

## TRAIL LEADERSHIP MANUAL

This manual is a compilation of material to provide written policy, guidance, and information for District Managers and Trail Crew Leaders. It replaces and updates the District Managers Manual. Collectively the leaders of the trail effort are termed the Trail Leadership Team.

Material in this manual will be reviewed annually at the fall Trail Leadership Team meeting, and changes made as agreed upon at that meeting. Material that has been approved by the PATC Council will be recommended for change to the Council via the Executive Committee.

The contents of the Manual are:

Part I: Trails Mission and General Goals (Provides a framework for budgeting and accounting for trail expenditures)

Part II: Trail Policies (PATC Council approved)

Part III: Trail Definitions (Provides definitions for terms used in assignments of responsibility)

Part IV: Trail Leadership Responsibilities (PATC Council approved)

Part V: Guidance for the Trail Leadership Team

Appendix A: Trail Inventories and Assessments

Appendix B: Group Work Trips

Appendix C: Basic PATC Trail Standards

Appendix D: Adding and Deleting Trails

Appendix E: Tool Caches and Custodians

Appendix F: PATC Trails Chainsaw Job Hazard Analysis

Appendix G: Leadership Team List

Appendix H: PATC Trails Finance and Accounting

## Part I: Trails Mission and General Goals

The Trails Mission is:

Task: assess, layout, construct and maintain natural surface trails for which PATC accepts responsibility to a high level of excellence per Club and trail partner policies and standards, and assist other trail groups in such work.

Purpose: Provide and expand in urban, suburban, rural, and mountain settings public hiking and backpacking trails and opportunities to enjoy special places. Special places include battle sites, rivers, streams, meadows, forested areas, historical and cultural locations, and overlooks.

General Trail Goals are:

#1. A Trail Leadership Team who:

- a. Provide up to date guidance and prepare plans for, lead trail volunteers to accomplish, and manage effective trail assessment, layout, construction, and maintenance.
- b. Develop Club abilities to manage, assess, layout, construct and maintain trails.
- c. Recruit, train, motivate, and support trail volunteers; foster close and cooperative relationships and unity of purpose among and motivation to be active by, those volunteers; and
- d. Promote close, cooperative relationships between trail volunteers, trail partners, and the general public.

#2. Effective support for the Trail Leadership Team and trail volunteers generally.

#3. Adequate numbers of skilled and motivated trail volunteer activists who can and do accomplish effectively trail assessments, layout, construction, and maintenance.

#4. Trail materiel ready for use where and when, and in quantities, needed by trail volunteers activists to accomplish effectively trail assessments, layout, construction, and maintenance.

## Part II: Trail Policies (Approved by PATC Council 12 April 2005)

### 1. Trail construction and maintenance

a. PATC will seek to ensure that trails are off road and on PATC owned land, government land, or in recorded easements across private land. New trails will be built only when and where secure corridors exist. If land or easements are owned/held by PATC, then boundaries will be marked to ensure that trails are built within boundaries.

b. PATC will construct and maintain natural surface trails designed to function as footpaths. On government lands where multi use trails are mandated, PATC will participate in their construction and maintenance with other user groups. PATC will review maintaining multi use trails when other user groups do not help maintain the trails they impact, and will give consideration to dropping maintenance. Authorities permitting multi use will be encouraged to require user groups to share the burden of maintenance, and to end use privileges if user groups refuse. They will also be encouraged to establish and enforce rules of travel that maintain safety for hikers and other users, and that require riders to clean up their horse droppings.

c. PATC will neither construct nor maintain trails that allow public motorized vehicle use and will discourage officials from permitting such use in areas that may impact the hiking and camping experience on the AT or TT. The PATC position is that motorized vehicles should be confined to roads and paths designed for such use.

2. Trail leaders and appointees shall be members of PATC in good standing. This includes the Supervisor of Trails and appointed deputies, District Managers and appointed deputies or sub-district managers, Trail Crew/work trip leaders and deputies, the Tool Room crew chair, and trail overseers. Exceptions may be approved by the Supervisor of Trails in writing. People who volunteer to assist trail overseers or to serve on trail work trips need not be Club members.

3. The Supervisor of Trails will issue general standards for trails on PATC lands and will act as approval authority in coordination with land tract managers for project proposals to construct or relocate, or accomplish major maintenance on, such trails. The Supervisor of Trails will be responsible for trails on PATC lands that enable access to or are part of the AT or TT.

4. PATC Land Tract Managers will construct and maintain trails that are confined to PATC lands. The Supervisor of Trails will assist in or assume responsibility for their construction and maintenance if:

- a. there exists a land tract management plan that states clearly relationships between the Land Tract Manager and the Supervisor of Trails,
- b. trails are constructed and maintained to the standards set by the Supervisor of Trails, and

- c. a designee of the Supervisor of Trails acts as District Manager for trails on the land tract.
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- 5. PATC will provide seasonal trail crews for the SNP and GWNF whose costs are reimbursed by them. The Supervisor of Trails will fund district, independent, and standing Chapter PATC trail crews led by a PATC trail crew leader.
  - 6. Trail tools are for the use of PATC trail volunteers and will be inventoried, acquired, maintained, and accounted for per the PATC Tool Management Plan.
  - 7. PATC will provide technical guidance and training to other groups who build and maintain natural surface trails, and as approved by the SOT will assist in trail construction. Such work may be done using PATC trail tools only if a PATC member leads the work trip.

## **Part III: Trail Definitions**

(to describe trail work responsibilities)

### 1. Trail Assessments

a. Basic trail assessments. Overseer inspections and evaluations of trail routes, tread, structures, and use on their trail segment to identify adverse conditions and trends of change that require trail work, and reporting changes to segment inventories.

b. Major trail assessments. PATC District Manager and Supervisor of Trails, or trail partner, formal inspections of trail routes, tread, structures, and use and trends of change to identify adverse conditions that require major trail maintenance or trail construction.

### 2. Trail maintenance

a. Basic trail maintenance. Overseer trail work and overseer led work trips to maintain trail tread and trail blazes, clean, make minor repairs to, or replace in kind water diversions (grade dips, water bars) and check dams or steps, and clear vegetation, branches, and trees up to 8" in diameter from trails to meet trail standards. Basic trail maintenance also includes assistance provided overseers to clear trees larger than 8".

b. Major trail maintenance. Major reconstruction and improvement of existing trail tread (such as the elimination of trail creep over an extended length of trail, reducing grade on deeply rutted trail sections) and trail structures (bridges, water bars, puncheon, stiles, steps, Jacobs Ladders, turnpike, etc.), putting new water bars and check dams in existing tread, extensive clearing of vegetation, clearing of large rocks from trails, and organized extensive clearing of blow downs by trail crews.

