally. It is recognized by industry, their customers, and international accrediting organizations.

Now for the best news.....you won't need to attend any classes to earn Northeast Master Logger Certification. NEMLC respects your work and will validate what you already know and do consistently. Throughout the NEMLC process, your company will be identified by a code number, thereby ensuring confidentiality. Once we receive the enclosed "Enrollment and Company Data Sheet" and the first installment payment, we will schedule an on-site interview with you to answer any questions and go over all expectations and procedures.

Take a moment to look at the Northeast Master Logger Certification Program goals and ask yourself if you can support them, should you choose to become a Master Logger Company? You'll likely find that the work you do every day is reflected in the vision, principles, and goals, and that you already have what it takes to join an elite group of professional wood harvesters! We're ready when you are.....just complete and return the information form and process payment and we'll start you on the road to Northeast Master Logger Certification.

Requisites for NEMLC and NPH-NEMLC Applicant Companies

- **All harvesting companies (contractors or sole proprietors) interested in the NEMLC or Non Point-of-Harvest (NPH)-NEMLC program must be willing to demonstrate that 60-100% of their annual income is derived from logging activities.** Master Logger Certification is not a program for non-professionals, landowners who want to cut their own forestland, or foresters who subcontract the work but have no loggers as employees.
- All applicant companies going through the NEMLC certification/recertification process must be willing to accept the responsibility of assuring that all work conducted on their logging operations **or their role in a logging operation meets the NEMLC standards.** This includes any work conducted by employees or sub-contractors.
- **Those companies seeking NPH-NEMLC understand that their certification applies only to their portion of the harvesting operation; this certification does not certify the entire logging operation.**
- All sole proprietors must be willing to set up their company and equipment according to OSHA safety regulations although they are not required to do so by law.
- All applicant companies must be willing to supply information through a coded system of data collection.
- All applicant companies must understand that certification and recertification reviews, which take place after two years and every four years if without incident, with random audits in between, are required to maintain recognition.
- All applicant companies must sign a code of ethics for the entire company's consistent practices.
- Landowners with no loggers on payroll are not eligible for NEMLC Certification.
- Applicant companies must be willing to provide three personal references and go through all phases of the certification process, knowing that the decision to submit their application to the Certifying Board remains theirs. A signed release form is required before an applicant's materials are sent to the Certifying Board.
- Decertification **and/or change of status** of an NEMLC or NPH-NEMLC company takes place when a company no longer meets the **non point** or point-of-harvest logging requisites, the Certifying Board makes the decision to decertify, or after grievance procedures are followed. The following are examples of how this process could be set in motion: self-reporting that requisites are no longer being met, on-going pattern of poor harvest or business practices, or harvest violations or convictions. This does not mean decertification is a foregone conclusion.
- Regulatory oversight was set aside for NEMLC companies in relation to liquidation harvesting rules, January 4th, 2005. Any issue that compromises this public trust will be immediately investigated and NEMLC designation suspended until a decision is made by the Board. **Non Point-of-Harvest (NPH) NEMLCs are not eligible for this set aside due to not being responsible for the complete harvest operation.**

Contact

Master Logger Certification

www.masterloggercertification.com

110 Sewall St.

PO Box 1036

Augusta, ME 04332

207-688-8195 Ext. 2

executivedirector@tcnef.org





Meets Rainforest Alliance
requirements for
SmartLogging

NEMLC Field Verifications Explained

(adapted from a presentation by Paul Miller, MLC verifier)

Northeast Master Logger Certification (NEMLC) is a unique recognition in that it does not represent the methods you chose or the time you put into becoming an excellent logger. Rather, it recognizes what you and your crew members *actually do in the forest* and how you *plan to keep improving*. How do we know what you're doing? How do we evaluate your practices? Who is responsible for your certification decision?

Let's start by looking at how the NEMLC program came to be and who the players are...but even before that, it's important to know:

The NEMLC Standard

The NEMLC standards are cross-referenced with FSC, SFI, PEFC, CSA and Tree Farm standards to ensure that they are at the cutting edge of global expectations for forest practice standards. They are widely recognized as the definitive harvest practice certification standards, and it is up to the administration, the Certification Board, the field verifiers and most of all, *you* – to maintain the ongoing integrity of these standards.

