

## **SCOPE OF WORK**

The Mancos Trails Group (MTG) is authorized to perform trail maintenance on system trails within the Bureau of Land Management (BLM) Tres Rios Field Office (TRFO) with the focus being on trails in the Aqueduct Trail system.

The authorized work includes brushing, clearing of small diameter trees, trail tread maintenance and maintenance of existing trail tread drainage infrastructure. This agreement also authorizes trail reconstruction, and the construction of new trail features in close coordination with BLM TRFO staff. All new construction, reconstruction and installation of new features shall be presented to BLM TRFO staff and discussed in detail prior to approval being granted for MTG to conduct the work. Site visits might be required to determine the appropriate level of work to be approved and conducted.

Work activities shall be coordinated with the BLM TRFO Outdoor Recreation Planner and all work shall be performed to International Mountain Bicycling Association (IMBA) trail maintenance standards. The BLM will provide information needed to meet these standards upon request including but not limited to maintenance guides and trail maintenance training resources.

## **SAFETY**

**Volunteers are responsible for following all workplace safety rules and procedures. See attached Job Hazard Analysis and Risk Assessments. The safety of project participants should always be the priority.**

***Project safety briefing-*** The Project Leader, or agency representative, shall conduct a pre-work safety session prior to the start of work and document topics discussed. The leader will clearly describe the work itinerary, discuss expected hazards and relevant accident prevention measures, and discuss proper tool use and care. Participants with First Aid/CPR or more advanced medical training will be identified, and general emergency procedures will be discussed. The Project Leader is encouraged to use the briefing as an opportunity to gather all volunteers to ensure they are signed in under the volunteer agreement and that they participated in the safety briefing. Any volunteers participating in a volunteer workday will be considered members of the group and signed in under this volunteer agreement including members from other organizations.

***Determine group and individual abilities-*** The Project Leader, as part of the project safety briefing, will address individual's abilities within the group and assign duties accordingly. Volunteers will be asked to discretely indicate any allergies (e.g. bee stings, nuts etc.) or other physical limitations. Some tasks may be unsuitable for some volunteers, whether the limiting factor is physical ability or lack of appropriate skills.

***Personal protective equipment-*** The following items are mandatory for every trail work project: Sturdy work boots, long pants, gloves, and eye protection. Volunteers who arrive without these items, and/or cannot obtain them on-site, will not be allowed to participate. At least one group first aid kit will be made available on-site and its location identified for the group.

Hearing protection and hard hats may be required for certain activities as determined by the responsible agency representative or group leader.

## **REPORTING REQUIREMENTS**

***Project Leader responsibility.*** Project Leaders, or agency representatives, are responsible for recording and submitting project accomplishment reports at regular intervals using form OF-301b for documenting participants.

***Required information.*** Minimum information to be reported includes:

- Number of volunteers, total hours worked.
- Type(s) of work completed (e.g. number of trees removed, number of drainage features cleaned etc.)
- Trail section or segment name.
- Trail miles worked (junction to junction, milepost to milepost, or map/descriptive equivalent).
- Other pertinent information or narrative as the Project Leader sees fit.

Completed reports may be submitted electronically via email or in hard copy as appropriate.