

**DEPARTMENT OF THE ARMY
CAMP SMITH TRAINING SITE
New York Army National Guard
Building 501, Camp Smith
Cortlandt Manor, New York 10567-5000**

CSTS-OPS

4 February 2019

MEMORANDUM FOR RECORD

SUBJECT. Camp Smith Training Site (CSTS) Firewood Removal Standard Operating Procedure (SOP)

1. Purpose. Forest management requires the periodic removal of deadfall in order to provide a safe, more accessible training space, manage the habitat, and mitigate the risk and severity of forest fires. Accordingly, this CSTS Firewood Removal SOP authorizes certain personnel to enter the CSTS training area for the purpose of removing deadfall; governs the terms and conditions upon which such activity shall be permitted; and assigns responsibility for administering this SOP.
2. Scope. This SOP applies to all individuals, units and organizations. Failure to comply with these procedures will result in the immediate revocation of privileges at the sole discretion of Range Control.
3. Reference. Codes, Rules And Regulations Of The State Of New York, 6 CRR-NY 192.5, Firewood restrictions to protect trees and forests from invasive species.
4. Revisions. Revisions to this SOP will be published as required to comply with changes to applicable regulations or to improve processes. Users are invited to send comments and suggested improvements to: Camp Smith Training Site, Attn: Training Center Manager, Building 501, 11 Bear Mountain Bridge Road, Cortlandt Manor, NY 10567.
5. Authorized Use.
 - a. Military training and other mission requirements at Camp Smith will take precedence over removing firewood. Range Control may close the installation to collecting firewood at any time when it determines under its sole discretion that such action is necessary.
 - b. Firewood, also referred to as deadwood, includes logs and branches that have fallen to the ground. It does not include trees, even dead trees that are still upright or leaning above the surface of the ground.

c. Firewood can be routinely collected Monday-Friday, excluding Holidays, between 0730 and 1530. Individuals may request alternate hours through Range Control.

d. Firewood can only be collected in specific training areas designated by Range Control. Collection areas will be marked on a map provided by Range Control (Enclosure 1).

6. Authorized Users. The following individuals shall be eligible to harvest firewood:

- a. Active military
- b. Retired military
- c. Department of Defense employees
- d. Division of Military and Naval Affairs (DMNA) employees
- e. Immediate family members of categories a-d
- f. Guests of categories a-d when accompanied by the sponsor (limited to one)
- g. Individuals specifically authorized in writing by the Range Operations Officer

7. All authorized users must adhere to the following procedures:

- a. Check in with Range Control prior to entry.
- b. Check-out with Range Control no later than 15 minutes prior to the allowed end-time.
- c. Provide their own transportation, tools, and equipment.
- d. Have appropriate safety equipment and a functioning cell phone.

e. Complete State of New York Release of Liability Form (Enclosure 2). In consideration of receiving permission to gather firewood, users agree to release the Director, DMNA, the New York Army National Guard, the State of New York and its agents, officers, employees, and contractors from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or relating to any loss, damage, or injury that may be sustained by the user, or the user's property while in, on, or upon CSTS premises for these activities.

f. Complete Self-Issued Certificate of Origin for Transport and Possession of Untreated Firewood

g. Become familiar with and adhere to NY State DEC regulations with respect to transporting untreated firewood. See <https://www.dec.ny.gov/animals/28722.html> for an overview of these regulations.

h. Follow range control instructions for utilizing a privately owned vehicle (POV) on CSTS. POVs are authorized for limited access into the training area. Vehicles will stay on designated roads and trails. Only four wheeled drive vehicles are authorized past Safety Gate R. Range Control, at its sole discretion, will determine if a vehicle is capable of accessing the training area. The use of ATV's, snowmobiles, and other off road vehicles is prohibited.

8. Duties and Responsibilities.

a. Range Operations Officer.

- 1) Exercises authority to administer this SOP.
- 2) Grants or denies permission for use IAW this SOP.
- 3) Supervises Range Control personnel in execution of their duties outlined in this SOP.
- 4) Reports any incidents, denial of use, unauthorized use, or similar discrepancies to the Director, CSTS.
- 5) Advises the Director, CSTS on all matters regarding the collecting of firewood from CSTS.
- 6) Provides guidance to Range Control personnel on designating areas for collecting firewood after considering impact on unit training, the habitat and risk of forest fire. Consults with CSTS/MNFE staff as necessary in executing this authority.

b. Range Control.