Administration

The administration of the NEMLC program is responsible for developing the idea of harvest practice certification at the national and global level, securing funding to grow the program, researching and updating the standards, working with other organizations to build the infrastructure for a resilient practice-based forest economy, and for responding to logging companies' knowledge and resource needs for superior harvest practices.

Executive Director, Elizabeth Ollivier, is responsible for general management and coordination of the Trust to Conserve Northeast Forestlands (TCNEF) activities – from capital development and financial management to FSC group certifications, SmartLogging certification, and project oversight. Beth manages the everyday operation of the NEMLC program, directs recruitment and orientation of prospective companies, secures funding and support, collaborates with other organizations to include harvest practice certification in local and regional development efforts, and with the collaborative assistance of **Paul Miller, Lead NEMLC Verifier**, trains verifiers and the Certification Board. In addition to training, Paul also organizes and coordinates the on-site interviews and verification process of the applicants.

Certification Board

The NEMLC Certification Board effectively makes all certification decisions, and your company remains anonymous to the members throughout the process. This Certifying Board is a multi-stakeholder board of ten people from the northeastern states. Each has expertise in one or more aspects of natural resource management and rural economic development and has no conflicting interests. The NEMLC Certification Board must come to a consensus on the decision to certify each candidate. During the deliberations, the NEMLC administration makes note of all the NEMLC Certification Board's comments on a company for inclusion in a letter to the company regarding reasons for the Board's decision and critical areas of continuous improvement to be addressed by the company before recertification.

Verifiers

NEMLC verifiers are professional loggers or foresters, and sometimes both. They are contracted consultants who work according to a set of standards. They are charged with observing your practices in the woods, putting them in context, and tying them to the recognized NEMLC goals, harvest responsibilities and performance standards. The verifiers attend annual trainings to update their knowledge of the goals and review the processes of field verification. Their work is evaluated by the administration as well as the Certification Board to ensure that their representations of your work are done in a consistently accurate and fair manner. A verifier will evaluate the work of an initial applicant, and additional verifiers are sent out to resolve any questions that remain about an individual company's practices on the ground.

Verifiers DO:

- Maintain *total confidentiality* of each company
- Excuse themselves from any situation creating a conflict of interest
- Field verifications that involve approved NEMLC standards in an auditing capacity
- Make themselves available to the independent Certification Board to clarify any questions about reports
- Communicate with administrative staff for clarity, consistency, and problem-solving
- Provide logging companies with suggestions on alternatives, option, and additional useful contacts

Verifiers DO NOT:

- Act as a consultant to logging companies
- Dictate specific actions to companies
- Offer their personal opinions to the Certification Board, other than those based in factual observations of environmental conditions or the political-economic structure of the forest products industry

What To Expect During a Field Verification

First of all, you can expect the verifier to work with you to schedule a convenient date and time for your verification, within an allotted time frame – which is generally about a 2 week window.

However, if the visit is a random audit, you will have no more than 48 hours advance notice. Making your current work available to NEMLC verifiers for the occasional random audit is one of the commitments that all NEMLC companies make. You can also expect the administration to work with the verifiers to accommodate special circumstances if they arise, such as work shutdowns due to poor weather, temporary shut downs for economic or personal reasons, etc. The staff is committed to making NEMLC attainable for excellent logging companies and can work with you through the changes that are characteristic of the logging profession.

The verifiers will have a conversation with you before their visit that will cover:

- The number of sites they'll need to see
- Any particulars of the sites to choose
- Paperwork that needs to be reviewed (e.g. contracts, harvest plans, safety documentation)
- About how long the verification will take
- And any questions you have for the verifier

Expect to walk all the sites, poking around, asking and answering questions – the verifier will be jotting some notes. You can *always ask* about what the verifier is writing. In fact, you will see a copy of each report and you'll have a chance to respond to it before it ever goes to the Certification Board.

Expect an open discussion of your job as it pertains to the standards. You may hear questions like: Why? What influenced that choice? How did you determine that? All these questions are asked to help the verifiers clarify for understanding about how you planned and conducted the harvest. They would rather see and talk to you about your worst mistake than to see your best work and learn that you don't really know how you did it!

