

FOREST STEWARDSHIP PLAN/FOREST MANAGEMENT PLAN

This instruction sheet provides guidance on filling out the Missouri common forest management plan form, version 1.5. This electronic form was developed and approved by the Forest Stewardship committee of the Missouri Forest Resources Advisory Council (MOFRAC). This format should be used when developing a MDC Forest Stewardship Plan or a NRCS Forest Management Plan and covers the basic information and detail that is required for each of these plans. This format is also compatible with Tree Farm forest management plan guidelines and criteria.

This Microsoft word file is document protected (no password is needed). To make adjustments in the format, the user will need to unprotect the document before making changes.

INTRODUCTION

Use the drop down menus to choose the appropriate management plan. Indicate whether this is a “new” or “revised” plan.

TABLE OF CONTENTS

The table of contents is set up using Word formatting. (This is located under the “Refernces” tab and “Table of Contents”.) Each heading that appears has a specific format that is picked up by Word and placed in the table. If you add new headings, they must fit these formats. You can update the Table of Contents by selecting the table, right clicking and selecting “Update Field”. You may select “update page numbers only” or “update entire table.” If you did not add any new headings, then update page numbers only. This will insert new page numbers for each heading. This is very useful if you added many stands and pushed items off onto new pages. The “entire table” option will add any new headings and page numbers.

PROPERTY INFORMATION

Include the appropriate background information by tabbing to each entry area.

LANDOWNER OBJECTIVES

List client objectives (be specific) and desired future conditions relating to wood and fiber production, forest health, wildlife habitat, special areas, recreation development, environmental services (carbon credits, clean water offsets, conservation easements, etc.). Additional comments can be added to the initial paragraph, if desired.

SIGNATURES AND APPROVALS

Use the drop down menus to choose the appropriate management plan. Acquire the necessary signatures, including the landowner’s, for the type of forestry plan being developed.

PLAN/STAND MAP

Develop a forest plan map showing forest management unit boundaries and stand boundaries. A scale, north arrow, and legend must also be present on the map (preferred format – ArcGIS with appropriate shape files). Paste the plan map as a .jpg file under the leading paragraph. Fill in stand acres in the table. Additional maps, such as an implementation map, or others may be added. However, these maps do not need to be a part of the body of this plan, but should be addendums to the plan.

RECORD OF DECISIONS SUMMARY/ACTIVITY SCHEDULE

Provide a summary of findings by stand that addresses each of the headings shown below. Use fillable fields and drop down choices (Practice Codes). If additional stands are needed, unprotect the worksheet, highlight entire bottom row, copy the row (ctrl-c), place cursor below bottom row, then paste new row (ctrl-v). Protect the worksheet before inputting additional information.

<i>Stand</i>	<i>Acres</i>	<i>Practice Code or Treatment Activity</i>	<i>Treatment Details</i>	<i>Planned Date</i>	<i>Completed Date</i>
<i>List stand number</i>	<i>List stand acreage</i>	<i>Identify appropriate NRCS practice name and code or treatment activity</i>	<i>Discuss proposed treatments for each stand.</i>	<i>List the month and year that each practice or activity will be implemented.</i>	<i>List the month and year that each practice is completed.</i>

In the final paragraph, indicate the year the next update is needed. Additional comments can be added to the final paragraph, if desired.

EXISTING CONDITIONS/FIELD EXAMINATION FINDINGS

Use the drop down menu to choose the appropriate management plan. Indicate the month and year the inventory activity occurred.

Record the appropriate information for each of the tabbed fillable areas:

- **Stand Management Objectives:** *Describe any specific objectives pertinent to the individual stand, beyond overall objectives addressed earlier in plan or as it relates to the overall objective of the plan*
- **Description of Stand Condition:** *Include items such as slope, topography, aspect, site index, stocking, species by size class, tree quality natural and cultural features, insect and disease infestation, wildlife species and habitat elements, noxious and invasive species, water quality and other important features as applicable*
- **Desired Future Condition:** *Describe the preferred future condition of the stand, including specific goals such as stocking percent, basal area, species composition, wildlife habitat, recreation opportunities, etc.*
- **Stand Management Recommendations:** *Describe specific recommendations that will achieve the landowner’s objectives and move the stand towards the desired future condition. Include the following where applicable:*
 - *A general recommendation such as leave, forest stand improvement, timber sale, etc. is/are needed*
 - *Specific treatment details, such as basal area, species, and size classes to remove during a thinning*
 - *Size classes and species to target with a commercial harvest and post harvest treatment needs*
 - *If a prescription is “Leave”, then describe why. For instance, complete the following sentence, no management is needed at this time due to*
 - *Other needed information to provide a clear understanding of needed management*

Avoid using technical terms that may cause confusion or misunderstanding for the landowner.