3. Trail construction. The construction of authorized new trails or relocated trails, and construction of new trail structures that require partner approval, by trail crews.

4. Trail overseers. Persons assigned responsibility for basic trail maintenance and basic trail assessment of trail segments.

5. Trail crews. Groups of trail volunteer activists led by trail crew leaders who accomplish major trail maintenance and trail construction work.

6. Trail projects. Major trail maintenance and trail construction work.

a. Project planning. Planning of work that will be done by trail crews to accomplish major trail maintenance or construction of new/relocated trail routes or new trail structures. Planning includes preparation of a project proposal, to wit:

## Project

- Problem. Describe conditions causing a need for work, where they exist (cite map references for locations), and trends of change that establish urgency to accomplish the work.

- Proposal. Describe what work is intended to solve the problem, when the work trip is proposed, who will do the work, and outline how the work trip will be prepared for and the work will be accomplished.

b. Project clearance. Trail Partner evaluation and decision on major maintenance or construction projects that require approval. Clearance includes reviews and analyses to ensure planning meets standards for trails and safety, and compliance with federal or state laws for protection of the environment, flora and fauna, and of cultural and archeological resources.

7. Trail system. A trail corridor, a trail, shelters and campsites, privies, water sources, and trailheads and access trails that enable long distance hiking and backpacking in addition to day hiking. The Tuscarora Trail and Appalachian Trail are trail systems.

## Part IV: Trail Leadership Responsibilities

(Approved by Council 13 Sep 2005)

### Supervisor of Trails

1. Recommends Club positions on the technical guidance and planning procedures for, policies of, and agreements with trail partners with respect to trails and qualifications for using trail tools. Recommends action to ensure MOA are up to date. Provides input to partner plans for trails that the PATC will construct and maintain. Meets with trail partners per agreements and submits information and reports to partners as required.
2. Supervises the assessment, layout, construction and maintenance of trails for which PATC is responsible. Issues guidance for the acceptance of new, and deletion of existing, trails. Ensures that trail project proposals are processed per partner guidance.
3. Maintains and provides guidance for a trail leadership team (LT) to coordinate trail-related matters. Chairs a meeting in the Spring and Fall of each year.
  - a. Appoints deputy Supervisors of Trails for various trail-related matters.
  - b. Establishes trail districts and appoints District Managers, removing them if necessary for non-performance or other just cause.
  - c. Maintains independent trail crews to support multiple trail districts.
  - d. Maintains the Tool Room at Club Headquarters and a tool room crew. Appoints a tool room crew leader.
  - e. Appoints a Trailhead editor.
4. Develops Club abilities to accomplish trail work to a high level of excellence.
  - a. Recruit and train trail volunteers. Prepare brochures and other material that will interest people in trail work. Maintain a trails training plan and training schedule.
  - b. Acquire materiel and consumables needed for trail work, and ensure they are stored securely and located and kept ready for use in appropriate locations. Account for trail tools and material per the PATC Tool Management plan.
  - c. Budget for trail leadership planning, the development of Club abilities to accomplish trail work, and trail operations, and seeking trail grants and donations.
  - d. Participate in identifying lands and easements needed for trail and trailhead construction or relocation, or for water access; serve as a voting member of the Lands Acquisition Committee.
5. For the Appalachian Trail (AT):
  - a. Works with the Chair of the AT Corridor Management Committee and Chair of the Shelters Committee to update the PATC Local Management Plan for the AT sections assigned PATC, per guidelines of the ATPO and ATC.
  - b. Ensures standards set by government partners are met for assessing, laying out, constructing and maintaining sections of the AT assigned to PATC.
  - c. Prepares an annual work plan and five year projection of work projects, in coordination with trail partners and District Managers, for the sections of the AT

and side and access trails assigned to PATC. Submits requests for trails work offered by the Mid-Atlantic Regional Trail Crew of the ATC.

- d. Assigns segments of the AT in Maryland to the Maryland Appalachian Trail Club and the Mountain Club of Maryland for trail maintenance. Evaluates annually their execution of maintenance responsibilities, and recommends appropriate action to maintain standards. Participates as a member in the deliberations and decisions of the Maryland AT Management Committee.
- e. Represents PATC with respect to trails on Virginia and Pennsylvania committees that address the AT. Prepares PATC positions on trail matters that are addressed by the ATC Mid-Atlantic Regional Committee, the ATC, and the ATPO.

6. Per Council decision to support seasonal crews, enters into Cooperative Agreements with the U.S. Forest Service for the George Washington National Forest and National Park Service for Shenandoah National Park; recruits and staffs formal seasonal trail crews co-sponsored under these agreements.

7. Provides technical direction to paid staff members performing day-to-day coordination of trail activities, and submits annually to the Director of Administration performance evaluation input on them. The Director of Administration supervises the paid staff.

#### District Managers

1. Serve as the primary “on the ground” PATC managers and partner points of contact for trails in their districts.

2. Manage, supervise, and evaluate trail assessment, layout, construction, and maintenance in their districts per guidance from trail partners, policies of the PATC, and guidance from the Supervisor of Trails.

3. Appoint deputy DMs, or if appropriate subdivide their districts and appoint sub-district managers. Recruit, appoint to trail segments, train, and motivate trail overseers. Remove appointees if necessary for non-performance or other just cause. Overseers will be responsible for basic trail maintenance and basic trail assessments of their trail segments, with a minimum of 6-8 visits each year.

4. Plan, schedule, and conduct work trips to accomplish trail work beyond the capacity of individual trail overseers or overseer led work crews. As appropriate, establish, recruit members of, train, motivate, and maintain district trail crews to accomplish more advanced trail work. Appoint district crew leaders, removing them if necessary for non-performance or other just cause.

5. Prepare by the fall Leadership Team (LT) meeting a list of major maintenance or construction projects for the following year (1 Jan to 31 Dec), indicating which projects would be appropriate for assistance from the Mid-Atlantic or PATC independent or seasonal trail crews.

6. Maintain tool caches in their districts as needed to support district trail crews and overseers, appoint tool cache custodians, and ensure annual tool assessments and inventories are provided to the SOT at or before the fall LT meeting.

7. Provide a district budget submit to the SOT at the fall LT meeting.

#### Independent Trail Crew leaders

1. Recruit, train, and motivate members of the trail crew.

2. Schedule, plan and execute trail crew work trips to assist the SOT and DMs to construct trails and to complete major trail maintenance projects.