Expect that the verifier will not tell you whether or not your work “passes”, because that decision lies with the independent Certification Board, whose members do not know your company's identity.

Expect to get any material that you request from the visit – contact information, harvest plan forms, safety plan templates, instructions on how to use resources like the Maine Natural Areas program, or other things that come up during the verification.

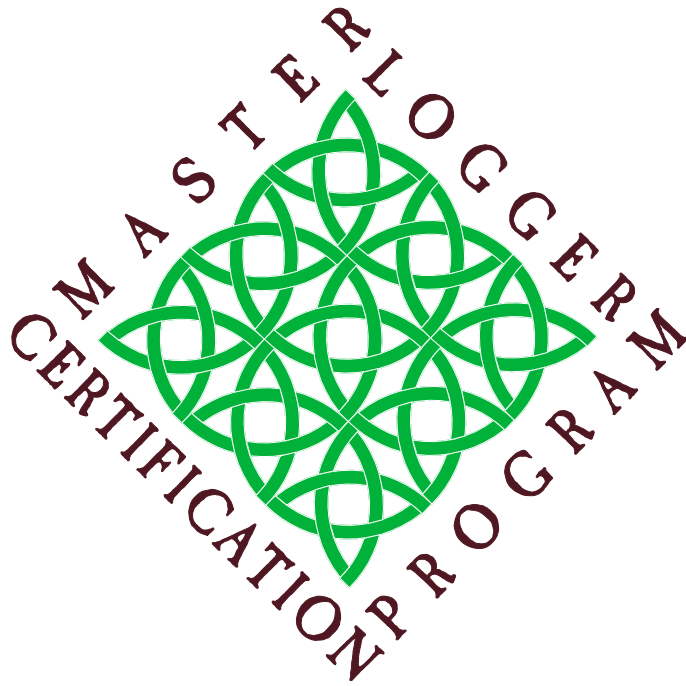
Expect to get a copy of the report from the main office before the Certification Board meets to review them, and know that your comments are important and taken into consideration.

Expect that if, for any reason, you have an issue with the verification process, the NEMLC administration will handle it with fairness and confidentiality.

Expect that if you want to make suggestions about the NEMLC program, the administration will listen. Everything is taken as a positive and used to improve the program and its systems.

Expect that verifiers are observers and reporters. They are interested in knowing the reasons behind the way you do things. They will want to know about the logic and usefulness of the way you harvest wood products – and their questions are about accurately representing how woods work is done by your company.

Northeast Master Logger Certification Program



Goals

Harvest Responsibilities Performance Standards

In order to provide logging companies with a definitive, measurable means of achieving certification, NEMLC developed nine goals, the end to which all efforts of harvesting are directed. The goals are further defined by harvest responsibilities, each with its' own set of performance standards. These standards, when met, enable a company to achieve the nine goals and earn NEMLC certification.

Goal One: Document Harvest Operations Planning

Harvest Responsibility #1: Discuss any existing forest management plans with the landowner/forester.

Performance Standards:

- 1.1a:** Logger certifies, through due diligence and contract sign-offs, that the landowner carries adequate insurance and has clear title to the land that will be harvested; no title, lease, or easement disputes pending, and no outstanding property taxes
- 1.1b:** Pre-harvest meeting conducted with the landowner/forester to determine if a current forest management plan is available and to set harvest goals and objectives. Timeline and equipment choices are communicated to the landowner
- 1.1c:** If a forest management plan exists and is available, applicable elements are incorporated into the harvest plan
- 1.1d:** Landowner/forester agrees to harvest levels that enable long-term fulfillment of the forest management plan. If the landowner objectives differ from the forest management plan, an addendum is attached to the harvest plan and initialed.
- 1.1e:** A timber sale agreement and/or any contract specifies job responsibilities, such as skid trail maintenance and close-out, are signed by all parties involved and secured.
- 1.1f:** A copy of the management plan or written or written harvest plan is kept on site for reference during the harvest operation.

Harvest Responsibility #2: If no forest management plan exists, the harvest company creates a harvest operation plan based upon landowner objectives and in compliance with all federal, state, and local laws.

