

**SOUTH CAROLINA FORESTRY COMMISSION**  
**POLICY MANUAL**  
**MAJOR HEADINGS**

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- 1200 Executive Staff
- 1300 Regional Organization
- 1400 Information and Education

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- 2300 Insurance & Liability
- 2400 Information Resources/Data Processing
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**1000 EXECUTIVE**

**POLICY**

1100 **STATE FORESTER'S OFFICE**

1101 - **INTERNAL AUDIT - POLICY**

It is the policy of the South Carolina Forestry Commission to provide for Internal Audit activity as needed. Such activity shall be performed upon request by the Commissioners or State Forester. Internal Audits shall be performed to examine and evaluate the adequacy and effectiveness of Commission activities as a service to all levels of management and the Commissioners.

Results of audit work will be reported to the Commissioners and State Forester. However, should a review disclose a wrongful act by the State Forester, said discrepancy will be reported directly to the Chairman of the Commission. Internal Audit activity will extend to all Forestry Commission divisions and functions. In carrying out the duties and responsibilities, Internal Audit will have full, free and unrestricted access to all Commission activities, records, property, and personnel.

Internal Audit is a staff function and as such does not have any responsibility or authority over audit areas; therefore, any review or recommendation by Internal Audit shall not in any way relieve supervisors of assigned responsibilities.

1102 - **RECORDS MANAGEMENT - POLICY**

It is the policy of the South Carolina Forestry Commission to establish and maintain a records management system for the proper retention of official Commission records pursuant to S. C. Code 30-1-10. By establishing a written policy of records management, the Commission can ensure that records are maintained for the appropriate time period and are disposed of in the proper manner.

The State Forester will designate a Records Management Officer who shall be responsible for the Commission's Record Management System pursuant to S. C. Code 30-1-20. This designee will ensure the Commission's compliance with all statutes and regulations governing the retention of Commission records.

The Records Management Officer will name Liaison Officers for regions, areas, divisions, sections, and offices. These individuals will handle the day-to-day administration of the records management system for their respective regions, areas, divisions, sections, and offices.

1151 - **COOPERATIVE AGREEMENTS/LEASES - POLICY**

It is the policy of the South Carolina Forestry Commission to enter into cooperative agreements/leases with other public agencies if it is determined by the Forestry Commission that the requested agreement/lease is in the public interest and is compatible with the mission of the South Carolina Forestry Commission.

Cooperative agreements/leases with private entities (individual or corporate) must also meet the criteria stated above. These agreements/leases will be acted on by the South Carolina Forestry Commission on a case by case basis.

1200 **EXECUTIVE STAFF**

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The South Carolina Forestry Commission recognizes the need for open government and will comply freely with the SC Freedom of Information Act (Title 30, Section 4).

1400 INFORMATION AND EDUCATION

1401 - RESPONSIBILITY - POLICY

The Information and Education Department is responsible for the production and dissemination of statewide South Carolina Forestry Commission related information and education materials and programs.

Field Supervisors (Regional Foresters, Area Foresters, Nursery and Seed Orchard Supervisors, and Forest Directors), in cooperation with the Information and Education Department, are responsible for information production and dissemination in their respective geographical and/or technical area(s) of responsibility.

1402 - ANNUAL REPORTS - POLICY

An Annual Report will be prepared, printed, and distributed by the South Carolina Forestry Commission at the close of each fiscal year.

1403 - MEDIA - POLICY

Public awareness and understanding are vital to the accomplishment of the South Carolina Forestry Commission's goals. Field supervisors and the Information and Education Department are charged to effectively communicate Commission activities and programs through the media: radio, television, print, and wire services. News releases are the responsibility of the supervisors or specific employees given this assignment.

1404 - AUDIO-VISUAL EQUIPMENT – POLICY

The Information and Education Department will be available to assist with specifications and purchasing, if requested.

1405 - PHOTOGRAPHY - POLICY

Personnel of the South Carolina Forestry Commission are authorized to take official photographs using Commission-owned equipment and film. All photographs taken for the Commission by its employees or by employees under contract to the Commission shall be the property of the agency and their use shall be 07/01/97

1450 - REQUESTS FOR SALE, LEASE, OR USE OF HARBISON STATE FOREST PROPERTY- POLICY

Any sale, lease or use of Harbison State Forest property must be compatible with and must not interfere with its current and planned educational programs, demonstrations, forest management activities, and training facilities.

All frontage along Highway 176 (Broad River Road) and County Road 674 (Lost Creek Drive) is identified as a visually sensitive area according to the Master Plan for the development of Harbison State Forest, and will be reserved exclusively for use by the Forestry Commission. From the adoption of this policy on August 30, 1984, the South Carolina Forestry Commission will not lease or sell any portion of the Harbison State Forest to any private corporation, organization, or individual, nor to any federal, county, or municipal organization.

Requests may be submitted by other state agencies, but the South Carolina Forestry Commission will only consider sale or lease of land, not to exceed a depth of 750 feet, which lies along the southeastern boundary of Harbison State Forest between the South Carolina Geological Survey and the Broad River. Access strips will be retained by the South Carolina Forestry Commission.

**2000 ADMINISTRATION**

**POLICY**

2050 **COMMUNICATIONS**

2051 - **TELEPHONE COMMUNICATION - POLICY**

The South Carolina Forestry Commission will provide telephone communications to state- owned forestry locations throughout the state of South Carolina for the purpose of receiving information, answering requests from the public, and carrying out the daily business of the Commission.

2052 - **MAIL AND POSTAGE - POLICY**

All mailing of correspondence and packages involving South Carolina Forestry Commission operations will be done in the most efficient and economical manner. The Commission will provide the equipment, supplies, and postage necessary for Commission business.

2054 - **PREPARATION OF PERSONNEL DIRECTORIES - POLICY**

The South Carolina Forestry Commission will periodically revise, reprint, and distribute a Personnel Directory. This directory will contain names and addresses of all Commission offices and personnel.

2055 - **USE OF FORESTRY COMMISSION TWO-WAY RADIO SYSTEM - POLICY**

Use of radio frequencies is limited by the Federal Communications Commission to licensed radio transmitters. The South Carolina Forestry Commission will maintain licenses for all base stations and repeaters, and a license for mobile units. This mobile license will apply only to those mobile, portable, and aircraft radio sets owned by the South Carolina Forestry Commission and to mobile and portable transmitters operated by cooperators with current valid radio lease agreements on file with the South Carolina Forestry Commission.

Radio sets shall be operated in accordance with the rules and regulations of the Federal Communications Commission and the procedures established by the Forestry Commission.

2056 - **COOPERATOR USE OF FORESTRY COMMISSION RADIO FREQUENCIES - POLICY**

The primary purpose of the South Carolina Forestry Commission's two-way radio communication system is for forest fire detection, forest fire suppression and the control of wildfires that threaten forest land. The system is designed and operated to meet the internal communication and safety requirements of the agency.

