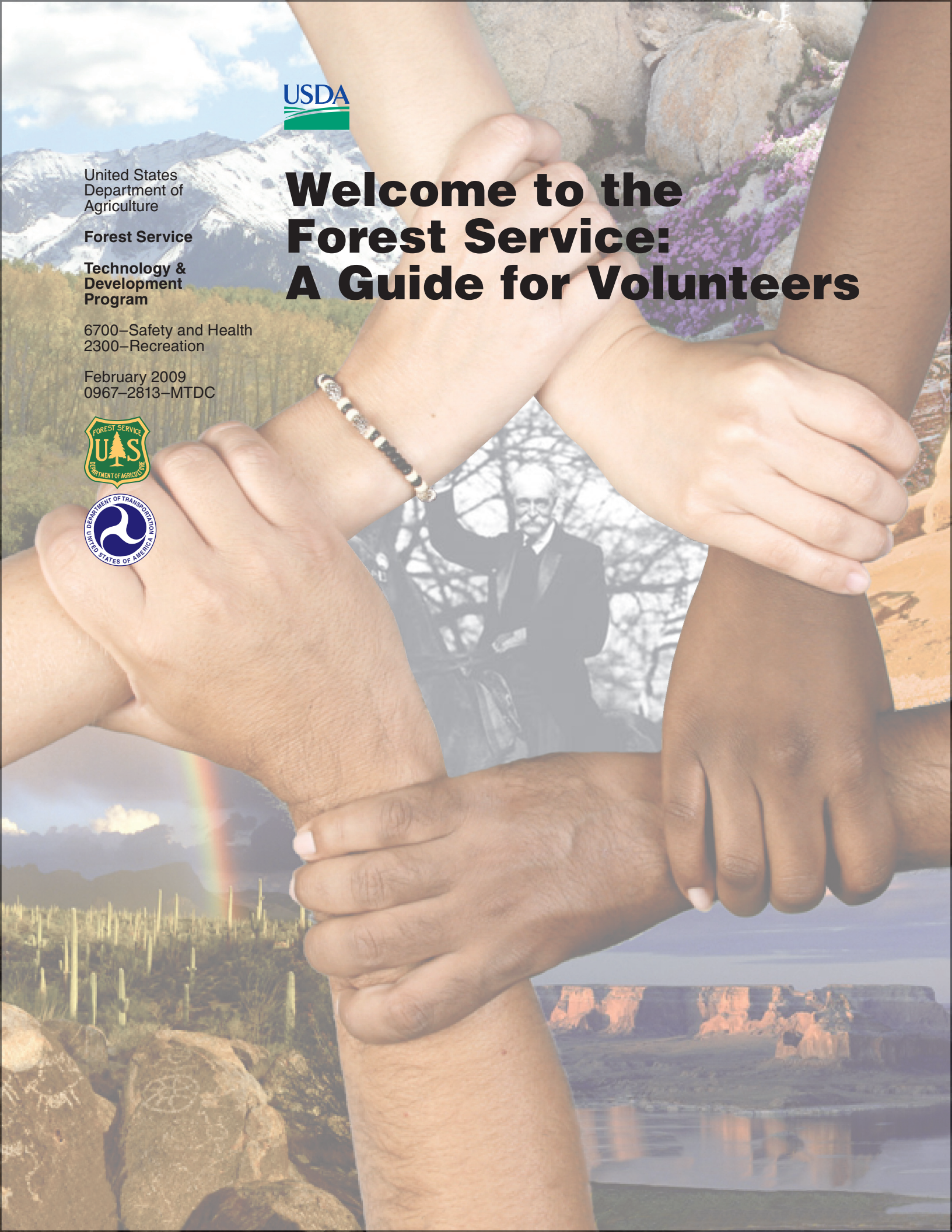

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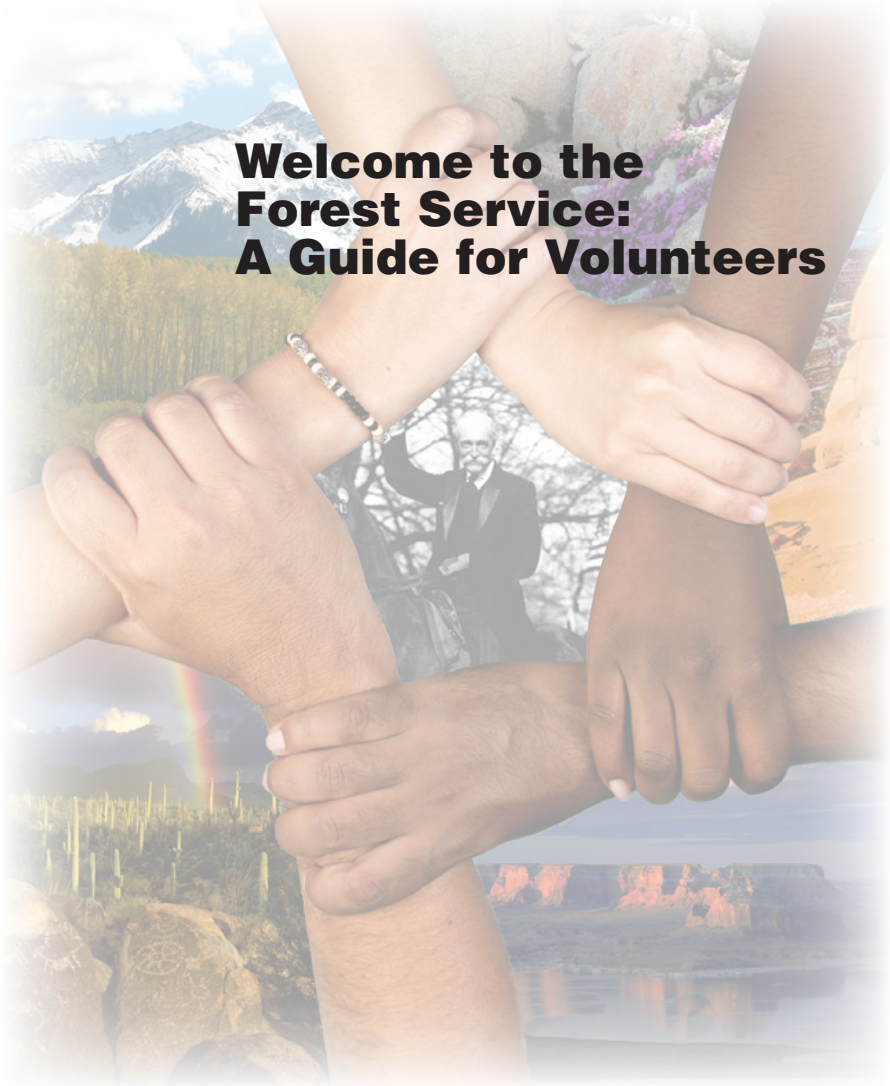
Welcome to the Forest Service: A Guide for Volunteers



Welcome to the Forest Service: A Guide for Volunteers

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Technology and Development Program
Missoula, MT

2E22H52 Training Program for Hosted Programs

February 2009

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Introduction

Welcome to the Forest Service, the largest agency within the U.S. Department of Agriculture (USDA). As a volunteer, you will be helping manage resources that are increasingly important to our Nation.

In recent years, the Forest Service has relied on volunteers to maintain trails, serve as hosts at campgrounds, and perform many other valuable services. Without volunteers, these services would not be performed as well or might not be performed at all.

This guide will provide you with a brief history of the Forest Service, an overview of the volunteer program, and some information you will need to work safely and productively for the agency. We hope it helps you become at ease in your new position.

Volunteer coordinators can refer to a more comprehensive guide:

"Volunteers in the Forest Service: A Coordinator's Desk Guide" (Tech. Rep. 0967–2814–MTDC).

Establishment of the Forest Service

When the first European settlers arrived on American soil, forests covered nearly all the land from the Eastern Seaboard to the Great Plains. Due to concern about deforestation and unregulated cutting, laws to protect timber stands were passed as early as 1807. Such laws were virtually ignored.