Performance Standards:

- 1.2a:** Harvest operations plans based on landowner objectives are in writing (Harvest Integrity System (HIS) may be utilized by NEMLC Company) and are adequately communicated to all crew members
- 1.2b:** All harvest operations plans are consistent with NEMLC Goals 2, 3, 4 & 5
- 1.2c:** Harvest plan documents current condition of the parcel, including special areas, BMP needs, abutters, and close-out procedures.
- 1.2d:** Property boundaries and limits of the harvest area are clearly marked and shown on the harvest operations plan
- 1.2e:** Any amendments to the harvest operations plan are noted and initialed by all parties
- 1.2f:** Ways in which water moves in and around the harvest site during all seasons is fully understood and informs the harvest operations timeline

Harvest Responsibility #3: Conduct a pre-harvest inspection and post harvest assessment of the site.

Performance Standards:

- 1.3a:** NEMLC pre-harvest check sheet documents current condition of the parcel including special areas, BMP needs, property boundaries, harvest area boundaries, abutters, and close out procedures
- 1.3b:** Impact of previous harvest operations (i.e. old roads, log landings, skid trails, rutting, and residual stand damage) is documented on the pre-harvest checklist
- 1.3c:** Implementation and closeout of the various components of the harvest operations plan are documented on the post harvest check sheet.

Harvest Responsibility #4: Comply with all relevant laws and regulations and ensure that all necessary permits are obtained in accordance with federal, state, and local laws

Performance Standards

- 1.4a:** National Environmental Policy Act (NEPA) and Clean Water Act (CWA) standards are met
- 1.4b:** State Water Quality standards, guidelines and recommendations are met
- 1.4c:** Endangered Species Act (ESA) is met
- 1.4d:** All required land use, cutting practices, wetlands, and municipal permits are obtained
- 1.4e:** All company harvesters and foresters have licenses, where required



Goal Two: Protect Water Quality

Harvest Responsibility #1: Organized and plan road construction and access to harvest location in a manner that prevents soil erosion and does not impede water flow.

Performance Standards:

- 2.1a:** Field reconnaissance and planning occurs prior to commencement of road construction
- 2.1b:** Truck road construction is minimized
- 2.1c:** Roads are kept from streams and from lakes
- 2.1d:** Cut/fill banks are stabilized outside road bed near water
- 2.1e:** Drainage ditches are adequate to divert water out from road
- 2.1f:** Road grades are broken prior to stream crossings to manage water flow into filter strips
- 2.1g:** Road surfaces are out-sloped, in-sloped, or crowned as appropriate to the situation
- 2.1h:** Culverts are setback from junction and placed to sufficiently manage water flow
- 2.1i:** Culverts are installed so that subsequent road maintenance does not result in damage to culverts
- 2.1j:** Culverts are installed in a manner not to impede fish passage
- 2.1k:** Culverts are sized for periods of high volume water flow

Harvest Responsibility #2: Prepare skid trails in a manner that does not reduce soil absorbency.

Performance Standards:

- 2.2a:** Field reconnaissance and planning for skid trails occurs prior to commencement of the harvest
- 2.2b:** Steep trails are stabilized with vegetation or brush
- 2.2c:** Sensitive areas are harvested when the ground is frozen or dry
- 2.2d:** Water turnouts/bars are used to divert surface runoff
- 2.2e:** Topography is considered in the skid trail layout to avoid wet areas
- 2.2f:** Layout of skid trails considers the predominant lean of the stand where chainsaw felling is used

Harvest Responsibility #3: Attend to stream management zones in a manner that does not divert or concentrate water flows.

Performance Standards:

- 2.3a:** All stream management zones are identified prior to harvest and necessary permits are obtained and followed
- 2.3b:** Stream channel integrity is maintained
- 2.3c:** Harvest operations are timed for appropriated weather conditions
- 2.3d:** Adequate shade is retained over perennial, intermittent, and first order streams
- 2.3e:** Extra caution is used in stream management zones to protect banks, edges, and water quality of streams, ponds, and lakes
- 2.3f:** Streamside vegetation is protected/maintained and not diminished

Harvest Responsibility #4: Manage Stream Crossings During Harvest and Road Building.