3. Maintain trail crew tools and caches as needed, appoint tool cache custodians, and ensure annual tool assessments and inventories are provided the SOT at or before the fall LT meeting.

4. Provide a trail crew budget submit to the SOT at the fall LT meeting.

## Part V: Guidance for the Trail Leadership Team

### 1. Overseers

a. DMs may appoint one or multiple overseers to a trail segment and may modify the basic times a year overseers should visit their trails. They are to ensure overseers understand the work they are taking on and how to do the work, the commitment they are making, and partner guidance and Club policies and standards they must adhere to. They are the eyes of the DM and need to be able to report conditions that require action beyond their abilities. Segment maps, inventories of segments, and adverse conditions lists by segment simplify the reporting process and provide continuity as overseers change. See Attachment A.

b. Some overseers form a group of friends who work together, improving conditions beyond individual abilities. They should be encouraged to learn to be group work trip leaders, but are to be informed of pertinent partner guidance related to project clearance and trail building/repair so they conform to that guidance. Attachment B provides basic guidance for work trip/crew leaders.

c. Supervise overseers, ensuring they maintain segments to PATC/trail partner standards (See Attachment C). Recommend outstanding workers for recognition and awards. DMs are encouraged to communicate with overseers by e-mail or snail mail periodically, and to assemble overseers yearly for a get-together and motivation session. For overseers who don't work out, meet with them or talk on the phone to determine why they aren't adhering to partner guidance and Club standards. If convinced they cannot or will not so adhere, then dismiss them, thanking them for past work.

2. Work Trips. Schedule, and as appropriate lead, work trips using trip volunteers or district trail crews following the procedures of Attachment B. If district trail crews are maintained, if requested and as feasible, provide assistance to other districts. As needed, ask independent crews to take on trail work beyond the abilities of district trail crews.

3. Before or by each fall LT meeting, a district-wide list of major trail maintenance and trail construction projects needs to be compiled. Purpose: to provide a basis for planning and budgeting, and advanced project clearance (For the AT and trails in the SNP and GWNF, a five year projection of trail work is required by the Federal Government). Advanced clearance action for projects will enable requesting trail grants and taking advantage of opportunities for trail workers, such as Scouts or SCA groups. Prioritize, in coordination with trail partners, the correction of adverse conditions. Identify which projects will be done by district crews, and which would be appropriate for independent or seasonal Massarock and Shenandoah crews or the Mid-Atlantic Crew. Provide a copy of the condition list and work plan to the SOT at the fall LT meeting (It is recognized that work plans will be subject to change due to weather or other factors).

4. Periodically trails are added to or deleted from those PATC maintains, while segments need to be divided or joined for one reason or another. The DM is generally in the best

position to make a decision on these matters and should add, delete, or change trail segments per Attachment D.

5. Attachment E is a list of current tool caches and custodians. DMs and Independent Trail Crew leaders:

a. Inform the SOT and Trails Coordinator of the location of caches and the names of cache custodians if they change, and of additional tools that are required when needs are identified.

b. Provide an annual inventory and assessment of tool conditions in each cache to the SOT at the fall LT meeting.

c. It is incumbent on tool users to ensure the tools are maintained properly not only as a duty to members but also out of respect for others. DMs and trail crew leaders are to promote such a sense of respect among their overseers and trail crews. At the same time, it is a duty of the SOT to ensure that tools are provided to DMs so that overseers, work trip members, and trail crews have available the tools they need in reasonable proximity to where they work. The tool cache system and periodic inventories enable these duties to be accomplished.

6. Trail partners are sensitive to the dangers of chainsaw use. Most have agreed that the certification given per the ATC/SNP/FS chainsaw classes will suffice. But, any use of a chainsaw by a non-certified PATC saw operator on a PATC work trip or trail could put at risk the use of chainsaws. DMs are urged to ensure only certified saw operators use chainsaws on PATC work trips or trails. Attachment F provides a Job Hazard Analysis for PATC chainsaw operators.

7. On the AT, trail partner policy requires certification of crosscut saw users. PATC has about a two-mile stretch where the policy applies. PATC also has many miles of wilderness blue blazed trails in SNP where crosscut saws are used. Periodically PATC will conduct a class to develop skills to use and maintain crosscut saws, as well as such things as axes. DMs who use crosscut saws, and their appointees, should be encouraged to attend such classes. SNP recognizes the training PATC provides as sufficient to meet ATC standards. Of concern from a tools perspective, is that untrained and unskilled crosscut saw operators break teeth on the saw, and don't sharpen or know how to sharpen the saws. They are expensive and must be cared for.

8. Power tools that are used in trail work kick up a lot of debris, including rock fragments. Use of tools such as sledgehammers to break up rock and pulaskis or axes also kick up debris. Walking through the woods offers chances for branches to put out eyes. When using power equipment, ear protection is advisable; the decibel level of small engines is often sufficient to cause hearing loss. In situations where overhead branches may fall, such as clearing damage from ice storms, wearing helmets is advisable. When using hand tools, blisters on the hands are likely if people haven't hardened their hands, while cuts from rocks or sharp tools, such as Corona saws, are

possible. Gloves protect against such injuries. DMs and trail crew leaders are to promote the use of such personal protection equipment by overseers and members of work trip/trail crews.

9. DMs and trail crew leaders make reports of trail work they accomplish and ensure overseers and work trip leaders make work reports.

a. Provide to the Supervisor of Trails at the fall LT meeting a report of hours preparing for and working on trails for each PATC member concerned. Recommend individuals for recognition and awards.

b. No one likes paperwork or records maintenance. But, trail work time is given monetary value by our trail partners. They can use volunteer hours to match grants and other funds. DM and trail crew leader time includes time spent attending meetings and time spent at home preparing for work trips and making reports, etc., in addition to time spent on physical trail work. Time spent preparing for and conducting workshops and attending chainsaw or first aid/CPR courses should also be accounted for.

c. Although some who work on trails care little for recognition and awards, to others it is gratifying and important. DMs and trail crew leaders should take care to recommend those whose work exceeds that required of them and who should be recognized for their effort. Finally, the ATC maintains an award program for hours spent by AT volunteers. We should maintain records that permit recommending trail volunteers for these awards.

10. Attachment G is a current list of LT members issued periodically by the Trail Coordinator. Members are to attend the following meetings:

a. All LT members: Attend the Spring and Fall LT meetings at Club Headquarters to plan and coordinate trail matters and plan and prepare trail work and budgets.

b. SNP DMs, District Trail Crew Leaders, and SNP Overseer Workshop leaders: Attend the annual SNP-PATC meeting.

c. GWNF DMs and District Trail Crew Leaders: Attend the annual Lee Ranger District (Forest Service)-PATC meeting.

d. Other DMs: Attend meetings per partner agreements or as a member of a group such as the Maryland Appalachian Trail Management Committee.