- 1) Ensures users have read this SOP before use and documents user acknowledgement of reading the SOP and agreeing to its provisions. Uses an annual roster to document such user acknowledgment and agreement.
- 2) Ensures user compliance with this SOP.
- 3) Designates areas for collecting firewood IAW guidance provided by the Range Operations Officer.
- 4) Checks users in and out of the training area.

5) Reports any discrepancies to the Range Operations Officer and makes recommendations to the Range Operations Officer regarding permission or denial of use.

6) Keeps strip maps and blank Self-Issued Certificates on hand for users.

7) Closes the installation for collecting firewood for operational, safety, or similar reasons.

c. Environmental Program Specialist.

1) Provides advice to the Range Operations Officer regarding the impact of firewood collection on the habitat.

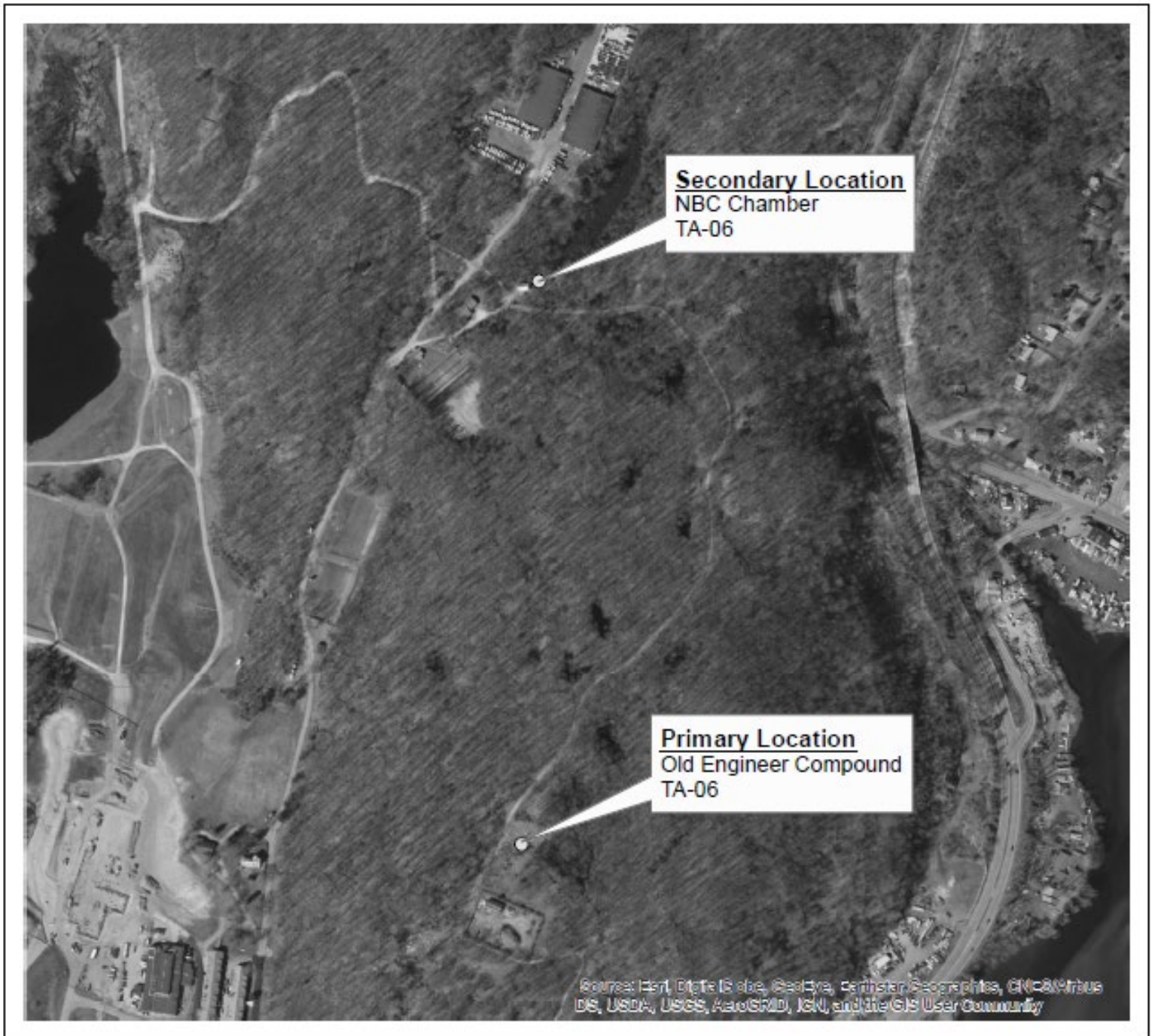
2) Ensures compliance with applicable environmental regulations, except those associated with the transport of untreated firewood, which is the sole responsibility of the user.

