



# Invasive Species Program Standard Operating Procedure

November 09, 2018

## PURPOSE

To define the various steps that are required to occur at different operational stages and identify the individuals who are responsible to undertake these steps to effectively identify and report Invasive Species (IS). It is important to stress that this program is new and **will focus solely on identifying and reporting occurrences of priority IS** as defined by the BC Inter-Ministry Working Group.

## SCOPE

This Standard Operating Procedure (SOP) covers all aspects of forestry planning and block/road development, the signing and sealing of the applicable Site Plan, and implementation. It includes relevant business area staff, licensees, and contractors working for BCTS.

## Revisions incorporated

- This is a new SOP

### *Important Information Sites*

**BC Inter-Ministry Invasive Species Working Group (BCISWG):** This site lists the priority invasive species as defined by the working group. It includes mammals, fish, amphibians, reptiles, insects, spiders, other invertebrates, and, aquatic plants: <https://www.for.gov.bc.ca/hra/invasive-species/priority.htm>

**NOTE. Invasive Plants are addressed under the BCTS Chinook Invasive Plant SOP and related documents**

### Reporting tools can be found here:

- iPhone/IPAD applications: <https://itunes.apple.com/us/app/report-invasives-bc/id1004208197?mt=8>
- Online reporting form: <https://www.for.gov.bc.ca/hra/invasive-species/reportInvasives.htm>

*Note: this SOP does not have a Process Design Map. There is no intent to create a Process Design Map*

PROCEDURE	RESPONSIBILITY
<b>Stage 1: Block Planning IS Management</b>	
<ul style="list-style-type: none"> <li>• Ensure blocks have passed initial economic viability test; i.e. ensure it meets <i>RCDR Done</i> test.</li> </ul>	<i>Planning Forester Practices Forester</i>
<ul style="list-style-type: none"> <li>• Confirm location of potential cut block and associated road networks</li> </ul>	<i>Planning Forester Practices Forester</i>
<ul style="list-style-type: none"> <li>• Review the BCTS Chinook Invasive Species BMP species list and their preferred habitats.</li> <li>• Check <b>BCISWG</b> website to determine potential IS within area of proposed activity. Record any findings of relevant IS.</li> </ul>	<i>Planning Forester Practices Forester Multiphase Forester</i>
<ul style="list-style-type: none"> <li>• Determine if block planning should proceed based upon management recommendations, if any.</li> </ul>	<i>Practices Forester Multiphase Forester Planning Officer</i>



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<ul style="list-style-type: none"> <li>• During field review be cognizant of any IS that could be encountered under normal forestry activities based upon their habitat preferences</li> <li>• Detail any IS located in the field and discuss management options, if any, with Area Forester/Woodlands Supervisor, Woodlands Manager and/or a Qualified Professional</li> </ul>	<p><i>Planning Forester</i> <i>Practices Forester</i> <i>Multiphase Forester</i> <i>Qualified Professional</i></p>
<ul style="list-style-type: none"> <li>• Update and/or review IS tracking form and attach to IS Block/Road Activity in Land Resource Manager (LRM) with other relevant documents and comments.</li> </ul>	<p><i>Practices Forester</i> <i>Multiphase Forester</i></p>
<b>Stage 2: Block/Engineering Layout Pre-work (Multiphase)</b>	
<ul style="list-style-type: none"> <li>• Confirm location of proposed block or road</li> </ul>	<p><i>Practices Forester</i> <i>Multiphase Forester</i> <i>Operations Technician</i></p>
<ul style="list-style-type: none"> <li>• Summarize findings from block planning stage if applicable for handover to multiphase staff/contractor(s)</li> </ul>	<p><i>Operations Technician</i></p>
<ul style="list-style-type: none"> <li>• Prior to pre-work meeting, review IS that are part of the BCTS Chinook IS program.</li> </ul>	<p><i>Multiphase Forester</i> <i>Operations Technician</i></p>
<ul style="list-style-type: none"> <li>• Update IS tracking form and attach to IS Block Activity in Land Resource Manager (LRM) with other relevant documents and comments</li> </ul>	<p><i>Operations Technician</i> <i>Multiphase Forester</i></p>
<ul style="list-style-type: none"> <li>• Review BCISWG website with contractor</li> <li>• Provide contractor copy of Chinook Invasive Species BMP</li> <li>• Provide IS summary to contractor with any relevant habitat preferences and/or any management recommendations including those from Qualified Professionals, where applicable</li> </ul>	<p><i>Operations Technician</i></p>
<ul style="list-style-type: none"> <li>• Review how contractor's IS field investigations should be documented               <ul style="list-style-type: none"> <li>○ In site plan under relevant R/S</li> <li>○ As supporting document to Site Plan</li> <li>○ In the SP declaration letter</li> <li>○ Private filing with documentation available upon request</li> </ul> </li> </ul>	<p><i>Practices Forester</i></p>