11. DMs and Independent Trail Crew leaders provide trails budget submits per Attachment H (Part 1 describes PATC budgeting and the cycle followed. Part 2 describes Trail Finance Planning and Accounting. Part 3 addresses vouchers. Part 4 provides a form for a trails budget submit. Part 5, updated annually, will be a copy of the current year trails budget.) The SOT will maintain pooled funds for training (First aid/CPR, chainsaw/grip hoist/crosscut saw workshops, overseer training, tool maintainer training, and crew/work trip leader training); tools/caches/other material (procurement,

maintenance/consumables, tool boxes/tool rooms, and trail assessment tools); recruitment costs (brochures, outreach); and operations support (segment map costs, publishing costs, trail worker identification apparel, and trail crew meals). DMs will draw on pooled funds as needed during the year, and are responsible for managing the funds allocated to them.

## Appendices

- A. Trail Inventories and Assessments (Suggest attach Segment Maps and Inventories for the district, and as appropriate project lists for major trail maintenance and trail construction.)
- B. Group Work Trips (Suggest attach any additional DM guidance for group work trips. Suggest also attaching current year schedules of planned district trail crew work, and independent/seasonal/Mid-Atlantic Trail Crew work that has been requested/scheduled.)
- C. Basic PATC Trail Standards (Will be used for trails on PATC Lands, to provide technical support for other trail groups, and in negotiating MOAs. Suggest attach trail partner guidance from MOAs pertinent to each district.)
- D. Adding and Deleting Trails (Suggest attach list of current trail segments and overseers for district, updated and provided periodically by the Trail Coordinator.)
- E. Tool Caches and Custodians (Suggest attach current year cache inventories.)
- F. PATC Trails Chainsaw Job Hazard Analysis
- G. Leadership Team List (Suggest attach Trail Partner points of contact lists and emergency contact information for the district.)
- H. PATC Trails Finance and Accounting

## Appendix A: Trail inventories and Assessments

1. Trail inventories and assessments should be made for each trail segment in a district.
2. An inventory of a trail segment will change infrequently. The inventory is a listing of what exists along and the natural characteristics of a trail segment, such as signs, bridges, stream crossings, campsites, side trails, road crossings, sharp turns, key points along the trail, etc. The distance of each item from the trailhead should be noted. A rough map showing the inventory and distances for each trail segment will be prepared and provided to the assigned overseer, the DM, and the Supervisor of Trails. The map will be used to report conditions requiring work, indicating its location, and to report when and what conditions have been corrected. If inventory changes are made, then changes that should be made to hiking maps and guidebooks can be reported. Segment maps might also be provided to Trail Patrol members and Ridgerunners to aid them in reporting trail conditions.
3. Condition assessments are a statement in work trip reports by overseers of the condition of the trail (tread, switchbacks, vegetation, water bars, check dams, blazes) and items identified in the inventory. The location of each adverse condition requiring a work trip to correct should be reported, e.g., 36 inch tree down over trail, rotten bridge timbers. As appropriate, trends should be noted, e.g., erosion of trail becoming worse.

## Appendix B: Group Work Trips

Group work trips accomplish trail work beyond the capacity of an overseer and two or three others helping him or her, e.g., to relocate a section of trail. Anyone may propose a work trip, but no work trip shall be done in a district without the concurrence of the DM.

A group work trip may be led only by a PATC member in good standing. Work trip leaders are encouraged to attend first aid and CPR training. Work trip volunteers need not be PATC members.

Step 1. Gather data about the work area and identify work to be done, e.g., put in water diversions or check dams, relocate section of trail, rebuild a bridge. Overseers coordinate work planning at this time with DMs.

Step 2. Measure and flag, or otherwise mark, the work area. Determine material that will be needed and from where it will be obtained, e.g., on site rocks or downed trees, gravel, or sand; carry in wood or rebar. Determine tools required and from where they will be obtained. Determine how many people will be needed. Determine if any special tools or skills are needed, e.g., grip hoist high line, chainsaws, rock cutting.

Step 3. If required, prepare project proposals, coordinate them with the DM, and provide to partner for project clearance.

Step 4. Advertise work trips after approvals are received, describing the work trip, setting a time and place to meet, and identifying a point of contact for information. Arrange as needed assistance from those who can operate special tools and who have special skills.

Step 5. Pick up and assume custody of tools. Either carry a personal first aid kit or pick up one from PATC HQ. At the meeting site for the work trip:

a. Sign up volunteers. Determine who is a member of PATC and so note on the sign up sheet. This sign up is important to ensure Volunteer in the Park or Forest coverage for workers and to register volunteer hours for awards.

b. Brief volunteers on tools that will be used, how to carry tools safely, and how to use tools safely. If such things as safety glasses, helmets, gloves, and other gear are needed, then brief on why they are needed and their proper use. Brief on safety guidelines for the use of specialized tools, e.g., grip hoists, chainsaws.

c. Ensure each person who will be on the work trip is clothed properly for existing weather and terrain, and is carrying water and as appropriate a lunch. Ask if any work trip member has any special medical condition, such as diabetes, or allergies, such as to insect stings. Ensure those who are allergic to insect bites carry appropriate medications they can self-administer. (Note: If a group of workers is coming from an organization,

prior to the work trip inform the leaders of the group that each individual must be physically fit for trail work, stressing it is hard work and demands stamina. Inform them that each individual is responsible for their own health and behavior, and must act in a responsible way with concern for their own and others safety. Ensure they know that participants must carry water and food and be clothed properly, and as appropriate carry prescribed medications. Inform them of hazards of trail work, such as blisters, yellow jackets, etc.)

d. Hand out material and tools to be carried to work site.

Step 6. Hike to work site. There, assign people to work locations, as necessary show them or instruct them on how to do the work they are charged with. Stress safety factors. Supervise accomplishment of the work to ensure it is done safely and correctly. Ensure breaks are taken to keep workers hydrated, and as appropriate fed.

Step 7. Upon completion of work, inventory tools to ensure all are carried out. Instruct each person to check their own personal gear to ensure none is left behind. Walk out and at the rendezvous site, clean tools. Thank work trip members. Return tools and submit work trip report.

## Appendix C: Basic PATC Trail Standards

The following are basic PATC trail standards for use on PATC lands, to provide technical support to other trail groups, and in negotiating MOAs. Trail partner guidance and terrain or safety considerations may dictate deviations.

