

# Wisconsin Managed Forest Law Tree Farm Group

101 S. Webster Street  
Madison, WI 53703

FRS 1Y942

AFF 2015-2020 Standards of Sustainability for Forest Certification of  
Private Lands and American Tree Farm System® Independently  
Managed Group (IMG) Certification Standards 2015-2020

2017 Surveillance Audit



**NSF International**

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# NSF International Forestry Program Audit Report

**A. Program Participant Name**

Wisconsin Managed Forest Law Tree Farm Group

**NSF Customer Number (FRS)**

1Y942

**Contact Information (Name, Title, Phone & Email)**

Mark Heyde, Sustainable Forestry Certification Coordinator  
Wisconsin Department of Natural Resources  
101 S. Webster St.  
Madison, WI 53703

**B. Scope of Certification**

Enrolled Wisconsin Managed Forest Law program members.  
The ATF certification number is NSF-ATF-1Y942.

**C. NSF Audit Team**

Norman Boatwright - NSF Lead Auditor, Beth Jacqmain and Michelle Matteo – Team Auditors

**D. Audit Dates**

June 12-16, 2017

**E. Reference Documentation (Standards, Guidance, etc.)**

AFF 2015-2020 Standards of Sustainability for Forest Certification and Guidance  
American Tree Farm System® Independently Managed Group (IMG) Certification Standards 2015-2020  
ATFS Eligibility Requirements  
ATFS Logo Use Guidelines  
AFF Disputes and Appeals Procedures

**Company Documentation (Program Manual, Procedures, etc.)**

State of Wisconsin, Department of Natural Resources, Forest Tax Law Handbook 2450.5  
MFL - Certified Group Members [PDF] (as of 2/23/2017) <http://dnr.wi.gov/topic/TimberSales/mfl.html#members>  
Various other DNR Policies and Procedures

**F. Audit Results: Based on the results of this assessment, the auditor concluded:**

- Acceptable with no nonconformities
- The following nonconformities were identified and will require corrective action.

Major:   0   Minor:   0  

In addition,   an   opportunity for improvement (OFI) was identified)

Corrective actions and supporting documentation should be submitted to NSF through the NSF Online Customer Portal. For assistance, please contact your NSF Certification Project Manager.

**G. Changes to Operations or to the Standard**

**Note:** Were there any significant changes in operations, procedures, specifications, facility records, etc., from the previous visit?

- Yes (Please explain:
- No



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**H. Other Issues Reviewed**

- |                                     |     |                          |    |                                     |     |   |
|-------------------------------------|-----|--------------------------|----|-------------------------------------|-----|---|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/>            | N/A | Public report from previous audit(s) is posted on the Wisconsin MFL website <a href="http://dnr.wi.gov/topic/TimberSales/mfl.html">http://dnr.wi.gov/topic/TimberSales/mfl.html</a> |
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/>            | N/A | Relevant industry specific logos or labels (SFI, PEFC, etc.) are utilized correctly.  |
| <input type="checkbox"/>            | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | N/A | Relevant accreditation logos (ANSI or ANAB) are utilized correctly and meet rules specified in AESOP 4876 sections 12-15 and AESOP 14680 section GP-59.                             |
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/>            | N/A | Opportunities for improvement from previous audit were reviewed.<br>See Public Summary Report.  |

**I. Future Audit Schedule**

Following the initial registration audit, continued certification requires annual assessments commonly referred to as "Surveillance Audits". Additionally, at the end of the certification period, maintaining certification requires the completion of a recertification or "Reassessment Audit". The next audit is a surveillance audit which should be conducted on June 2018.

**J. Appendices**

- [Appendix 1:](#) Audit Notification and Plan
- [Appendix 2:](#) ATFS Public Summary Report
- [Appendix 3:](#) ATFS Audit Checklists
- [Appendix 4:](#) Site Visit Notes
- [Appendix 5:](#) Opening and Closing Meeting Attendees
- [Appendix 6:](#) ATFS Reporting Form



**Appendix 1**  
**Audit Notification and Plan**



June 9, 2017

Mark Heyde, Sustainable Forestry Certification Coordinator  
Wisconsin Department of Natural Resources  
101 S. Webster St.  
Madison, WI 53703

**RE: Audit Plan for the 2017 Wisconsin MFL Program, American Tree Farm System**

Dear Mark,

As we discussed, I will be conducting your MFL Program surveillance audit as described in the attached itinerary. Please confirm that these dates are still appropriate for the audit of your program's continued conformance to the American Tree Farm System standards.

**Documentation Requested**

Background material on the MFL and on the "Certified Plan Writer Program" should be updated, if there have been any changes.

On the first day in each DNR Office/County, please provide each auditor the following for the selected sites:

- Daily agendas including starting time and location
- List of Tree Farms selected (Note: The names of landowners and foresters we are expected to meet would be helpful but not critical to have in advance.)
- Management plans for the selected tracts
- Example timber harvest contracts (not required for all selections; a sample can be provided when we meet owners)
- Copies of the most recent inspection forms for the selected tracts

**Role of the American Tree Farm Program**

As a reminder, your organization is responsible for contacting ATFS and complying with all requirements before using or changing any Tree Farm Logo. Your contact is: [Kristina Duff, the Certification Manager at American Forest Foundation, at kduff@forestfoundation.org](mailto:kduff@forestfoundation.org).

**Agenda for Review**

Attached for your review is the tentative agenda that will guide the conduct of the audit. Please contact me via email or phone if you would like to recommend changes or have any questions regarding what is needed for the audit.

Thank you for selecting NSF International to provide your audit services.

Sincerely,

*Norman Boatwright*

Norman Boatwright  
Lead Auditor, NSF  
843-229-1851  
Nboatwright12@gmail.com



## Audit Agenda

### Type of Audit

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Readiness Review (Stage 1) | <input type="checkbox"/> Registration (Stage 2) | <input checked="" type="checkbox"/> Surveillance |
| <input type="checkbox"/> Reassessment               | <input type="checkbox"/> Transfer               | <input type="checkbox"/> Verification            |

### Audit Objectives

1. Review findings from past audits.
2. Determine whether the Group Organization’s administration and management remains in conformance with the requirements of ATFS Independently Managed Group Certification Requirements, ATFS document Number: ATFS-IMG-2015-2020.
3. Determine whether the forest management of the Group Members is in conformance with the AFF Standards, Core Performance Measures and Primary Indicators of the 2015-2020 Standards.

### Scope of Audit

AFF 2015-2020 Standards of Sustainability for Forest Certification and Guidance  
 American Tree Farm System® Independently Managed Group (IMG) Certification Standards 2015-2020  
 ATFS Eligibility Requirements  
 ATFS Logo Use Guidelines  
 AFF Disputes and Appeals Procedures

The scope statement to appear on the certificate is as follows:

Enrolled Wisconsin Managed Forest Law Program members. The ATFS Certificate Number is NSF-ATFP-1Y942.

### Audit Outline

Dates: June 12-16, 2017; June 11<sup>th</sup> travel day

Audit team - Norman Boatwright (ATFS lead), Beth Jacquemain (FSC lead), and Michelle Matteo (Team Auditor)

Six Audit Sites - Dodgeville, Richland Center, Spring Green, Baraboo, Poynette, and Prairie Du Chien Offices

FMU selection of active or completed timber sales within the last two years; stratified by acreage category per ATFS guidance. Total sample size of 6 Offices.

### Audit Logistics

Audit team - MSP arrival & departure;

Lodging has been booked by DNR;

Plans should be made to grab lunch in the morning or have lunch on site to expedite the visit;

Travel will occur in your vehicles each day during the audit. Audit team will have a vehicle for transportation to hotel location at the start and end of the audits.

### Certification Coordinator: Wisconsin DNR

Mark A. Heyde, Sustainable Forestry Certification Coordinator  
 Public and Private Forestry Section, Bureau of Forest Management  
 Wisconsin Department of Natural Resources  
 phone: (608) 267-0565 cell: (608) 220-9780 [mark.heyde@wisconsin.gov](mailto:mark.heyde@wisconsin.gov)

### Group Manager: Wisconsin DNR

Gerald (Jerry) Crow, Forest Tax Program Field Manager  
 Public and Private Forestry Section, Bureau of Forest Management  
 Wisconsin Department of Natural Resources  
 Phone: (715) 453-2188 x1260 cell: (715) 612-0980 [gerald.crow@wisconsin.gov](mailto:gerald.crow@wisconsin.gov)

**Audit Team:**

Norman Boatwright ATFS Lead Auditor for NSF	Cell: 843-229-1851	<a href="mailto:nboatwright12@gmail.com">nboatwright12@gmail.com</a>
Beth Jacqmain FSC Lead Auditor for SCS	Cell: 218-256-2959	<a href="mailto:bjackmain@scsglobalservices.com">bjackmain@scsglobalservices.com</a>
Michelle Matteo Audit Team Member	Cell: 413-265-3714	<a href="mailto:michellemarreo@gmail.com">michellemarreo@gmail.com</a>

**Schedule**

<b>12 – June – 2017</b>	
<b>FMU/Location/ sites visited</b>	<b>Activities/ notes</b>
(all auditors) 8:00 AM Dodgeville Service Center	Opening Meeting: Introductions, client update, review audit scope, audit plan, intro/update to FSC and SCS standards and protocols, review of open CARs/OBS, final site selection
9 a.m. Depart for field	Boatwright: Dodgeville
	Jackmain: Richland
	Matteo: Spring Green
<b>13 – June – 2017</b>	
<b>FMU/Location/ sites visited*</b>	<b>Activities/ notes</b>
Daily Schedule: 8 am to 4:30 pm	Boatwright: Dodgeville
	Jackmain: Richland
	Matteo: Spring Green
<b>14 – June – 2017</b>	
<b>FMU/Location/ sites visited*</b>	<b>Activities/ notes</b>
Daily Schedule: 8 am to 4:30 pm	Boatwright: Poynette
	Jackmain: Baraboo
	Matteo: Prairie Du Chien
<b>15 – June – 2017</b>	
<b>FMU/Location/ sites visited*</b>	<b>Activities/ notes</b>
Daily Schedule: 8 am to 4:30 pm	Boatwright: Poynette
Auditors travel to Madison	Jackmain: Baraboo
	Matteo: Prairie Du Chien
<b>16 – June – 2017</b>	
<b>FMU/Location/ sites visited*</b>	<b>Activities/ notes</b>
ATF Central Office Review 8-12 am Closing Meeting will be 1 pm Boatwright and Jacqmain only	Madison HQ: Closing Meeting Preparation: Auditors take time to consolidate notes and confirm audit findings. Closing Meeting and Review of Findings: Convene with all relevant staff to summarize audit findings, potential non-conformities and next steps
Auditors depart	



**Appendix 2:**  
**ATFS Public Summary Report**





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# Wisconsin Managed Forest Law Tree Farm Group

## 2017 ATFS Public Audit Report

### Introduction

The American Tree Farm System® (ATFS®) Program of the Wisconsin Managed Forest Law Tree Farm Group has achieved continuing conformance with the AFF 2015-2020 Standards of Sustainability for Forest Certification of Private Lands and the American Tree Farm System® Independently Managed Group (IMG) Certification Standards 2015-2010, according to the NSF Audit Process.