Private landowners, public agencies, their agents and representatives will be permitted to use two-way radios for forest fire protection on frequencies assigned to the South Carolina Forestry Commission under the Rules and Regulations of the Federal Communications Commission and those of the South Carolina Forestry Commission. A formal use agreement must be executed between the cooperator and the South Carolina Forestry Commission.

2100 **CONSTRUCTION AND PROPERTY**

2120 - **FIXED ASSETS OTHER THAN REAL PROPERTY - POLICY**

All property of the South Carolina Forestry Commission, with the exception of rental property, will be used only in the conduct of official business.



- 2121 - USE OF REAL PROPERTY - POLICY  
The use of all real property and permanent improvements, owned or leased by the South Carolina Forestry Commission, shall be restricted to official use and activities prescribed by the Commission.
- The Commission may enter into temporary lease agreements with State and Federal agencies or forest fire cooperators where such agreements are essential to forest fire control, the conservation of natural resources, or in the interest of national defense.
- 2122 - TERMITE PROTECTION AND INSPECTION - POLICY  
All South Carolina Forestry Commission new construction, renovation, and repairs shall include specification provisions for soil treatment under foundation beam bearing footings and piers to protect against termites.
- All Commission-owned buildings will be inspected for termite damage annually.
- 2123 - DEMOLITION, MOVING, OR SALE OF BUILDINGS - POLICY  
Prior to the demolition, moving, or sale of any South Carolina Forestry Commission permanent improvement, written approval shall be received from the State Forester and the State Engineer or Property Management as appropriate, and DHEC.
- Requests for the demolition, moving, or sale of permanent improvements will be submitted in writing to the Section Chief of Construction and Real Property, explaining the reason and justification for the demolition, moving, or sale.
- 2124 - BARRIER FREE - POLICY  
The South Carolina Forestry Commission shall comply with the Provisions of Barrier Free Building Design on all new construction. Commission-owned residential buildings will be exempt from this provision.
- 2125 - REQUESTS FOR EASEMENTS, RIGHT-OF-WAYS, AND LAND TRANSFERS INVOLVING FORESTRY COMMISSION LANDS - POLICY  
All requests for easements and right-of-ways, which are non-controversial and involve less than ten (10) acres, will receive staff evaluation and be presented to the State Forester for approval or disapproval.
- All major transmission line requests from public utilities, land transfers, and requests of a controversial nature will be received by the State Forester and submitted to the Commissioners for approval or disapproval.
- 2126 - REAL PROPERTY OWNED BY OTHERS RENTED OR LEASED BY THE AGENCY FOR BENEFIT OF THE AGENCY.  
All real property owned by others whether government or private enterprise used by the Forestry Commission or its employees will have the terms of use described in a written lease or rental agreement properly executed by all parties prior to any such use.
- 2130 - UTILIZATION OF UNOCCUPIED RESIDENCE AT PIEDMONT NURSERY – POLICY  
The unoccupied residence at Piedmont Nursery will be used for South Carolina Forestry Commission business purposes only. This will allow utilization by Commission personnel when engaged in Commission missions and functions. Agencies and individuals outside the South Carolina Forestry Commission, such as the U.S. Forest Service, may use the facility when conducting forestry related business.

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2200 FINANCE

- 2201 - COLLECTION OF SERVICES PAYMENTS - POLICY  
The South Carolina Forestry Commission will abide by sound business and accounting principles in collecting payment for services performed for South Carolina landowners.

2202 OFFICIAL TRAVEL

- 2202 - OUT OF STATE OFFICIAL TRAVEL - POLICY  
All official out-of-state travel must have prior approval of the State Forester.
- 2203 - CLOSING ACCOUNTS FOR FISCAL YEAR - POLICY  
The South Carolina Forestry Commission will close all financial accounts at the end of each fiscal year on an orderly basis and within guidelines as prescribed by the Comptroller General, State Treasurer, State Auditor, and Generally Accepted Accounting Principles.
- 2207 - PAYROLLS - POLICY  
The South Carolina Forestry Commission will pay its employees following General Accepted Accounting Principles (GAAP) and guidelines issued annually by the South Carolina Comptroller General and State Treasurer.
- 2209 - TRAVEL AND SUBSISTENCE EXPENSE REIMBURSEMENT - POLICY  
The South Carolina Forestry Commission will abide by all rules and regulations pertaining to travel and subsistence expense reimbursement as published by the State Budget and Control Board.
- 2210 - SUPPLEMENTS - POLICY  
It is the policy of the South Carolina Forestry Commission that Commission employees receive neither income nor other considerations of value from governmental or private sources outside the Commission except in circumstances and under conditions set forth in state laws.
- 2211 - REQUISITION AND PURCHASE OF GOODS AND SERVICES - POLICY  
Requisitions and procurement of goods and services for the South Carolina Forestry Commission must be done in accordance with the 1981 South Carolina Consolidated Procurement Code (the Code) amended in 1997, and the South Carolina Forestry Commission Purchasing Manual.
- 2212 - PAYMENT FOR COMMERCIAL DRIVERS LICENSES - POLICY  
The South Carolina Forestry Commission will pay for the cost of testing, fees and the license when a current employee is requested by the Agency to acquire or upgrade a CDL. If a vacant position requires a CDL, the individual selected for the position is totally responsible for the acquisition of the CDL.  
Renewals of CDL's will not be paid by the South Carolina Forestry Commission.
- 2213 - PAYMENT FOR MEMBERSHIPS - POLICY  
The South Carolina Forestry Commission will pay memberships for employees to belong to South Carolina governmental professional organizations that are directly associated with their profession and are of benefit to the Forestry Commission. Memberships in organizations that are required due to the position held by an individual will also be paid. Other professional memberships will not be paid by the Forestry Commission.

2300 INSURANCE

- 2301 - LIABILITY INSURANCE - POLICY  
All vehicles and aircraft operated by the South Carolina Forestry Commission and the employees are covered by liability insurance. Buildings and property (equipment) owned by the Commission are covered by fire and extended data processing insurance.