**Tread:** 18-24 inches wide. Where trail braiding shown, build up and stabilize tread, minimize muddy areas, and put obstacles on edges of trail spreading areas or where people walking around trail structures. As needed, harden tread with such things as crushed bluestone. Eliminate trail creep by clearing roots and correcting out slope.

**Vegetation:** Clear about 2 feet either side of tread centerline, 8 feet high. Cut thorn bushes and vines back further. Disturb soil to the least extent possible to avoid opening it to non-native species.

**Path route:** Preferred side hill, undulating, full bench out sloped two to three degrees, grade less than 8 degrees. Pass trails uphill of trees when possible to minimize root impacts. On flat land, build to minimize tread compression. If appropriate, put in puncheon, turnpike, low bridges, etc.

**Clearance of blow downs:** Cut blow downs to about 23 inches wide, except where wider cut will aid clearing vegetation.

**Trail Structure Material.** Natural materials preferred, e.g., rocks, gravel, rot resistant trees. Trail partners may require use of treated wood and prefabricated structures.

**Water diversions:** Grade dips preferred, water bars of rock or rot resistant trees 6-8 inches in diameter next; keep water diversions clear of sediment and leaves, when feasible, put in rocks and holes or barriers at end of drainage to slow and spread water. At switchbacks, in slope trail for 4-6 feet and build drainage ditch with flow reduction and spreading features.

**Check dams and steps:** Rock or rot resistant trees, 6-8 inches in diameter; keep about one inch of water bar clear of soil for about two feet behind water bar, pitch dirt down hill to reduce height of steps. Put in added water bars or steps if those present are being undermined excessively by water flow (step height of more than 8 inches).

**Stream crossings:** Rock steps preferred. If bridges necessary, build to partner approved design. Give consideration to prefabricated bridges.

**Trail markers:** Signs as approved at road crossings, trails to overlooks, historical sites, and trailheads. On trails, blazes 2 by 6 inches, two blazes one over the other at turns with top blaze offset in direction of turn. Color as specified by trail partner. Hiker should be able to see one blaze in each direction; avoid excessive blazing.

## Appendix D: Adding and Deleting Trails

1. DMs may add and delete trails and trail segments in their own district if:

a. Trail partner\* concurrence is obtained, or trail partner requests PATC assume responsibility for the trail or trail segment and, in the DMs judgment, overseers are and will continue to be available to maintain the trail or trail segment. Trails that will extend into another DMs district must be coordinated with and agreed to by them.

\* Trail partner in this context includes private landowners and PATC land tract managers in addition to government partners. New trails on private land must lie in a recorded easement or right of way.

b. The trail or trail segment will be of value to the hiking public, or will connect existing trails such that loop trails are created, or will provide access to areas of existing trails that are difficult to reach for maintenance.

2. Procedure:

a. Flag the proposed route. As needed, per guidance from trail partner, obtain approval of the proposed trail or trail segment route and work that must be done (project clearance). (If asked to assume responsibility for an existing trail or trail segment, this step is unnecessary.)

b. Inform the Supervisor of Trails and Trail Coordinator of the proposed trail or trail segment. Identify the trail partner concerned and land/easement owner. Give a start point, a distance, and an end point. If the distance is not known with accuracy, give an approximate distance. Assign a name to the trail or trail segment. Recommend a trail or trail segment number. The Supervisor of Trails will approve assignment of the trail or trail segment number, and the Trail Coordinator will enter the data into the trail database.

c. Plan and report work using the assigned trail or trail segment number. When the trail or trail segment is completed, measure distance, complete a trail inventory and condition assessment, and prepare trail segment maps. Report refined distance to the Trail Coordinator for entry into the trail database. Provide the inventory to the maps and trail guides chairs.

3. DMs may divide existing trail segments into smaller segments. Provide the start and end point for each sub-division, and their lengths, to the Supervisor of Trails and Trail Coordinator, and the trail sub-segment number to be assigned. The Trail Coordinator will enter the segment sub-divisions into the trail database.

4. It is suggested that DMs attach lists of trails assigned and lists of overseers assigned to trail segments and their work trips to this appendix

5. Trail Numbering System. The following describes the PATC trail numbering system.

First digit: 1(PA), 2 (MD), 3 (VA), 4 (SNP), 5 (Tuscarora (TT)), 6(GWNF), 7(Metro)

Second digit: Geographic sub-division

Third digit: Type of trail: 1(AT), 2(side/individual), 3(TT), 4(Catoctin), 9 (Tract Trail)

Fourth, fifth, and sixth digits: Specific trail segment numbers.

Seventh digit: After a decimal point, a segment subdivision.

4. Current districts:

Pennsylvania AT: 1010 (PA AT), 1020 (PA AT side trails)

Maryland AT: 2010 (MD AT), 2020 (MD AT side trails), 2040 (Catoctin)

Virginia Ashby District: 3110 (VA AT), 3120 (VA AT side trails)

Virginia Mosby District: 3211 (VA AT, Ashby to Linden), 3212 (VA AT, Linden to SNP), 3221 (VA AT side trails, Ashby to Linden), 3222 (VA AT side trails, Linden to SNP)

Shenandoah National Park: 4110 (SNP AT North District), 4120 (SNP North District side trails), 4210 (SNP AT Central District), 4221 (SNP Central District AT side trails (south end)), 4222 and 4223 (SNP Central District AT side trails (north end)), 4310 (SNP AT South District), 4320 (SNP South District AT side trails)

Tuscarora Trail: 5120 (TT North north side trails), 5131 (TT North), 5132 (TT North south side trails), 5220 (TT Central side trails), 5230 (TT Central), 5320 (TT South side trails), 5330 (TT South)

Massanutten: 6120 (Massanutten North District), 6220 (Massanutten South District)

Great North Mountain: 6320 (Great North Mountain Trails)

Metro: 7120 (DC Trails), 7220 (Metro MD Trails), 7321 (PHT), 7322 (Bull Run-Occoquan Trail), 7223 (Battlefield Trails)

