

2024

TOP

ANNUAL UPDATE
for the
TIMBER OPERATIONS
PROFESSIONAL

a program of the
Forestry
Association
OF SOUTH CAROLINA



Dear Facilitator:

Welcome to the 2024 Timber Operations Professional (TOP) Annual Update sponsored by the Forestry Association's TOP Committee. We are pleased to provide the most up-to-date and highest level training that is available. Annually more than 1,000 loggers, foresters and other forestry related professionals in our state participate in the TOP Program.

The Forestry Association of South Carolina is proud of our facilitators who lead by example following the highest industry standards which adds to their credibility in delivering a successful training session for our TOP Program participants.

Together we will advance the logging profession to an even higher standard in South Carolina. Thank you for your commitment to the TOP Program.

Sincerely,

A handwritten signature in black ink that reads 'Cam Crauford'. The signature is written in a cursive, flowing style.

Forestry Association of South Carolina, President & CEO

TOP Annual Update

FACILITATOR INSTRUCTIONS

FACILITATORS MUST BE EITHER A REGISTERED FORESTER OR APPROVED BY THE TOP COMMITTEE.

As a TOP Annual Update facilitator you have the important role of serving as a leader and instructor to conduct Logger Training on behalf of the Forestry Association of South Carolina (FASC). To facilitate the TOP Annual Update, there are a number of documents you will need to distribute, collect, and process as part of your responsibilities. Included below are instructions on these documents.

- 1. Facilitator Checklist:** Use this as a tool prior to conducting a training session to ensure you are prepared for facilitating the event. Using this checklist will ensure that you will have a successful training session.
- 2. Training Attendee Cover Page & List:** Fill in the Training Attendee List COVER PAGE information for the training session and sign this form. Instruct TOP trained participants to legibly print name and information on the form. Upon completion of training session, send the Training Attendee List and COVER PAGE to Guy Sabin at the Forestry Association office. It is a good practice to check the list to make sure all information is legible, and make note of any individuals taking the class that are not TOP trained or for CFEs only.

You can check the Forestry Association's website for the most up-to-date TOP Trained List: <http://www.scforestry.org/top> then click either button on the right hand side (Trained List by Last Name or Trained List by Company Name.)

- 3. Facilitator Discussion Guide:** This section will assist you in summarizing each segment and to generate further discussion on these topics. It is the facilitators responsibility to generate discussion during the allotted times.
- 4. Agenda:** Please make copies of the agenda and distribute to all participants.
- 5. Contact Form and Invoice:** Make copies of this form for each participant that is currently on the TOP Trained List. Notify participants that the \$80 annual fee must be paid before their TOP Trained Status is considered current. TOP Participants must mail the form along with payment to the Forestry Association office at the following address:

Forestry Association of SC
TOP Program, Attn: Guy Sabin
4901 Broad River Road
Columbia, SC 29212

People that have not completed the initial TOP Initial training class should not mail in this form or send payment. These individuals are encouraged to view the TOP Annual Update training, but will not be considered TOP Trained unless they complete the TOP Initial class.

- 6. Certificate of Completion:** Fill in information for the facilitator name and training date on this document. Make copies and distribute to participants upon completion of the TOP Annual Update training. This certificate serves as a proof of attendance only.
- 7. Handouts:** Handouts include Agenda, Contact Form & Invoice, Certificate of Completion, and any additional optional handouts from the Facilitator's Guide.
- 8. CFE Sign-in Sheet:** Print and maintain this form for any participant that wishes to receive CFE credits. Participants will only be eligible for CFE credits when additionally signing this sheet. Participants may refer to the Certificate of Completion for the amount of approved CFE credits. The Certificate of Completion serves as the CFE sheet. The facilitator must send the final CFE Sign-in Sheet within one week of the class date to Guy Sabin at the Forestry Association office for participants to receive CFE credits. **DO NOT SEND THIS SHEET DIRECTLY TO SAF!**

Questions from facilitators or TOP trained individuals may contact:

**Guy Sabin
Forestry Association of South Carolina
4901 Broad River Road
Columbia, SC 29212
Office: 803-798-4170
gsabin@scforestry.org**

FACILITATOR CHECKLIST

PLEASE REVIEW THIS CHECKLIST PRIOR TO HOSTING A TRAINING SESSION.

