

Vegetation Management Wood Management Inspection and Prescription

SUMMARY

The WM program chips, relocates, or hauls away wood resulting from trees worked by Pacific Gas & Electric (PG&E) Vegetation Management (VM) activities. This utility procedure outlines the steps to meet the inspection and prescription requirements of the Wood Management (WM) program. The WM program is implemented in a manner that ensures site safety and environmental compliance post VM tree work activities. It supports landowners/land managers by helping resolve potential challenges associated with defensible space requirements and wood generated by PG&E VM activities. WM may be offered upon request on qualifying programs.

Level of Use: Informational Use

TARGET AUDIENCE

WM Employees and Contract Partners (together, Personnel) that are referred to as “WM users,” include but are not limited to:

- WM Contractors (WMC)
- WM WMC General Foremen (GF)
- WM Project Managers (PM)
- WM Pre-Assessors (PA)
- Vegetation Management Inspectors (VMI)

SAFETY

NA

BEFORE YOU START

REVIEW the WM Quick Reference Guide (located on the [Wood Management SharePoint.](#))

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PROCEDURE STEPS

1 Before Going Out into the Field

1.1 The WM user must PERFORM the following actions:

1. CONFIRM access to the appropriate system of record.
2. IDENTIFY AND DOWNLOAD the associated map and data needed based on the work assignment.
3. If possible, DETERMINE whether the areas to be visited have cell phone coverage.
 - a. When working alone, refer to [SAFE-1039S, "Lone Workers."](#)

1.2 The PA or VMI must PERFORM the following actions:

1. DOWNLOAD and PRINT physical copies of the following:
 - [WM Request Form](#)
 - [Landowner Permission Form](#)

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2 Requirements While in the Field

2.1 Unusual and Unsafe Conditions

1. IF a third party is threatening the WM user's physical safety,

THEN the WM user must PERFORM the following steps:

- GET TO A SAFE AREA.
- CALL 9-1-1 or local emergency services and/or NOTIFY corporate security and the supervisor or appropriate leadership.

2. At any time during the visit to a location, the WM user must REPORT any of the following:

- Unsafe site situations (i.e., site conditions preventing access or inspection).
- Abnormal field conditions (whether owned by PG&E or a third party), per [TD-7102P-09, "Reporting Abnormal Field Conditions Procedure."](#)

2.2 Environmental Considerations

1. If the WM user encounters conditions that may require environmental review (bird's nest, Riparian Area, etc.),

THEN DOCUMENT the conditions in the system of record.

3 Determining if Wood Qualifies for the WM Program

NOTE

The WMC DETERMINES wood qualification based on an on-site assessment, considering the following:

- Public and coworker safety
- Equipment capabilities
- Site conditions (e.g., slope, obstacles, Riparian Area, etc.)

In all cases, PG&E has the final authority to determine whether or not work will be performed.

3.1 The PA or VMI must PERFORM the following actions:

1. INSPECT the wood to ensure it qualifies for the WM Program as outlined in [Table 1, "WM Qualifying Criteria."](#)

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NOTE

If wood poses an immediate safety risk or environmental, cultural or access concern, tree crews should resolve the situation accordingly in coordination with tree work.

Table 1. WM Qualifying Criteria

Instructions	Criteria
<ol style="list-style-type: none"> 1. IF the following criteria is met, THEN the wood may qualify for the WM program. 2. VIEW the WM Quick Reference Guide and GO TO Table 2, Outcome 1 for additional instructions. 3. To view the current list of vegetation management programs that can offer WM for customer requests, ACCESS the WM Quick Reference Guide located on the Central Wood Management SharePoint page. 	<p>Qualifying Criteria consistent with PRC 4291</p> <p>ALL of the following must be true:</p> <ul style="list-style-type: none"> • Vegetative material must be greater than or equal to 4 inches in diameter. • Vegetative material must be accessible and operable with standard wood management equipment and located on slopes with less than 30% grade. • The wood must have been generated by PG&E VM activities • The landowner/land manager or authorized representative must opt-in to the WM program via a signed Permission Form, located on the CWM SharePoint page or CoreShare. <p>AND at least one of these criteria must be true:</p> <ol style="list-style-type: none"> a. The vegetative material is located within 100 ft. of a human inhabitable structure, structure footprint, or campsite. b. The vegetative material is located within 15 ft. of the access road to a human inhabitable structure, structure footprint, or campsite. c. The vegetative material is located within 15 ft. of an outbuilding or propane tank. d. Other agreements have been established to manage the vegetative material.