- 2400     INFORMATION RESOURCES/DATA PROCESSING
- 2401 -     NETWORK SERVICES AND INTERNET USE - POLICY  
It is the policy of the South Carolina Forestry Commission to comply with all technology utilization policies of the State Budget and Control Board. Use of information technology systems of the South Carolina Forestry Commission are for official use only.
- 2402 -     FORESTRY COMMISSION WEB SITE  
The Forestry Commission will conform to state standards for web accessibility.
- 2500     PERSONNEL
- 2501 -     ACQUAINTING COMMISSION PERSONNEL WITH ESTABLISHED POLICIES - POLICY  
It is the responsibility of each supervisory officer (Division Director, Section Chief, Regional Forester, Area Forester, County Ranger, Forest Director, Nurseryman, Seed Orchard Manager, and Shop Foreman) to acquaint personnel under their supervision with established policies and procedures of the Commission.
- 2502 -     CONTACTS AND DEALINGS WITH CERTAIN PUBLIC OFFICIALS - POLICY  
All correspondence to the Governor, members of the General Assembly, heads of other departments and institutions of the State Government, and to members of Congress, will be done over the signature of the State Forester.
- The purpose of this policy is to keep the State Forester's office fully informed on all contacts, procedures, understandings and commitments, with the above individuals and groups, and for the purpose of properly conducting and coordinating the work of the South Carolina Forestry Commission.
- 2503 -     MINIMUM EMPLOYMENT AGE - POLICY  
The South Carolina Forestry Commission will not employ at any time any person who has not reached his or her sixteenth birthday.
- 2504 -     PERSONNEL RECORDS - POLICY  
The South Carolina Forestry Commission shall establish and maintain personnel records on all Commission employees. The South Carolina Forestry Commission's Personnel Section shall be responsible for maintenance of these records in accordance with Section 708.03 of the South Carolina State Human Resources Regulations.
- Individual personnel files shall be maintained on each employee of the South Carolina Forestry Commission, which shall be used to document all personnel actions taken relative to the employee.
- 2505 -     POLITICAL ACTIVITIES - POLICY  
South Carolina Forestry Commission employees engaged in activities financed wholly or in part from federal funds come under the provisions of the Hatch Act, violations of which are subject to heavy penalties. The South Carolina Forestry Commission and its employees will abide by the provisions of the Hatch Act regarding political activities. Each employee has a right to vote as they please and to exercise this right free from interference, solicitation or dictation by any fellow employee or supervisor.
- 2506 -     TRANSFER AND MOVING PERSONNEL - POLICY  
When it is in the best interest and advantage to the South Carolina Forestry

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Commission to change the official headquarters of a full-time employee, and such transfer involves the moving of the employee's household goods and personal effects, such expenses incurred will be paid by the South Carolina Forestry Commission, in accordance with the State Comptroller General's Office Disbursement Regulations.

No moving expenses are authorized when an employee enters on duty or is separated from South Carolina Forestry Commission employment

- 2508 - PERSONNEL ACTIONS - POLICY  
All additions of new employees to the payroll and separations or changes in the status of current employees are to be documented by appropriate records in accordance with regulations of the State Division of Human Resource Management, Comptroller General, State Retirement System, or other applicable regulations.
- 2509 - EMPLOYMENT OF PERMANENT PERSONNEL - POLICY  
The policy of the South Carolina Forestry Commission in regard to employment of all permanent personnel shall be consistent with such policies, rules and regulations, as have been, or may be established by the General Assembly, the State Budget and Control Board, Office of Human Resources, the State Human Affairs Commission, the Equal Employment Opportunity Act, or other departments as appropriate.
- 2510 - COMPLAINTS - POLICY  
The South Carolina Forestry Commission will maintain a complaint log in each Region, State Forest, Nursery, Seed Orchard, and the Columbia Office for the purpose of recording complaints received from the public.  
  
Anonymous complaints will be analyzed and considered, but due to their nebulous origin will not necessarily be recorded.
- 2511 - OFFICIAL UNIFORMS - POLICY  
Uniforms will be purchased by the South Carolina Forestry Commission and worn by Commission personnel while carrying out their official duties. The uniforms will not be worn when engaged in private business or activities of a personal nature. The uniform provided will be both for dress and regular work duty.
- 2513 - RETIREMENT - POLICY  
The South Carolina Forestry Commission will comply with the provisions of Section 9-1-1530, SC Code of Laws concerning retirement of its employees.
- 2514 - PROMOTIONS AND TRANSFERS - POLICY  
It will be the policy of the South Carolina Forestry Commission to promote employees from within the agency whenever possible. Promotions and/or transfers allow personal development and enhance the ability of the agency to carry out its functions. All eligible employees will be considered for each position for which they apply.
- 2515 - FLEXIBLE WORK SCHEDULE - POLICY  
It is the policy of the South Carolina Forestry Commission to authorize, when practical, flexible work schedules to Commission employees as authorized by the State Budget & Control Board.
- 2516 - LEAVE - POLICY  
This policy sets forth the rules, regulations, and guidelines governing attendance and leave for the South Carolina Forestry Commission. The basis for this policy is the State

The granting of any leave of absence, with or without pay, shall be in writing and shall be approved by the proper authority within the Commission. An employee who is granted leave, with or without pay, shall be an employee of the state while on such leave.

2517 - EMPLOYEE GRIEVANCE AND APPEAL - POLICY

In accordance with the State Employee Grievance Procedure Act, the South Carolina Forestry Commission shall have an employee grievance procedure approved by the Director of the Office of Human Resources.

2518 - REGISTRATION OF FORESTERS - POLICY

All persons employed by the South Carolina Forestry Commission in positions requiring a Bachelor of Science or more advanced degree in Forestry shall be registered and licensed as foresters in accordance with Section 48-27-10, et.seq. Code of Laws of South Carolina 1976 as amended. Registration shall remain in force as long as employed as a forester by the Commission.

2519 - DRUG AND ALCOHOL TESTING - POLICY

The South Carolina Forestry Commission will comply with the mandatory drug and alcohol testing regulations issued by the Federal Highway Administration of the U.S. Department of Transportation. These regulations apply to employees required to have a Commercial Driver's License (CDL) and are effective January 1, 1995.

2520 - SOLICITATION - POLICY

The South Carolina Forestry Commission will strive to provide equal treatment to all companies and individuals that want to introduce their programs or products to employees of this agency. The agency places the sole responsibility for solicitation on the company or individual. This will be accomplished with minimum demands on the personnel and daily operations of the agency and at no cost to the Commission. Solicitation will be absolutely free of any gratuities of any kind.

Upon official request by a charitable organization certified by the Secretary of State to conduct fund drives within state agencies, a fund drive shall be conducted under agency supervision.

This policy was developed to comply with the Budget and Control Board's Policy of Solicitation.

2525 - COMPENSATION - POLICY

The South Carolina Forestry Commission is committed to maintaining fair and equitable compensation for its employees. The South Carolina Forestry Commission will seek to offer and maintain competitive salaries and recognize outstanding job performance.

The aforementioned policy has been set forth in writing and disseminated in accordance with the State Classification and Compensation Reform effective July 1, 1996.

2526 - INCENTIVE PARTICIPATION - POLICY

It is the policy of the South Carolina Forestry Commission to consider participation in any incentive programs offered as a tool to state agencies by the South Carolina Legislature.