Tract Trails: Virginia Mutton Hollow District 3390

## Appendix E: Tool Caches and Custodians

SITE	DISTRICT	CUSTODIAN
1. Vienna, VA Tool Room	All	Tool Room Crew
2. Metro Area		
a. Great Falls MD, Lock 19 Shed	MD Metro	Georgeann Smale
b. Billy Goat A Trail	MD Metro	Georgeann Smale
c. Rock Creek Park Nature Center	D.C.	Ranger Ferrebee
d. FRSP	FRSP	Frank Haas
e. PHT	PHT	Rick Francke
3. PA Michaux State Forest HQ	PA District	Pete Brown
4. MD Wolfsville Road	MD AT	Rick Cantor
Washington Monument	MD AT	Rick Cantor
5. Northern Virginia		
a. Blackburn	Ashby	Chris Brunton
b. DM	Mosby	Lloyd Parriott
6. Shenandoah National Park		
a. Front Royal Entrance Station	North	Peter Harris
b. Piney River Ranger Station	North	Dick Dugan
c. Thornton Gap Entrance	Central	Dan Dueweke
d. Big Meadows Ranger Station	Central	Charles Hillon
e. Old Rag	Central	Dan Dueweke
f. Swift Run Gap Entrance	South/Central	Steve Paull
g. Simmons Gap Ranger Station	South	Shawn Green,
Dennis DeSilvey		
h. Rockfish Gap Entrance	South	Pete Gatje
i. Ivy Creek Maintenance hut	South	Dennis DeSilvey
7. Lee Ranger District and Tuscarora		
a. Wolf Gap Recreation Area	Great North Mountain	Hop Long
b. Elizabeth Furnace Campground	Massanutten North	Ed Brimberg
c. USFS Visitor Center Hwy 211	Massanutten South	DM (South)
d. Cathers Market/Exxon Station, about 1.5 miles west of the US 50/VA 37 intersection	Tuscarora Central	Walt Smith, tool overseer James Snow
8. Cadillac Crew -- Jon Rindt		
9. Acme Treadway Company -- Don White		

Appendix F: PATC Trails Chainsaw Job Hazard Analysis (JHA)

PATC Trail volunteers using chain saws (saw operators) must be certified. Each is responsible for his or her own health and safety. This JHA will be provided each certified saw operator of the PATC, who will read it and adhere to its provisions.

PATC trail volunteers using chainsaws on a PATC trail must be accompanied and assisted by at least one person, and if certified as an apprentice must be accompanied by a certified intermediate or instructor saw operator. Assistants are responsible for their own safety and are encouraged to wear a helmet, safety glasses, and ear protection to protect against flying chips, falling branches, and damage to eardrums.

Saw operators provided helmets, chaps, first aid kits, and chain saws shall return them to the Trail Coordinator when they stop operating a chain saw for PATC.

JHA Elements

Job Task: Chainsaw operation to clear blow downs from trails.

Unit: Potomac Appalachian Trail Club – Trail Volunteers.

Required Safety Training:

1. Attendance at chainsaw safety class conducted per National Forest Service, National Park Service, and Appalachian Trail Conservancy Memorandum of Agreement (Courses are conducted by SNP, FS (Lee Ranger District), and ATC)
2. Attendance at nationally recognized first aid/CPR course (ATC reimburses \$65.00 of course costs for those who work on the AT and associated side trails. PATC will reimburse \$65.00 of course costs for other PATC trail volunteers.)

Required Certification

1. Current apprentice or intermediate saw operator.
2. Current first aid/CPR.

JHA Completion Date:

Update Review Due: Spring Trail Leadership Team meeting each year.

Supervisor of Trails s/s:

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Occupational Safety and Health Administration (OSHA) Standards. 29Code of Federal Regulations (CFR) 1910.266 (Logging), 1910.95 (Noise Exposure), 1910.133 (Eye and Face Protection), 1910.135 (Head Protection), 1910.136 (Foot Protection), 1910.137 (Hand Protection)

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## Required Safety Equipment/Tools for the Job

### 1. Personal Protection Equipment

a. Chainsaw helmet, six points of suspension, face screen and hearing protection; Underwriter Laboratory certified chain saw chaps or pants that overlap boot tops by at least 2 inches (ATC will provide through the Trail Coordinator a helmet and chaps for those who work on the AT. PATC will provide through the Trail Coordinator a helmet and chaps for those not working on the AT. PATC saw operators may use their own helmets and chaps if they meet the requirements specified above.).

b. Safety glasses or goggles that meet or exceed ANSI standard Z87.1-2003.

c. Long trousers required, gaiters and long sleeve shirt recommended.

d. Cut-resistant boots with non-skid soles, eight inches high on Forest Service lands, six inches high on other lands (Six inch all-leather hiking boots are acceptable.).

e. Leather or other cut-resistant gloves.

2. Chainsaw with operable anti-vibration system, throttle interlock, chain brake, chain catcher stud, rear hand guard, bucking spikes (dogs), reduced radius tip chain guide bar of the correct length and type for the saw, sharp chain of the correct type for the saw that is not defective and is tensioned correctly to avoid overheating and wear on chain sprockets, effective spark arrester screen, properly mixed fuel, correctly dispensing bar oil, and chain bar scabbard (The Trails Coordinator issues chain saws with specified safety features. PATC saw operators may use their own saws if they have the specified safety features).

3. Gas and bar oil containers, less than two gallons fuel capacity, that meet ANSI/ATSM D3435-80. Plastic wedges, saw wrench, spare bar nuts, cleaning tools, etc. Suggest hand saw or spare bar, second sharp chain, single bit ax, and loppers.

4. Wild land fire tool (fire rake, rogue hoe, Pulaski, etc) or fire extinguisher.

5. First Aid kit with at a minimum per OSHA 1910.266, Appendix A: Gauze pads at least 4x4 inches, two large gauze pads at least 8x10 inches, box band aids, one package gauze roller bandage at least two inches wide, two triangular bandages, wound cleaning agent (suggest wound washing syringe), scissors, at least one blanket (suggest space emergency blanket), tweezers, adhesive tape, latex gloves, resuscitation bag, airway or pocket mask, two elastic wraps (suggest ace elastic bandages), splint (suggest SAM splint), and directions for requesting emergency assistance. Suggest saw operator carry compression bandage on person (ATC will provide through the Trail Coordinator a qualifying first aid kit for those who attend chainsaw safety courses and work on the AT. PATC will provide through the Trail Coordinator a qualifying First Aid kit to other PATC saw operators.)

6. Personal medications prescribed if allergic to insect bites. Asthma medications if prescribed. Suggest sawyer extractor kit if snake bite possible and tick removal kit where deer ticks likely. Water and high-energy food.

Potential Hazards // Safety Control Measures

1. Fuel-air explosion or fuel fire //
  - a. Secure fuel container outside passenger compartment during vehicle transport.
  - b. Mix gas and oil, and fuel saw, in well-ventilated area.
  - c. Do not permit smoking or other ignition sources (e.g., cell phone use) within ten feet of fuel mixing or saw fueling area, particularly on a hot day.
  - d. Use a spout or funnel for fueling, pour fuel slowly, wipe off spills from saw.
  - e. If saw is hot, let saw cool before you fuel.
  - f. Put saw on bare ground or other non-combustible surface when fueling.
  - g. Start saw at least ten feet away from fueling site and site of any fuel spill.
  