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Instructions	Criteria
<p>IF the wood does not qualify for the WM Program as indicated, THEN GO TO Table 2. Outcome 2, and PERFORM the action.</p>	<p style="text-align: center;">Disqualifying Criteria IF any of the following are true:</p> <ol style="list-style-type: none"> 1. Vegetative material is less than 4 inches in diameter and is classified as Debris. 2. Wood that is NOT the result of PG&E VM activities (e.g., private work, Caltrans, local Fire Safe Council projects, County Roads department, CalOES, etc.) 3. Vegetative material that falls outside the distances as described in a., b., and c. (SEE the table cell above).

4 Prescribing WM Work

4.1 Landowner/land manager's preference should serve as a guide for WM prescription selection.

NOTE

Prescriptions should align with unit rate work. Customer requests for work beyond the unit rate scope should be escalated appropriately to local VM or CWM leadership.

1. There are two prescription options for the WM program:
 - a. Manipulate wood on-site.
 - When relocating wood, the final position of the material must be beyond the distances described in a., b., or c. (SEE [Table 1, "WM Qualifying Criteria."](#))
 - Material can only be relocated within the same parcel it is currently located on, and it should not be relocated beyond 100 feet from its current position
 - b. Remove and Haul wood offsite.

NOTE

If wood generated by PG&E line clearance activities poses an immediate safety, environmental, cultural or access concern, tree crews should perform wood management at the time of tree work.

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- 4.2 WM users must adhere to the following best management practices:
- When working offline, ENSURE that data is synced when connectivity is restored
 - ALWAYS sync any downloaded map before 20:00hrs each night and CONFIRM that all data has successfully synced
- 4.3 The PA or VMI must DETERMINE which outcome in Table 2, “WM Material Qualification Determinations” is appropriate.

Table 2. WM Material Qualification Determinations

Outcome	Instructions
<p>Outcome 1: The wood qualifies for the WM Program.</p>	<ol style="list-style-type: none"> 1. DETERMINE the appropriate prescription option for the qualifying wood. 2. DISCUSS the applicable prescriptions with the landowner/land manager. 3. ENTER the WM prescription into the system of record.
<p>Outcome 2: The wood DOES NOT qualify for the WM Program:</p>	<ol style="list-style-type: none"> 1. REVIEW the disqualifying criteria with the customer. <ol style="list-style-type: none"> a. IF the customer accepts the determination, THEN proceed with tree and Debris work. b. IF the customer is uncomfortable with the determination, THEN escalate the WM determination to local leadership for resolution.

5 Marking the Wood

- 5.1 The PA or VMI must MARK the wood that qualifies per the guidance in [TD-7116P-01-Att01, “WM Program Wood Marking Guidelines.”](#)

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6 Verifying the WM Records

- 6.1 Before issuing work to the WMC, the VM Supervisor or designee must PERFORM the following actions:
1. USE the system of record to search for open WM records
 2. REVIEW the returned records to ensure:
 - Completeness and accuracy
 - The environmental portion of the record indicates no constraints are present
 - Necessary tailboards are available for review with WMC
 3. FOLLOW UP with the PA or VMI to address any discrepancies in the records and ENSURE that they are resolved.
 - a. IF there are any discrepancies
THEN the VM Supervisor must NOTIFY the appropriate WM user.
- 6.2 The PA or VMI must PERFORM the following actions:
1. ASSIST the VM Supervisor to make any corrections to the system of record as explained above in Step 6.1.2.

7 Issuance of Work

- 7.1 The VM Supervisor or designee must USE the system of record to issue work to the WMC.

8 Notifying the Landowner/Land Manager for Upcoming Work

- 8.1 Before work begins, the WM user must PERFORM the following notification steps:
1. Agency Land Notification
 - a. IF the work is prescribed on Agency Land,
THEN START the Environmental Release to Construction (ERTC) process in coordination with the corresponding PG&E WM supervisor and Environmental Support.