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<b>Stage 3: Site Plan/Road Site Plan Quality Assurance</b>	
<ul style="list-style-type: none"> <li>• Site Plan prepared by multiphase or in-house</li> <li>• Site Plans peer reviewed:</li> <li>• BA staff should review Site Plan to ensure IS have been considered and management options are suitable for species management if applicable</li> <li>• Review IS options detailed in SP to ensure consistency with previous BA commitments</li> <li>• Review BCISWG websites to check for new IS</li> <li>• Review any submissions by qualified professional(s) to ensure that they have been properly incorporated into the Site Plan and block/road engineering</li> <li>• Seek corrections if inconsistencies or errors/omissions discovered</li> <li>• Conduct block and/or road field review if inconsistencies or errors/omissions warrant it</li> <li>• Confirm documentation is present, if required, in relation to IS</li> </ul>	<p style="text-align: center;"><i>Practices Forester Multiphase Forester</i></p>
<ul style="list-style-type: none"> <li>• Update IS tracking form and attach to IS Block Activity in Land Resource Manager (LRM) with other relevant documents and comments</li> </ul>	<p style="text-align: center;"><i>Practices Forester Multiphase Forester</i></p>
<ul style="list-style-type: none"> <li>• Annual, detailed BA risk-based review of Site Plan population               <ul style="list-style-type: none"> <li>• Focus on any high risk IS areas that may have been previously identified by BA Planning section</li> <li>• Confirm documentation is present, if required, in relation to IS and associated reports and recommendations.</li> </ul> </li> </ul>	<p style="text-align: center;"><i>Practices Forester Operations Technician</i></p>
<b>Stage 4: TSL/Contract Pre-work</b>	
<ul style="list-style-type: none"> <li>• Review any IS specific details in Site Plan with Licensee including discussions around how management options were integrated into the block/road engineering and related Site Plans</li> </ul>	<p style="text-align: center;"><i>Forest Technician Operations Technician</i></p>
<ul style="list-style-type: none"> <li>• Provide summary of species characteristics to TSL Licensee to enable additional identification of new occurrences in the field               <ul style="list-style-type: none"> <li>○ IS name; Latin, common</li> <li>○ Pictures</li> <li>○ Reports</li> </ul> </li> </ul>	<p style="text-align: center;"><i>Forest Technician Operations Technician</i></p>
<b>Stage 5: Conformance Quality Assurance (Inspection)</b>	
<ul style="list-style-type: none"> <li>• Review relevant plans and IS descriptions/information to familiarize self with potential species</li> </ul>	<p style="text-align: center;"><i>Forest Technician</i></p>
<ul style="list-style-type: none"> <li>• Review relevant plans to ensure thorough understanding of how IS were to be addressed in the field.</li> </ul>	<p style="text-align: center;"><i>Forest Technician</i></p>
<ul style="list-style-type: none"> <li>• Check operations to ensure consistency with legal plans.</li> </ul>	<p style="text-align: center;"><i>Forest Technician</i></p>
<ul style="list-style-type: none"> <li>• Where deviations from the plan have occurred that impact IS population expansion follow standard conformance process.               <ul style="list-style-type: none"> <li>○ Ensure appropriate agencies have been notified.</li> </ul> </li> </ul>	<p style="text-align: center;"><i>Forest Technician</i></p>



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<ul style="list-style-type: none"> <li>Ensure non-conformances and/or potential non-compliances have been entered into the EMS Issue Tracking System and Action Plan has been developed.</li> </ul>	<i>Forest Technician</i>
<ul style="list-style-type: none"> <li>Return to field for follow-up inspection(s) to ensure any Action Plans/mitigation strategies have been implemented</li> </ul>	<i>Forest Technician</i>
<b>Stage 8: Post Disturbance IP Activities (Silviculture)</b>	
<ul style="list-style-type: none"> <li>Silviculture               <ul style="list-style-type: none"> <li>During silviculture surveys review IS tracking form information in LRM to familiarize self with potential ISs</li> <li>Complete IS tracking form and update BCISWG if new IS found.</li> </ul> </li> </ul>	<i>Forest Technician Operations Technician Practices Forester Contractor</i>