Procedures for applying the incentives to the agency will be within the guidelines of the Office of Human Resources and within the mandates as outlined by the state

- 2527 - PROGRESSIVE DISCIPLINE - POLICY  
In accordance with State Human Resources Regulations, the South Carolina Forestry Commission sets forth a written disciplinary action policy and procedure that will ensure timely and equitable disposition of measures necessary to deal with employee behavioral deficiencies and breaches of conduct.
- 2528 - OUTSIDE EMPLOYMENT/ACTIVITIES -POLICY  
Employment/activities outside the South Carolina Forestry Commission by an agency employee must not interfere in any way with the employee's job duties with the South Carolina Forestry Commission as outlined in their position description. In addition, the outside employment/activity must not be construed as a conflict of interest, not violate the South Carolina Code of Ethics.
- Questions regarding applicability of this policy should be addressed through supervisory channels to the State Forester. The State Forester will forward ethics related questions to the State Ethics Commission.
- 2529 - OVERTIME - POLICY  
It is the policy of the South Carolina Forestry Commission to comply with the overtime provisions of the Fair Labor Standards Act and the State Budget and Control Board's overtime guidelines.
- Overtime hours shall be limited to those situations where absolutely necessary to carry out job responsibilities.
- 2530 - HAZARDOUS WEATHER - POLICY  
The South Carolina Forestry Commission shall comply with the Hazardous Weather Policy issued by the State Budget and Control Board as applicable to all employees of South Carolina State Government. The Governor has the sole authority to excuse employees of State Government from reporting to work during extreme weather or other emergency conditions.
- 2531 - EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS) - POLICY  
The Employee Performance Management System developed by the Office of Human Resources will be used as a management tool within the South Carolina Forestry Commission to provide a sound process for the evaluation of the performance and productivity of its employees.
- Beginning July 1, 1999, all performance appraisals shall be done in compliance with the revised criteria outlined by the Office of Human Resources.
- 2532 - MOVING EXPENSES - POLICY  
The South Carolina Forestry Commission is authorized to pay moving expenses for current employees in accordance with State Comptroller General's Office Disbursement Regulations, and will consider such requests from staff on a case by case basis.
- 2533 - CLEAN INDOOR AIR ACT OF 1990 - POLICY  
The South Carolina Forestry Commission will comply with the requirements of the Clean Indoor Air Act of 1990 concerning smoking and non-smoking areas in all of its facilities.
- 2534 - REDUCTION IN FORCE - POLICY  
It is the policy of the South Carolina Forestry Commission to conduct any reduction in force, should one become necessary, in compliance with the requirements issued by the State Budget and Control Board. When a reduction in force is pending, a reduction in force plan shall be submitted for the review and approval by the Office of Human Resources prior to implementation.

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- 2535 - SOUTH CAROLINA WHISTLEBLOWER PROTECTION ACT - POLICY  
The South Carolina Forestry Commission will adhere to the dictates of the South Carolina Whistleblower Protection Act to insure that employees are not retaliated against for reporting waste, fraud, or mismanagement in the Agency, and to reward employees for reports that result in savings of public money.
- 2536 - FORESTRY WARDENS' TIME - POLICY  
The South Carolina Forestry Commission will insure the proper and consistent accounting for Forestry Wardens' time.
- 2537 - TUITION ASSISTANCE PROGRAM - POLICY  
The South Carolina Forestry Commission will administer a Tuition Assistance Program for agency employees within guidelines approved by the Budget and Control Board.
- 2538 PHYSICAL FITNESS STANDARD - POLICY  
The South Carolina Forestry Commission requires physical fitness testing for all fireline employees who perform direct fireline activities (wildland firefighting and/or prescribed burning).
- 2600 PROPERTY
- 2675 - DISPOSAL - SCRAP METAL, TIRES, BATTERIES, OBSOLETE PARTS - POLICY  
The disposal of South Carolina Forestry Commission owned supplies, tires, batteries and scrap metal will be handled in accordance with the South Carolina Consolidated Procurement Code.
- 2676 - PROPERTY ACCOUNTABILITY - EQUIPMENT AND SUPPLIES - POLICY  
All equipment and supplies owned by the South Carolina Forestry Commission will be appropriately recorded and accounted for through actions of the Administration Division, in accordance with Title 10-1-140 of the 1976 South Carolina Code of Laws, as well as any other laws and guidelines designated by the state of South Carolina.
- 2800 SAFETY
- 2803- ACCIDENT - POLICY  
When an accident involving on duty SC Forestry Commission personnel or S C Forestry Commission property occurs, the employee will comply with all state and local laws and notify his/her immediate supervisor if physically able. The supervisor will follow SC Forestry Commission Accident Investigation procedures.
- 2804 - SAFETY OFFICER - POLICY  
The South Carolina Forestry Commission will strive to provide a work environment as safe and accident free as possible. It will comply with all applicable Federal OSHA and state safety regulations. In order to take definite steps to reduce the danger of accidents and injury to employees, a Safety Officer will be appointed. The Safety Officer will be responsible for implementation and coordination of an agency-wide safety program.
- The responsibility of complying with safety policies and procedures rests with each individual employee.
- 2805 - SEAT BELTS - POLICY  
All employees of the South Carolina Forestry Commission shall wear a safety belt at all times when operating or being transported as a passenger in a state-owned vehicle equipped with safety belts. It shall be each occupant's responsibility to insure compliance with this safety belt policy.

All South Carolina Forestry Commission employees are encouraged to use safety belts when traveling in a private vehicle.

Each new employee, during the period of orientation, will be made aware of this policy.

2806 - ACCIDENT BENEFITS - POLICY

Any employee of the South Carolina Forestry Commission who suffers injury by accident arising out of or in the course of employment, is entitled to benefits as provided by the State Workers Compensation Act.

2807 - CODE RED EMERGENCY RESPONSE – POLICY

The South Carolina Forestry Commission's alert terminology for situations involving death or serious injury will be **CODE RED**. This facilitates response to a serious emergency involving SCFC or Cooperator personnel. It will be used only in the event of incident-scene death or life-threatening injury. (New Policy 04/11/05)

2808 - FIRE PROTECTION EQUIPMENT - POLICY

The South Carolina Forestry Commission will provide certain safety equipment items which will be used by employees when engaged in fire suppression activities.

2810 - BLOODBORNE PATHOGENS - POLICY

The South Carolina Forestry Commission will comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 as outlined in the Commission's Bloodborne Pathogens Exposure Control Plan.

NOTE: See the Commission's Bloodborne Pathogens Exposure Control Plan under separate cover.

2811 - HAZARDOUS COMMUNICATIONS - POLICY

The South Carolina Forestry Commission will comply with the OSHA Hazardous Communications Standard, 29 CFR 1910.1200, as outlined in the Commission's Hazardous Communications procedure.

2812 - LOCKOUT/TAGOUT - POLICY

The South Carolina Forestry Commission will comply with the OSHA Lockout/Tagout Standard, 29 CFR 1910.147, the Control of Hazardous Energy (Lockout/tagout), as outlined in the Commission's Lockout/Tagout procedure.