If additional stands are needed, unprotect the worksheet, copy a stand grouping, and paste at the end of the existing stand sections. Protect the worksheet before inputting additional information.

APPENDIX I – Location Map/Plat Map

Provide a location map to assist in locating the planning unit in the county. Paste the location map as a .jpg file under the appendix heading.

APPENDIX II – Soil Information

Additional comments can be added to the initial paragraph, if desired. Provide soil maps and descriptions for the identified management unit. Use NRCS Web Soil Survey site, University of Missouri CARES, or other similar mapping venues. The NRCS Web Soil survey is located at <http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>. On this site, select an area of interest using one of the search methods provided. These include address, land survey, etc. If done correctly, an aerial photo will appear with the property in the vicinity. Use the AOI polygon button to draw a boundary line around the property. Then select the tab that says “Soil Map.” This brings up the soils boundaries and a table of the soils. Right click on the photo and select copy. Go to the plan format and right click where you want the photo and paste the soil map as a .jpg file under the “Soil Map.” This may take a few seconds. You may need to format the photo to appear in the center of the page. Fill the soil table with appropriate map unit symbols and names. You may also delete the table in the plan and copy and paste the table from the Web Soil Survey page into the plan. You will have to select the table data. Then go to the tool bar and under edit select copy and then go to the plan and paste. The table can be formatted to the multitude of preset styles under the design tab.

After the final paragraph, include a brief description of the soil types found on the planning area. Include any limitations to the soil for the intended objective, or place these in the stand recommendation section. For instance, if a timber sale is desired, comment on soil limitations for heavy equipment. If a tree planting is prescribed, comment on suitable trees. The goal is to make this stand specific and not simply provide all soil data for the site. In the boxed area, fill in the phone number and town for the appropriate field office.

APPENDIX III – Topographic map

Provide topographic maps for the identified management unit. Use CARES or other similar mapping venues. Paste the topographic map as a .jpg file under the appendix heading.

APPENDIX IV – Environmental Evaluations

Each Environmental section has a fillable area for additional comments if needed. Check for possible T&E species using the MDC Heritage database and cultural resource sites. Indicate if there are T&E species or cultural resources present (fillable fields). If plans are being contracted or done through cost share, the NRCS or MDC personnel should provide this information to the plan preparer.

APPENDIX V – Glossary/Helpful Internet Sites

Additional forestry terms can be added to the initial list, if desired. The URL locations are active and can be accessed by moving the cursor over the URL, holding the control tab down, and left-clicking on the mouse.

APPENDIX VI– Supporting Documents/Stand Information

Include site specific work sheets, field inventory data, references to publications, federal or state

program data, etc. in this section. Material can be added by pasting or entering the information under the appendix heading. The provided table contains headings for required data. This is needed for use with state and federal programs. If additional stands are needed, unprotect the worksheet, and insert additional rows. For MoForest users, when your forest inventory is completed, you can use the reports function. Create the desired report then right click on it. Select Export and Word RTF file. You can name and save this to a temp directory and then import it into the Word document. Once imported, the formatting can be changed to make it look the way you want.

Inventory Guidelines:

A forest management plan should be based on a forest inventory. Establish sample plot locations within forested stands as follows:

1. All plots are to be randomly located in the stands and with a variable radius using a 10 factor prism.
2. The number of plots sampled on each stand primarily depends upon stand size. The following are MDC and NRCS minimum sampling intensities when completing a forest inventory.

Stand Size	Minimum # Plots
< 10 acres	3
10-14 acres	4
15-19	5
20+ acres	5 + 1 plot for every additional 10 acres

3. Consider additional plots if:
 - Management decisions made about the stand will likely involve harvesting
 - Management prescriptions for the stands will require a significant investment in time or funds
 - Stands will be managed under an uneven-aged system, or stand conditions are highly variable

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