3 Encls

1. Camp Smith Firewood Collection Locations
2. Risk Advisement and Release of Liability
3. Self-Issued Certificate of Origin

ROBERT ZIZOLFO
LTC, LG, NYARNG
Training Center Manager

Camp Smith Firewood Collection Locations



Coordinate System: WGS 1984 UTM Zone 18N
Projection: Transverse Mercator
Datum: WGS 1984
False Easting: 500,000.0000
False Northing: 0.0000
Central Meridian: -75.0000
Scale Factor: 0.9996
Latitude Of Origin: 0.0000
Units: Meter

STATE OF NEW YORK
Division of Military and Naval Affairs
RISK ADVISEMENT AND RELEASE OF LIABILITY

Use of Camp Smith Training Areas and Facilities involves a degree of risk. Training is an activity that is inherently dangerous and involves substantial risk of injury or death. The Division of Military and Naval Affairs makes every effort to minimize risk relating to training through extensive training and facility maintenance. However, such risk can never be completely eliminated.

Similarly, training operations at Camp Smith Training Site entail inherent risks. The environment is a training and operational area and include unique hazards, both on the ground level (e.g., ditches, trenches, holes, mine shafts, rocks of various sizes, flowing and standing water, hills, fences, barriers, training obstacles, ropes, barb wire, stakes) and other hazards above ground level.

In consideration of being allowed to use the Camp Smith Training Areas and Facilities without having received the rigorous and time intensive medical screening, military physical fitness training, I expressly assume all risks, including personal injury or death, arising out of my presence onboard the Camp Smith Training Site.

I agree for myself, my heirs, executors and administrators, to release, indemnify and hold harmless the State of New York, the Division of Military and Naval Affairs, and the New York Army National Guard, its personnel, equipment, and vehicles from any and all liability, claims, demands, and causes of actions whatsoever, arising out of my presence on the Camp Smith Training Site, whether it results from negligence or any other cause.

This release and indemnification shall be as broad and inclusive as is permitted by pertinent federal and state law. If any portion of it is held invalid, the balance shall continue in full force and effect.

I have read, understand, and agree to these provisions.

Participant's Printed Name

Participant's Signature

Date

Vehicle Make

Plate #

4WD/AWD
Circle One



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ALBANY, NEW YORK 12233

Self-Issued Certificate of Origin for Transport and Possession of Untreated Firewood

In accordance with ECL Part 192.5, *Firewood Restrictions to Protect Forests from Invasive Species*, persons who cut and transport Untreated Firewood, from a New York source, for personal use must complete and possess this Self-Issued Certificate of Origin from the Department of Environmental Conservation.

1. Name of transporter:
2. Street Address, City, State, Zip Code:
3. Origin of transported firewood (Village, Town or City):
Cortlandt Manor, NY
4. Destination of firewood being transported (Village, Town or City):
5. Approximate volume being transported (cords, face cords, cubic feet, truckload, etc.):

I understand that this Untreated Firewood shall not be moved more than 50 miles from it's origin (the village, town or city where the trees were grown, as determined according to the regulation).

I further understand, under the regulation, that no person shall transport Untreated Firewood into New York State from any other State or country.

I hereby affirm that under penalty of perjury that information provided on this form and all attachments submitted herewith is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Printed Name of Transporter: _____

Signature of Transporter: _____

Date: _____