2. Fire in leaves or wood //
  - a. Check, clean, or replace if damaged, spark arrester screen in muffler.
  - b. Ensure gas-oil mixture is correct per manufacturer's instructions when mixing gas and oil. Shake fuel mixture before fueling saw from container, and before starting saw.
  - c. Clear ground of leaves before putting hot saw on ground.
  - d. Watch carefully for dull chain, if wood smoking, sharpen or replace chain.
  - e. Fire fighting tool or fire extinguisher ready to put out fire.
  
3. Injury due to unsafe saw operator//
  - a. NEVER work alone with a chainsaw, be accompanied by one or more persons to help carry equipment and to assist in clearing brush and cut material.
  - b. Take a radio or cell phone for emergencies, know emergency contact numbers, and know how to reach the nearest medical facility.
  - c. NO DRUGS OR ALCOHOL AT ALL.
  - d. If taking medication that may cause drowsiness, do not operate a saw.
  - e. If you become fatigued, ask someone else who is certified to cut, take a break or stop operating the saw.
  - f. Eat well and frequently – sawing uses lots of energy.
  - g. Drink plenty of water to avoid dehydration.
  - h. Always wear PPE.
  - i. Warm up and stretch before starting work; periodically stretch during breaks.
  
4. Injury from kickback or loss of control when starting saw //
  - a. Put on PPE and engage chain brake before starting saw.
  - b. Start saw on ground or held securely between knees. NEVER “drop start” a chainsaw (too easy to lose control).
  - c. Grasp saw firmly with left hand, thumb around handle. Short, firm pulls on starter cord. When saw starts, tap throttle to slow saw to idle before releasing chain brake.
  
5. Injury due to operating unsafe saw//
  - a. Maintain and repair saw per operator's manual, i.e., check throttle interlock to ensure operating properly (if not, take to professional to repair), inspect chain and ensure it is sharp and free of defects (replace if dull or defective),
  - b. After starting saw, check proper operation of chain brake. Let saw idle with chain brake off; check to see if chain moving. Take to professional if chain brake is not

operating properly or if chain is moving at idle. Check saw turn off to ensure it works, if not take to professional to be fixed before operating saw.

6. Injury during hike to work site//

- a. Warm up and walk at moderate or slow pace to avoid tripping or slipping.
- b. Carry tools at side. If start to fall, toss tool downhill.
- c. Do not carry tools on shoulder; if you fall the tool may cause serious injury to your head, shoulder, or spine.
- d. Carry saw with chain saw scabbard in place, usually below waist, on downhill side if on steep slope, and with exhaust pointed away from body.
- e. Suggest wear safety glasses when in woods to prevent eye injury from branches.

7. Injury due to adverse conditions//

- a. Stay out of the woods if heavy snow or ice covers ground/trail.
- b. Never clear leaners during high winds or when visibility or inadequate lighting obscures treetops and the area where the leaner will fall.
- c. Plan work to avoid slippery conditions when working on steep slopes.
- d. Inspect work area to avoid wasps, snakes, poison ivy, and other natural hazards.
- e. Avoid exposure to extremes of hot or cold when possible and take breaks to keep hydration and body temperature regulated.

8. Injury due to unsafe saw operating//

- a. PLAN AND ANALYZE JOB AND AREA BEFORE STARTING. BRIEF ASSISTANT ON HAZARDS. INFORM HIM OR HER TO STAY A SAFE DISTANCE FROM THE CUTTING SITE, AND NOT TO APPROACH IT UNTIL YOU CALL HIM OR HER FORWARD. TELL ASSISTANT TO WATCH UP AND DOWN TRAIL TO SPOT HIKERS APPROACHING CUTTING SITE. TELL THEM TO STOP THE HIKERS A SAFE DISTANCE AWAY.
- b. Identify stresses on leaners and fallen trees. Identify spring poles, to include limbs under tension and held by another tree. Give special attention to windfalls or ice damage to check for strains, breaks, binds, or tension.
- c. Check for overhead hazards such as widow makers, broken limbs, etc.
- d. Consider rolling or otherwise downing a leaner before using chainsaw. If the tree is rotten or if you are uncertain about cutting a leaner, leave it for more experienced saw operators.
- e. When operating saw, use both hands with a firm grip, thumb encircling both handles.
- f. Know where the bar tip is at all times and avoid touching objects with the bar tip.
- g. Clear the cutting area of obstacles. While brushing, space others a minimum of 20 feet or twice the height of the brush away from the saw operator.
- h. DO NOT cut with power head above shoulder.
- i. Consider cutting with power head between waist and shoulder a special dangerous (watch out) operation.
- j. Ensure sure footing and maintain a balanced, stable stance.

- k. Determine if spotters are needed, put people in place if needed and clear assistants a safe distance from job.
- l. Remove limbs before bucking. Determine if leaving some limbs will keep log from rolling after it is cut. Give consideration to using hand saws if a tree top is down over the trail and stresses are hard to read. Use proper limbing technique.
- m. Position yourself to one side of possible kickback of chainsaw.
- n. Release tension from spring poles or limbs under tension gradually with a series of small cuts on tension side or use shaving technique from compression side.
- o. DO NOT stand on tree when cutting limbs.
- p. When cutting large limbs, be alert for chain binding and kickback, including from side tension.
- q. NEVER more than one person working on one tree.
- r. As weight is removed from a blow down, be alert for the tree standing up due to tension in roots. This can happen very quickly.
- s. NEVER buck a tree that is considered unusually dangerous or that exceeds certification levels; leave it for more experienced and better equipped saw operators.
- t. Buck blow downs from the uphill side. Anticipate log reactions when severed. Protect your feet, ease off pressure and chain speed near end of bucking cut.

## Appendix H: PATC Trails Finance and Accounting

### 1. PATC Budgeting (Issued by PATC Treasurer 1 Jan 205)

This guidance sets forth policy and procedures for budgeting PATC funds. The PATC fiscal year runs from 1 January to 31 December. Budgets will assume a zero base from the previous year. The only funds carried over will be grants and contributions for a specific budget account, and multi-year project funds, that have not been expended.

Budgets will have the aim of furthering goals and achieving objectives that contribute to the Club mission. Club officers and committee chairs will write long term goals for assigned functions, and identify specific work projects for short term action. Account numbers are assigned income and expenditure lines, and should be cited when making budget requests.