The Wisconsin Managed Forest Law Tree Farm Group was initially certified in 2004 and recertified in 2011 and in 2015, which involved an upgrade to the current standard. The Wisconsin Department of Natural Resources manages a Group Certification program for non-industrial forestland enrolled in the Managed Forest Law (MFL). MFL Group Certification focuses on DNR's administration of the group and quality of management on member land. There are approximately 47,652 orders included in this certification that total approximately 2,582,274 acres (January 2017). These tree farms are scattered across the state.

The audit was performed by NSF on June 12-16, 2017 by an audit team headed by Norman Boatwright (ATFS Lead) with Beth Jacquain (FSC Lead) and Michelle Matteo as the Team Auditors. Audit team members fulfill the qualification criteria for conducting ATFS Certification Audits contained in the AFF requirements. The objective of the audit was to assess conformance to the requirements of the American Tree Farm Program.

The scope of the audit included the enrolled Wisconsin Managed Forest Law Program members in the Southwestern Counties of the State of Wisconsin that elected to take part in the certification. Forest practices that were the focus of field inspections included those that have been under active management over the planning period of the past 5 years. In addition, practices conducted earlier were also reviewed as appropriate (regeneration and BMP issues, for example). The management obligations of the group were also reviewed.

All of the indicators are within the scope and none were modified.

### Audit Process

NSF initiated the audit process with a planning call and extensive follow up relative to site selection and to prepare a detailed audit plan. NSF then conducted the audit to the ATFS Standards. A report was prepared and final approval was done by an independent Certification Board Member assigned by NSF. Follow-up or Surveillance Audits are required. The next Surveillance Audit should be scheduled for June 2018.

The process was governed by a detailed Audit Plan designed to enable the audit team to determine conformance with the applicable ATFS requirements. The plan included detailed provisions for the assembly and review of audit evidence consisting of documents, tract files, maps, reports, interviews, and on-site inspections of planned, ongoing or completed forest practices.

During the audit, NSF reviewed a sample of the written documentation assembled to provide objective evidence of conformance. NSF also selected field sites for inspection based upon the risk of environmental impact, likelihood of occurrence, special features, and other criteria outlined in the SOP. NSF selected and interviewed stakeholders such as landowners, Certified Plan Writers (CPWs), forestry consultants, other interested parties and interviewed employees within the organization to confirm that the ATFS Standard was understood and actively implemented.

The possible findings of the audit included Exceed the Basic Requirements, Full Conformance, Major Non-conformance, Minor Non-conformance, and Opportunities for Improvement.

### Overview of 2016 Audit Findings

Wisconsin Managed Forest Law Tree Farm Group's ATFS Program was determined to be in full conformance with the AFF (2015-2020) Standards of Sustainability and Independently Managed Group (IMG) Standard. The program has been recommended for continued certification.

There were no Major or Minor Non-conformances, an Opportunity for Improvement, and two areas where the program continues to exceed the requirements identified during the audit.

### 2017 Opportunity for Improvement

ATFS 4.1.1 Landowner shall implement specific state forestry BMPs that are applicable to the property.

There is an opportunity to improve the use of Wisconsin's Forestry Best Management Practices for Water Quality relative to water bar installation on skid trails and haul roads.

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**Exceed the Basic Requirements:****3.1 Ongoing Monitoring**

- a. The Group Organization must establish and maintain a procedure and schedule for conducting ongoing monitoring of conformance with the AFF Standards.

*The WisFIRS program was developed internally by DNR and allows foresters to schedule mandatory practices and generates alerts when the practice implementation is due. It allows foresters to store data collected in the field, plan for and track completed treatments (e.g. timber sales), report accomplishments and calculate the financial aspects of the timber sales, to name a few. This application manages core business functions for public and private forest management in Wisconsin, serving hundreds of DNR staff as well as DNR's partners (county foresters and certified plan writers). Due to the importance of knowing where on the landscape practices are being done, geographical information systems (GIS) is being integrated throughout the system.*

Standard 8: Forest Product Harvests and Other Activities, Performance Measure 8.1

**Indicator 8.1.1** The Wisconsin MFL Program demonstrated exemplary levels of support for programs that ensure professional forestry advice is readily available in many forms.

**Status of the 2016 Opportunities for Improvement**

IMG 3.1 Ongoing Monitoring a. The Group Organization must establish and maintain a procedure and schedule for conducting ongoing monitoring of conformance with the AFF Standards.

**There is an Opportunity for Improvement for more guidance and/or training regarding the cutting notice and cutting report processes, and how deviations from ATF (and/or MFL) requirements are to be handled.**

Finding: See 3.1.a above.

IMG 3.1 Ongoing Monitoring c. The Group Organization must review conformance to the AFF Standards and document the relevant findings.

**There is an Opportunity for Improvement to clarify the impacts of the cutting notice and cutting report process changes on the variability of implementation of sound forestry practices and thus on the nature and extent of monitoring/internal auditing.**

Finding: Confirmed by review of the WI DNR MFL Group Internal Audit Plan and Report that conformance is monitored and findings documented.

ATFS Indicator 3.1.1 Harvested forest land shall achieve adequate stocking of desired species reflecting the landowner's objectives, within five years after harvest, or within a time interval as specified by applicable regulation.

**There is an Opportunity for Improvement in the use of regeneration monitoring information as part of an adaptive approach to resource management.**

Finding: The MFL program tracks all regeneration harvests. If regeneration is suspected to be an issue, foresters schedule in WisFIRS a "mandatory practice" inspection five years after such harvests to ensure adequate stocking is achieved.

Natural regeneration is visually monitored by foresters when assessing each ownership. The WisFIRS program has the capability to track regeneration harvests and schedule a "mandatory practice" inspection five years after such harvests in even-aged types to ensure adequate stocking is achieved. When natural regeneration may not provide adequate stocking (high risk sites), the ownership is identified in the database for a surveillance visit to monitor regeneration.

Performance Measure 4.2

Landowner shall consider a range of forest management activities to control pests, pathogens and unwanted vegetation.

**There is an Opportunity to Improve efforts to control invasive exotic plants.**

Finding: Foresters prescribe restrictions on harvesting during oak wilt season and other measures such as stocking control or matching species to site so as to maintain healthy, vigorous stands. Cutting Notices routinely specify prescriptions to address invasive plants. Invasive plants were observed on many sites.

Currently the MFL Program primarily works to address invasives through recommendations for treatment as non-mandatory practices. If however invasives are a factor affecting successful establishment of regeneration following an even-aged regeneration harvest, MFL can require mandatory competition control to ensure the stand retains adequate commercial species stem densities to remain in a productive condition. The Forest Tax Section will be working on a guidance strategy to establish consistency in communications for recommending invasives treatment, versus requiring invasives treatment as a sound forestry practice to meet MFL statutory terms.

The Wisconsin Legislature created the Wisconsin Invasives Species Council to assist the WIDNR in establishing a statewide program to control invasive species. Their website <http://invasivespecies.wi.gov/> provides information related to awareness and activities, but most importantly, provides an interactive list with links to government agencies and private foundations that provide cost-



sharing and grants for invasives control. WIDNR maintains a website providing further information and resources for the private landowner <http://dnr.wi.gov/topic/Invasives/classification.html>.

An additional WIDNR website provides Best Management Practices information for all invasive species <http://dnr.wi.gov/topic/Invasives/bmp.html> and includes a link to the Wisconsin Council on Forestry's website which details Best Management Practices for invasive species found specifically in the forest environment <http://www.wisconsinforestry.org/initiatives/other/invasive-species-bmps/forestry-bmps>.

Performance Measure 5.4 Where present, forest management activities should maintain or enhance forests of recognized importance.

**While T&E species, archeological sites and caves are considered, there is an Opportunity for Improvement in the use of the Wisconsin Wildlife Action Plan and the Conservation Opportunity Areas approach to meet the ATF requirements for Forests of Regional Conservation Importance.**

Finding: The DNR Cutting Notices describe the results of reviews for several categories of special sites that could be related to forests of recognized importance. These special site review categories include Natural Heritage Sites, Archaeological, Cultural and Historic sites.

The Wildlife Action Plan and the Ecological Landscapes of Wisconsin are published reference tools that are primarily used by resource management professionals, but are also available to landowners and the general public, when preparing management plans and prescribing management activities from both stand level and larger landscape level perspectives. Consultation with those publications can provide guidance to ensure that wildlife and other natural resources present on the parcel and within similar ecological landscapes and habitats that may be most in need of management and protection receive consideration and attention during planning and implementation of management activities.

CPW's utilize both resources in MFL management plan preparation for general guidance. For guidance specific to an individual property at time of management plan preparation, searches of the Natural Heritage Inventory database are done to identify those species that may be present on or near the property. For more fine-tuned information, an NHI database search is conducted immediately prior to submission of a Cutting Notice to ensure that the species information is as up-to-date as the database information for the locality and time period.

Training and information outreach on use of both resources is accomplished in several venues.

**For additional information contact:**

Norman Boatwright	Daniel Freeman	Mark Heyde
NSF Forestry Program Manager	NSF Project Manager	Sustainable Forestry Coordinator
PO Box 4021 Florence, SC 29502	789 N. Dixboro Road Ann Arbor, MI 48105	
843-229-1851	734-214-6228	608-267-0565
<a href="mailto:nboatwright12@gmail.com">nboatwright12@gmail.com</a>	<a href="mailto:dfreeman@nsf.org">dfreeman@nsf.org</a>	<a href="mailto:mark.heyde@wisconsin.gov">mark.heyde@wisconsin.gov</a>

END OF SUMMARY REPORT



**Appendix 3:  
ATFS Audit Checklists**



# American Tree Farm System Standard 2015-2020 IMG Checklist

1Y942 - Wisconsin Managed Forest Law Tree Farm Group

Name of Group Manager: Wisconsin DNR Managed Forest Law Program

Date of audit: June 12-16, 2017

### Audit Type

- Full Review
  Partial Review (Surveillance Audit)
- Regional Groups (RG)
  Independent Management Groups (IMG)

Logo use requirements under ATFS are met

- N/A
  Conforms
  Exceeds
  O.F.I.
  Minor NC
  Major NC

Audit Notes: ATFS logo is used on the DNR's website. No issues were observed.

Information from external parties about this program was reviewed

- N/A
  Conforms
  Exceeds
  O.F.I.
  Minor NC
  Major NC

Audit Notes: Interviews with a logger Tree Farm owners did not identify any issues.

[For IMGs only]: Program categorized group member into one of 3 categories for types of group members

- N/A
  Conforms
  Exceeds
  O.F.I.
  Minor NC
  Major NC

Audit Notes: Group members are categorized correctly into Category 1.

## Section 1: Group Organization Administration

### 1.1 Legal and General Requirements

a. The Group Organization must be a legal entity competent to sign agreements with Group Members and to enter into binding contracts with Certification Bodies and other outside entities.

- N/A
  Conforms
  Exceeds
  O.F.I.
  Minor NC
  Major NC

Audit Notes: The WIDNR is a legal entity created by the state legislature (Wis. Stat. s. 15.34). Chapter 21 of the Forest Tax Law Handbook contains the following relevant sections:

- Group Administration
- Group Membership Fees
- Group Membership for New MFL Orders and Transferred Lands

b. The Group Organization must identify Group Members' category.

I. The Group Organization *must* document the group member category (see above section on Group Member types).

- N/A
  Conforms
  Exceeds
  O.F.I.
  Minor NC
  Major NC

Audit Notes: Group member category is declared in the revised Forest Tax Law Handbook, Chapter 21 p21-2: Group members within the MFL Certified Group are declared to be in Category 1, which means that group members retain all decision making responsibility for land management practices.