Performance Standards:

- 2.4a:** Stream and stream approach characteristics are considered when locating stream crossings
- 2.4b:** Number of stream crossings is minimized through the planning process prior to harvest
- 2.4c:** Permanent or portable bridges are used to cross streams when necessary
- 2.4d:** Stream crossings are placed at right angles to the stream
- 2.4e:** Stream crossing devices are installed in a manner not to inhibit fish passage
- 2.4f:** Fill is compacted as appropriate during culvert installation

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- 2.4g:** Integrity of stream channel is maintained during installation and removal of stream crossing devices
- 2.4h:** Stream banks are left intact after removal of temporary stream crossing devices
- 2.4i:** Soils of stream banks and skid trail/truck road approaches are stabilized during the harvest and following closeout
- 2.4j:** Exposed soil areas are stabilized to reduce erosion and prevent introducing sediment into streams and water bodies
- 2.4k:** Woody material is not added to streams, and existing material is not disturbed.

Harvest Responsibility #5: Establish logging yards at the proper distance from streams, ponds, lakes, marshes, steep slopes, and wetlands so as to maintain the benefits of vegetation next to water bodies.

Performance Standards:

- 2.5a:** Yard and landing placement is pre-planned and retired post-harvest
- 2.5b:** Water draining in and out of landings is managed in relation to nearby water bodies
- 2.5c:** Disturbance to the forest floor is minimized by using controlled yarding
- 2.5d:** Logging yards are established at the proper distance from streams, ponds, lakes, marshes, vernal pools and wetlands
- 2.5e:** Exposed soil areas are seeded post harvest

Harvest Responsibility #6: Monitor all regulations and obtain necessary permits in accordance with federal, state, and local laws.

Performance Standards:

- 2.6a:** National Environmental Policy Act (NEPA) and Clean Water Act standards are met
- 2.6b:** State Water Quality standards are met
- 2.6c:** Endangered Species Act (ESA) as it relates to waterways is met
- 2.6d:** Land Use Regulatory Commission, Department of Environmental Protection, as they are titled by state, and any municipal permits are obtained
- 2.6e:** Department of Inland Fisheries and Wildlife, and other state specific departments, significant and essential habitat is noted on the harvest plan
- 2.6f:** Harvest site is reviewed after the first winter to determine the effectiveness of erosion control, stream protection, etc., and corrective action is taken as necessary
- 2.6g:** Rare, threatened, and endangered plants and/or unusual or exemplary natural communities are noted by state specific Natural Areas Programs

Goal Three: Maintain Soil Productivity

Harvest Responsibility #1: Assure future forest soil productivity by harvest planning and on-the-ground layout.

Performance Standards:

- 3.1a:** Disruption of soil organic layers is limited during all harvest operations
- 3.1b:** Soil condition is considered when matching equipment to the harvest
- 3.1c:** Sensitive sites are harvested when dry or frozen
- 3.1d:** Slash is placed in skid trails to reduce compaction and mixing of soils
- 3.1e:** Number of skid trails/truck roads/landings is minimized through field reconnaissance and pre-harvest planning
- 3.1f:** Best management practices are applied and documented to minimize erosion and soil loss

Harvest Responsibility #2: Minimize and stabilize exposed soil

Performance Standards:

- 3.2a:** Filter areas (forest areas bordering water bodies) are identified on the harvest plan
- 3.2b:** The capacity of filter areas to absorb and filter runoff from roads, landings, and skid trails is maintained
- 3.2c:** Materials are available to implement multiple strategies for addressing exposed soil



Harvest Responsibility #3: Close out the harvest site, complete the post-harvest check sheet, and follow-up as necessary.

Performance Standards:

- 3.3a:** All roads, landings and trails are stabilized through the use of appropriate best management practices, applied to minimize erosion and soil loss
- 3.3b:** Sites without forester involvement are checked by the harvesting company one year later (post mud season) for erosion, sedimentation, or other issues unless other arrangements have been made with the landowner

Goal Four: Sustain Forest Ecosystems

Harvest Responsibility #1: Determine if the forest management plan has delineated current wildlife habitat to remain undisturbed. If no forest management plan exists, wildlife habitat should be delineated in the harvest plan.