In 1891, Congress gave the President the power to establish forest reserves from the public domain to protect timber and to ensure a regular flow of water in streams. The forest reserves were placed under the administration of the U.S. Department of the Interior.

In 1905, management of the forest reserves was transferred to a new agency in the U.S. Department of Agriculture, the Forest Service. Gifford Pinchot was named the first Chief (figure 1). Other land management agencies, such as the National Park Service and the Bureau of Land Management, are in the U.S. Department of the Interior. In a letter dated February 1, 1905, Secretary of Agriculture James Wilson laid out the guiding principles of the Forest Service to the new Chief. An excerpt of the letter follows:

Figure 1—Gifford Pinchot, Governor of Pennsylvania (Chief of the Forest Service, 1905 to 1910), rides up Pennsylvania Avenue in President Coolidge's 1925 inaugural parade.

"In the administration of the forest reserves, it must be clearly borne in mind that all land is to be devoted to the most productive use for the permanent good of the whole people and not for the temporary benefit of individuals or companies…. You will see to it that the water, wood, and forage of the reserves are conserved and wisely used under businesslike regulations enforced with promptness, effectiveness, and common sense…. Where conflicting interests must be reconciled, the question will always be decided from the standpoint of the greatest good for the greatest number in the long run…."

James Wilson
Secretary of Agriculture, 1897 to 1913

National Forest System

The National Forest System includes 155 national forests and 20 national grasslands (figure 2), covering 193 million acres of land in 44 States, Puerto Rico, and the Virgin Islands. These lands represent some of the Nation's greatest assets and have major economic, environmental, and social significance for millions of Americans.

As directed by Congress, renewable forest resources—water, timber, forage, wildlife, and recreation—are managed under the principles of multiple use and sustained yield. Multiple use means managing resources under the best combination of uses to benefit the American people while ensuring the productivity of the land and protecting the quality of the environment. Sustained yield means that resources are managed to provide services and products at a level that can be sustained without harming the land's ability to continue producing those services and products.

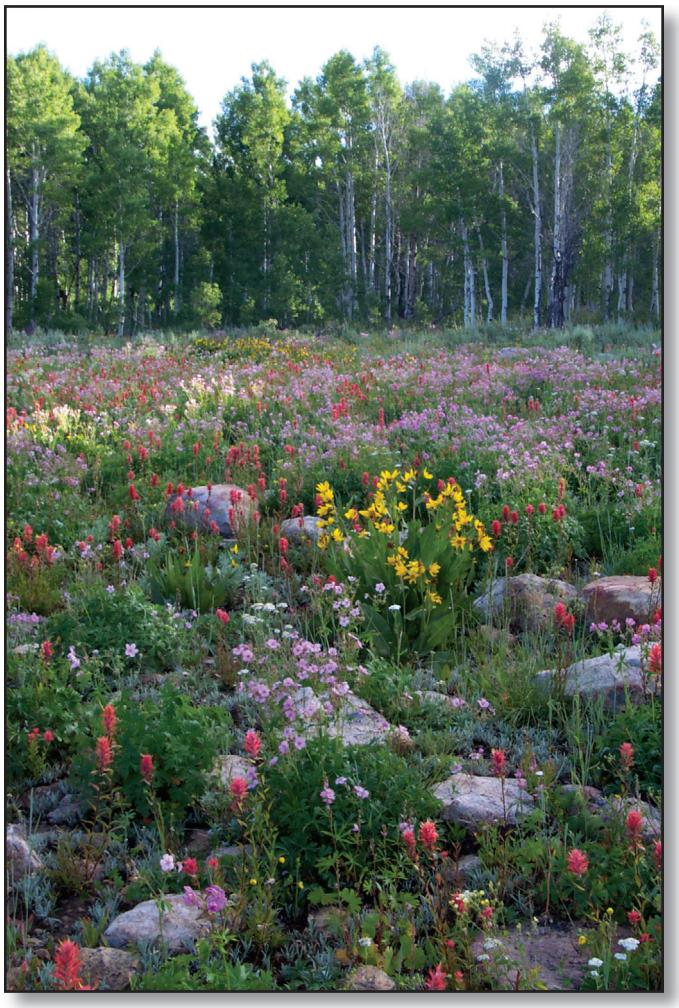

Figure 2—Wildflowers in Franklin Basin along a road north of the Utah-Idaho State line, July 16, 2004. *Courtesy of Ann Keysor, Caribou-Targhee National Forest (includes Curlew National Grasslands)*

National Level

The highest level of the National Forest System is the national level, commonly called the Washington Office. The person who oversees the entire Forest Service is called the Chief or the Chief Forester of the United States. The Chief, a Federal employee, reports to the Under Secretary for Natural Resources and Environment in the USDA. The Chief's staff provides broad policy and direction for the agency, works with the President's administration to develop a budget to submit to Congress, provides information to Congress on accomplishments, and monitors the agency's activities.

Regions

The Forest Service has 9 regions, numbered 1 through 6 and 8 through 10. Region 7 was eliminated some years ago to standardize the size of regions. The forests in Region 7 were divided among Regions 8 and 9. Each region is composed of several national forests and usually includes several States. The person in charge of each region is called the regional forester. The regional office allocates budgets to the forests, coordinates activities between forests, monitors activities on the forests, and provides guidance for each forest plan.

National Forests and Grasslands

Each forest or grassland is composed of several ranger districts. The person in charge of a national forest or grassland is called the forest or grassland supervisor. The supervisor's office coordinates activities between ranger districts, allocates the budget, and provides technical support to each district.

Ranger Districts

There are more than 600 ranger districts. The district ranger and district staff are usually the public's first point of contact with the Forest Service. Each district has a staff of 10 to 100 people. On-the-ground activities at the districts include trail construction and maintenance, operation of campgrounds, and management of vegetation and wildlife habitat.

International Institute of Tropical Forestry

The International Institute of Tropical Forestry is part of the Forest Service. The institute is located in Río Piedras, Puerto Rico, on the grounds of the University of Puerto Rico's Agricultural Experimental Station. The institute is dedicated to tropical forestry on an international level. Within the Forest Service's motto of caring for the land and serving people, the institute's mission is to: Develop and exchange knowledge critical to sustaining tropical ecosystem benefits for humankind.

Research and Development

The research and development (R&D) arm of the Forest Service works at the forefront of science to improve the health and use of our Nation's forests and grasslands. Research has been part of the Forest Service mission since the agency's inception in 1905. Today, some 500-plus Forest Service researchers work in a range of biological (figure 3), physical, and social science fields to promote sustainable management of the Nation's diverse forests and rangelands. Their research covers a lot of territory, with programs in all 50 States, U.S. territories, and commonwealths. The research focuses on informing policy and land management decisions, whether the research addresses invasive insects, degraded river ecosystems, or sustainable ways to harvest forest products. The researchers work independently and with a range of partners, including other agencies, academia, nonprofit groups, and industry. The information and technology produced through basic and applied science programs is available to the public.

Figure 3—Respiratory and circulatory data were collected from this black bear during wildlife research. *Courtesy of Scott Anderson, Chequamegon-Nicolet National Forest*

State and Private Forestry

The State and Private Forestry (S&PF) arm of the Forest Service reaches across the boundaries of national forests to States, Tribes, communities, and nonindustrial private landowners. State and Private Forestry is the Federal leader in providing technical and financial assistance to landowners and resource managers to help sustain the Nation's forests and protect communities and the environment from wildland fires.

State and Private Forestry programs bring forest management assistance and expertise to a diversity of landowners, including the owners of small woodlots and Tribal, State, and Federal Governments, through cost-effective, nonregulatory partnerships. The staffs play a key role, along with others within the Forest Service and the Department of the Interior, in implementing the National Fire Plan to manage the impacts of wildland fires on communities and the environment.

Volunteers in the National Forests Program

Courtesy of Arthur Herzog

"We live in a society that always has depended on volunteers of different kinds, some who can give money, others who give time and a great many who will freely give their special skills, full time or part time. If you look closely you will see that almost anything that really matters to us, anything that embodies our deepest commitment to the way human life should be lived and cared for depended on some form—more often, many forms—of volunteerism."