II. The Group Organization *must* describe roles and responsibilities of the Group Manager and Group Members with respect to forest management decisions and actions with respect to the implementation of the AFF Standards (e.g. plan development, harvesting, monitoring, etc.)

- N/A
  Conforms
  Exceeds
  O.F.I.
  Minor NC
  Major NC

Audit Notes: Forest Tax Law Handbook, Chapter 21:  
The Group Organization – Roles and Responsibilities

- Group Manager (21-4)

- DNR Service Forester (21-4)
- Cooperating Foresters (21-5)
- Group Members (21-6)

III. The Group Organization *must* have a written commitment to sustainable forestry and conformance to the AFF Standards.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: As documented in the Forest Law Handbook, DNR is committed to conform to ATFS principles, criteria and performance measures in the administration of the Managed Forest Law. Inspected the Authority and Purpose Section of the Handbook. Until a recent legislative change MFL participants who elected not to depart from the MFL Certified Group also agreed to conform to ATFS standards. The change to an Opt-in approach was implemented for the 2017 entries and transfers tabulated in November 2016 and effective 1/1/2017 and was confirmed during the audit.

IV. The Group Organization *must* ensure Group Members have a written commitment to sustainable forestry and conformance to the AFF Standards of Sustainability.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: A commitment statement is found in the revised MFL Application Form R10-15 and in the revised Managed Forest Law Ownership Change Form 2450-159 (R07-16).  
MFL Landowners can opt-in or out of the MFL Certified Group at any time by filing the Managed Forest Law Group Application/Departure Request Form (DNR Form 2450-192 R10/15). Landowners are not allowed to repeatedly opt-in and out, to ensure that they are not using this option to avoid certification requirements.

## 1.2 Roles & Responsibilities

a. The Group Organization must adhere to ATFS eligibility requirements and may further define membership parameters for their Group, if desired.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: WIDNR has further defined its group membership parameters including:

- Own 10 (20 for new applications) to 2,470 acres (1,000 hectares) of MFL lands
- Have an MFL Forest Stewardship Plan for the land. "MFL large ownerships" as defined in chapter NR 46.18(4), Wis. Adm. Code are not eligible to join the MFL Certified Group. Such large ownerships (generally companies with their own professional forestry staff or retained access to forestry consulting services) should seek forest certification on their own and not through the MFL Program.
- Designate an entire MFL Order to be certified. Land enrolled under a single MFL order may be either in or out of the MFL Certified Group, but a single MFL order cannot have a portion which is certified and a portion which is not.

The Eligibility Section of Chapter 21 is undergoing revision to align the requirements with the new law, including a minimum of 20 contiguous acres for new contracts. The new requirements are in place and the handbook is open for public review and comment.

b. The Group Organization must designate a Group Manager(s) that is responsible for overseeing all of the administrative details of ATFS Group Certification and for ensuring compliance with all applicable requirements.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Gerald Crow, Forest Tax Law Field Manager is also acting in the role of group manager until the Division of Forestry Forest Tax Law Policy Chief/Specialist position is filled. The entire Division of Forestry is scheduled for reorganization effective July 1, 2017 and all positions haven't been filled.

Per Chapter 21 of the Tax Law Handbook:

The Division of Forestry Forest Tax Law Policy Chief is designated as the group manager who administers the affairs of the MFL Certified Group. More broadly, the group manager may delegate authority to the DNR Forest Certification Coordinator, other central office staff, district staff and cooperating foresters. The group manager (including delegated roles):

- Maintains the records of the group organization.
- Track participation in the MFL Certified Group with the MFL master database.
- Processes applications for membership into the group organization.
- Conducts ongoing monitoring of conformance of group administration and members with the ATFS and FSC standards.
- Applies for certification on behalf of landowners in the MFL Certified Group and selects an accredited certification body to conduct the certification audit.
- Represents the group organization throughout the audit process.
- Maintains the ATFS and FSC group certificate on behalf of the group organization and controls the claims that the group organization can make.
- Is responsible for making sure that any public claims about the independent certification are accurate and truthful, and consistent with truth in advertising guidelines. (Use of applicable logos shall be in accordance with ATFS and FSC guidelines.)
- Is responsible for ensuring timely reporting and payment of fees to ATFS and FSC.

**1.3 Group Membership**

a. The Group Organization must inform Group Members of any and all fees associated with administration of the Group, if any, when they join the group organization.

- N/A     
  Conforms     
  Exceeds     
  O.F.I.     
  Minor NC     
  Major NC

Audit Notes: WIDNR does not charge any fees to MFL owners. This is documented in the MFL fact sheet.

b. The Group Organization must hold the ATFS Certificate on behalf of the Group Members.

- N/A     
  Conforms     
  Exceeds     
  O.F.I.     
  Minor NC     
  Major NC

Audit Notes: WIDNR does hold the Certificate on behalf of the Group. Confirmed by review of the certificate: Wisconsin Managed Forest Law Tree Farm Group, NSF-ATF-1Y942 expiry 8/7/2019.

c. The Group Organization must follow the ATFS logo use guidelines and ensure proper use of promotional claims about the Group Certification.

- N/A     
  Conforms     
  Exceeds     
  O.F.I.     
  Minor NC     
  Major NC

Audit Notes: Wisconsin DNR correctly uses the ATFS logo on the website, including the diamond and "American Tree Farm System<sup>®</sup>" statement.

The WIDNR Sustainable Forestry Certification Coordinator is aware of the requirements regarding promotional claims and regularly reviews documents for consistency with requirements. This increased awareness and effort is partially in response to a previous OFI.

d. The Group Organization must issue a document to each Group Member that confirms the Group Member participation and coverage by the scope of the third-party certificate.

- N/A     
  Conforms     
  Exceeds     
  O.F.I.     
  Minor NC     
  Major NC

Audit Notes: The "Order of Entry" letter to each new or transferred MFL Contract includes a statement regarding membership in the ATF Group.

In addition, the application for enrollment in the MFL program has a check box:

"I/We elect to participate in the MFL Certified Group and agree to abide by the land management requirements as described in the current forest certification standards for both the American Tree Farm System<sup>®</sup> and the Forest Stewardship Council<sup>®</sup>. I/We understand that entering into the MFL Certified Group allows forest products to be marketed as "certified".

**1.4 Group Member Entry & Departure from the Group Organization**

a. The Group Organization must ensure that Group Members are notified that they are subject to all of the requirements and privileges of membership in the American Tree Farm System<sup>®</sup>. Under this requirement, category 1 Group Members must be notified to the individual landowner level and category 2 Group Members must be notified to the portfolio level.



N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: All participants are Group 1 members. The application for enrollment in the MFL program has a check box:  
"I/We elect to participate in the MFL Certified Group and agree to abide by the land management requirements as described in the current forest certification standards for both the American Tree Farm System® and the Forest Stewardship Council®. I/We understand that entering into the MFL Certified Group allows forest products to be marketed as "certified".  
A one page information sheet has been developed "MFL and Forest Certification- What does joining the MFL certified group mean for me?"

b. The Group Organization must define and administer a procedure for admitting Group Members.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Procedures for admitting group members are the same as for admittance into MFL. These procedures are extensive and found in various portions of the "Tax Law Handbook". Proper implementation of these procedures was confirmed during the audit.

c. The Group Organization must maintain a procedure for expelling Group Members if they do not meet the requirements of the AFF Standard, and are not willing or able to take appropriate corrective action.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: From Chapter 21:

Deactivation from the MFL Certified Group

MFL Certified Group membership for an MFL Order may be deactivated under any of the following circumstances following appropriate procedures as outlined in Chapter 60 on Enforcement:

1. Voluntary withdrawal from MFL
2. Involuntary MFL withdrawal
3. MFL order expiration
4. Use of an FSC prohibited, highly hazardous pesticide except on a food plot that has been excised from the MFL group certificate.
5. Planting FSC-prohibited Genetically Modified Organisms (GMOs) in a forest except on a food plot that has been excised from the MFL group certificate.
6. Mixing forest products harvested from non-MFL Certified Group land with MFL Certified Group wood to falsely claim the non-MFL products under the MFL Chain of Custody certification
7. Willful or blatant violations of Wisconsin Forestry Best Management Practices
8. Refusal to allow forest certification auditors or DNR staff onto the property for the purpose of conformance reviews
9. Deliberate or repeated violations of federal, state or local laws and regulations applicable to forest management
10. Inappropriate use of certification logos or trademarks
11. Deliberate or manifest nonconformance with other forest certification indicators

Confirmed 5 members were expelled in 2016.

d. The Group Organization must maintain and update the membership list and ATFS database to reflect entries and departures of Group Members from the Group Organization.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The Wisconsin DNR website has a web page with a pdf document of the list of the current IMG members, as of February 23, 2017.

Information about departures is maintained in the History database.





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**1.5 Dispute Resolution**

a. The Group Organization must have a procedure for addressing and resolving disputes regarding conformance with the AFF Standards between and among the Group Members and the Group Organization pertaining to Tree Farm certification.

- N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The Forest Tax Law Handbook has a section titled: Enforcement and Dispute Resolution Process (21-10).

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b. The Group Organization must follow and conform to the AFF Dispute Resolution Policy and assist ATFS in resolving any such complaints.

- N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Review of the WIDNR's dispute resolution process conforms to the AFF Policy. Most enforcement cases are related to the MFL Law.

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**1.6 Maintaining Records of Group Member**

a. The Group Organization must maintain internal Group Member records and provide updated information on a regular basis to the ATFS Database.

- N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: WIDNR maintains a database that contains all required information about current members. Information is provided to ATFS on an annual basis.

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**Section 2: Requirements of Participation in the American Tree Farm System®**

**2.1 Access to the AFF Standards**

a. The Group Organization must make the AFF Standards of Sustainability for Forest Certification accessible to Group Members.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: Confirmed the Standards are accessible via external links on WIDNR’s website. The current AFF Standard was inspected on the web link.

**2.2 Conformance with AFF Standards**

a. The group organization must have a procedure for evaluating conformance with AFF Standards prior to property enrollment under the group certificate.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: Procedures for admitting group members are the same as for admittance into MFL. These procedures are extensive and found in various portions of the “Tax Law Handbook”, Chapter 21.

b. Management Plan: The Group Organization must ensure that each Group Member either has an individual management plan or is covered by a larger group management plan where responsibility for management has been delegated to a Category 2 with a qualified natural resource professional.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: WIDNR requires that each group member have a current individual management plan. DNR provides potential group members with a list of Certified Plan Writers, which is also available through the on-line “Find a Forester” tool.

Tree Farm site visits confirmed management plans were in place.

**2.3 Eligibility**

a. The Group Organization must have a procedure for evaluating eligibility according to the ATFS Eligibility Requirements prior to property enrollment under the group certificate.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: Procedures for admitting group members are the same as for admittance into MFL. These procedures are extensive and found in various portions of the “Tax Law Handbook”.