Performance Standards:

- 4.1a:** Trees with cavities, standing dead trees, downed logs, large super canopy trees, and longer-lived tree species are favored and retained in a creative and safe manner in compliance with OSHA hazard tree regulations
- 4.1b:** Width and development of riparian zones are documented
- 4.1c:** Vernal pools are marked and left undisturbed year round, and disturbance to soils surrounding pools is minimized
- 4.1d:** Plan documents any significant and essential wildlife habitats identified by the Department of Inland Fisheries and Wildlife, as titled by state, and specifies how they will be treated
- 4.1e:** Harvest supports overall biodiversity
- 4.1f:** Endangered Species Act (ESA) as it relates to terrestrial habitats is met
- 4.1g:** Harvesting is consistent with recommended practices for biodiversity conservation

Harvest Responsibility #2: Check all special or unique sites and clearly mark boundaries per harvest plan.

Performance Standards:

- 4.2a:** Species specific habitat is protected as marked (based upon Maine Natural Areas Program)
- 4.2b:** Areas being managed for biodiversity are marked
- 4.2c:** Harvest plan is consistent with MLC standards for Goal Two (Protect Water Quality), Goal Three (Maintain Soil Productivity), Goal Four (Sustain Forest Ecosystems), and Goal Five (Forest Aesthetics)
- 4.2d:** State Natural Heritage or Natural Areas Programs, biodiversity assessments in unorganized territories, and Habitat Maps of organized towns are consulted for the presence of unique or critical habitat when creating the harvest plan. Significant or essential rare, threatened and endangered species habitat is identified and noted on the harvest plan.
- 4.2e:** Important natural communities and wildlife habitats are supported by the harvest planning process

Harvest Responsibility #3: Discuss with the landowner/forester the need for attention to preserving native biological diversity.

Performance Standards:

- 4.3a:** Harvests maintain natural species diversity and regeneration appropriate to the site
- 4.3b:** Harvests leave downed, woody material in the forest and redistribute when appropriate
- 4.3c:** Wildlife and plant diversity is noted on the harvest plan (see Natural Areas Program designations – further instructions by state in NEMLC Standards Guidance document).



Harvest Responsibility #4: Delineate any understory/overstory areas landowner/forester wants preserved due to unique flora or fauna.

Performance Standards:

- 4.4a:** Areas to be avoided are clearly marked on the harvest management plan and in the field
- 4.4b:** Deer wintering areas are harvested during late winter months to provide tops for feed and skid trails for deer travel
- 4.4c:** Special treatment areas such as legacy areas, forest openings, and wildlife trees are clearly marked on the harvest management plan.

Harvest Responsibility #5: Ensure that post-harvest stands are left in good condition for future forest growth and regeneration.

Performance Standards:

- 4.5a:** Except for super canopy trees, wildlife snags, legacy patches, and other special situations outlined in the harvest plan, all trees in clear cuts are felled and removed, and the site is ready for regeneration or planting
- 4.5b:** Harvests avoid water yet leave adequate amounts of coarse, woody debris for nutrient capital and habitat
- 4.5c:** Adequate, good quality regeneration of the desired species is left undamaged, especially if advance regeneration is relied upon for the next generation of trees
- 4.5d:** Adequate numbers of good quality crop trees are left for future growth
- 4.5e:** Damage to roots, boles, and crowns of trees in the residual stand is minimized during the harvest and extraction process

Goal Five: Manage Forest Aesthetics

Harvest Responsibility #1: Discuss the aesthetic considerations of the harvest with the landowner/forester.

Performance Standards:

- 5.1a:** Pre-harvest aesthetic conditions are documented and reviewed with landowner/forester
- 5.1b:** Landowner/forester understands the harvest plan and resulting post-harvest aesthetic, and harvest area boundaries are marked on the plan
- 5.1c:** Landowner/forester informs abutting landowners of changing forest aesthetic due to harvest and negotiates any suggestions/conflicts
- 5.1d:** Cultural features of historic and/or archeological value (i.e. stone walls, cellar holes) are marked and protected

Harvest Responsibility #2: Exhibit an aesthetic sensitivity in areas that adjoin roads and highways, known recreation trails, landing areas, vistas, and other areas of local community value.