2850 TRAINING

2851 - TRAINING - POLICY

The South Carolina Forestry Commission is committed to the full professional development of our personnel. It is the policy of the Agency to provide training for all employees to enable them to perform their tasks in a quality manner.

A Training Advisory Council shall provide direction to the Commission's training efforts. The Council shall be appointed by the State Forester to include the Training Director as chair of the Council

The South Carolina Forestry Commission adheres to policies set forth in State Regulation 19-710, Staff Development and Training.

2900 PROFESSIONAL ORGANIZATIONS

2901 - SOCIETY OF AMERICAN FORESTERS MEMBERSHIP -POLICY

The Society of American Foresters is the professional society representing foresters at the national, regional, state and local levels.



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Membership in the Society of American Foresters shall be on a voluntary basis. All foresters and forest technicians employed by the South Carolina Forestry Commission who are eligible for SAF membership are urged to become members.

The benefits of professional development found in the Society accrue both to the individual and to the South Carolina Forestry Commission. Therefore, Commission foresters and technicians are encouraged to participate in Society activities at the local, state, regional and, when appropriate, the national level.

In addition, personnel are encouraged to take advantage of the many opportunities for professional and technical improvement offered through technical publications, meetings, and other Society of American Foresters activities.

Initial and annual renewal membership dues at all levels of the Society shall be borne by the individual employee. The South Carolina Forestry Commission will assist members by providing travel expenses under certain conditions. No assistance will be provided nonmembers.

**3000 FIELD OPERATIONS  
POLICY**

**3100 FOREST PROTECTION - FOREST HEALTH**

**3101 - PESTICIDE USE AND APPLICATION - POLICY**

Biological, cultural or integrated methods of pest control will be used or recommended whenever they will effectively control forest pests. When chemical pesticides are required, selection of these chemicals, formulations, methods of application, rates of application and patterns of use will be on the basis of an effective combination that will provide the least potential hazard to humans, fish, wildlife, birds, beneficial plants, domestic animals and other desirable elements of the environment.

**3102 - COMPLIANCE WITH PLANT PEST QUARANTINE LAWS - POLICY**

The South Carolina Plant Pest Quarantine Law is designed to prevent the spread of plant pests. In moving equipment with soil attached, the South Carolina Forestry Commission is subject to provisions of this law. This applies to nursery, fire suppression and reforestation equipment.

**3103 - COMPLIANCE WITH COOPERATIVE AGREEMENT BETWEEN THE SOUTH CAROLINA FORESTRY COMMISSION AND THE SOUTH CAROLINA STATE CROP PEST COMMISSION - POLICY**

The South Carolina Forestry Commission will cooperate with the South Carolina State Crop Pest Commission in the protection of the timber resources of South Carolina from losses caused by insect and diseases.

In order to effect this, an agreement between the South Carolina Forestry Commission and the South Carolina State Crop Pest Commission is designed to coordinate the activities for both agencies in the development and execution of adequate detection and suppression programs to protect the timber resources in South Carolina from losses caused by forest insects and diseases.

**3104 - FOREST INSECT AND DISEASE AERIAL SURVEYS -POLICY**

The South Carolina Forestry Commission is charged by state law (48-29-10 through 60, 1976 Code of Laws, as amended) with the authority and responsibility for conducting pest action programs to detect and control indigenous forest pest outbreaks in South Carolina. In compliance with this act the S. C. Forestry Commission periodically conducts aerial surveys for the detection, evaluation, prevention and suppression of such forest pests.

**3100 FOREST PROTECTION - FIRE MANAGEMENT**

**3110 - FIRE SUPPRESSION READINESS PLAN - POLICY**

The South Carolina Forestry Commission will keep its fire suppression forces at a level of readiness commensurate with the existing/projected fire danger conditions. The South Carolina Forestry Commission will also keep other fire suppression forces and cooperators advised of the fire situation as warranted.

Readiness Plans will be used to set the appropriate level of readiness for initial attack and support personnel and equipment. They will also be used to alert the appropriate overhead fire team support, serve as a guide for planning aerial detection schedules, and set priorities in work planning.

**3111 - SMOKE MANAGEMENT - POLICY**

The South Carolina Forestry Commission is responsible for the coordination and administration of the Smoke Management Guidelines for the state of South Carolina, as described in the Memorandum of Understanding between DHEC and the South

All prescribed burning carried out by representatives of the South Carolina Forestry Commission will be done in compliance with the Smoke Management Guidelines. Further, no representative of the South Carolina Forestry Commission will assist in the burning of any type of piled debris (piles or windrows).

- 3112 - CERTIFIED PRESCRIBED FIRE MANAGER - POLICY  
The South Carolina Forestry Commission is responsible for developing and administering the Certified Prescribed Fire Manager program as described in the South Carolina Prescribed Fire Act.
- All employees of the South Carolina Forestry Commission who manage a prescribed fire conducted by the South Carolina Forestry Commission must be certified.
- 3113 - RED FLAG FIRE ALERT - POLICY  
The Red Flag Fire Alert Program is an official fire prevention program of the South Carolina Forestry Commission. The purpose of the program is to protect life, reduce property and natural resource loss, and reduce the cost of fire suppression by providing a highly visible fire prevention message during periods of increased wildfire danger.
- 3114 - AVIATION OPERATIONS - POLICY  
The South Carolina Forestry Commission shall maintain an active aviation program to support fire protection programs, insect and disease survey flights, timber damage survey flights and such management support flights as may be necessary. Flight performance and maintenance will be conducted as prescribed by FAA and US Forest Service guidelines and regulations.
- 3115 - TEMPORARY DUTY OUTSIDE OF NORMAL WORK AREA -POLICY  
All South Carolina Forestry Commission personnel shall be subject to work assignment, on a temporary basis, anywhere within the state of legal jurisdiction of the South Carolina Forestry Commission. In addition, during forest fire emergencies, employees may be required to be dispatched to other states.
- 3116 - FOREST FIRE RESPONSIBILITIES WITH RURAL FIRE DEPARTMENTS - POLICY  
The South Carolina Forestry Commission is charged by state law with forest fire protection work. Rural fire departments are primarily responsible for control of structural fires, but also respond to many grass and forest fires. With such closely related interests, mutual cooperation between the two organizations is essential for effective fire suppression.
- County rangers are expected to establish and maintain good working relations with all rural fire departments.
- Refer to Policy 3117 for South Carolina Forestry Commission responsibilities within incorporated limits of municipalities.
- 3117 - FOREST FIRE RESPONSIBILITY WITHIN INCORPORATED TOWN LIMITS - POLICY  
Municipal governments are responsible for fire control activities within their incorporated town limits. South Carolina Forestry Commission personnel will cooperate and assist either by prior agreement, upon specific request or when good judgment dictates involvement.
- 3118 - REVIEW OF LARGE FIRES - POLICY  
All fires burning 300 acres or more will be reviewed, within 30 days of occurrence, by the Area Forester and his staff. If no fires in the Area burn 300 acres or more, at least one (1) of the largest fires that occurred during the fiscal year will be reviewed no later than June 30. The purpose of this fire review is to assist the organization in increasing its fire suppression capability and effectiveness.