### Section 3: Internal Monitoring and Reporting

#### 3.1 Ongoing Monitoring

a. The Group Organization must establish and maintain a procedure and schedule for conducting ongoing monitoring of conformance with the AFF Standards.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The DNR Annual Reports and Internal Reviews Section of the Handbook (21-15) describes the process conducting ongoing monitoring: *On a rotating basis, the Forest Tax Program will conduct an annual internal audit among the DNR districts. Central office staff and a regional representative will visit a selection of field stations to discuss MFL and MFL Certified Group administration. Topics will include ATFS and FSC-specific requirements, administrative consistency, record keeping, stewardship planning, timber sale monitoring, working relationships with landowners and cooperating foresters, cooperation with other agencies, field visits and other activities. The group manager will summarize the findings, areas needing improvement and commendations in a report for the November Field Operations Team. Items that require policy decisions will be sent to the Forestry Leadership Team.*

**Exceeds:** The WisFIRS program was developed internally by DNR and allows foresters to schedule mandatory practices and generates alerts when the practice implementation is due. *It allows foresters to store data collected in the field, plan for and track completed treatments (e.g. timber sales), report accomplishments and calculate the financial aspects of the timber sales, to name a few. This application manages core business functions for public and private forest management in Wisconsin, serving hundreds of DNR staff as well as our partners (county foresters and certified plan writers). Due to the importance of knowing where on the landscape practices are being done, geographical information systems (GIS) is being integrated throughout the system.*

b. IMG Inspectors of the Group Organization conducting internal monitoring must have completed the current ATFS Tree Farm Inspector training course.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Confirmed the internal auditors, Mark Heyde and Gerry Crow are qualified inspectors.

c. The Group Organization must review conformance to the AFF Standards and document the relevant findings.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Confirmed by review of the WI DNR MFL Group Internal Audit Plan and Report.

d. Where a non-conformance is identified during ongoing monitoring, the Group Organization must document the non-conformity and work with the Group Member and other appropriate parties to take corrective action.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: A non-conformance and 2 opportunities for improvement were issued and documented during the 2017 internal audit. The non-conformance focused on following instructions relative to updating older management plans.

e. The Group Organization must ensure implementation of the corrective action and monitor conformity as part of the regular schedule of internal monitoring.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The internal audit report and NC was addressed during the annual management review conducted April 4, 2017 and attended by Mark, Gerry, the Tax Section Team leader, Section Chief and FM Bureau Director.

#### 3.2 Annual Reporting to the American Tree Farm System

a. The Group Organization must adhere to the annual reporting requirements as defined by ATFS and maintain copies of past annual reports.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The reports were sent to ATF on 2/28/16; the response was confirmed by AFF. A copy of the report was reviewed and confirmed the presence of past reports are on file.



**Section 4: Independent Audit**

**4.1 Managing the Group Certification Process**

a. The Group Organization *must* contract with an accredited Certification Body to conduct the independent certification. The accredited certification body is required to conduct the audit according to accreditation rule, #27 under ANSI – American National Accreditation Body or the Standards Council of Canada.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: WIDNR has contracted with NSF to conduct the independent certification according to the ANSI accreditation rules.

b. The Group Organization *must* coordinate the independent audit procedure to ensure the Certification Body has access to sufficient information and Group Member properties to determine conformance to the AFF Standard and ATFS Group Certification Standard.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: During the 2015 audit all requested information was provided by DNR staff. The WisFIRS\* system and associated computer programs, databases, and tools integrate easily and ensure that all involved, including third-party auditors, have ready access to key information.

c. If the certification audit results in a non-conformity, the Group Organization *must* work with all appropriate parties to take corrective action and ensure timely implementation.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: NCs have not been issued for the past 2 years. OFIs issued during the 2016 audit were adequately addressed.

d. The Group Organization *must* submit a copy of the ATFS Certificate and a summary of the audit report that is appropriate for public distribution to ATFS.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: Confirmed that this information was provided by reviewing the transmittal email.

e. The Group Organization *must* keep the Group Organization’s program up-to-date and in ongoing conformance with the AFF Standards.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: The MFL Program has been updated regularly and appears to be in on-going conformance.

(End IMG Checklist)



# American Tree Farm System Standard 2015-2020 Audit Checklist

1Y942 - Wisconsin Managed Forest Law Tree Farm Group

Name of Group Manager: Wisconsin DNR Managed Forest Law Program

Date of audit: June 12-16, 2017

## Standard 1: Commitment to Practicing Sustainable Forestry

**Landowner** demonstrates commitment to **forest health** and **sustainability** by developing a forest **management plan** and implementing sustainable practices.

### Performance Measure 1.1

**Landowner** shall have and implement a written forest **management plan** consistent with the size of the forest and the **scale** and intensity of the forest activities.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Enrolled MFL properties audited have written plans that are consistent with forest size and landowner objectives as well as the scale and intensity of activities, which are often modest. Management plans reflect not only the landowner's specific plan, but the other procedures and programs of the DNR's MFL Program. The partnership between the WIDNR and Cooperating Foresters provides landowners with excellent advice and service.

All properties audited had written plans that were consistent with forest size and objectives.

#### Indicator 1.1.1

**Management plan** shall be active, adaptive and embody the **landowner's** current objectives, remain appropriate for the land certified and reflect the current state of knowledge about natural resources and **sustainable forest management**.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Plans are updated at the time a harvest (on the Cutting Notice) or practice is implemented, at the end of the order period, or at other times as needed. WisFIRS System is now fully implemented and automatically updates Management Plans following an activity. A GIS module is in place on public lands and will hopefully be available for private lands soon.

The use of the formal "Cutting Notice" portion of the form 2450 is an important mechanism driving plan currency. Good relationships between DNR's staff of "Private Lands Foresters" and the consulting foresters who are either "Certified Plan Writers" and/or "Cooperating Consultants" helps ensure that accurate, timely information about forest conditions is provided to the DNR foresters who enter update information into the WISFIRS database. Recent legislation affecting the operation of the MFL Program may impact the quality and reliability of cutting notice information used to update plans or other aspects of program operations. Future audits must include a thorough review of the impacts of any changes in the program.

#### Indicator 1.1.2

**Management plans** shall describe current forest conditions, **landowner's objectives**, management activities aimed at achieving **landowner's objectives**, document a feasible strategy for activity implementation and include a map accurately depicting significant forest related resources.

The forest management plan shall demonstrate consideration of the following resource elements: forest health, soil, water, wood and fiber production, threatened and endangered species, **special sites**, **invasive species** and **forests of recognized importance**.

Where present and relevant to the property, the plan shall describe management activities related to these resource elements.

Where present, relevant to the property, and consistent with **landowner's objectives**, the plan preparer should consider and describe and evaluate the following resource elements: fire, wetlands, **desired species**, recreation, forest aesthetics, biomass and carbon.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: There are several elements to the "plans", including:

- Managed Forest Lands – Stewardship Forestry Plan (more-recent), or
- Managed Forest Law Management Plan (Form 2450-132, older)

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- Managed Forest Law Map (Form 2450-133)
  - Land Exam and Practices Report (Form 2450-128)
  - Cutting Notice & Report of Wood Products from Forest Crop and Managed Forest Lands (Form 2450-032)
  - NHI data and associated maps
  - Archeological data

DNR's current policy is to update management plans under the following conditions:

- When closing out management practices after completion or when scheduled practices are not ready and/or needed.
- When new landowners purchase MFL lands and have new management goals.
- When current landowners request a change in their management plan due to changing management goals.
- When natural events occur that affect management practices as currently written (ex. Tornado, flooding, or other natural event change the stand conditions).

All plans clearly state objectives, describe stand conditions and prescriptions for achieving implied desired conditions, include and include lists of actions and maps. The strategy for implementation is clear in the recently-written plans but not the older ones.

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Indicator 1.1.3

**Landowner** should monitor for changes that could interfere with the management objectives as stated in **management plan**. When problems are found, reasonable actions are taken.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Monitoring is done by landowners, by their consulting foresters, supplemented by monitoring done by Wisconsin DNR Private Lands Foresters. Several of the plans were updated, some due to changes on properties. Monitoring includes stand assessments done to prepare "Cutting Notices", at which time the initial prescription can be modified to match conditions; harvests are occasionally deferred.

Several tree farms visited had plans revised in response to storm damage and oak wilt.

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**Standard 2: Compliance with Laws**

Forest management activities comply with all relevant federal, state and local laws, regulations and ordinances.

**Performance Measure 2.1**

**Landowner shall** comply with all relevant federal, state, county and municipal laws, regulations and ordinances governing forest management activities.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: The audit did not identify any evidence of non-compliance with laws.

Indicator 2.1.1

**Landowner shall** comply with all relevant laws, regulations and ordinances and will correct conditions that led to **adverse regulatory actions**, if any.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: The audit did not identify any evidence of non-compliance with laws.

Indicator 2.1.2

**Landowner** should obtain advice from appropriate **qualified natural resource professionals** or **qualified contractors** who are trained in, and familiar with, relevant laws, regulations and ordinances.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: Landowners obtain advice from Qualified Natural Resource professionals that are trained in support of regulatory compliance, including advice provided by DNR and other agencies with expertise.

Plans are developed by foresters who are "Certified Plan Writer" trained, and reviewed & approved by Wisconsin DNR Private Lands Foresters. In addition the MFL program mails information about mandatory practices or changes in the program to each participant regularly. The Wisconsin DNR also provides a significant amount of information on the department's website.



**Standard 3: Reforestation and Afforestation**

**Landowner** completes timely restocking of **desired species** of trees on harvested sites and non-stocked areas where tree growing is consistent with land use practices and the **landowner’s objectives**.

**Performance Measure 3.1**

Reforestation or afforestation shall be achieved by a suitable process that ensures adequate stocking levels.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: Adequate regeneration was observed on most sites.

Indicator 3.1.1

Harvested forest land shall achieve adequate stocking of **desired species** reflecting the **landowner’s objectives**, within five years after harvest, or within a time interval as specified by applicable regulation.

- N/A
- Conforms
- Exceeds
- O.F.I.
- Minor NC
- Major NC

Audit Notes: The MFL program tracks all regeneration harvests. Foresters may schedule a “mandatory practice” inspection five years after such harvests to ensure adequate stocking is achieved.

Natural regeneration is visually monitored by foresters when assessing each ownership. The MFL program has the capability to track regeneration harvests and schedule a “mandatory practice” inspection five years after such harvests in even-aged types to ensure adequate stocking is achieved. When natural regeneration may not provide adequate stocking (high risk sites), the ownership is identified in the database for a surveillance visit to monitor regeneration.





**Standard 4: Air, Water and Soil Protection**

Forest management practices maintain or enhance the environment and ecosystems, including air, water, soil and site quality.

**Performance Measure 4.1**

**Landowner shall** meet or exceed practices prescribed by **state forestry Best Management Practices (BMPs)** that are applicable to the property.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Field observations during the 2016 audit indicated that Wisconsin forestry Best Management Practices (BMPs) were generally implemented as appropriate.

Indicator 4.1.1

**Landowner shall** implement specific **state forestry BMPs** that are applicable to the property.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Field observations during the 2017 audit showed consistent implementation of BMPs. The most commonly applied BMPs were harvest planning, use of no-cut or no-equipment buffers, and the selection of appropriate season or weather (dry or frozen soils, for example) for harvesting, SMZ identification and adequate stream crossings.

**OFI:** Five site visits observed a lack of water bars or improperly installed water bars on steep slopes on haul roads and skid trails that exhibited slight to moderate amounts of sediment eroding and moving down the slope. No water quality issues were identified.