Thank you for volunteering to host and facilitate the TOP Annual Update. The checklist below is designed to assist you in organizing a successful event. You must be a SC Registered Forester or approved by the TOP Committee to facilitate an Update class. Each checked task will ensure that you will have no surprises as you play the video, all handouts will be ready, and you will be familiar with each subject contained in the video. Each facilitator is responsible for the preparation and presentation of their individual TOP Annual Update training session.

If you have questions or need clarification on the material supplied prior to the training session, please contact Guy Sabin at the Forestry Association of South Carolina at 803-798-4170 or gsabin@scforestry.org. Thank you for your participation in the Forestry Association's TOP program.

- _____ Watch entire video and **"PAUSE"** between each segment as indicated.
- _____ Does the video play successfully from beginning to end?
- _____ Did you use the **"PAUSE"** function to ensure the video would **stop** and **restart** successfully when used?
- _____ Will each participant be able to clearly see video images and text on every segment with the media you intend to use (TV, video screen)?
- _____ Have you secured a venue appropriate for learning and communication?
- _____ Will every participant be able to hear the audio clearly throughout the video in the facility you have chosen to present the program? Be sure your speakers are suitable for the group size.
- _____ Have you read and do you understand all materials in the Facilitator Guide?

- _____ Have you considered questions and discussion for students to supplement the Facilitator Guide?
- _____ Prior to the training sessions, print **Handouts** for each student attending.
- _____ Print **Contact Form & Invoice** for each student.
- _____ Print sufficient **Trainee Attendee Lists** for student attendance records. (Fill out cover page).
- _____ Print **Certificate of Completion** form for each student. This also serves as the CFE form for those who need it. (Sign the bottom and fill out the date *before* making copies for each participant.)
- _____ Are you providing incentives for student participation?
- _____ Are you providing refreshments for breaks that may occur during "Pauses"?

Handouts to distribute – one copy per participant:

- Agenda
- Contact Form & Invoice
- Certificate of Completion

What to do after the training session:

1. Make sure all the attendees have signed the Training Attendee List .
2. Return the following items to the Forestry Association immediately:
 - **Cover Page**
 - **Training Attendee List**
 - **CFE/SAF Sign-In Sheet** – only if you had any registered or certified foresters that need CFE's.

Problems Playing the Video file?

- Copy the video file from the USB drive to your computer.
- Try using VLC Player, a reliable free media player at www.videolan.org
- Contact FASC for a replacement USB drive or DVD if defective



TOP UPDATE CLASS {COVER PAGE}

**When submitting a TRAINING ATTENDEE LIST to FASC,
this cover page *must* accompany the list of names.**

TOTAL # of Attendees (including facilitator): _____

By signing this form, I am confirming that I have facilitated this training session and led discussions outlined in the Facilitators Guide. I am responsible for the accuracy of this Training Attendee List.

Facilitator Signature _____ Date _____

***FACILITATOR INFORMATION: Remember that a facilitator must
be a registered forester or have already been approved by
FASC's TOP Committee prior to conducting a training session.***

Name _____ Company _____

Registered Forester # _____ Phone # _____

Email Address _____

Class Date _____

Location (town) _____

***Return this page and the Training Attendee List to Guy Sabin by mail or email
[gsabin@scforestry.org] or 4901 Broad River Road, Columbia, SC 29212.***



TRAINING ATTENDEE LIST

Facilitator: _____

Page _____ of _____



2024 TOP Update: AGENDA

1. Welcome and Introduction (2 minutes)

2. The SC Forest Resource and Industry Outlook (SCFC/FASC) (15:54)

Dr. Tim Adams, SC Forestry Commission and Cam Crawford, Forestry Association of SC address the state of forest resources and work of the SC Forest Recovery Task Force.

DISCUSSION TIME = 10 minutes

3. A Look at SC Logging Business over the Past 10 Years (Clemson) (10:36)

Dr. Patrick Hiesl, Clemson University, presents results from the SC Logging Business Survey.

DISCUSSION TIME = 10 minutes

4. Forests with Exceptional Conservation Value (SCFC/SCDNR/SCSIC) (11:29)

Joe Lemeris, SC Department of Natural Resources, provides information about imperiled and critically imperiled species and ecological communities in SC as they apply to BMPs and timber harvesting.

