

MAINE TREE FARM COMMITTEE

REQUIRED INSPECTIONS

TIMELINE FOR TASKS

January – February

- National office notifies Maine Committee when data for Required Inspections is ready for downloading
- CJ downloads required information and distributes to county chairs within a week of receiving this notice

February 15 - By February 15th, county chairs distribute a letter signed by the Maine Committee Chair to affected Tree Farmers and designated inspectors, notifying them of the need to complete inspections and providing them relevant details including responsibilities, resources and time tables.

Note: Logan will modify a letter drafted from the previous year

April 1 – By April 1st, county chairs complete assignments to inspectors

Note: Logan will develop some training for county chairs to explain how to make inspector assignments from within the Tree Farm data base

June – The Maine Committee will check-in with county chairs at the June meeting to see if anyone needs help completing inspections on schedule

Note: The reason some inspections were not completed on time in the past was because some county chairs received a disproportionately high percentage of inspections to administer

September 30 – Complete required inspections by September 30th

October 1 – Tree Farms not inspected by October 1st are overdue

October 15 – By October 15, county chairs contact Tree Farmers whose inspections are overdue to reiterate the content in the letter distributed in February

November 30 – Overdue inspections must be completed and uploaded by November 30th

December 1 – County chairs decertify all remaining overdue incomplete inspections, or downgrade to Pioneer status by December 1st

Note: There must be reasonable extenuating circumstances to downgrade to Pioneer with a clear path to meet certification requirements within six months.

County chair will consult with State Committee Chair to decide whether to downgrade to Pioneer, so that exceptions are administered consistently statewide.

December 8 - By December 8th, CJ makes sure all required data is complete and uploaded to national data base

Periodically

- Each month , CJ communicates progress updates to County Chairs
- Each Quarter:
 - CJ provides summary to Logan
 - Logan reports progress at quarterly Committee Meeting
 - County chairs report on progress and concerns