Issues were identified on the following tree farms:

57-095-2004 Wickham

- main trail seeded, no water bars - sediment moved downhill into pond buffer
- 200' skid trail on extremely steep slope – no water bars present (no seeding) , slight soil movement

12-034-2014 Hurter Trust

- some sedimentation downhill at one location, limited water bars, no receiving water body present

12-016-1996 Degelau

- secondary skid trail present on a slope with no water bars installed

12-013-2003 McDevitt

- secondary skid trail present on a slope with no water bars installed

11-015-2005 Lyons

- water bars improperly installed on main haul road resulting in road erosion; no water quality issues

There is an opportunity to improve the use of Wisconsin’s Forestry Best Management Practices for Water Quality relative to water bar installation on skid trails and haul roads.

Indicator 4.1.2

**Landowner shall** minimize road construction and other disturbances within riparian zones and wetlands.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Properties inspected had well-designed and maintained roads (often mowed) that respected (minimized impacts in) riparian zones. Roads on some properties were seeded to control soil movement. Culverts were stabilized using rip rap, silt fences, and seeding.

**Performance Measure 4.2**

**Landowner shall** consider a range of forest management activities to control pests, pathogens and unwanted vegetation.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Foresters prescribe restrictions on harvesting during oak wilt season and other measures such as stocking control or matching species to site so as to maintain healthy, vigorous stands. Cutting Notices routinely specify

prescriptions to address invasive plants. Invasive plants were observed on many sites.

Currently the MFL Program primarily works to address invasives through recommendations for treatment as non-mandatory practices. If however invasives are a factor affecting successful establishment of regeneration following an even-aged regeneration harvest, MFL can require mandatory competition control to ensure the stand retains adequate commercial species stem densities to remain in a productive condition. The Forest Tax Section will be working on a guidance strategy to establish consistency in communications for recommending invasives treatment, versus requiring invasives treatment as a sound forestry practice to meet MFL statutory terms.

The Wisconsin Legislature created the Wisconsin Invasives Species Council to assist the WIDNR in establishing a statewide program to control invasive species. Their website <http://invasivespecies.wi.gov/> provides information related to awareness and activities, but most importantly, provides an interactive list with links to government agencies and private foundations that provide cost-sharing and grants for invasives control. WI DNR maintains a website providing further information and resources for the private landowner <http://dnr.wi.gov/topic/Invasives/classification.html>.

An additional WIDNR website provides Best Management Practices information for all invasive species <http://dnr.wi.gov/topic/Invasives/bmp.html> and includes a link to the Wisconsin Council on Forestry's website which details Best Management Practices for invasive species found specifically in the forest environment <http://www.wisconsinforestry.org/initiatives/other/invasive-species-bmps/forestry-bmps>.

Indicator 4.2.1

**Landowner** should evaluate alternatives to pesticides for the prevention or control of pests, pathogens and unwanted vegetation to achieve specific management objectives

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Herbicides are rarely used on the tracts that were inspected.

Indicator 4.2.2

**Pesticides** used shall be EPA-approved and applied, stored and disposed of in accordance with EPA-approved labels and by persons appropriately trained, licensed and supervised.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Very little herbicide use was evident, and most lands have not had such treatments.

**Performance Measure 4.3**

When used, **prescribed fire** shall conform with **landowner's objectives** and pre-fire planning.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Prescribed fire is generally not used in this are for oak or northern hardwood management. The use of prescribed fire was noted on the Pickhardt tree farm where the landowner burned the sale area to reduce competition and promote oak regen.

Indicator 4.3.1

**Prescribed fire** shall conform with the **landowner's objectives** and state and local laws and regulations.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: No issues were identified at the Pickhardt burn.



**Standard 5: Fish Wildlife, Biodiversity and Forest Health**

Forest management activities contribute to the conservation of **biodiversity**.

**Performance Measure 5.1**

Forest management activities shall protect habitats and communities occupied by **threatened or endangered** species as required by law.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

Indicator 5.1.1

**Landowner** shall confer with natural resource agencies, state natural resource heritage programs, **qualified natural resource professionals** or review other sources of information to determine occurrences of **threatened or endangered** species on the property and their habitat requirements.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

Indicator 5.1.2

Forest management activities shall incorporate measures to protect identified **threatened or endangered** species on the property.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

**Performance Measure 5.2**

**Landowner** should address the **desired species** and/or desired forest communities when conducting forest management activities, if consistent with **landowner’s objectives**.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

**Performance Measure 5.3**

**Landowner** should make practical efforts to promote **forest health**.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

Indicator 5.3.1

**Landowner** should make practical efforts to promote **forest health**, including prevention, control or response to disturbances such as wildland fire, **invasive species** and other pests, pathogens or unwanted vegetation, to achieve specific management objectives.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.



**Performance Measure 5.4**

Where present, forest management activities should maintain or enhance **forests of recognized importance**.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The DNR Cutting Notices describe the results of reviews for several categories of special sites that could be related to forests of recognized importance. These special site review categories include Natural Heritage Sites, Archaeological, Cultural and Historic sites.

The Wildlife Action Plan and the Ecological Landscapes of Wisconsin are published reference tools that are primarily used by resource management professionals, but are also available to landowners and the general public, when preparing management plans and prescribing management activities from both stand level and larger landscape level perspectives. Consultation with those publications can provide guidance to ensure that wildlife and other natural resources present on the parcel and within similar ecological landscapes and habitats that may be most in need of management and protection receive consideration and attention during planning and implementation of management activities.

CPW's utilize both resources in MFL management plan preparation for general guidance. For guidance specific to an individual property at time of management plan preparation, searches of the Natural Heritage Inventory database are done to identify those species that may be present on or near the property. For more fine-tuned information, an NHI database search is conducted immediately prior to submission of a Cutting Notice to ensure that the species information is as up-to-date as the database information for the locality and time period.

Training and information outreach on use of both resources is accomplished in several venues.

Indicator 5.4.1

Appropriate to the **scale** and intensity of the situation, forest management activities should incorporate measures to contribute to the conservation of identified **forests of recognized importance**.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: See notes from Performance Measure 5.4 above.



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**Standard 6: Forest Aesthetics**

Forest management activities recognize the value of forest aesthetics.

**Performance Measure 6.1**

**Landowner** should manage the visual impacts of forest management activities consistent with the size of the forest, the **scale** and intensity of forest management activities and the location of the property.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

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Indicator 6.1.1

Forest management activities should apply visual quality measures compatible with appropriate silvicultural practices.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

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**Standard 7: Protect Special Sites**

**Special sites** are managed in ways that recognize their unique historical, archeological, cultural, geological, biological or ecological characteristics.

**Performance Measure 7.1**

Forest management activities shall consider and maintain any **special sites** relevant on the property.

- N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

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Indicator 7.1.1

**Landowner** shall make a reasonable effort to locate and protect **special sites** appropriate for the size of the forest and the **scale** and intensity of forest management activities.

- N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Not audited in 2017.

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**Standard 8: Forest Product Harvests and Other Activities**

**Forest product** harvests and other management activities are conducted in accordance with the **landowner’s objectives** and consider other forest values.

**Performance Measure 8.1**

Landowner should use qualified natural resource professionals and qualified contractors when contracting for services.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Interviews confirmed that most harvests are conducted by loggers who have FISTA training. The majority of the 2017 audits were conducted in the southwestern part of Wisconsin, an area without many SFI-certified mills which require FISTA or equivalent logger training. Observations of active and completed harvests were consistent with work done by trained, experienced, and conscientious loggers.

**Exceeds:** The Wisconsin MFL Program demonstrated exemplary levels of support for programs that ensure professional forestry advice is readily available in many forms.

Indicator 8.1.1

**Landowner** should seek **qualified natural resource professionals** and **qualified contractors**.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: The Wisconsin MFL Program demonstrated exemplary levels of support for programs that ensure professional forestry advice is readily available in many forms.

Landowners consistently seek out the help of DNR Foresters, Cooperating Foresters, and other organizations with missions or programs involving forestry, conservation, and habitat management. Landowners are receiving and have multiple access points for professional forestry advice.

The DNR’s website has multiple links to assist landowners in locating qualified natural resource professionals and qualified contractors.

Indicator 8.1.2

**Landowner** should engage **qualified contractors** that carry appropriate insurance and comply with appropriate federal, state and local safety and **fair labor rules**, regulations and standard practices.

***Note:** Auditors shall consider any complaints alleging violation of fair labor rules filed by workers or organized labor since the previous third-party certification audit. The auditor shall not take action on any labor issues pending in a formal grievance process or before federal, state or local agencies or the courts, however, until those process are completed. Absent a record of documented complaints or noncompliances, contractors and managers are assumed to be in compliance with this indicator.*

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Insurance provisions are contained in the logging contract provided by WI DNR to forest owners.

Indicator 8.1.3

**Landowners** should retain appropriate contracts or records for **forest product** harvests and other management activities to demonstrate conformance to the Standards.

N/A       Conforms       Exceeds       O.F.I.       Minor NC       Major NC

Audit Notes: Some landowners interviewed said they retain contracts and other records, but there was limited opportunity to review these.



**Performance Measure 8.2**

**Landowner shall monitor forest product** harvests and other management activities to ensure they conform to their objectives.

- N/A     
  Conforms     
  Exceeds     
  O.F.I.     
  Minor NC     
  Major NC

Audit Notes: Harvests are monitored by consulting foresters and/or by WIDNR foresters. The Wisconsin DNR foresters monitor management plans and notify forest owners when planned activities are scheduled. The prescription for the activity must be reviewed and approved by the Wisconsin DNR prior to implementation. During implementation the activity may be monitored. Following the completion of the activity the Wisconsin DNR visits the site to evaluate if the implemented activity meets the planned activity.

Indicator 8.2.1

Harvest, utilization, removal and other management activities shall be conducted in compliance with the **landowner's objectives** and to maintain the potential of the property to produce **forest products** and other benefits sustainably.

- N/A     
  Conforms     
  Exceeds     
  O.F.I.     
  Minor NC     
  Major NC

Audit Notes: Following the completion of the activity the Wisconsin DNR foresters visit the site to evaluate if the implemented activity meets the planned activity. Observations of utilization confirmed that harvested trees are generally fully utilized. Notes in files for several landowners documented action taken by Wisconsin DNR for delays in scheduled activities. Scheduled activities are monitored closely. Discussions also indicated that properties have been dropped from the program when the activities cause the site to not meet the productivity requirements of the MFL program. WIDNR foresters employ several quite effective techniques to assure a very high level of compliance with the program, and members who delay implementing mandatory practices are given additional time and support to enable them to come into compliance if they are willing.