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2. Private Property Notification

a. IF the work is prescribed on privately owned property,

THEN provide any requested advanced notifications to the landowner/land manager as noted in the system of record using one of the following communication methods:

- In person (i.e., direct contact)
- Phone call
- Door hanger
- E-mail
- Letter

b. IF the landowner/land manager does not respond to the first contact attempt,

THEN ATTEMPT to contact the landowner/land manager at least two (2) more times (for a total of three [3] attempts).

c. IF the landowner/land manager does not acknowledge the receipt of the information,

THEN ENTER the details and method of the notification attempts into the system of record.

AND if directed by the VM Supervisor, CLOSE the record.

NOTE

The record can be reopened if the customer makes contact in the future requesting WM Program assistance.

END of Instructions

DEFINITIONS

Debris: Wood and post VM tree-work material less than 4 inches in diameter resulting from VM program work.

Landowner Release and Permission Form (Permission Form): Wood Management permission form signed by the landowner/land manager allowing PG&E to perform wood management.

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Riparian Area: The areas bordering bodies of water: Streams, rivers, canals, ditches, ponds, lakes, etc. For the purposes of this procedure, the riparian area extends from the water's edge to the top of bank (TOB) and outward to the outer edge of contiguous riparian vegetation.

When working in the San Joaquin Valley HCP area, all vegetation within 25 feet of the TOB should be considered riparian.

For assistance in determining the extent of a riparian area, refer to the [TD-7102P-16-JA01, "Identifying Riparian Areas"](#) Job Aid.

Superuser: Specialist in the ArcGIS Online and Collector applications.

Wood Management Pre-Assessor: Wood Management inspector.

IMPLEMENTATION RESPONSIBILITIES

The VM Communication and Training team is responsible for issuing the communication associated with this procedure to the target audience and maintaining the accuracy of applicable training material.

The leadership of the target audience is responsible for holding the target audience accountable to performing the procedure as written.

Using the Guidance Tailboard as a resource, the superuser group is then responsible for rolling out those expectations to the field users.

The Document Owner is responsible for maintaining accuracy of this procedure.

The Document Contact(s) are subject matter or technical expert(s) who can answer questions about the procedure.

GOVERNING DOCUMENT

TD-7116S, "Vegetation Management Wood Management Program"

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

Records and Information Management:

PG&E Data, Information, and Records are company assets that must be traceable, verifiable, accurate, and complete and can be retrieved upon request. Functional Areas are responsible for complying with the Information & Records Governance Policy, Standards, and the Information and Records Retention Schedule. Refer to [GOV-7101S, "Enterprise Records and Information Management Standard"](#) for further guidance or contact Information & Records Governance at Information&RecordsGovernance@pge.com.

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REFERENCE DOCUMENTS

Developmental References:

NA

Supplemental References:

[Utility Bulletin TD-7102B-020, "Enhanced Vegetation Management Scope"](#)

[PG&E Vegetation Management Specification No. 5404 for Tree Pruning and Tree and Brush Removal](#) (under "Tree Trimming RDP-Related Information" section)

[PG&E Wood Management Quick Reference Guide](#)

[One VM Info Hub](#)

[VM Core Share](#)

APPENDICES

NA

ATTACHMENTS

[Attachment 1, "Wood Management Marking Guidelines"](#)

DOCUMENT REVISION

NA

DOCUMENT APPROVER

██████████, Director, Wood Management

DOCUMENT OWNER

██████████, Manager, Wood Management

DOCUMENT CONTACT

██████████, Supervisor, Wood Management

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REVISION NOTES

Where?	What Changed?
Entire Document	<ul style="list-style-type: none"> • Updated Operating Model (i.e., target audience names) throughout document. • Organized various sections to be more consistent with document governance writing standards. • Removed specific system of record references (i.e., Field Maps) regarding updating of tools specific to the software.
Section 1	<ul style="list-style-type: none"> • Added requirement for PA/VMI to print physical copies of WM request form, and Landowner permission form
Section 3	<ul style="list-style-type: none"> • Added WM Qualifying Criteria table • Included Quick Reference Guide
Section 4	<ul style="list-style-type: none"> • Added WM Program Options table