Projected costs of Club functions that continue from year to year should be based on past records of actual expenditures and anticipated increases or decreases. Projected costs to initiate new or continue specific work projects should be based on best estimates. Costs for specific projects should be broken down and a short justification for the funds provided. If multi-year funding is required, then the budget should be footnoted to show longer term funding needed. Costs should be projected out five years. Budget cycle is:

September Council: Treasurer provides each Officer and Committee Chair a line item record of income and expenditures under their cognizance to aid in analysis and budget submit preparation.

October Council: Officers and Committee Chairs submit budget requests to Club Treasurer. If funding requests are not received in time to review them at the October Executive Committee (EXCOM) meeting, it will be assumed that no funding is required in the next fiscal year.

October EXCOM: Executive Committee reviews budget.

Between October and November EXCOM: Treasurer and Club Vice Presidents, and others as appropriate, meet to evaluate revenue projections and requested expenditures and refine the budget.

November EXCOM: Executive Committee review final budget and prepare recommendations to PATC Council for decision.

December Council: Council reviews budget and makes decision on its adoption.

January 1: New budget implemented on 1 January.

June EXCOM: Executive committee reviews income, expenditures, and budgeted moneys, originates adjustments if appropriate, and recommends them to Council.

July Council: Motion will be voted on to implement recommended adjustments.

Trails Finance Planning and Accounting

2. Finances are obtained through the PATC Budgeting process, partner reimbursements, donations, and grants. The Trails budget will be prepared at the fall Leadership Team (LT) meeting. Income will be shown under headings of NPS reimbursements, FS reimbursements, and trail donations and grants. The total trail budget amount will be shown under the account number 62300, Trails. Budget needs and cost accounting will use the following:

Account Id.	Cost Code	Description
62310		Leadership Team (LT)
	LT-1	Communications (SOT, DM, and crew leader phone, postage, print, and copy costs to communicate and provide information to one another, overseers, trail crew members, and trail partners, and funds to defray costs of overseer/trail crew motivational meetings).
	LT-2	Travel (SOT, DM, and trail crew leader travel costs to meet with trail partners).
	LT-3	Guidance (Prepare and print Club trail manuals).
62320		Leadership Support (LS)
	LS-1	Phone (Trail Coordinator)
	LS-2	Postage (Mailings made by Trail Coordinator)
	LS-3	Copier (Copy costs for trails)
	LS-4	Office supplies for trails (Trails Coordinator)
	LS-5	Support for trails meetings (Trails Coordinator)
62330		Trail Volunteers
	TV-1	Recruiting and Orientation (Brochures, videos, handouts)
	TV-2	Training (overseer workshops, chainsaw classes, first aid/ CPR classes, work trip leader sessions, etc.)
	TV-3	Overseer package and trail volunteer (overseers/crew members and leaders/district managers) recognition supplies (PATC patches, t-shirts, caps, rocker bars, etc.)
	TV-4	Seasonal Crew Support (Reimbursable costs)
62340		Trail Materiel (TM)
	TM-1	Trail layout and measuring tools (GPS, radios, wheels, clinometers, wire flags, buckets, chains, software, etc.).
	TM-2	Acquire power tools and associated equipment (chainsaws, power weeders, helmets, face shields, safety glasses, ear plugs, ear muffs, shin protectors, chaps, files, gas and oil containers).

TM-3 Acquire hand tools and associated equipment (Hand tools to dig and shape soils and rock and cut wood and vegetation, move heavy rocks and logs, gloves, safety glasses, helmets, etc.).

TM-4 Repair and maintain tools (Costs of equipment to do work, and of work and parts).

TM-5 Consumables supplies (gas and oil, grease, weeder string, plastic cutters, chainsaw chains, fuel preservative, paint, paint cans, and paint brushes, flagging tape, etc.).

TM-6 Project supplies (Material needed for specific projects, e.g., wood for bridges, nails, prefabricated bridges, cement, etc).

TM-7 Tool storage and security (tool boxes, tool rooms, etc.)

### 3. Filling Out Vouchers

The Club reimburses costs through a voucher system. The SOT or someone authorized to sign for him or her signs vouchers submitted for reimbursement of trail costs. Signed vouchers are given to the Staff Business Manager who cuts a check. The treasurer or another authorized officer signs checks, which are sent to whomever submitted the voucher.

The voucher has blank spaces for entry of information. The following guidance is provided for filling in a voucher for trail costs.

Due date: Leave blank

Today's date: Date you fill out voucher.

Invoice #: Leave blank

Budget Title: Trails.

Account #: 62310, 62330, or 62340, whichever apply.

Listing of Items: List matters for which reimbursement is sought by cost code. Generally, District Managers and Trail Crew leaders will expend funds only for cost codes LT-1, LT-2, and TM 2 through TM-7. Seasonal Trail Crew leaders will use cost code TV-4. Workshop leaders will use cost code TV-2.

The remainder of the voucher is self-explanatory

4. Trail Fall Budget Submit

District \_\_\_\_\_ Year \_\_\_\_\_

Leadership Team

1. LT-1. Communications (District Manager phone, correspondence, postage, newsletter, and overseer/trail crew motivation meetings) \_\_\_\_\_
2. LT-2. Travel (Limited to official meetings with partners) \_\_\_\_\_

Trail Volunteers

3. TV-2. Overseer workshops, trail skills training, etc. (excluding chainsaw, crosscut saw, and first aid and CPR training). For each workshop/training activity:  
Planned date \_\_\_\_\_  
Location \_\_\_\_\_  
Partner (Indicate if workshop/training will be done in cooperation with a trail partner or another part of PATC) \_\_\_\_\_  
Planned Cabins use (State which cabins and dates of use) (If cabins not used, state other location where people will stay)  
\_\_\_\_\_  
\_\_\_\_\_

Who will conduct workshop/training (Indicate if someone will be hired to conduct workshop/training and if it will be linked with a work trip)  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost \_\_\_\_\_  
Grants/donations (Indicate if a trail grant is appropriate and has been applied for by PATC or by trail partner)  
\_\_\_\_\_  
\_\_\_\_\_

Trail Material

4. TM-2 and TM-3. If not identified separately, list new power and hand tools needed for district caches.
5. TM-6. Estimated costs of trail structure material for next year not covered by partner provision of material (e.g., wood and nails for bridges, stiles, etc). State briefly what will be built. Indicate if grants applied for if costs exceed \$1000.00.
6. TM-7. New tool storage and security needs not previously identified.