*(End ATFS Checklist)*





**Appendix 4:  
Site Visit Notes**

## Site Notes

<b>12 June 17, Monday</b>	
<b>FMU/Location/ sites visited</b>	<b>Activities/ notes</b>
8 AM – 9 AM Dodgeville SC 1500 N Johns St, Dodgeville, WI 53533	Opening Meeting: Introductions, client update, review audit scope, audit plan, intro/update to FSC and SCS standards and protocols, review of open CARs/OBS, final site selection or adjustments.  See sign in sheets for attendees
<b>Dodgeville SC - Boatwright</b>	
Grunow Order # 25-049- 2002	Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 63 acre high value crop tree removal of 4 marked and numbered high value walnut trees. Hand cut and skidded out to a deck in a food plot. Sugar maple is present in large numbers in the understory. Sale area included Parkers Creek, a Class 1 trout stream.  Management plan followed and no issues observed.
Lipska Order # 25-064- 2000	Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 14 acre even aged stand overstory removal with take trees marked; with some storm salvage. Mature walnut removal and mature oak thinning.  Mandatory practices followed and no issues observed.
Watkins Order #25-027- 2005	Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 80 acre marked timber stand improvement cut with removal mature sawtimber (red & white oak) and other high risk or poor quality species; included small gap cuts. Good stocking and little damage to residuals. Intermittent stream to the SE wasn't crossed. Post sale DNR harvest inspection indicated minor rutting along main skid trail. Logger repaired when dry.  Management plan followed and no issues observed.
Shelton Order #25-017- 1995	Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 80 acre area. 3 patch final harvests established to release and establish oak regen totaling around 11 acres. Harvest boundaries clearly marked with blue paint. Small hydraulic leak (3'x5'x1") identified under forwarder.  Management plan followed and no issues observed.
Amborn Order #25-064- 2004	74 acre sale area with small aspen final harvests.  Management plan followed and no issues observed.
<b>Richland Center - Jacqmain</b>	
Wilkinson property: 53-029-2013	Overstory removal done in a combination of patch cuts and group selection, 55 acres, natural regeneration. Cut completed 2015. Visited site to review current timber stand improvements (TSI) by landowner to complete steps outline by DNR forester in post-harvest inspection in order to meet silviculture objectives in management plan. Forester had marked stems for removal to complete silviculture practice. Discussions: FMPs, WIDNR roles, Cutting Notice Registration.

<p>Knauf property: 53-009-2015</p>	<p>Completed timber sale winter done 2015, 52 acres. Non-commercial TSI work prescribed. Even-aged patch selection harvest to promote natural regeneration of shade tolerant species. No issues.</p> <p>Discussions: BMPs, RMZ</p>
<p>Demers property: 53-024-1996</p>	<p>Completed timber sale done winter 2016. Logger select harvest (with DNR forester advisement and help in prescription development). WIDNR review resulted in required additional practice letter to clean gaps of mid-story, noncommercial.</p> <p>Discussions: regeneration, TSI, enforcement</p>
<p>Rolling Family Farm: 53-008-1997</p>	<p>Completed group selection harvest. Consulting forester set up sale for two stands by delineating 5 cutting areas for salvage, thinning, aspen removal, seed tree removal of undesirable species, overstory removal for advanced oak regeneration; group selection gaps for regeneration with objective of shifting stand age/size structure towards uneven aged management.</p>
<p>Charles Ray – 53-003-2007</p>	<p>Completed harvest, 18 acres. Interview with landowner. Even-aged overstory removal to release advanced regeneration of natural oak, hickory, and maple. Invasives treatment included in prescription and carried out by landowner. Logging cutting notice includes requirements for cleaning equipment prior- and post-logging to avoid invasive seed transfer. Landowner has done additional mid-story stem removals (ironwood, prickly ash) over 84 acres of property.</p>
<p>Spring Green – Matteo</p>	
<p>Wipperfurth property: 57-012-2012</p>	<p>Shelterwood Harvest – preparatory cut, overstory removal, thinning, on 117 ac. Active, but shut down for oak wilt restriction. Multiple prescriptions within the stands. Parts of Stand 2 marked for harvest, not the whole stand. Attempted to schedule during winter/spring 2017 but weather conditions were too warm.</p> <p>Small amount of erosion on main road, will water bar the main road after the harvest is done. Additional cost-share dollars needed post-harvest to complete prescription and remove/girdle small stems and control ironwood that remain. Invasives noted in management plan and Cutting Notice (CN) to harvest garlic mustard at end of logging operation to reduce spread.</p>
<p>Moseman property: 57-005-2014</p>	<p>Group Selection, Patch Selection Harvest, Coppice (e.g. aspen regeneration cuts), and Thinning, on 160 ac. DNR filled in cutting notice and installed group and patch delineation after marking was completed by logging contractor.</p> <p>Landowner walked site with group &amp; has planted 75- 3’ tall whips of black walnut, hard maple, and hickory in clearcut areas, spruce trees planted adjacent to harvest unit. Wildlife trees noted in CN, marked and retained throughout stands. Barberry removal to be conducted; landowner is active in his woods and will control barberry and other noted invasives, post-harvest. Thinned stands shows aspen, oak, &amp; ash regeneration, some deer browse issues on tops of regen.</p>
<p>Statz property: 57-043-2012</p>	<p>Patch Selection Harvest, Shelterwood Harvest – preparatory cut, Overstory Removal, on 19 ac. Cut not yet completed, one stand marked, not yet cut.</p> <p>Notes in WisFIRs - Phone conversation with landowner Duane Statz 9/22/15 3:50 PM regarding regeneration challenges with competing vegetation and deer browse as noted on the CN. Landowner understood that follow-up after the harvest would likely need to be continued. Aquatic NHI hits, but all outside harvest area.</p> <p>Rich site with diverse herbaceous species. CN references the Invasives BMPs to be followed.</p>
<p>Froese property: 57-028-2013</p>	<p>Patch Selection Harvest, Coppice (e.g. aspen regeneration cuts), Thinning, on 55 ac.</p> <p>Aspen Clear Cut (CC) retained some oak for mast for wildlife. Wildlife trees noted in CN, marked and retained throughout stands. Small amount of residual damage on skid trails.</p> <p>Large dry wash on edge of unit - detention pond located at top of wash at the border of the field/forest has reduced the scour of the wash, as a large layer of leaf litter is present in the wash.</p>

	Discussions: Dry washes, historical land use and how to work with degraded features left from past activity.
<b>13 June 17, Tuesday</b>	
<b>FMU/Location/ sites visited</b>	<b>Activities/ notes</b>
Dodgeville – Boatwright	
Fey Order #25-009-2005	Landowner Interviewed: Nan Fey Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 20 acre very steep tornado salvage with a skid trail intermittent stream crossing with logs that were removed with no issues. Good water bars and grass on haul roads and skid trails. Landowner recently put the property under a conservation easement. Management plan followed and no issues observed.
Risch Order #25-010-2013	Landowner Interviewed: Charlie Risch Consultant interviewed: Bill Buckley Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 14 acre timber stand improvement cut with removal of aspen clones, oak wilt mortality and oak thin with good stocking and minimal damage to residuals. Good water bars and grass on haul road and skid trails. Management plan followed and no issues observed.
Pickhardt Order #25-052-1995	Consultant interviewed: Aaron Wunnicke Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 44 acre stand improvement cut to salvage and manage oak wilt resulting in 4 patch cuts and understory thinning in between. Potential NHI elements were identified and harvest was restricted frozen ground. Landowner has burned the sale area to reduce competition and promote oak regen. Management plan followed and no issues observed.
Anderson Order #25-011-2016	Landowner Interviewed: Jeannie Anderson Consultant interviewed: John Nielsen Foresters: Tom Hill, Jason Sable and Jerry Crow Specialist – Sadie Brown 80 acre patch selection harvest (stand 5) and overstory removal (stand 4). Perennial stream crossing with no issues. Harvest done in conjunction with a site prep grant to cut down and spray undesirable trees. Management plan followed and no issues observed.
Richland Center – Jacqmain	
Zubaty property: 12-033-2002	Group selection, single tree selection, patch selection harvest, 35 acre clearcut (relying on regeneration by seed), Overstory Removal. Denied approval due to high grading and mitigation measures prescribed by DNR forester. Interviews with landowner and logger responsible for harvest. Confirmed compliance to mitigation measures are underway.
Gearhart: 53-022-2016	Group selection, overstory removal, on 104 acres. Cooperating forester.

Jewell property: 53-005-2006	Thinning, sanitation and salvage cutting, on 40 acres. Landowner management activity.
Deckert property: 53-025-2006	Group selection, thinning, DNR review at landowner request, on 37 acres.
Richland County Campus Foundation: 53-021-2012	Group selection, single tree selection, shelterwood harvest – preparatory cut, on 118 acres. Cooperating forester sale. DNR review at landowner request. Marked, not yet cut.
Spring Green – Matteo	
Wickman property: 57-095-2004	<p>Group Selection, Single Tree Selection, Coppice (e.g. aspen regeneration cuts), Clearcuts (relying on regeneration by seed), Overstory Removal, on 40 ac.</p> <p>Patch clearcuts, overstory removal and coppice cuts are being conducted in aspen patches and areas with mature, declining oak. Mechanical and hand felling completed. Consulting forester accompanied us on the site visit, landowner present for part of the site visit. Clear open communication evident between landowner, consulting forester, and DNR forester, based on interviews and observations. Bats are potential NHI hits, foresters interviewed were cognizant of features to look for in the landscape to identify hibernacula. Good aspen regeneration viewed. Slash well distributed, no residual stand damage viewed, small patch at north side of cut not completed due to access and wet weather.</p> <p><b>OFI:</b> Site visit observed a lack of water bars on steep slopes, with skid trails that exhibited slight to moderate amounts of sediment eroding and moving down the slope. In one instance, the large, switch-backed main trail was seeded, with no water bars - a small pond was located at the bottom of the slope, and while no sediment reached the pond, the soil moved roughly one-third of the way into the vegetated buffer surrounding the pond. In the other instance, a 200' skid trail on extremely steep slope – no water bars were present (no seeding), slight soil movement, however there were no streams or receiving water bodies located at the bottom of the slope.</p>
Westphal property: 57-013-2006	<p>Coppice (e.g. aspen regeneration cuts), Clearcut (relying on regeneration by seed), Overstory Removal, Thinning, on 73 ac. DNR Forester Kloppenburg, established timber sale in conjunction with WFLGP grant project. Landowner is cutting/hauling products to landing to sell on the landing. 11/11/15.</p> <p>NHI had several hits, timing restrictions used to avoid species, harvest limited to Aug 16<sup>th</sup> to March 31<sup>st</sup> only and to avoid rocky outcrops and openings in the fall &amp; spring. Stand 1 cut not completed, TSI work to be done by landowner after main harvest occurs (removal or girdle all stems 1" and larger except marked trees, and herbicide treat stems of non-oak trees, grapevine, &amp; ironwood).</p> <p>Large cherry and shagbark marked to be retained. Wildlife trees retained with pileated woodpecker evidence. Landowner worked with DNR forester to layout trails, good low stumps viewed in harvested areas.</p>
Fuchs property: 57-060-2003	<p>Regeneration harvest/overstory removal, additionally described as Group Selection, Thinning, Sanitation and Salvage Cutting on 40.35 ac. Sale initially marked by Forester/Log buyer; after review by DNR forester, additional stems marked with red paint by DNR.</p> <p>Previous historic high grades has left poor stems of marginal quality. Stand needs to be 'reset' to grow quality trees. Recent storms have led to many additional blowdowns in the stand, leading to the site to need even more TSI. Sale not completely cut, many marked stems seen scattered throughout stand.</p> <p>Logs were moved from landing in harvest area to roadside for ease of loading double log trailers. Interview with employee loading logs roadside, discussed trip tickets, how loads are identified by logger job # and kept separate, required items to complete on the trip ticket. This contractor is</p>