3119 - FEDERAL EXCESS PROPERTY - POLICY

The South Carolina Forestry Commission will request, receive, and maintain Federal Excess Property (FEPP) as needed for use only in the Forest Fire Management Program by the authority of the Federal Property Management Regulations 101-43.309-1, 101-43-313, and 101-43-314; and in the U.S. Code (40 U.S.C. 483).

The Federal Property and Administrative Services Act of 1949, as amended (P.L. 94-519), and Section 7 of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313) authorize and encourage the Secretary of Agriculture to loan FEPP to states and, through them, to local fire forces.

There is no restriction on local fire forces on obtaining FEPP, as long as a community has a wildland or rural fire responsibility that satisfies the State Forester.

All Federal Excess Property acquisition, use and disposal is governed by Forest Service Handbook 3109.12 - Property Acquisition Assistance Handbook.

A signed contract between the US Forest Service, Region 8, and the South Carolina Forestry Commission further sets requirements for program responsibilities.

When the State Forester assigns FEPP to a fire department, an additional cooperative agreement is required at that level.

The objective of the FEPP program is to ensure efficient and economical rural community and wildland fire protection through the loan of FEPP to state forestry agencies and local fire forces.

The South Carolina Forestry Commission's FEPP program will be administered by the FEPP Coordinator, the Supply Manager of the Central Warehouse, and the Fire Management Administrative Specialist.

FEPP screeners will be assigned by the State Forester and recommended to the US Forest Service and the General Services Administration. Authorization for screening is then extended by GSA.

3100 FOREST PROTECTION - LAW ENFORCEMENT

3130 - LAW ENFORCEMENT COMMISSIONS - POLICY

The South Carolina Forestry Commission will designate certain personnel as law enforcement officers. These officers will enforce any and all forestry and related laws in the South Carolina Code of Laws as amended.

Certain officers will also be appointed as State Constables. These officers will have the additional authority to enforce any and all laws and duly enacted regulations on land designated by the Commission.

3131 - FIREARMS - POLICY

The South Carolina Forestry Commission shall provide an approved firearm for all duly appointed, full authority Forest Law Enforcement Officers.

The officer shall be equipped with a firearm solely for the purpose of defending himself/herself and others against deadly force or the threat of imminent deadly force.

The South Carolina Forestry Commission shall provide for all full authority Forest Law

Enforcement Officers, such training and resources necessary to adequately train and maintain proficiency in firearms operations.

The law authorizes an officer to use deadly force (use of firearms) when it appears necessary to protect himself/herself or others from what reasonably appears as an immediate threat of great bodily harm or imminent peril of death. South Carolina Forestry Commission policy shall support this law.

3132 - LAW ENFORCEMENT TRAINING - POLICY

South Carolina Forestry Commission Law Enforcement Officers will receive such training as required by law and by the agency to fit its particular needs.

3133 - USE OF BLUE LIGHTS - POLICY

A Law Enforcement Emergency Vehicle will be defined by the South Carolina Forestry Commission as: any motor vehicle, as defined by the laws of South Carolina, whether marked or unmarked, assigned by the Forestry Commission for the conduct of law enforcement operations. These vehicles will be equipped with the proper signaling devices as prescribed by South Carolina law.

All law enforcement vehicle operations will be conducted in accordance with current laws and regulations of the state, and policies of the South Carolina Forestry Commission.

The principles of safety, with concern for the welfare of all persons, will have precedence in all law enforcement vehicle operations.

3134 - TIMBER THEFT AND RELATED VIOLATIONS - POLICY

The South Carolina Forestry Commission will investigate and prosecute timber theft and related violations.

3135 - BODY ARMOR - POLICY

It is the policy of the South Carolina Forestry Commission to maximize the safety of its law enforcement officers through the use of body armor in conjunction with the practice of prescribed safety procedures

3136 - SLED/CJICS – FBI/NCIC - POLICY

As a law enforcement entity, the South Carolina Forestry Commission gathers, compiles, stores, and disseminates law enforcement sensitive information. This information must be guarded against access, alteration or manipulation by individuals without proper authorization.

The information is stored within the various computer systems utilized by the South Carolina Forestry Commission Law Enforcement Section, specifically:

- SLED/CJICS - FBI/NCIC (hereinafter referred to simply as NCIC)
- LawTrak Records Management System

The State Forester will designate authorized Forestry Commission users of these computer systems.

3137 USE OF LESS THAN LETHAL WEAPONS

The SCFC will provide an approved Less Than Lethal Weapon (Chemical Weapon such as OC spray) to all duly appointed, full authority Law Enforcement Officers.

Electrical Disruptive Weapons will be issued to, and authorized for use by, investigators and other specifically designated officers.

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Use of Less Than Lethal Weapons by SCFC Officers is authorized when necessary to protect officers or others from imminent physical harm, to restrain or subdue an aggressive, resistant individual, or to bring an aggressive unlawful situation safely and effectively under control.

The South Carolina Forestry Commission shall provide for all full authority Forest Law Enforcement Officers, such training and resources necessary to maintain proficiency in use of agency-provided Less than Lethal Weapons.

### 3100 FOREST PROTECTION - EQUIPMENT

#### 3150 - MOTOR VEHICLE EQUIPMENT EXERCISE - POLICY

The purpose of exercising motor vehicle equipment is to provide maximum cost-effective use of South Carolina Forestry Commission mechanized equipment and to assure a complete state of readiness to respond to emergency and routine functions.

#### 3151 - MOTOR VEHICLE SERVICING - POLICY

The purpose of establishing a policy for the periodic servicing of all motorized equipment is to provide for the efficient and effective ability of the equipment to perform satisfactorily when it is used in various activities and work requirements of the South Carolina Forestry Commission. Proper servicing is essential to avoid undue wear and to reduce costly repairs.

#### 3152 - USE OF STATE OWNED VEHICLES - POLICY

State owned vehicles are to be used only for official purposes in carrying out the activities of the South Carolina Forestry Commission.

#### 3153 - COMMERCIAL DRIVER'S LICENSE - POLICY

It is the policy of the Forestry Commission that employees will comply with South Carolina driver's license laws and regulations before and while operating any vehicle on Commission business.

All Forestry Commission employees driving state owned vehicles or personal vehicles on Forestry Commission business will have a valid driver's license.

New Forestry Commission employees who operate vehicles requiring a commercial driver's license (CDL) will have or will obtain a CDL at their expense prior to driving the vehicle.