Margaret Mead and Rhoda Metraux, "Aspects of the Present" (1980)

Volunteers in the National Forests Act

The Volunteers in the National Forests (VIF) program is authorized by the Volunteers in the National Forests Act of 1972. Before passage of the act, the Forest Service did not have the authority to accept voluntary services or to reimburse individuals for associated personal expenses. The Volunteers in the National Forests Act recognized the public's interest in giving time and skills for community service. Volunteers are enrolled by the Forest Service under this act. Volunteers receive no salary or wages from the Forest Service and give their time and talents to further the agency's mission (figure 4).

Figure 4—A volunteer helps the Forest Service with wildlife viewing.
Courtesy of Ginger Hamilton, Forest Service, Northern Region

A volunteer is not considered a Federal employee and is not subject to the provisions of laws relating to Federal employment except for the purpose of tort claims or work-related injuries (Federal Employees Compensation Act of 1974).

USDA Nondiscrimination Statement

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Volunteer Work

Volunteers are at the very heart of the Forest Service. You may assist in any Forest Service program or activity but cannot perform law enforcement activities or fight fire. A variety of jobs are available, ranging from office work to vigorous physical labor outdoors. Some typical volunteer activities include:

- Maintaining and hosting campgrounds
- Answering phones, greeting visitors, and answering mail at Forest Service visitor centers and ranger stations
- Working with computers in Forest Service administrative offices
- Taking photographs
- Planting trees and seeding damaged areas (figure 5)

Figure 5—Volunteers help with plant restoration on the Hiawatha National Forest. *Courtesy of Gary Morgan, Forest Service, Eastern Region*

- Presenting environmental education programs
- Building and repairing fences, nest boxes (figure 6), picnic tables, and other structures

Figure 6—Local volunteers help with a nest box, a wildlife opening, and structure maintenance project for the wildlife program. *Courtesy of Art Henderson, Talladega National Forest*

- Building barrier-free campsites, docks, and trails
- Restoring damaged streambanks and burned areas
- Building and maintaining trails (figure 7)

Figure 7—Volunteers work on the Forks Area Trail System, one of the premier mountain bike trails in the Southeast. *Courtesy of Elizabeth Meadows, Francis Marion and Sumter National Forests*

You may work part time or full time and can participate in a daylong project or serve over several months, seasons, or years. You are limited only by your willingness to serve. However, such service must benefit the Forest Service.

Volunteer Agreements

The three types of volunteer agreements are:

- FS 1800-6 for international volunteers
- FS 1800-7 for individual volunteers
- FS 1800-8 for sponsored or group voluntary service.

These agreements allow the Forest Service to accept your services and work. In essence, the agreement is the contract between you and the Forest Service. You may not begin work or travel on an assignment until the agreement is signed.

The volunteer agreement can be modified at any time with the written consent of each party. The existing agreement can be terminated, a new agreement can be developed, or a signed and dated amendment can be attached to the existing agreement.

Difference Between Individual and Sponsored Volunteer Agreements

The individual volunteer agreement is used for people who want to donate their time and talent to the Forest Service and are not associated with an organized group (figure 8).

A sponsored volunteer agreement is used for people who belong to or are supervised by another institution or organization or by a unit of State or local government. Some of these groups include the Florida Trail Association, Girl or Boy Scouts (figure 9), and the Back Country Horsemen. These groups recruit, train, and host volunteers along with or in partnership with the Forest Service. These volunteers are documented as a group under the name of their sponsor organization on the sponsored volunteer agreement. In addition to the Forest Service guidelines and regulations, volunteers working under a sponsored volunteer agreement may be provided with guidance from their sponsoring organization. If you are working under a sponsored volunteer agreement, you will need to check with your host organization as well as your Forest Service volunteer coordinator to make sure you have all of the information needed to make your experience fruitful and enjoyable.

Figure 8—A volunteer at the International Institute of Tropical Forestry sorts organic litter. *Courtesy of Elizabeth (Liza) Hernandez, Forest Service, International Institute of Tropical Forestry*

Figure 9—A local Boy Scout helps with a National Trails Day habitat restoration project for the NatureWatch program. *Courtesy of Heather Hundt, Humboldt-Toiyabe National Forest*

What Are Partnerships?

The words "partnership" and "partners" are used in a broad way to describe relationships between the people, organizations, agencies, and communities that work together and share interests. The Forest Service regularly works in partnership with other entities, including Tribes, States, Federal agencies, nonprofits, businesses, and communities.

The word "partnership" also has a precise meaning. Federal policy defines partnerships as "arrangements that are voluntary, mutually beneficial, and entered into for the purpose of mutually agreed upon objectives." In this definition, "mutual benefit" specifically means that each partner shares in the benefits the project provides.

Volunteer Qualifications

The Forest Service officer who negotiates and approves volunteer agreements determines the qualifications for each volunteer assignment. Your job description/essential eligibility criteria will be in the volunteer agreement. These criteria establish the nondiscriminatory basic functions and abilities required for volunteer service in the individual position or project. To be selected for and retained in the position or project, you must be able to meet all of the elements within the job description/essential eligibility criteria for that position or project. If you have a history of allergic reactions to bee stings or other insect stings, or may be affected by certain types of work, you need to inform your supervisor.

If you are under the age of 18, you must have the written consent of one of your parents or guardians to enroll as a volunteer. Child labor laws pertain to those under age 18. Some work cannot be performed by youth who are under the age of 18.

Supervision and Work Performance

Your responsibility is to perform the work as described and agreed to in the volunteer agreement. The Forest Service's responsibility is to provide adequate supervision (figure 10). A Forest Service supervisor should always be appointed for volunteers even if the supervisor can't provide supervision every day. If the daily supervisor cannot be a Forest Service official, a qualified individual within the volunteer group or under the partnership agreement may provide daily supervision. Supervisors must be fully trained in all aspects of the project work and be familiar with Forest Service policies and procedures.

Figure 10—Volunteers prepare to do stream surveys, part of a mine site restoration project for the NatureWatch program. *Courtesy of Scott Spaulding, Lolo National Forest*

Training

You will receive the basic knowledge and skills needed to do the job adequately and safely.

Uniforms

You may need to wear a uniform if you have significant, frequent, or recurring contact with the public or when the uniform is important to establish your authority or to identify

you as an agency representative (figure 11). Uniform policies for volunteers are covered in the Forest Service Manual (FSM) and Forest Service Handbook (FSH). See FSM 1833.4; FSH 6509.11k, sections 48.03a and 48.03b-4.

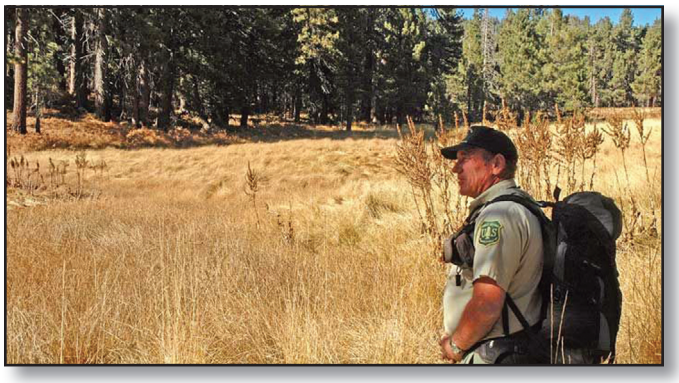

Figure 11—A volunteer ranger working near Skunk Cabbage Meadows in the San Jacinto Mountains. *Courtesy of Brad Eells, Forest Service Volunteer Association, San Bernardino National Forest, San Jacinto Ranger District*

Most volunteers will wear the volunteer uniform, which consists of a volunteer vest, volunteer windbreaker, and/or volunteer cap (FSH 6509.11k, sections 48.1-6 and 48.7, exhibit 03). Depending on the work, line officers may determine that a regular uniform is more appropriate for some volunteers (FSH 6509.11k, sec. 48.03b-4. If you will be wearing the regular uniform, it will be furnished.