Performance Standards:

- 5.2a:** Harvest plan documents any geologic, archeological, historical, cultural, ecological, or aesthetic special areas to be preserved
- 5.2b:** Guidelines for protecting local community value areas are made clear to all employees of the harvesting company
- 5.2c:** Land boundary markers are not damaged during operations
- 5.2d:** Rock and geologic structures are avoided during the harvest
- 5.2e:** Harvest and trail access is situated around natural boundaries whenever possible
- 5.2f:** Buffer zone around areas to be preserved by the landowner/agent/forester is clearly marked and understood

Harvest Responsibility #3: Communicate with employees to ensure the removal of all unnecessary debris from the harvest site and seed landing areas when prescribed.

Performance Standards:

- 5.3a:** Post-harvest supervision includes inspections of all key areas for debris removal and the quality of seeding in disturbed areas



5.3b: When markets do not exist, excess woody debris is removed from the landing and distributed throughout the site

5.3c: Edges are feathered adjacent to clearcuts in a riparian zone.

Harvest Responsibility #4: Cultural features of historic value (e.g. stone walls, wells, cemeteries, cellar holes, etc.) are protected during logging operations

Performance Standards

5.4a: The landowner is consulted about location of historic or cultural resources

5.4b: Significant sites are identified on the harvest plan and marked on the ground

5.4c: Employees are directed to avoid or protect areas of significant or historical value

5.4d: Damage to stone walls is minimized by utilizing bridges or bar ways, where possible. Damaged walls are repaired following harvest

Harvest responsibility #5: Property boundaries are respected

Performance Standards

5.5a: Property boundaries in the vicinity of the harvest area are known to the operator and clearly marked

5.5b: Limits of the harvest area are known and can be clearly identified by the operator are clearly marked

5.5c: Operator checks with landowner to ensure that there are no conservation easements on the property that will affect the harvest operation

Goal Six: Ensure Workplace Safety

5.5d: Operator minimizes disruption to abutting landowners' access to their property

Harvest Responsibility #1: Track compliance with all OSHA rules for safety awareness, personal protective equipment, machine operation and maintenance, hand tool safety, harvesting and felling, sharpening of blades, notching, yarding, limbing, and handling flammable or combustible liquids.

Performance Standards:

6.1a: OSHA regulations are known by supervisors and employees

6.1b: Monthly audits of OSHA safety requirements are conducted and documented as part of a larger safety program

6.1c: Company's written safety plan is on file for OSHA regulated companies and sole proprietors

6.1d: Harvesting companies, including sole proprietors, must have current logger safety training and field certification.

In Maine, completion of SFI SIC approved training program and up-to-date continuing education for key personnel is required.

Harvest Responsibility #2: Document and OSHA compliant safety and health plan that includes a hazard communication program, lockout/tagout program, blood borne pathogens, etc.

Performance Standards:

6.2a: Twice monthly training requirements for employees are documented

6.2b: All employees have a current CPR certification and additional opportunities for first responder rescue are provided and documented

6.2c: All employees have a strategy for making their whereabouts known to others at prescribed times each day, and this is verified as a daily procedure when in the woods

6.2d: Daily, weekly, and monthly safety checks of all equipment is conducted and a proper lockout/tagout program is evident

6.2e: Employees are trained in blood borne pathogens and safety gloves are present in First Aid kits

6.2f: Spill kits are located on each machine and operators are familiar with their use



Harvest Responsibility #3: Initiate Superior Management Practices (SMPs) that exceed minimum expectations of federal and state safety laws.

Performance Standards:

- 6.3a:** Worksite liabilities are clarified with landowner/forester
- 6.3b:** Deep woods rescue and other advanced safety training is provided by the harvest company
- 6.3c:** Management provides for employee supervision at each landing
- 6.3d:** Company has a policy outlining the storage of hazardous materials. Chemicals and containers of liquid or solid non-organic wastes are disposed of in an environmentally appropriate manner at off-site locations
- 6.3e:** Employees are prepared for all emergencies, and emergency phone numbers are posted in each piece of equipment.

Goal Seven: Demonstrate Continuous Improvement

Harvest Responsibility #1: Develop and implement Superior Management Practices (SMPs).