Certain positions such as, but not limited to, forest technicians, fire wardens, and mechanics, require the operation of a commercial vehicle. For these positions, a commercial driver's license is required as a condition of employment.

#### 3154 - CENTRAL HEADQUARTERS VEHICLE MOTOR POOL - POLICY

It shall be the policy of the South Carolina Forestry Commission to provide a vehicle motor pool for employees to utilize in conducting official business.

#### 3155 - EMERGENCY VEHICLE LIGHTING - POLICY

The South Carolina Forestry Commission will provide emergency warning lights on all ranger vehicles, transport trucks carrying mechanized fire suppression equipment, pumpers and mechanic service vehicles in accordance to Section 56-5-4715 of the 1976 Code of Laws of South Carolina as amended. The warning lights are to be used for the purpose of providing visibility and a safer working environment for personnel responding to emergencies.

#### 3156 - EQUIPMENT INSPECTION REPORT - TRUCK, TRUCK TRACTOR, TRAILER, TRACTOR & PLOW - POLICY

To insure that all South Carolina Forestry Commission equipment is in a proper state of

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readiness, an inspection of the equipment will be performed by its supervisor on a monthly basis.

- 3157 - WORK ORDER - POLICY  
It shall be the policy of the South Carolina Forestry Commission repair shops to complete a work order (Form 4508-1) on all vehicles and equipment that are repaired and/or serviced by Commission-owned repair shops and commercial vendors. The purpose of a work order is to maintain a maintenance history of vehicles and equipment. A work order continuation form (4508-2) will be used when additional space is needed to enter items/parts from vendor or "stock" to repair/service vehicle/equipment.
- 3158 - WORK ORDER REGISTER - POLICY  
All South Carolina Forestry Commission repair shops will maintain a work order register. The purpose of the work order register is to keep a chronological list of work orders completed by each repair shop. The work order register will be maintained for a period of three years.
- 3159 - PROPERTY STOCK CARD - POLICY  
All South Carolina Forestry Commission repair shops will maintain a property stock card (Form 4510-1) on items received in stock to repair, service and operate vehicles and equipment.
- 3160 - VEHICLE/EQUIPMENT COST RECORD - POLICY  
All South Carolina Forestry Commission Administrative Offices will maintain a vehicle/equipment cost record (Form 4511-1) on all vehicles and equipment operated at its location.
- 3161 - CANNIBALIZATION OF VEHICLES AND EQUIPMENT FOR PARTS - POLICY  
Cannibalizing vehicles and equipment for parts will be permitted only under special circumstances.
- 3162 - TRANSFER AND DISPOSAL OF MOTOR VEHICLE/EQUIPMENT - POLICY  
Commission owned motor vehicle equipment will be acquired, maintained, operated and disposed of in accordance with regulations of the Division of Motor Vehicle Management and State Laws.
- 3163 - PURCHASE OF REPAIR PARTS FOR VEHICLES/EQUIPMENT - POLICY  
All South Carolina Forestry Commission repair shops will follow the South Carolina Procurement Code and Commission guidelines in purchasing repair parts for all mechanized equipment.
- 3164 - INVENTORY CONTROL FOR VEHICLE AND EQUIPMENT REPAIR PARTS AND SUPPLIES - POLICY  
Vehicle and equipment repair parts stocked by all repair shops will be audited each year in accordance with regulations of the Division of Motor Vehicle Management and State Law.
- 3165 - APPEARANCE OF EQUIPMENT - OPERATOR'S RESPONSIBILITY - POLICY  
The South Carolina Forestry Commission shall hold all Commission employees responsible for the upkeep of state-owned vehicles and equipment assigned to them individually or under their supervision.
- 3166 - DISPOSAL OF VEHICLE AND EQUIPMENT OBSOLETE PARTS - POLICY  
Obsolete vehicle and equipment parts will be disposed of in accordance with regulations of the State Fleet Management and State Laws.
- 3167 - FIELD SERVICE TRUCK - POLICY  
Field service trucks will be used for maintenance of Commission equipment and vehicles

where they can be used more efficiently and economically than traditional shops.

3200 FOREST MANAGEMENT

3203 - WOODLAND EXAMINATIONS - POLICY

South Carolina Forestry Commission foresters will examine forest land and land that is to be forested at the request of the landowner. The landowner will be provided forest management recommendations that best meet the owner's needs and objectives, provided they are compatible with good forest management practices. Recommendations for multiple use will be made where applicable to the owner's forest resource and objectives. A written management plan will be provided the landowner in sufficient detail to aid in applying the management prescriptions recommended.

3204 - TIMBER MARKING ASSISTANCE - POLICY

The basic objective of offering timber marking is to encourage landowners to properly manage their woodlands through the return of periodic income and to enable them to more easily regenerate their lands.

Timber marking services, in accordance with prescribed forest management practices, will be provided to landowners who request such assistance.

All landowners will be informed of services offered by registered consulting foresters and others qualified to provide forestry assistance.

Charges for timber marking will be determined by the South Carolina Forestry Commission.

3205 - REFERRALS TO REGISTERED CONSULTING FORESTERS - POLICY

The South Carolina Forestry Commission will encourage the employment of private registered consulting foresters by landowners whenever it appears that their services may meet the needs of the landowners. Large woodland owners will be encouraged to employ consulting foresters to assist in the proper management of their woodlands.

3206 - REFERRALS TO INDUSTRY FORESTERS - POLICY

The South Carolina Forestry Commission will inform landowners of the services of forest industries when it appears that these services may meet the landowner's needs.

3207 - FOREST SERVICES - POLICY

The South Carolina Forestry Commission will provide limited site preparation equipment, tree planting equipment and other equipment related to reforestation on a fee basis. Firebreak plowing, prescribed burning, prescribed burning standby, and other services as also provided on a fee basis primarily to private non-industrial woodland owners as authorized in Section 48-23-295 of the 1976 S. C. Code of Laws as amended.

3209 - FOREST MANAGEMENT ACCOMPLISHMENTS, RECORDS, AND REPORTS - POLICY

Forest Management accomplishments will be recorded by county and entered into computer monthly. Regional, Area, and statewide summaries will be made monthly and compiled annually as a portion of the annual report of the South Carolina Forestry Commission.

3211 - COST SHARING PROGRAMS - EMPLOYEE/COMMISSIONER PARTICIPATION, RATES & PRACTICES - POLICY

It shall be the policy of the South Carolina Forestry Commission that no Commission employee will approve state or federal cost-share funds on lands that could directly or indirectly benefit his or her financial interest.



Cost-share funding that will directly or indirectly benefit the State Forester, Deputy State Forester, or any member of the Forestry Commission must receive final approval from the Commission's Policy Review Committee.

The Forestry Commissioners shall approve cost-share rates and any changes thereto.

3212 - DISASTER TO FOREST RESOURCES - POLICY

A disaster to timber occurs when a sudden climatic force or incident causes significant damage to trees and timber stands. This will include damage by hurricanes, tornadoes, windstorm, ice and glaze storms, flooding, fire, extreme drought, nuclear incident, or other natural or man caused problem.