You must wear the uniform properly (FSH 6509.11k, sec. 48.03d). This means the uniform must be neat, clean, and tidy. The field uniform must be complete in its components and cannot be mixed and matched with street clothes. For example, a uniform shirt cannot be worn with blue jeans and a district baseball cap.

Timekeeping

It is important for you to record the number of hours you work and the amount of work accomplished. This responsibility may be assigned to you or may be assigned to your leader if you are working with a group of volunteers.

Expenses and Reimbursement

You do not receive a salary from the Forest Service, but may be eligible to be reimbursed for out-of-pocket expenses (figure 12) related to transportation, food, lodging, and certain miscellaneous expenses that are "necessary, reasonable, and arise as a result of the voluntary work." It is not possible to reimburse you for all of the out-of-pocket expenses you might incur and the intent is not to provide compensation or a stipend for volunteering. Reimbursement for expenses is negotiated on a case-by-case basis.

Figure 12—An Indian Boundary campground host uses his personal tractor to rip and grade Indian Boundary Beach. *Courtesy of Mary Jane Burnette, Cherokee National Forest, Tellico Ranger District*

Responsibility and Conduct

The Forest Service expects all its representatives to adhere to civic-minded principles in their personal conduct and to exhibit a high degree of personal integrity. Acceptable conduct involves sincere respect for the rights and feelings of others and the assurance their personal conduct will not harm or be considered discriminatory to other volunteers, employees, or the Forest Service—or cause an unfavorable reaction from the public.

While you are on duty you may not:

- Possess or use firearms except when authorized
- Consume intoxicating beverages
- Possess or use any illegal drugs
- Use Government-owned or Government-leased vehicles, property, tools, equipment, or telephones for personal purposes
- Fight, use derogatory language, or participate in discrimination, sexual harassment, or violent or threatening behavior
- Have pets with you without special permission of the district ranger
- Violate any State game and fish regulation
- Violate any Federal, State, or local law
- Sell or distribute nonagency products or literature
- Disclose confidential information

Violation of any of the above prohibitions may constitute grounds for dismissal or other appropriate action.

Volunteer Rights

You, as a volunteer, have rights. These rights include:

- The right to be treated with respect
- The right to a workplace free of harassment
- The right to a workplace free of hostile conditions
- The right to a suitable assignment
- The right to training
- The right to qualified supervision
- The right to safe working conditions

Safety

The Forest Service is concerned about your safety as a volunteer. Safety is part of each work day; no job is so urgent or important that it cannot be done safely. A Job Hazard Analysis (JHA) will be completed and discussed for each job performed (figure 13). Refer to the "Health and Safety Code Handbook" (FSH 6709.11) for standards of safe and healthy working conditions.

Figure 13—Instructing students in safety before electrofishing during a project for the NatureWatch program. *Courtesy Dr. Jim Taylor, Ouachita National Forest*

Every volunteer is responsible for working in a safe manner and should point out unsafe practices and hazards to others. Specialized training is required to use some tools and equipment.

Personal Protective Equipment (PPE), such as seat belts, hardhats, goggles, and so forth, are available and must be used. The following list includes common PPE requirements. Additional information on required PPE is in the "Health and Safety Code Handbook" (FSH 6709.11, chapter 70).

All work projects

- Appropriate first aid kit

All field work (figure 14)

- Forest Service-approved hardhat, as necessary
- Long pants, long-sleeved shirt, as necessary
- Gloves
- Nonskid boots
- Personal communication device
- Sunglasses and sunscreen lotion with UV protection for intense sun conditions
- Insect repellent when needed

Figure 14—A volunteer wears appropriate personal protective equipment while maintaining the Florida Trail. *Courtesy of Bob Stone, Florida Trail Association*

Personal Safety

The personal safety of volunteers is a primary concern for the Forest Service. Violence or the threat of violence by or against any volunteer is unacceptable. To help you protect your personal safety, take the following precautions when working with the public.

When working in remote work locations:

- Use a check-out/check-in system.
- Carry a radio or cellular phone.
- Be familiar with the unit's communication plan. Know whom to call.
- Don't work alone.
- Be aware of your immediate area. Be suspicious of unusual or abnormal activity, objects, or individuals.
- If you are confronted by an angry person, keep a safe distance away. If the person does not quickly calm down, leave the area immediately.
- If you think a situation or person may be dangerous, leave the area and report it to a supervisor, local authority, or the nearest law enforcement agency.

For more information, refer to the Forest Service's "Personal Safety in Remote Work Locations" video series, also available on DVD (a copy of this program can be obtained from your volunteer coordinator).

When working in the office:

- Work in pairs, when possible.
- Have two exits from behind any desk and have an escape route to a safe area.
- If you are confronted by an angry person, keep a safe distance away. If the person does not quickly calm down, immediately leave the area.
- If you think a situation or person may be dangerous, leave the area and report the incident to a supervisor or law enforcement officer.
- If protesters show up at the office, lock the door and call a law enforcement officer.
- When you have money in the office for fee collections and sales, keep the money locked up and out of sight. If someone robs you at the office, hand over the money. Call a law enforcement officer once the robber has left.

Travel

You may travel by vehicle, foot, animal, or all-terrain vehicle while working for the Forest Service.

Vehicles

Volunteers may operate Government vehicles if the volunteer agreement authorizes them to do so and the use is for official business. Volunteers must be trained, tested, qualified, and certified in the same manner as Forest Service employees. To operate Government vehicles, volunteers must hold a valid State driver's license and take a defensive driving training course every 3 years (a Forest Service, a National Safety Council, or an equivalent defensive driving course). If approved to drive, a volunteer may be issued a letter of authorization in place of Form OF-346, U.S. Government Motor Vehicle Operator's Identification Card (FSH 7109.19, chapter 60).

When driving:

- Drive defensively.
- Drive with the lights on at all times.
- Wear seatbelts (no exceptions).
- Observe speed limits.
- Have a spotter assist when backing.
- Take plenty of breaks.
- Don't smoke.
- Don't eat.
- Don't pick up hitchhikers.
- Don't use cell phones.

Never operate a vehicle if you have been drinking alcoholic beverages.

Foot Travel

When volunteers know the area and prepare for the job, they're much more likely to have an enjoyable experience (figure 15). Here are a few commonsense suggestions for hiking or working in the field. Check a project's JHA for specific requirements.

Figure 15—Volunteers pick up trash along the Tellico River in 3 inches of snow during March 2008 as part of the annual Tellico River cleanup. *Courtesy of Mary Jane Burnette, Cherokee National Forest, Tellico Ranger District*

PPE requirements for foot travel include:

- Wear shoes with slip-resistant heels and soles with firm, flexible support. Work boots are required for trail crews.
- Wear clothing suited to the location, climate, and job.
- Wear long pants, long-sleeved shirt, and gloves, as necessary.
- Wear sunglasses or safety glasses in brushy country for eye protection.
- Wear sunscreen.
- Bring a communication device (two-way radio or cellular phone).
- Carry a first aid kit.
- Bring water.
- Bring lunch or a snack.

When traveling by foot:

- Avoid traveling or working alone.
- Be sure others know where you are working.
- Do warmup and stretching exercises to prevent injury.
- Watch your step and make sure you have secure footing. Walk, don't run.
- Maintain a safe walking distance between people.
- Always be on guard for falling trees, snags, limbs, rolling logs, or rocks.

Horses and Packstock

Many volunteers use their horses or other packstock while doing volunteer work (figure 16).

Figure 16—The Shasta Trinity unit of the Backcountry Horsemen of California provided all the logistical support for a project in the Trinity Alps. *Courtesy of Larry Shuman, Shasta Trinity unit*

Select the appropriate packstock for the specific work project or activity. Animals that display dangerous characteristics or habits cannot be used. Forest Service defensive horsemanship training is required in the Northern Region and recommended elsewhere. To help you complete this training, the Missoula Technology and Development Center produced a defensive horsemanship training course "Defensive Horse Safety." This course can be obtained from your volunteer coordinator.

Standard PPE for riding includes:

- First aid kit.
- Riding boots, field boots, or work shoes that will not hang up in stirrups.