	<p>one who does make use of the MFL's FM/CoC certified wood and they also carry a CoC certificate. Small amount of rutting &amp; erosion on main skid trail, job not closed, however logger is not active as it is oak wilt restriction time. Logger noted on CN is not up-to-date with FISTA training, one previous training completed 2016, and other past trainings completed 1997-2004.</p> <p>Discussions: How MFL and Certification fits into the local demand, there seem to only be a few larger logging companies that utilize the certified wood, as this location is far from the industrial mills and paper markets found in northern WI. How FM and CoC work in the larger picture in WI and elsewhere. Need to TSI to occur on these degraded stands and who is willing to pay for it and complete it.</p>
<p>Luetscher property: 57-050-2005</p>	<p>Group Selection, Single Tree Selection, Coppice (e.g. aspen regeneration cuts), Clearcut (relying on regeneration by seed), Thinning, on 23 ac.</p> <p>Landowner present for site visit. Patch cuts not complete, still need removal of remaining small stems in order to maintain adherence to Management Plan prescription. Wildlife trees marked and retained. Marked boundaries viewed.</p> <p>Landowner did not understand the harvest prescription that the logger completed. DNR forester and other DRN staff exhibited excellent communication to address landowner concerns and educate him about TSI &amp; invasive issues, such as the multi-flora rose present on his property and potential cost-share grants; DNR will come back on-site to mark additional trees so landowner can see the additional work to be completed and he can complete needed TSI on his own. Dry wash near field with many tops felled into it.</p> <p>Discussion: Dry wash &amp; tops. Issues with limited understanding/communication between Forester/logging contractor &amp; landowner when DNR is not involved in the CN review.</p>
<p>McKenna Property: 57-025-1998</p>	<p>Overstory Removal, Thinning of red pine in a mostly red pine stand on 22 ac. Completed. Landowner joined the site walk. Cut stems treated for annosum root rot. NHI hit for turtle (viewed in WisFIRs) is outside the harvest area. Very clean harvest with red pine removal and some white pine thinning. Wet areas and sandblow pockets viewed and avoided. Good landowner-DNR interactions.</p>
<p><b>14 June 17, Wednesday</b></p>	
<p><b>FMU/Location/ sites visited*</b></p>	<p><b>Activities/ notes</b></p>
<p>Poynette – Boatwright</p>	
<p>Nelson Order #11-008-2002</p>	<p>Consultant interviewed: Bill Buckley Foresters: Mike Finlay Specialist – Cody Didier Madison Staff: Amanda Swearingen – Tax Law Policy Specialist R.J. Wickham – Chief Tax Law Section Jeff Simon – Operations Specialist Ryan Conner – Forest Tech Program Specialist Sarah Zimmerman – Forest Tech Program Specialist LT</p> <p>Stand was split into two parts. Part A 8ac: Had heavy oak wilt designated for a clearcut. Part B 13 ac: Single tree selection designation. The east side of the stand was taken by oak wilt and has converted back to cherry and elm. Harvest restriction to dormant season due the potential NHI occurrence.</p> <p>Mandatory practice of 2013 TSI scrapped due to discovery of oak wilt.</p>

	No issues observed.
Jakubowski Order #11-015-2014	<p>Landowner interviewed: James Jakubowski</p> <p>Foresters: Mike Finlay Specialist – Cody Didier</p> <p>Madison Staff: Amanda Swearingen – Tax Law Policy Specialist R.J. Wickham – Chief Tax Law Section Jeff Simon – Operations Specialist Ryan Conner – Forest Tech Program Specialist Sarah Zimmerman – Forest Tech Program Specialist LT</p> <p>51 acre area had a 2014 mandatory practice of single tree selection. DNR visited the site and discovered oak wilt so the prescription was changed to removing diseased trees, harvesting a buffer and making patch cuts. The tract is in an area with a decent pulpwood market to the patch cuts were well done.</p> <p>No issues observed.</p>
Lyons Order #11-015-2005	<p>Foresters: Mike Finlay Specialist – Cody Didier</p> <p>Madison Staff: Amanda Swearingen – Tax Law Policy Specialist R.J. Wickham – Chief Tax Law Section Jeff Simon – Operations Specialist Ryan Conner – Forest Tech Program Specialist Sarah Zimmerman – Forest Tech Program Specialist LT</p> <p>11 acre oak regen harvest removing all stems 1" in diameter and greater except the marked oak seed trees. Good advance regen in spots.</p> <p>Mandatory practice followed.</p> <p><b>OFI:</b> Very sandy site with the haul road on a 15% slope. Water bars were installed improperly (not enough and some with no outlet) resulting in the road eroding (water quality was not impacted).</p>
Stracke Order #11-022-1995	<p>Foresters: Mike Finlay Specialist – Cody Didier</p> <p>Madison Staff: Amanda Swearingen – Tax Law Policy Specialist R.J. Wickham – Chief Tax Law Section Jeff Simon – Operations Specialist Ryan Conner – Forest Tech Program Specialist Sarah Zimmerman – Forest Tech Program Specialist LT</p> <p>Marked and not cut. 27 acre red pine thinning and red pine pocket decline removal with buffer. Good take tree selection with target basal area remaining.</p> <p>Mandatory practice followed and no issues observed.</p>
Reinke Order #11-004-2011	<p>Consultant interviewed: Bill Buckley</p> <p>Foresters: Mike Finlay Specialist – Cody Didier</p> <p>Madison Staff: Amanda Swearingen – Tax Law Policy Specialist</p>

	<p>R.J. Wickham – Chief Tax Law Section                  Jeff Simon – Operations Specialist                  Ryan Conner – Forest Tech Program Specialist                  Sarah Zimmerman – Forest Tech Program Specialist LT</p> <p>24 acre group selection harvest to promote natural conversion to sugar maple and other northern hardwoods. Site prep by logger within the gaps included removal of ironwood and other non-commercial species. Winter harvest due to potential NHI occurrence. Good stocking with little damage to residuals.</p> <p>A perennial stream crossing was attempted and abandoned due to the approached breaking up. Management plan followed and no issues observed.</p>
Baraboo – Jacqmain	
Kharbush property: 57-080-2004	Combined clearcut, overstory removal plus thinning arranged on 41 acres. Cooperating forester sale cut fall/winter 2015-2016. Harvest prescription included frozen ground harvest for stream crossings, water bars, and equipment cleaning prior-to and following harvest. WIDNR review provided additional recommendations for: improvements to skid trails and crossing area in sale; treatment of identified invasives; and mid-story canopy release to increase sunlight for regeneration.
Schultz property: 57-021-2002	Single tree selection, overstory removal, 22 acres. Harvest done by horse logging winter 2015. Sale set up by non-registered, cooperating forester. Harvest restricted to frozen dry ground only. Also harvested some 7 foot lengths of ironwood for shiitake mushroom production.
Luehrsen property: 57-020-2014	Oak shelterwood 1 <sup>st</sup> entry on 23 acres. Harvest completed 2013-2014. Additional combined sanitation/salvage harvest marked for cut and group overstory removals to release advanced sugar maple regeneration. Harvests options set up in case scattered overstory trees continue to die in stand. Landowner sprayed for multi-flora rose (invasive). Discussion: Trainings – invasives and other subject training during Forest In-service trainings.
Zeman property: 57-051-2003	Single tree selection, thinning, sanitation and salvage cutting set up, not yet cut on 36 acres by non-accredited forester. Mortality and die-back from combination of oak-wilt, Two-lined chestnut borer, and armillaria. Improvement thinning using basal area targets using order removal. Preference removal of ash and elm. Designated wildlife trees retained. Invasives and treatments recommended and equipment cleanings required before/after harvest.
Clyde property: 57-018-2014	Patch selection harvest, thinning, sanitation and salvage set up, not yet cut on 37 acres. DNR reviewed by landowner request, sale set up by Cooperating forester.
Scenic Natural Area (SNA): McGilvra Woods (RSA/HCVF)	Second growth, rich mesic southern hardwood stand along Baraboo hills. “No management” area serving as a benchmark. Rock outcroppings in interior of stand. Sugar maple and basswood dominate with black cherry, red oak, white ash, yellowbud hickory, bigtooth aspen, and white oak. Spare mid-story and rich ground flora (110 species).
Prairie Du Chien – Matteo	
Hurter Trust Property: 12-034-2014	Group Selection, Thinning on 160 ac. Cooperating Forester. Per request of the coop. forester, DNR forester met with representative of the coop. forester on site prior to marking to discuss silviculture. 1 <sup>st</sup> aspen clearcut pocket has very good growth over 6-8’ tall, minimal deer browse. Feller has exceptionally consistent cuts, extremely good technique (with almost identical hinges viewed on stumps). Good utilization, including firewood and bolts sold from site. Thinning completed on most of sale, NW portion of stand 7 viewed – marked to cut, but not yet cut. Multiple ½ - 2 ac. patch cuts viewed; TSI in these patches and other stands completed by



	<p>buyer/logger at time of harvest &amp; some to be completed in the future.</p> <p>Main haul road near field edge relocated to avoid a spring, another portion of the main haul system adjacent to stand 7 had a culvert blowout – road was temporarily rerouted and repaired; at closeout, a larger diameter culvert will be installed. Discussion with dozer operator of practices to follow if stream was to be crossed &amp; removal of material (corduroy) when crossing is finished.</p> <p>Discussion with consulting forester regarding streamside BMPs showed that forester had limited knowledge of the harvest requirements inside the RMZ and RMZ dimensions. He is a relatively new forester and has not encountered harvests that include RMZs; while not aware of the RMZ BMPs for differing stream size/canopy cover/BA retention requirements, he was aware it is addressed in <i>Wisconsin's Forestry Best Management Practices for Water Quality</i> publication and has a copy of it.</p> <p>Dry wash alongside main trail bordering Stand 7 has many lineal feet of tops dropped in the wash.</p> <p><b>OFI:</b> Some sedimentation downhill at one location, limited water bars, no receiving water body present.</p> <p>Discussion: FISTA training for loggers. Dry wash &amp; tops. Erosion/sedimentation from marginal water bars. RMZ requirements for differing stream size/canopy cover/BA retention requirements for harvesting within buffers. Definitions of dry wash &amp; intermittent stream.</p>
<p>Duke Property: 12-025-1996</p>	<p>Single Tree Selection on 16 ac. Non-Accredited Forester. Marked, not cut.</p> <p>Harvest activity to be restricted to dry or frozen soil. Existing trails to be used. NHI hits, but no direct hits in the sale, however to minimize potential impacts, recommend no logging activity from mid-March to late Oct (also covers the oak wilt timing restriction noted in the CN). Invasives noted on borders, cleaning of machinery prior to arrival at site to limit additional introductions. Wildlife trees and gaps marked.</p> <p>Discussion: Dry wash &amp; tops. Definitions of dry wash vs. intermittent stream.</p>
<p>McLain Property: 12-001-1999</p>	<p>Group Selection, Single Tree Selection, Coppice (e.g. aspen regeneration cuts), Thinning On 80 ac. Cooperating Forester. Marked, not cut.</p> <p>6/11/2015: CN lists "harvest will occur throughout MFL entry", though no harvests are scheduled in Stands 1, 3, and 4. CN submitted via e-mail from landowner. No map included. No H2O BMP details. NHI and ARCH/HIST information in reverse order on CN. Final revised CN is accurate.</p> <p>Wildlife trees and gaps marked. Cutting of stems &gt; or = to 2" may be mandatory in gap areas marked. NHI hits for multiple species - seasonal restriction 1 April – 15 Oct to mitigate potential impacts (also covers oak wilt restriction noted in the CN).</p>
<p>Degelau Property: 12-016-1996</p>	<p>Thinning on 106 ac. Cooperating Forester. Harvest occurred in Stand 6 &amp; 7, targeting aspen, pre-salvage ash, and elm removal.</p> <p>Harvest minimally follows written prescription and follow up will be required by DNR forester. Logger noted on CN is not up-to-date with FISTA training, last training completed in 2007.</p> <p>Oak wilt restriction, NHI special concern species identified, property boundaries well marked.</p> <p><b>OFI:</b> Secondary skid trail present on a slope with no water bars installed, minimal erosion.</p> <p>Discussion: If TSI is required to strictly follow Management Plan, who completes TSI and when is it completed if logger does not implement it.</p>
<p>Parker Property: 12-037-1994</p>	<p>Even-aged thinning on 33 ac in walnut and white pine. Landowner. Pine thinning on every other row, walnut thin on every 3<sup>rd</sup> row. Processor used, sold to Domtar for pulp. Letter from Landowner to DNR explaining why the "harvested volumes were quite a bit less than estimated", and included mill tally/invoice for evidence of actual volumes harvested. Invasives species noted in low levels on-site and on the Post Timber Harvest Inspection Data Collection Form, however not noted in CN.</p>
<p><b>15 June 17, Thursday</b></p>	