South Carolina Forestry Commission personnel will be responsible for notifying their supervisor as quickly as possible when a disaster affecting timber occurs in their area of responsibility. This information will be channeled to the central office through the regional offices. An appraisal of the situation will be made and appropriate action will be taken as outlined in Section 48-23-86 of the 1976 Code of Laws.

3213 - CONSERVATION RESERVE PROGRAM - POLICY

The Conservation Reserve Program was authorized by the Food Security Act of 1985, continued under the Food, Agriculture, Conservation, and Trade Act of 1990, and the Federal Agriculture Improvement and Reform Act of 1996. The purpose of the program is to take highly erodible crop land out of production by establishing a cover crop to be maintained for a minimum of ten years. Trees are one of the acceptable cover crops.

The South Carolina Forestry Commission will act on behalf of the U.S. Forest Service in the preparation of tree planting plans and assistance to landowners in carrying out the tree planting plans as described in the Federal Regulations.

3214 - FOREST RENEWAL PROGRAM - POLICY

The objectives of the Forest Renewal Program are to encourage private investments in the improved management of forest lands within the state; to annually inventory the state's forest resource ; to ensure adequate future high quality timber supplies; related employment and other economic benefits; and the protection, maintenance and enhancement of a productive and stable forest resource system. This program provides financial assistance through cost sharing payments to eligible landowners for carrying out forestry practices approved by the South Carolina Forestry Commission.

The South Carolina Forestry Commission will receive Forest Renewal Program applications from qualified landowners, field check and write prescriptions; coordinate work with landowner, certify satisfactory completion of approved practices and process cost share payments.

The Forest Renewal Program is authorized by legislative act to amend Title 48, Code of Laws of South Carolina, 1976 by adding Chapters 28 and 30 which was signed by the Governor May 20, 1981.

3220 - DRAINING OF LAKES OR PONDS - POLICY

Prior to the draining of any lake or pond on any properties owned or administered by the South Carolina Forestry Commission, notification of such intent shall be submitted to the State Forester.

3221 - HUNTING AND FISHING ON COMMISSION LANDS - POLICY

Employees of the South Carolina Forestry Commission have the same rights and privileges as the general public in regard to hunting and fishing on federal, state, or other public lands; including lands owned and administered by the South Carolina Forestry Commission.

3222 - SALES OF FOREST PRODUCTS - POLICY

As part of the multiple use forest resource management concept upon which South Carolina Forestry Commission lands are managed, it is the policy of the South Carolina Forestry Commission to conduct forest products sales. All sales will be conducted in accordance with state laws and regulations.

3223 - URBAN FORESTRY PROGRAM - POLICY

The South Carolina Forestry Commission will provide technical assistance to individuals, groups and organizations concerning the establishment, care, and removal of trees in urban areas.\* Technical information will be provided through personal consultation, correspondence, publications, training programs and the news media.

\* An urban area is a city, town or closely settled community of 100 housing units or more that has incorporated or is capable of organized participation in a tree program.

3224 - OWNERSHIP, MANAGEMENT & ACQUISITION OF STATE FORESTS - POLICY

As South Carolina's population grows, increased demands are being placed on the state's natural resources. Among these are, open space, more recreational opportunities, protection of endangered species, enhanced wildlife management, and clean water. Products from the forest are highly sought. Every day, land is being set aside for residential, commercial, and industrial development. The growing demand for forestland based services and activities drives the need for more publicly owned forestland. The South Carolina Forestry Commission is unique among agencies owning forestland in that the Commission promotes and adheres to a policy of intensive multiple use management to provide a wide range of opportunities that the public expects and enjoys. The Commission has a proud history of land rehabilitation, and has the resources in place to accomplish its land management objectives.

It is the policy of the South Carolina Forestry Commission to own and manage land for the long term, to mitigate any loss of land, and, when the need and opportunity arises, to acquire additional lands for the benefit of the state and its citizens.

It is not the policy of the South Carolina Forestry Commission to buy, sell, or trade land for speculative purposes. All land transactions shall be undertaken solely in the best interest of the South Carolina Forestry Commission and the state of South Carolina.

The following is a list of a number of benefits Commission-owned Forests provide:

- 1) More available timber on a timely basis during periods of wet weather logging.
- 2) Demonstrate silvicultural techniques in a variety of forest types.
- 3) Participate in forest-related research with universities and the USFS.
- 4) Provide recreational opportunities for the public to include hiking, fishing, hunting, dog trials, birding, horseback riding, off-road vehicle opportunities and bicycling.
- 5) Provide shelters and facilities for picnicking, camping and other group use.
- 6) Demonstrate harvesting techniques in various forest types including dry sand hills, mountain hardwoods, and wetlands.
- 7) Provide educational opportunities for groups of all ages.
- 8) Provide habitat for endangered species.
- 9) Provide a training ground for foresters and forest technicians.
- 10) Serve as seed production areas for specialty tree species.

3226 - PAYMENT TO COUNTIES CONTAINING STATE FOREST LANDS - POLICY

The South Carolina Forestry Commission shall pay to any county containing state forest lands, an amount equal to twenty-five percent of the gross proceeds received by such forest in each fiscal year. (Ref. SC Code of Laws of South Carolina Statute 48-23-260.)

3301 - BEST MANAGEMENT PRACTICES AND RELATED ENVIRONMENTAL ASPECTS OF FOREST MANAGEMENT - POLICY

The South Carolina Forestry Commission is the lead agency responsible for the development, implementation, and monitoring of state Best Management Practices (BMPs) on forested lands. The Forestry Commission shall establish BMPs, monitoring programs, and educational programs to assure that forestry practices are in compliance with state and federal regulations. The South Carolina Forestry Commission may enter into contracts and memorandums of understanding with other state or federal agencies in order to carry out this charge.

3351 - WATER QUALITY AND RELATED ENVIRONMENTAL ASPECTS OF FOREST MANAGEMENT - POLICY

The South Carolina Forestry Commission has developed and will keep current "Best Management Practices" (BMP's). This publication uses current technical information related to forestry required by the Clean Water Act as amended in 1987. Any other federal, state or local legislation that may be enacted will be monitored and incorporated into these BMP's. This information will be disseminated to all segments of the forestry community to enhance environmental quality.

3900 TREE IMPROVEMENT

3903 - SEED ORCHARD MANAGEMENT - POLICY

The South Carolina Forestry Commission will develop and manage all seed orchards and seed production areas in a manner that maximizes seed yield consistent with maintaining genetic quality for use in producing seedlings for South Carolina landowners. Adherence to standard management practices as recommended by the tree improvement cooperatives will be used as guidelines. The orchards will be managed to allow certification by the Department of Seed Certification, Clemson University.