



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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In Reply Refer to:
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September 25, 2008

EMS TRANSMISSION 09/26/2008
Instruction Memorandum No. OR-2008-095
Expires: 9/30/2009

To: All District Managers
From: State Director, Oregon/Washington
Subject: Tree Marking Paint Security Policy

Program Area: Timber Management; Preparation for Sale

Purpose: The purpose of this Instruction Memorandum (IM) is to clarify policy for the security of tree marking paint. See Section III. H. of the Oregon Timber Sale Procedure Handbook Series, H-5420-1: Preparation for Sale for additional guidance.

Policy/Action: The benefits of special tree marking paint with an identifiable tracer additive (TMP) are negated in the absence of a program of security and accountability for such marking paint. Therefore, each district (or detached field office) shall establish a paint security program to ensure that TMP is safeguarded. At a minimum, the paint security shall include the following provisions:

1. **Locked Storage.** Store TMP supplies at the district office or detached field office in a fire-safe, secure, locking location to prevent unauthorized use or theft.
2. **Transporting TMP.** In a vehicle, carry cans of TMP inside a locking box to prevent unauthorized use or theft. Ensure that the box and its contents cannot jeopardize occupant safety. Remove TMP from a vehicle prior to delivering the vehicle for repair or scheduled maintenance.
3. **Accountability.** Use a database to track TMP inventories. All personnel shall sign a register when obtaining TMP from the district or field office storage areas. Examples of registers are attached. The register shall include a minimum of the following information:

- A. signature of the person obtaining the paint;
- B. date the paint was obtained;
- C. number, type of cans, and color of paint obtained;
- D. batch number(s) for all the paint obtained; and,
- E. purpose for using the paint, including name of the project (i.e., timber sale name, for modifications to timber sales, etc.).

Use the same record keeping system to document unused cans of paint returned to the office for future use.

4. **Restrictions.** In general, limit TMP use to BLM employees. Non-BLM personnel may use TMP only under the following conditions.

A. Non-BLM personnel must be:

- (1) volunteers for the BLM with a fully-executed volunteer agreement; or
- (2) members of a group working with the BLM under the terms of Inter

Governmental Orders (IGO) or Cooperative Agreements.

B. For either 4.A.(1) or 4.A.(2) above, non-BLM personnel must be under close supervision of a BLM employee responsible for completing the task for which the TMP is issued.

C. Prior to issuance of TMP to non-BLM personnel, the field manager shall provide written authorization allowing them to use BLM TMP. Such documentation shall be retained in the project file.

D. Issue TMP to non-BLM personnel (as defined above) in the field at the start of each workday. The BLM employee issuing the TMP shall ensure that all TMP cans issued at the start of the day are returned at the end of the day prior to leaving the field. The check out and check in of TMP shall be documented in a daily log as part of the project file. This documentation shall include the following information:

- (1) name of project,
- (2) date,
- (3) name of the BLM employee issuing the TMP,
- (4) name of non-BLM person receiving TMP,
- (5) color of TMP,
- (6) batch number of TMP,
- (7) the number of cans issued, and
- (8) number of cans returned.

Timeframe: This policy goes into effect upon issuance.

Background: The western Oregon Timber Sale Contract Evaluation process, completed in 2004, indicated that Section III. H. of the Timber Sale Procedure Handbook Series, H-5420-1: Preparation for Sale, needed review and possible revision. This IM is the result of that review.

Manual/Handbook Sections Affected: This IM revises and replaces the requirements found in Section III. H. of the Timber Sale Procedure Handbook Series, H-5420-1: Preparation for Sale.

Coordination: This policy was developed collaboratively with the OSO Forestry Staff and the Western Oregon Forestry Lead Working Group.

Contact: Questions regarding this policy should be directed to Steve Niles at 503-808-6602.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Jody Weil
Acting Associate State Director

Authenticated by
Paj Shua Cha
Records Section

2 Attachments

- 1 - [Tree Marking Paint Issue Form](#) (1p)
- 2 - [Tree Marking Paint Inventory Form](#) (1p)

Distribution

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