- Protective head gear designed for riding is recommended for inexperienced riders and should be available on request.

Safe riding practices include:

- Always speak to an animal when approaching it.
- Check the animal's shoes for excessive wear and looseness.
- Inspect the bridle and saddle to ensure they are in good condition.
- Always lead an animal around after it has been saddled.
- Be alert for insects, animals, objects, and people that may spook the animal.
- Do not wrap or tie reins around the saddlehorn.
- Watch out for low-hanging obstacles, such as branches and wires.
- Do not run the animal.
- Always have a pocket knife or a multipurpose tool where your can reach it.
- Do not secure tools or equipment on stock that are being ridden. Don't carry tools in your hands while riding.
- When tying a horse, secure it to a post or tree (or something else that cannot be easily moved or broken) with a slip knot. In an emergency, the slip knot can be pulled loose quickly and easily.
- Get off and lead a horse over excessively rocky or very steep terrain or other areas where the horse may not have secure footing.

All-Terrain and Utility Terrain Vehicles (ATVs and UTVs)

Many ATV and UTV riders enjoy the outdoors and use the national forests for recreation. Many of these riders volunteer to maintain, patrol, and clean up trails (figure 17a). If you want to use your ATV or UTV while volunteering, you will need to meet some requirements before going to work.

Figure 17a—Club members volunteer to help the Forest Service keep the trails safe by removing litter and debris. *Courtesy of Lisa Marcum, Daniel Boone Trailblazers ATV Club leader*

Only qualified and authorized volunteers can operate ATVs and UTVs. Qualifications include:

- Familiarity with the Forest Service Driver-Operator Guide (EM–7130–2) and the ATV/UTV manufacturer's operating manual.
- Successful completion of the ATV Safety Institute (ASI) ATV Rider Course training or equivalent training that is approved by the forest supervisor, assistance director, or line officer having responsibility for the task or project.
- A valid Operator's Identification Card, OF-346, which documents the rider's qualifications. For volunteers, a letter of authorization may be issued in place of Form OF-346 (FSH 7109.19, chapter 60).
- Reevaluation by a certified trainer every 3 years. Infrequent users (less than 16 hours of rides a year), including volunteers, must have a check ride by a certified trainer before using an ATV/UTV.

PPE requirements for ATV and UTV travel include:

- First aid kit
- Personal communications device
- Motorcycle helmet (full or three-quarter face)
- Gloves
- Long pants and long-sleeved shirt or jacket
- Appropriate footwear
- Eye protection

When operating an ATV or UTV:

- Operators shall be authorized in writing by their supervisor to operate an ATV/UTV.
- The supervisor shall ensure that a JHA is prepared for each work activity involving use of ATV/UTVs. For more information on what should be considered in the JHA, see FSH 6709.11.
- All participants shall review the hazards identified in the JHA for the project or trip before beginning operations. Changes in operating conditions require reevaluation of the JHA and necessitate a review of any new hazards.
- Before riding, always perform a maintenance check such as T-CLOC (Tires/Controls/Lights/Oil/Chassis), ASI checklist, or a similar check as specified by the manufacturer.
- An annual maintenance inspection by the manufacturer, a certified ATV/UTV mechanic, or the fleet manager's designee is required.
- Do not carry passengers on ATVs.
- Carry no more than the manufacturer's recommended number of passengers on UTVs. The operator and each passenger shall have their own seat belt, and it must be fastened at all times when the vehicle is in motion.

When parking the ATV/UTV:

- Engage brake.
- Shift transmission into low range/low gear.
- Block tires when parking on an incline/decline.
- Turn off and remove keys if appropriate.
- If parking for longer than 1 or 2 days, turn fuel supply line valve to "Off."

When carrying equipment, equalize the load to maintain balance, stability, and center of gravity. Never exceed the manufacturer's maximum carrying capacity of either axle or cargo rack as specified in the ATV/UTV owner's manual. Follow the manufacturer's loading instructions.

- Secure all tools or equipment transported on ATV/UTVs. Observe additional precautions when carrying liquids.
- Secure equipment on an ATV as close to the rider as possible to keep the center of gravity close to the center of the machine, but not where the equipment will make it difficult for the operator to dismount in an emergency.
- Do not exceed the manufacturer's maximum towing capacity specified in the vehicle owner's manual. The manufacturer's specified towing capacity varies depending on grade or slope of the terrain to be traveled. In addition, do not exceed the trailer's weight rating.
- Do not drive recklessly, speed, or engage in horseplay (figure 17b).
- Do not enter deep or swiftly moving water.
- Do not modify the frame, electrical systems, or other components of the ATV/UTV's mechanical configuration (with few exceptions).
- Develop and follow a check-out/check-in procedure. Provide a copy to the supervisor.

Figure 17b—Members of the Daniel Boone Trailblazers ATV Club help in maintaining safe trails for everyone to enjoy. *Courtesy of Lisa Marcum, Daniel Boone Trailblazers ATV Club leader*

- The JHA must include chemical name, classification, quantity, and precautions to be taken in the event of an accident when hazardous materials or pesticides are being transported. Ensure that the JHA includes the actions to activate emergency procedures as appropriate for the region and State in the event of an accidental discharge.
- Each UTV must have at least one secured 2.5-pound ABC fire extinguisher when UTVs are transporting external fuel containers.
- Riding alone is prohibited, unless authorized by a supervisor and addressed in the JHA.

The above information came from FSH 6709.11, chapter 10, secs. 13-13.24, interim directive–exp. 8/6/09. For possible changes in this information, refer to FSH 6709.11.

Weather

It's important to consider the weather when preparing for a volunteer project.

Hot Weather Conditions

Individual differences in heat tolerance are related to fitness, hydration, illness, drugs, medication, and fatigue. Heat stress occurs when the body's temperature rises beyond safe limits.

When working in hot climates (figure 18):

- Schedule the hardest work during cooler hours of the day. Set a moderate work pace. As the temperature increases, stop for frequent rest periods of at least 15 minutes. Relax in cool locations, where possible.

Figure 18—Sabino Canyon, Coronado National Forest. *Courtesy of Steve Slocomb, Hamilton, MT*

- Always have an adequate supply of water and sports drinks (with carbohydrates and electrolytes) available.
- To prevent dehydration:
  - § Drink 8 to 16 ounces of water before work.
  - § Take frequent drinks during each hour of work.

  - § Drink as much water as possible at lunch and the evening meal.
  - § Continue replacing fluids throughout the evening.
  - § Limit caffeine drinks, such as coffee or cola.
- Wear hardhats. They will help keep your head cool.
- Wear sunscreen and lightweight, light-colored loose clothing that allows air to circulate and sweat to evaporate (while also protecting you from sunburn).
- Refer to the "Health and Safety Code Handbook" (FSH 6709.11) for symptoms and treatment of heat stress, heat exhaustion, and heat stroke.

Cold Weather Conditions

The best defense against frostbite and hypothermia is to avoid exposure. Always check weather conditions and be familiar with the area before trips. Remember, hypothermia can occur on warm days if a person is exposed to cold water for a prolonged period of time.

While working in cold conditions (figure 19):

- Get adequate rest.
- Always anticipate bad weather:
  - § Carry additional warm clothing.
  - § Dress for the conditions in layers of loose, dry clothes with polypropylene or wool underneath and windproof or waterproof layers on the outside.
  - § Ensure that hands, feet, face, neck, and head are covered and well protected.
- Keep active to maintain the body's metabolism and temperature.
- Drink warm water to prevent dehydration. Avoid drinking cold water or eating snow or ice.
- Travel in pairs (at a minimum).
- Refer to the "Health and Safety Code Handbook" (FSH 6709.11) for symptoms and treatment of frostbite and hypothermia.