Performance Standards

- 7.1a:** Employees are trained to use MLC Vision and Principles as definitive guidelines when faced with non-regulated scenarios
- 7.1b:** A continuous improvement approach is utilized to solve problems and correct mistakes
- 7.1c:** Promising research is translated and utilized in the field
- 7.1d:** Harvest Company monitors forest inventory data provided by the state or federal government to stay abreast of forest conditions and trends
- 7.1e:** Harvest Company develops a documentation process with landowners or uses the Harvest Integrity System (see NEMLC Standards Guidance Document)

Harvest Responsibility #2: Incorporate advanced and emerging harvest technologies.

Performance Standards:

- 7.2a:** Internet resources are utilized to monitor emerging harvest technologies
- 7.2b:** Communication systems are continually upgraded with the goal of linking loggers in the woods

Harvest Responsibility #3: Maintain accurate production data.

Performance Standards:

- 7.3a:** Source origination of the forest product is tracked within each company through the Harvest Integrity System (HIS)
- 7.3b:** Harvest planning, implementation, and extraction costs are tracked and evaluated with consideration given to variables such as weather, equipment breakdown, subcontractor delays, etc.
- 7.3c:** Company keeps harvest records including owner, location, acreage, and volume by species/product through the Harvest Integrity System (HIS)
- 7.3d:** Any remediations to the harvest plan are documented

Goal Eight: Ensure Business Viability

Harvest Responsibility #1: Provide technical and training support to company employees and abide by all federal and state labor laws.

Performance Standards

- 8.1a:** Livable wages and adequate benefits are provided to all employees and sole proprietors



- 8.1b:** Training programs on safety, harvesting practices, and labor laws are available to employees
- 8.1c:** Professional attitude of management, employees, and subcontractors is consistently evident in interactions with other wood harvesters and the public
- 8.1d:** Company has a clear, written dispute resolution process in place

Harvest Responsibility #2: Utilize technology to improve planning and decision making.

Performance Standards:

- 8.2a:** Company business plan is updated
- 8.2b:** Company institutes computerized cost tracking, inventory, and accounting systems
- 8.2c:** Company uses internet resources for planning and decision making

Harvest Responsibility #3: Actively participate in the logging industry on local, state, regional, and national levels.

Performance Standards:

- 8.3a:** Access to diverse markets is established through professional contacts
- 8.3b:** Master Logger Certification designation is marketed and promoted to end users and consumers in local and state markets
- 8.3c:** Membership in professional and trade associations is maintained
- 8.3d:** Mentoring opportunities are developed for young men and women interested in the wood harvesting industry

Goal 9: Uphold Certificate Integrity

Harvest Responsibility #1: Protect NEMLC Codes

Performance Standards

- 9.1a:** Earned NEMLC certificate numbers are not shored with non-NEMLC companies for use in the sale or transport of non-NEMLC harvested wood.
- 9.1b:** NEMLC companies will not buy wood harvested by a non-NEMLC certified harvester and sell, or otherwise represent it, as Master Logger wood using their certification code.
- 9.1c:** Fraudulent use of an NEMLC certificate code will be reported to the Executive Director of The Trust to Conserve Northeast Forestlands.

Harvest Responsibility #2: Submitting Annual Data to the Trust to Conserve Northeast Forestlands

Performance Standards

- 9.2a: For Chain of Custody group members:** A signed consent/acknowledgement form regarding obligations and responsibilities of group membership is submitted to the Trust to Conserve Northeast Forestlands .
- 9.2b:** Annual harvest data, as requested by TCNEF (“Annual Survey”), is submitted in a timely fashion and is required for retaining active certification each year.

Harvest Responsibility #3: Maintaining CoC Certification Files (For Chain of Custody Group Members)

Performance Standards

- 9.3a: For Chain of Custody group members:** Each NEMLC company enrolled in the TCNF’s CoC group certificate, appoints a site manager to maintain files relevant to the company’s group CoC membership
- 9.3b:** The site manager maintains an up-to-date file of required certification information, including the SmartWood CoC guidelines and standards, training/orientation materials, the certification number, and annual auditing procedures.