FMU/Location/ sites visited*	Activities/ notes
Poynette – Boatwright	
Thomas Order #11-017-2014	Landowners interviewed: Bonnie and Thomas Wayne Logger interviewed: Dean Buchect Consultant interviewed: Bill Buckley Foresters: Mike Finlay Specialist – Cody Didier Mark Heyde – Forest Certification Coordinator Not yet harvested. STD 1: 15 acres red pine 1 <sup>st</sup> thin removing 3 <sup>rd</sup> row. STD 2: 11 acre aspen regen cut. STD 3: 3 acre marked white pine and spruce thinning. Management plan followed and no issues observed.
Thomas Order #11-018-1996	Landowner interviewed: Melvin Jennings Foresters: Mike Finlay Specialist – Cody Didier Mark Heyde – Forest Certification Coordinator 32 acre high value walnut sale marked by logger. Not a mandatory practice but sale was approved by the DNR due to the high value of walnut. No issues observed.
Cross Order #11-034-2014	Landowner interviewed: Dale Cross Foresters: Mike Finlay Specialist – Cody Didier Mark Heyde – Forest Certification Coordinator 104 acre mixed sale including 1 <sup>st</sup> and 2 <sup>nd</sup> thinnings in 3 pine stands and aspen regen cut and TSI cut in 3 oak/aspen stands. Sandy site with good stocking and little damage to residuals. Management plan followed and no issues identified.
Loeb Family Trust Order #11-004-2005	Foresters: Mike Finlay Specialist – Cody Didier Mark Heyde – Forest Certification Coordinator 60 acre red pine 2 <sup>nd</sup> thin marked by consultant. Areas with red pine pocket decline and buffer were clearcut. Good stocking and little damage to residuals. Management plan followed and no issues identified.
Baraboo – Jacqmain	
Mielke property: 57-004-2015	Single tree selection, coppice (e.g. aspen regeneration cuts), overstory removal, sanitation and salvage cutting, 72 acres. Non-accredited forester, WIDNR reviewed at landowner request.
DDM Land property: 57-018-2013	Group selection, single tree selection, patch selection harvest, coppice (e.g. aspen regeneration cuts), clearcut (relying on regeneration by seed), thinning, 160 acres
Natural Bridge/White Mound	Lunch
Genevieve	Group selection, coppice (e.g. aspen regeneration cuts), thinning, 37 acres. Cooperating forester.

property: 57-017-2014	
Laird Family Trust property: 57-118-2005	Shelterwood Harvest – Final Cut, 102 acres. Non-accredited forester.
Prairie Du Chien – Matteo	
Welke property: 12-012-2000	Single Tree Selection on 38 ac. DNR. Closed. Thin from below, primarily oak harvest with lesser amounts of cherry, aspen, walnut, elm. Small amount of deer browse observed, no residual damage, very clean site – difficult to tell harvest occurred except for tops and improved woods roads. One NHI hit, no mitigation required, as not known to nest in or near sale area.
Ehlert property: 12-053-2004	Group Selection, Single Tree Selection, Overstory Removal, Thinning on 38 ac. Cooperating Forester. Closed. Consulting forester and landowner accompanied site visit. Lineal gaps viewed on hillside, group selection on top of slope. No damage to residual stems. Blue paint on crop/release trees. Local, DNR approved trail seed mix used, with the addition of creeping red fescue.  Large diversity of herbaceous species on site. Trails recently seeded and despite large recent rains, main haul road has held up well with minimal erosion and grass is sprouting. Bread-based dips viewed on haul road. TSI in patch cuts to be completed in the future, some trees marked, other TSI to be completed based on written description of work. Widespread garlic mustard actively being pulled to limit spread. Excellent communication between Forester-DNR-Landowner.  Discussion: “Wedge” cuts for group selection on slope, as tops all want to fall downhill.
HMF property: 12-013-2000	Patch Selection Harvest on 80 ac. Non-Coop Forester. Active. Harvest in or planned for Stands 5-9. Forester accompanied us on site visit. Invasives are challenge in Stand 7, noted in CN & Management Plan. Short window to cut, due to landowner timing needs (deer season) and oak wilt restriction, Stand 7 not cut.  Harvest minimally follows written prescription, patch clearcut still has a number of remaining stems, and TSI is needed post-harvest. DNR forester will follow up, with an additional mandatory practice to be noted in WisFIRs, as per field discussion with the Forester – logger does not intend to come back to cut Stand 7 and his forester/logger has expired. Honeysuckle in stand 7 is an obstacle to access, harvest, & regeneration.
McDevitt property: 12-013-2003	Single Tree Selection on 23 ac. Logger. Closed. CN created and stand marked with single tree selection by a logger broker, who does not have industry education, only on the job experience; no formal training for BMPs or marking timber completed. Logging completed by a contracted logger, site closeout also completed by the logger broker. DNR review of the plan is mandatory.  Aspen CC still needs completion and also need for TSI; will be followed up by DNR per Post Timber Harvest Inspection Data Collection Form. Lots of elm, low quality maple, & locust remain. Waterbars in most of site minimally installed, not fully functioning. Large dry wash interior to Stand 1 with many tops felled into it.  <b>OFI:</b> Secondary skid trail present on a slope with no water bars installed.  Discussion: Dry wash & tops. Water bar construction and slash use to slow overland flow and water bar discharges.
<b>16 June, Friday</b>	
<b>FMU/Location/ sites visited*</b>	<b>Activities/ notes</b>
8:00 – 12:00 PM	Office Audits DNR Central Office
	Closing Meeting Preparation: Auditor(s) take time to consolidate notes and confirm audit findings
1:00 PM	Closing Meeting and Review of Findings: Convene with all relevant staff to summarize audit



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	findings, potential non-conformities and next steps
<i>Add more rows as necessary.</i>	



**Appendix 5:  
Opening and Closing Meeting Attendees**



### NSF Audit Attendance Sheet

Company Name: WIDNR MFL  
 Location (Plant # and/or City & State): Wisconsin MFL Program  
 Type of Audit: ATFS IMG Surveillance  
 Opening Meeting Date: June 12, 2017 Closing Meeting Date: June 16, 2017

NAME (Printed)	TITLE/POSITION	OPENING MEETING (Initials)	CLOSING MEETING (Initials)
NORMAN BOSTWICK	NSP LEAD AUDITOR	NB	NB
Both Jacquelin	Certification Forester		
Jake Elder	SCS Global Services WIDNR Forestry	JE	
Mike Finlay	WIDNR Forestry	MF	
Mark Heyde	Forest Cert Coordinator	MH	MH
JERRY CROW	FOREST TAX FIELD MGR. (INTERIN MFL GROUP CERTIFIED MGR.)	JRC	JRC
Chase O'Brien	Forest Tax Specialist		CEO
Sarah Zimmerman	Forest Tax Specialist		SZ
Brad Hutrik	Silviculturist / Forest Ecologist		BH
Ryan Conner	Forest Tax Program Asst.	RSC	RSC



PHONE is



NAME

TITLE

Printed: June 10, 2017

opening closed

FRED SOUBA	DIVISION OF FORESTRY ADMINISTRATOR (CHIEF STATE FORESTER)	FS	FS
MaryAnn Guenzow (Guenzow)	Southern District Forestry Leader	-	FS
Jake ELDER	Richland Center Team Leader	-	FS
CODY DIDIER	Dodgeville Forestry Specialist	-	FS



**Appendix 6:**  
**ATFS Reporting Form**





## Form for Reporting a Forest Management Certificate

For groups certified in conformance to the American Forest Foundation  
Standards of Sustainability for Forest Management 2015-2020

### CERTIFICATE INFORMATION

Certificate Holder Name	<b>Wisconsin Managed Forest Law Tree Farm Group</b>
Certification Body Name	<b>NSF</b>
Certificate Number	<b>1Y942-FC1</b>
Certification Date	<b>8-Aug-14</b>
Certificate Expiry Date	<b>7-Aug-19</b>
<b>Number of Properties Certified</b>	47,652
Number of Landowners Enrolled When Certification Issued	

### CERTIFIED FOREST INFORMATION

<b>Forest Area (to which certification applies)</b>	2,582,274
Listing by State [if certificate covers forestland located in more than one state – for accounting purposes]	NA
Land Ownership Type	Category 1
Is this same area certified to another forest management standard?	FSC

### GROUP ENTITY CONTACT INFORMATION

Contact Name	<b>Gerald (Jerry) Crow, Acting Group Mgr./Forest Tax Field Manager</b> Public and Private Forestry Section, Bureau of Forest Management Wisconsin Department of Natural Resources		
Street, No.	<b>518 W. Somo Avenue</b>		
City, State, Postal	<b>Tomahawk, WI 54487</b>		
Telephone	<b>(715) 453-2188 x1260</b>	Fax	<b>715-453-5998</b>
E-mail	<a href="mailto:gerald.crow@wisconsin.gov">gerald.crow@wisconsin.gov</a>		
Web Address	<a href="http://www.dnr.wi.gov">www.dnr.wi.gov</a>		

### CERTIFICATION BODY CONTACT INFORMATION

Contact Name	<b>Dan Freeman</b>		
Street, No.	<b>789 N. Dixboro Road</b>		
City, State, Postal	<b>Ann Arbor, MI 48105</b>		
Telephone	<b>734-214-6228</b>	Fax	<b>734-827-7102</b>
E-mail	<a href="mailto:dfreeman@nsf.org">dfreeman@nsf.org</a>		
Web Address	<a href="http://www.nsf.org/">http://www.nsf.org/</a>		



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## **Reporting Guidelines for Forest Management Certificates**

### **Changes to Certification Status**

Certification bodies are asked to report certifications and decertifications as they become aware of this status. In the case of a change in ownership, the new entity's certification will only be included when a certificate is issued in the new organization's name by an accredited certification body.

### **Reporting Frequency**

Certification bodies are responsible for completing the American Tree Farm System Certificate Reporting Form at the time of the certification audit, surveillance audit, and recertification audit.

### **Reporting Improvement**

Certification bodies are welcome to propose a new reporting guidelines or change to the existing guidelines that they feel will benefit the transparency and consistency of reporting. All suggestions are welcome and will be considered. If an organization becomes aware of a certification that was reported incorrectly, please bring it to AFF staff's attention.