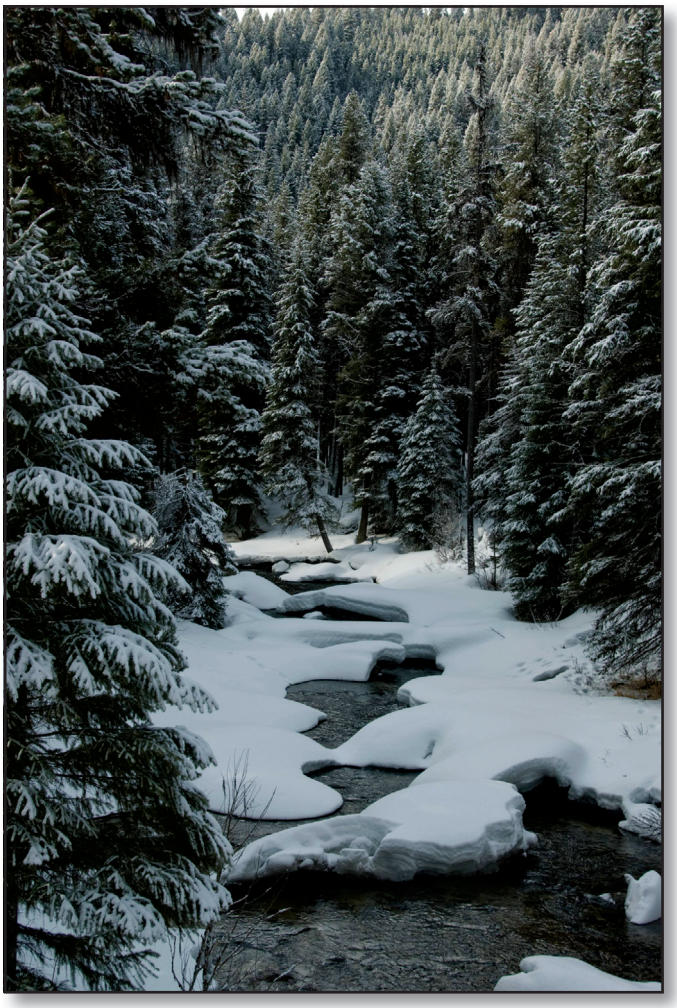

Figure 19—East Fork of the Bitterroot River, Bitterroot National Forest. *Courtesy of Steve Slocomb, Hamilton, MT*

Lightning

A sudden reversal of wind direction, a pronounced rise in wind speed, and a sharp drop in temperature are indications of a thunderstorm (figure 20). Keep informed; know what the storm is doing.

Figure 20—Volunteers need to take cover when lightning occurs.

During a thunderstorm:

- Put down all tools. Turn off generators and electrical equipment. Do not use radios, telephones, electrical equipment that's plugged in, or plumbing fixtures.
- Stay away from horses and packstock.
- Stay in your vehicle—unless it runs on metal tracks, doesn't have a metal top, or is open.
- Get away from water tanks, ponds, streams, and lakes. Avoid ridgetops, hilltops, wide open spaces, ledges, outcrops, sheds or shelters in exposed locations, or tall objects such as lone trees. Keep away from wire fences, telephone lines, electrically conductive objects, and railroad tracks.
- Take shelter in a building. If no buildings are available, the best protection is a deep cave (lightning is attracted to cave openings), ditch, tunnel, or canyon.
- If you are in an area with isolated trees or open country, the best protection is to make yourself as small a target as possible. Drop to your knees, bend forward with your hands resting on your knees, and keep twice as far from the nearest tree as it is tall. To minimize the flow of the electrical current, keep your feet together. If you have companions, don't stay close to one another.

Plants, Insects, and Snakes

Encounters with toxic plants, stinging and biting insects, or poisonous snakes can put a damper on the volunteer experience. Awareness is the first step toward prevention and treatment.

Poison Ivy, Oak, and Sumac

All three of these plants (figure 21) emit an oil called urushiol. This oil is the toxin that makes you itch. The oil is present on the leaves, stems, and roots of these plants whether they are live, dried up, or dead.

If these plants burn, the oil vaporizes and is carried in the smoke. Breathing the fumes can threaten the lives of some individuals.

The only places where you won't encounter these toxic plants are Hawaii, Alaska, the rain forests of Washington, and some desert areas in the West.

Figure 21—(top) Eastern poison ivy. *Courtesy of Chris Evans, River to River Cooperative Weed Management Area, Illinois*; (middle) Atlantic poison oak. *Courtesy of David J. Moorhead, University of Georgia*; (bottom) Poison sumac. *Courtesy of Ted Bodner, Southern Weed Science Society. All photos from ForestryImages.org*

When working in areas with toxic plants:

- Know how to recognize toxic plants and avoid them.
- Provide and apply a barrier lotion (such as Ivy Block) with 5-percent bentoquatam.
- Wear appropriate field attire, including a long-sleeved shirt, long pants, and socks.
- Fasten pant legs securely over boot tops.
- Wear gloves and keep them away from your face and other exposed areas of the body. Do not touch your skin with hands, clothes, or equipment that may have contacted toxic plants.
- Do not wash with soap and/or hot water because doing so can remove the natural protective oils from your skin.

First aid:

- Whenever your skin contacts a toxic plant, **wash the area with cold water as soon as possible**.
- If symptoms appear (inflammation and a rash), apply topical ointments, such as calamine lotion or zinc oxide, for relief from itching.

Figure 22—Blacklegged tick. *Courtesy of Scott Bauer, USDA Agricultural Research Service, Bugwood.org*

Ticks

Ticks carry Rocky Mountain spotted fever, Colorado tick fever, tick paralysis, Lyme disease, tularemia, and relapsing fever (figure 22).

When working in an area likely to have ticks:

- Wear light-colored clothing that fits tightly at the wrists, ankles, and waist. Each outer garment should overlap the one above it. Cover trouser legs with high socks or boots and tuck shirttails inside trousers.
- Spray clothes with an insect repellent.
- Search your body repeatedly, especially areas with hair and inside your clothing, because ticks usually are on you for several hours before they become firmly attached.

First aid:

- Remove ticks with fine-tipped tweezers or your fingers. Grasp the tick as close as possible to the point of attachment and pull straight up, applying gentle pressure. Wash the skin with soap and water, then cleanse with rubbing alcohol. Do not try to remove the tick by burning it with a match or covering it with chemical agents. If the tick's head detaches and breaks off in your skin or if the tick cannot be removed, seek medical attention.
- Once the tick has been removed, place it in an empty container so it can be given to a physician if you experience a reaction. Record the dates of tick exposure and removal. A large red spot at the bite is an early sign of trouble. Reactions within 2 weeks of the bite of an infected tick include fever, chills, headache,

joint and muscle ache, significant fatigue, and facial paralysis. If you observe any of these symptoms, seek prompt medical attention.

Chiggers

In areas infested with chiggers (figure 23):

- Apply insect spray according to the manufacturer's instructions.
- Do not sit on the ground or on logs.
- Avoid walking through low vegetation, if possible.
- Bathe in hot, soapy water after leaving these areas.

First aid:

- Keep the affected area clean by washing with soap and water.
- Apply a topical hydrocortisone cream, antihistamine, or local anesthetic to help reduce the itching.
- Try not to scratch, if possible. Clip your fingernails short to limit the damage you might do while scratching.
- If you develop signs of infection, consult your physician.

Figure 23—Chigger. *Courtesy of Susan Ellis, Bugwood.org*

Bees, Wasps, and Fire Ants

Some individuals are sensitized to bee (figure 24a) and wasp stings (figure 24b) and fire ant bites (figure 24c). They may react with a widespread rash, asthmatic breathing, swollen tissue, a drop in blood pressure, or even loss of consciousness. Volunteers with a history of allergic reactions to insect stings and bites should:

- Inform their supervisor.
- Carry epinephrine prescribed by a physician (be aware of the expiration date).
- Wear medical identification tags.

Figure 24a—Honey bee. *Courtesy of David Cappaert, Michigan State University, Bugwood.org*

Figure 24b—Paper wasp. *Courtesy of David Cappaert, Michigan State University, Bugwood.org*

Figure 24c—Red imported fire ant. *Courtesy of USDA APHIS PPQ Archive, Bugwood.org*

In areas with bees, wasps, or fire ants:

- Wear light-colored field attire.
- Avoid wearing scent of any kind. Bees communicate by scent and tend to be very sensitive to odors.
- Avoid nests. Never poke or throw objects at nests.
- Shield your face with your arms if you are attacked by insects. Run until you reach shelter or the insects leave.