2024 BMP Assistance Programs (SC Forestry Commission) (2:32)

DISCUSSION TIME = 10 minutes

5. How to Get the 90,000 lb SCDOT Permit (SCTPA/SCDOT) (16:00)

Mechelle Mabry, SC Department of Transportation and Crad Jaynes, SC Timber Producers Association show the requirements and process for the annual overweight permit for forest products.

DISCUSSION TIME = 10 minutes

6. TOP Program Reminders (2 minutes)

Total Video Time: ~ 61 minutes Total

Discussion Time: 40 minutes Total

Session Time: 1 hour 41 minutes

SAF CFE Credit: 1.5 hours Category 1

Facilitated Discussion:

Event facilitator leads a detailed discussion on the experiences, including lessons learned, from audience members. The discussion is focused around the topics learned in the video. Specifically, the facilitator utilizes the experiences as case studies allowing participants to use critical thinking skills to implement the learned concepts in real situations.



INVOICE & CONTACT FORM

2024 TOP Annual Update

Use this form to pay your annual TOP registration fee. Training deadline is June 30.

FASC uses the information on this form to send important reminders about future training dates. We suggest using your home address when completing this form.

FOR CHECK PAYMENTS: Complete this form and return to Forestry Association of SC, along with a check in the amount of \$80.00 made payable to FASC.

FOR CREDIT CARD PAYMENTS: Please visit the Forestry Association's website at www.scforestry.org and go to the TOP Program section to pay online.

Payment Method: **CHECK** or **CREDIT CARD** (please circle one)

Last Name _____ First Name _____ MI _____

Company/Organization: _____

Street Address: _____

City: _____ State _____ Zip Code: _____

Home Phone #: (_____) _____ Mobile #: (_____) _____

Email Address: _____

Last 4-Digits of SSN: _____ or TOP # _____

I am a...

_____ Logger

_____ Wood Dealer

_____ Industry

_____ State/Federal

_____ Consultant

_____ Other

Please return this form to FASC: 4901 Broad River Road, COLUMBIA, SC 29212

TIMBER OPERATIONS PROFESSIONAL

Certificate of Completion

This certificate is awarded to:

In recognition of completing the

TOP ANNUAL UPDATE 2024



Facilitator Signature

Date

CFE Hours: 1.5 Cat. 1

Discussion Guide

For TOP Update Facilitators

Instructions

1. An important part of your role as Facilitator is to lead discussions following each video segment. Here are a few guidelines for good discussion:
 - a. Class participants should do most of the talking, not the facilitator!
 - b. Respect and draw from the experience of the group.
 - c. Ask questions that prompt discussion, like “what do you think about...” or “what would you do...”
2. The discussion is not a quiz to see if participants remember facts from the videos. Instead, treat discussion as a chance to explore the concepts presented and how they apply to those in the class. Participants can share their experience with the issues presented and learn from each other.
3. Use the sample questions and summaries in this guide to help you form each discussion and reinforce key messages.
4. The facilitator and participants should have a fun, enriching discussion!

The SC Forest Resource and Industry Outlook

Discussion Guide

Key Messages

- The SC Forest Recovery Task Force was created by the Forestry Association of SC and the SC Forestry Commission to strengthen existing forest product markets and develop new markets in response to recent mill closings and related challenges.
- Options include growing export markets, expansion of existing industry, and attracting new forest industry into SC.
- SC has a healthy and abundant forest resource, capable of supporting more utilization.
- We have 85 primary wood using mills and more than 500 secondary manufacturers. Forestry is one of the top manufacturing industries in the state.

Sample Discussion

- In 2023, SC lost over 3.5 million tons from wood markets, which has affected many businesses. Consider what this loss means for loggers, foresters, wood buyers, and mills.
- Landowners facing limited markets and low stumpage prices may be less willing to invest in forest management going forward. How might this effect forest resources and markets?
- Forest certification may help attract new industry into SC, especially those exporting products. How can SC increase availability of certified wood?

A Look at SC Logging Businesses Over the Past 10 Years

Discussion Guide

Key Messages

- It is important to have a consistent tool to understand trends for logging businesses in SC and across the south. The next logging survey will be in 2027.
- Average weekly production is 64 loads. Most companies have a break-even point between 40 and 50 loads per week.
- We have fewer companies averaging less than 20 loads or more than 120 loads per week than in the past.
- In the latest survey there were no significant differences between Piedmont and Lowcountry logging companies.
- The average age for logging company owners is 50 years, although there has been an increase in companies owned by people under 30 years old.
- Average equipment age is about 7 years.
- Most logging companies work with a wood buyer or dealer, although an increasing number are buying their own timber.
- Top challenges identified in the survey were fuel cost, trucking, labor availability, and insurance cost.