First aid:

- Apply a cold pack.
- Remove the stinger by scraping or brushing it off with a sharp-edged instrument. Do not use tweezers to remove a stinger. The venom sac may be attached, so squeezing could worsen the injury.
- Seek medical attention if necessary.

Snakes

When working in areas where you may encounter snakes (figures 25a and 25b):

- Wear tall boots or protective snake-proof leggings.
- Be alert when walking through thick underbrush or areas obscured by foliage. Walk slowly and give snakes time to move out of your way.
- Be careful when placing your feet and hands. Never put your hands under any stored material. Be especially cautious when moving rocks.

Figure 25a—Eastern diamondback rattlesnake. *Courtesy of Jeffrey J. Jackson, University of Georgia, Bugwood.org*

Figure 25b—Timber rattlesnake. *Courtesy of Jeffrey J. Jackson, University of Georgia, Bugwood.org*

- Probe areas with a hiking stick or long-handled tool before stepping over logs or piles of brush or debris.

First aid:

- Stay calm. Snake bites in the United States are rarely fatal when medical care is sought early and appropriate antivenin is available.
- If you are bitten on an extremity, immobilize it and seek medical assistance. Do not use a tourniquet.
- Walk slowly if you are alone when bitten, resting periodically and using a makeshift crutch if the bite is on a lower extremity. Keep activity to a minimum.

Spiders and Scorpions

Few spiders in the United States can cause serious injury or death and even then, only in rare cases. The black widow (figure 26a) and brown recluse (figure 26b) are among the few. Both prefer dark, out-of-the-way places where they are seldom disturbed. Another dangerous spider is the aggressive house spider (also known as the hobo spider, figure 26c), usually found on ground or lower floors, especially in cool, moist window wells and basements. Its bite can be serious and requires immediate medical attention.

Figure 26a—Black widow spider. *Courtesy of Sturgis McKeever, Georgia Southern University, Bugwood.org*

Figure 26b—Brown recluse spider. *Courtesy of Division of Plant Industry Archive, Florida Department of Agriculture and Consumer Services, Bugwood.org*

Figure 26c—Aggressive house spider. *Courtesy of Whitney Cranshaw, Colorado State University, Bugwood.org*

Scorpion (figure 27) stings can be serious and in rare cases, lethal. Scorpions are nocturnal. Most live above-ground, hiding during the day in old stumps, lumber piles, firewood, loose bark on fallen trees, ground debris, or crevices.

When you are working in areas with scorpions and spiders, take the following precautions:

- Do not leave work gloves, boots, jackets, or hats on the ground.
- Inspect sleeping pads, tarps, or other ground covers before use.

Figure 27—Scorpion. *Courtesy of Clemson University, USDA Cooperative Extension Slide Series, Bugwood.org*

- Inspect and shake out clothing before you put it on.
- Inspect outdoor toilets before using them.
- Inspect logs, stumps, rocks, and any other areas before sitting on them.
- Wear gloves when moving or handling lumber, firewood, trash, rocks, or debris that could harbor spiders or scorpions.

Symptoms of a spider bite include:

- Severe pain and swelling around the bite
- Migraine headaches and impaired vision
- Nausea and vomiting
- Weakness and tiredness
- Difficulty breathing and swallowing
- Profuse sweating and salivation
- Irregular heart rhythms

Symptoms of a scorpion sting include:

- Rapid inflammation and pain around the sting
- Chills, fever, and joint pains
- Nausea and vomiting

First aid:

- Wash the area with soap and water.
- Apply a cold pack.
- Seek medical care as soon as possible (treatment may include antivenin).

Chopping Tools

Chopping tools include axes, adzes, brush hooks, hatchets, machetes, and Pulaskis.

When working with chopping tools (figure 28):

- Wear appropriate PPE (hardhat, eye protection, gloves, and nonskid boots). Wear long pants and a long-sleeved shirt, as necessary.
- Carry the tool by grasping it around the shoulder of the handle close to the tool head, with your arm hanging naturally at your side. Never carry a chopping tool on your shoulder. Carry the tool on the downhill side so it is more easily discarded in a fall.
- Remove all obstructions that might catch the tool.
- Keep bystanders out of the chopping area.
- Position your body securely while working.
- Use a natural striking action; don't chop cross handed.

Figure 28—A volunteer wears appropriate personal protective equipment while using chopping tools on the Florida Trail. *Courtesy of Bob Stone, Florida Trail Association*

- Watch for springpoles (saplings bent over by fallen trees). If you are cutting a sapling that is bound down, be alert; it may snap up suddenly. If you don't need to make the cut, leave the sapling alone.
- Use the tool properly—not as a wedge or maul.
- Stand on the opposite side of the log from the limb being chopped and swing toward the top of the tree or branch.
- Stop chopping if the cutting edge picks up a wood chip. Remove the chip before continuing.
- Keep the cutting edge of the tool almost perpendicular to the log or limb to prevent glancing blows.
- Use special foot and shin/leg protection when necessary.
- Check the tool periodically for a loose head. Tighten as needed.

Cutting Tools

Cutting tools include saws, knives, chisels, files, shears, and snips. They must be handled with care.

Wear safety goggles, gloves, and nonskid boots when working with cutting tools. Wear long pants and a long-sleeved shirt, as necessary. Make sure tools are properly maintained and in good working condition. Never use a chopping tool to strike a cutting tool.

Chain Saws and Crosscut Saws

To operate a chain saw (figure 29) or crosscut saw, you must have completed an approved Forest Service training course and be certified. Basic first aid and CPR are also required, but are separate courses. Saw training and recertification are required every 3 years.

Figure 29—The Chiloquin and Rogue snowmobile club members use chain saws to clear tree branches and other vegetation from drainage ditches on both sides of a Forest Service road, designated as a snowmobile trail. Fremont-Winema National Forests hosted a snowmobile trail maintenance work day to celebrate National Trails Day in June 2007. *Courtesy of Erica Hupp, Forest Service, Pacific Northwest Region*

Bow Saws

When working with bow saws:

- Carry a bow saw over your shoulder with the guarded blade to the rear and on the downhill side. Ensure that the cutting edge faces away from your body, even when the guard is in place.
- Examine materials being cut for nails, knots, and other objects that may damage the saw and cause it to buckle. Hold pieces being cut firmly in place. If you are in a workshop, support the ends of long pieces with a bench to prevent the material from pinching at the cut.
- Start with a partial cut, then set the saw at the proper angle. Do not push or force the saw. Begin cutting with light, gentle strokes until the teeth begin forming a kerf (or slot).
- Watch for springpoles (saplings bent over by fallen trees). If you are cutting a sapling that is bound down, be alert; it may snap up suddenly. If there is no need to make the cut, leave the sapling alone.

Files

When working with files:

- Use properly sized handles and knuckle guards.
- Wear cut-resistant gloves.
- Tap the file into the handle by striking the handle end on a flat surface. Do not drive the handle with a hammer.
- Use the correct type of file for the work. Cut only during the forward pass of the file; do not file backwards. When filing small objects, clamp them securely in a vise or clamp.

Pry and Tamping Bars

When working with a pry or tamping bar:

- Wear appropriate PPE, such as eye or face protection, foot protection, gloves, and a hardhat.
- Make sure you have a secure fulcrum and toeholds. When prying, push with your palms. When applying leverage, keep your feet and other parts of your body out of line with the bar.
- Ensure that other people are far enough away so they won't be struck with rock chips when you are breaking, chipping, or prying rock or similar materials.
- Carry bars at their balance point on the downhill side of your body.
- Replace bent or twisted bars. Bent or twisted bars can rotate during use, striking the user.
- Store bars so that they are not likely to tip over, roll, or fall.

Shovels

When working with shovels (figure 30):

- Keep shovels sharp, replacing them if either the shovel's head or handle cracks, develops ragged edges, or splits.
- Use a shovel properly, never as a pry bar.
- Support your upper body by bracing the forearm closest to your body against your thigh as you pivot the blade sideways.

Figure 30—The Oregon Trash Dogs use shovels to help clean up. *Courtesy of Ginger Hamilton, Forest Service, Northern Region*

Lifting and Carrying

- Check the intended route and the destination before moving a load.
- Bend and stretch gently to warm muscles.
- Check the load for weight and size. Do not try to lift or move material that is beyond your ability. If the load blocks your vision, get help.
- Check the load for nails, splinters, rough strapping, and sharp edges. Use a handtruck or other mechanical aid whenever possible.
- Stand close to the load with feet apart. Keep your heels down and turn your feet slightly out.
- Bend your knees, keeping your back as straight as possible.
- Center your body over your feet. Place your hands under the load with your palms up.
- Lift gradually and smoothly with your legs, arms, and shoulders. Keep the load close to

your body. Rise slowly, straighten your knees, and stand.

- Avoid quick, jerky, or twisting motions.
- Face the spot where the load is to be placed. Avoid lifting the load above your shoulders. If necessary, use a step stool or platform to get the load higher.
- Bend your knees, keep the load close to your body, and slowly lower it to waist level. Keep your back straight, supporting the load with your legs, arms, and shoulders.
- Don't get your fingers and hands caught underneath the load.

Office Safety

You can help keep your workplace safe by practicing good housekeeping and making sure you know where the fire extinguishers and escape routes are.

While working in the office:

- Know the emergency evacuation plan.
- Know the procedures for bomb threats and other security issues.
- Know where to find first aid supplies.
- Keep walking and work areas free of obstacles.
- Keep work areas, living spaces, and storerooms clean and neat, with all materials properly stored.
- Use all furniture as intended by the manufacturer.
- Adjust workstations to meet your needs.
- Place the heaviest loads in the bottom drawers of file cabinets. Open only one file drawer at a time.
- Do not place or store materials on top of file cases, cabinets, and bookcases.
- Do not place electrical cords under rugs or carpets.

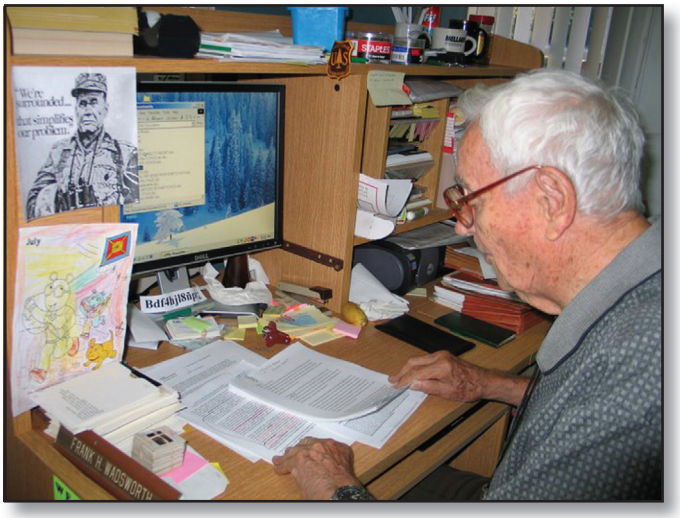

Figure 31—A retired director of the International Institute of Tropical Forestry now volunteers in the office to retrieve information from the library and research files. He also consults on forestry matters. *Courtesy of Elizabeth (Liza) Hernandez, Forest Service, International Institute of Tropical Forestry*

Injuries

If you have sustained an injury, your health and welfare are the most important priority. Seek medical assistance immediately.

The Albuquerque Service Center/Human Capital Management/Workers' Compensation Section (ASC/HCM/Workers' Compensation) is the initial point of contact for processing and managing all work-related injury and illness claims. If you require immediate medical attention for a work-related injury, you, your supervisor, or another responsible party can call the Contact Center at 877–372–7248. Press "2" for HCM, then press "5" for Workers' Compensation (between the hours of 7 a.m. and 6 p.m., MTD). Tell the Contact Center representative you are requesting authorization for medical treatment and you need to speak with someone in Workers' Compensation. Your call will be transferred directly to Workers' Compensation after you provide information needed by the Contact Center. If you are injured on a weekend or after hours, call 505–280–7691. If you still cannot reach anyone at Workers' Compensation, don't worry, you can get medical care from your chosen physician or the hospital emergency room. Workers' Compensation can contact providers later.

After seeking help, notify your supervisor/Forest Service volunteer coordinator of the injury. Injuries must be reported as soon as possible, but no later than 1 day after the incident. After addressing your immediate needs, your supervisor/volunteer coordinator will have you file your claim through the Safety and Health Information Portal System (SHIPS), accessed through Dashboard. In most instances, your supervisor/volunteer coordinator will have to access SHIPS for you. After you complete your section of the CA-1, your supervisor/volunteer coordinator will need to complete their portion of the form in SHIPS.

If you are unable to access SHIPS, you should file a paper copy of Form CA-1, "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation," without delay, entering the information into SHIPS later. Fill out the "Employee Data" and "Description of Injury" sections. Your immediate supervisor/volunteer coordinator must fill out the "Supervisor's Report." If there were witnesses to the injury, have them fill out the "Witness Statement." Once everyone has signed the CA-1, your supervisor/volunteer coordinator will send it along with a copy of the volunteer agreement to Workers' Compensation. If you have questions, you can contact your supervisor/volunteer coordinator and/or call Workers' Compensation at 877–372–7248. Press "2" for HCM, then press "5."

Even if medical treatment is not required, fill out Form CA-1 to protect yourself and the agency if problems arise later. Even in cases where the injury does not appear to be work related, fill out a CA-1, just in case circumstances are not as they appear.

For additional assistance, volunteers or supervisors should call the Contact Center at 877–372–7248. Press "2" for HCM, then press "5" for Workers' Compensation. Once you request assistance through the ASC/HCM Contact Center, a Workers' Compensation assistant or specialist will give you a direct number. They encourage questions from both volunteers and supervisors.

About the Author

Lisa Outka-Perkins received her master's degree in sociology with an emphasis in criminology from the University of Montana in 2001. She works for MTDC as a sociologist and project leader. Her recent DVD projects include: "Personal Safety in Remote Work Locations," "Wilderness Rangers: Keeping it Wild," "Building Mountain Bike Trails: Sustainable Singletrack," "Collecting Fees in the Field: Mitigating Dangers," "Firefighter Cohesion and Entrapment Avoidance," and "Working Along the United States-Mexico Border."

Library Card

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This guide is intended to provide volunteers with a history of the volunteer program and some of the information they need to work safely and productively for the Forest Service. This guide is a companion to "Volunteers in the Forest Service: A Coordinator's Desk Guide" (Tech. Rep. 0967–2814–MTDC).

Keywords: Back Country Horsemen; Boy Scouts; campgrounds; community involvement; community service; Federal Employees Compensation Act; forms; FS-1800-7; FS-1800-8; FSH 6709.11; FSM 1830; Girl Scouts; national forests; personnel; public service; recreation; Recreation, Heritage, and Volunteer Resources; Safety and Occupational Health; safety at work; training; VIF; volunteer agreements; Volunteers in the National Forests Act of 1972; Volunteers in the National Forests Program; Washington Office; WO; work places; workplaces

Additional single copies of the CD with the guide for volunteers and this guide for volunteer coordinators may be ordered from:

USDA Forest Service
Missoula Technology and Development Center
5785 Hwy. 10 West
Missoula, MT 59808–9361
Phone: 406–329–3978
Fax: 406–329–3719
E-mail: *wo_mtdc_pubs@fs.fed.us*

For additional information about training volunteers, contact Lisa Outka-Perkins at MTDC:

Phone: 406–329–3849
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E-mail: *loutka-perkins@fs.fed.us*

Electronic copies of MTDC's documents are available on the Internet at:

http://www.fs.fed.us/eng/t-d.php

Forest Service and Bureau of Land Management employees can search a more complete collection of MTDC's documents, CDs, DVDs, and videos on their internal computer networks at:

http://fsweb.mtdc.wo.fs.fed.us/search/