Sample Discussion

- Is it important to understand what is happening within the logging profession? Information from the logging survey may be used to help support job training programs, address critical issues, and effect trucking rules. Please participate in the next survey!
- Many issues have changed since this survey was conducted, including loss of several major pulpwood markets and growing inflation. Do you think the top challenges from the survey are still the most important? Do you agree with the top challenges identified in the survey?

Forests with Exceptional Conservation Value And 2024 BMP Assistance Programs Discussion Guide

Key Messages

- FECV are forests that can support a G1 or a G2 species or community
- Ranks are based on how imperiled a species is across its range, from G1 (critically imperiled) to G5 (secure)
- G-ranks have no legislative or legal protections. They are intended to be used as a guide to compare the rarity of species
- Active forest management can be beneficial to species of concern but others may be negatively impacted
- Protecting FECV maintains biodiversity

What you can do

- Check resources such as the SC FECV Assessment www.scforestry.org/sfi-forestry-programs.htm or SCDNR Heritage Trust program www.heritagetrust.dnr.sc.gov to determine if imperiled species may be present and recommended guidance for those species
- Clean equipment before moving to avoid spreading invasive species
- Be aware of any sensitive sites before harvesting begins
- **Always follow BMPs.** Leave adequate buffers along streams, stabilize exposed soil, avoid soil compaction

Sample Discussion

- Protecting biodiversity is increasingly important for forest managers and during harvesting. Discuss how you have seen harvesting include measures for biodiversity such as wildlife corridors, riparian habitats, unique areas, roosting or nesting sites, etc.
- Best Management Practices are designed to protect water quality. By protecting water, we are also protecting aquatic and riparian habitat that is important for many species.
- Think about ways your company might utilize BMP assistance programs.

How to Get the 90,000 Lb. SCDOT Permit Discussion Guide

Key Messages

- The SCDOT Bulk Agricultural permit allows log and chip trucks to haul 90,000 lbs. on state primary roads.
- The permit is free, lasts for one year, and must be obtained for each truck.
- Apply online at the [scdot.org](https://www.scdot.org) website, under the Overweight Permit section. Choose Multi-trip Bulk Agricultural for permit type.
- A free account is required, and the company federal employer identification number is needed.
- The truck year, make, tag#, and VIN are required. The system will verify that the truck is legal.
- The permit must be signed by the driver and in the truck. Any trailer may be used.

Sample Discussion

- What are some of the advantages and disadvantages of hauling 90,000 lbs instead of the usual 84,272 lbs? Consider efficiency, more protection from overweight penalties, potential for increased maintenance, safety concerns, etc.
- Each logging company and trucking contractor should decide if this permit is beneficial for their business, and the permit is being widely used at this time.
- Consider the importance for the logging industry to have good relationships with agencies that effect timber harvesting and transportation. We appreciate the work by SCDOT to address this issue.



Society of American Foresters CFE Attendance Form

Date _____

Event: TOP Update 2024

Location: _____

CFE: Category 1: 1.5 hours

Provider: _____

Print Clearly – CFE credit will NOT be given if unable to read name, certification, or SAF membership number.

Last Name	First	MI	Cert # or SAF #	Forester License/ Registration #	State
1.					
2.					
3.					
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7.					
8.					
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18.					
19.					
20.					

Keep a copy for your records and return another copy to: cf@safnet.org or
Society of American Foresters Attn: CFE; 10100 Laureate Way; Bethesda, MD 20814; or Fax 301 897-3690

Please include a copy of final event agenda.

CFE records of Certified Foresters®, Candidate Certified Foresters®, and SAF members will be updated automatically.
Please allow 4 weeks for processing. State boards of registration and licensure are allowed access to the
attendance forms for auditing purposes.



Certificate of Attendance

Name of Attendee

Class Location

Class Date

TOP Update 2024

Sponsored by Forestry Association of South Carolina Timber Operations Professional Program

Continuing Forestry Education Credits

Cat 1: 1.5 hours

This is for information use only; please remember to fill out CFE attendance form or provider registration for attendance verification.