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# *NC Plant Conservation Program*

## *PRESERVE STEWARDS*

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NC Plant Conservation Program  
& Friends of Plant Conservation  
Preserve Steward Manual  
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## USING THIS MANUAL

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This manual will answer many of the questions you have in your work as a Preserve Steward. Read through it thoroughly and use it as a reference as the need arises.

- Refer to the General Task List and Preserve Monitoring Calendar to determine what you will do on your next visit to your preserve.
- Refer to the Specific Situations section on pages when you need to know “What should I do about \_\_\_\_?”
- Refer to the Tools section if you need to borrow equipment.
- Always follow the Safety Guidelines.
- Refer to the Preserve Steward List when you want to contact another Preserve Steward.
- And always use the Monitoring Reports or remember to report your visits using the online form when you visit your preserve.

Although we have tried to anticipate questions that you might have and situations that might arise, we have undoubtedly missed some. Maybe you can find an area that should be addressed in the next edition of this manual. If you have any questions or comments, or cannot find the information you need in this manual, please contact Lesley Starke at [lesley.starke@ncagr.gov](mailto:lesley.starke@ncagr.gov) or by phone office: (919) 707-3758 and cell: (919) 259-4189. If you have questions about reporting your hours or planning an activity as a preserve, contact Olivia Dannemiller at [fopcvolunteers@gmail.com](mailto:fopcvolunteers@gmail.com) or by phone cell: (828) 551-2142.

## ABOUT PCP & FOPC

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The NC Plant Conservation Program (PCP) is under the NC Department of Agriculture & Consumer Services. The mission of the Plant Conservation Program is to conserve the native plant species of North Carolina in their natural habitats, now and for future generations. To accomplish these goals they develop regulations regarding these plants, create partnerships to help protect imperiled species and their habitats, and manage the listing of NC’s engendered and threatened plants. PCP has four staff positions: Lesley Starke as Program Director, Geoff Austin as Plant Ecologist, Katherine Culatta as Research Specialist, and Lorene Wright as Office Administrator.

Friends of Plant Conservation (FoPC) exists to support PCP. Friends of Plant Conservation is a board run organization with one employee, Olivia Dannemiller as the Volunteer Coordinator. Friends of Plant Conservation’s mission is to support the NC Plant Conservation Program to preserve rare plants in their habitats throughout NC. FoPC provides support through education, resource development, and advocacy. Our goals are to increase awareness, funding, and support to PCP.

## A MESSAGE TO NEW PRESERVE STEWARDS

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Thank you for agreeing to volunteer your time to become a Preserve Steward. As you monitor and work on your adopted property we hope you will develop a good relationship with it. Nurture that relationship, and you will find much pleasure in the time you spend there.

The Plant Conservation Program depends upon volunteer Preserve stewards to visit NCCCP properties on a regular basis and ensure that their fragile resources are flourishing, that there are no hazards for which NCCCP could be liable, and that the boundaries are being respected. Preserve stewards are also representatives of the Friends of Plant Conservation to the public who visit these protected properties. This is a vital responsibility because it demonstrates that the Friends and its members care deeply about land preservation and that we are doing our utmost to protect North Carolina’s most fragile areas.

It is very important that each volunteer realize that the greatest degree of common sense available must be exercised. If confronted, gather what information can be gathered with the greatest degree of safety, and then turn the situation over to law enforcement or whatever enforcement the state has available. You do not have enforcement authority.

In addition to this manual you will be given a folder of background information for your particular site. It includes an abstract and maps. The abstract provides directions to the property and describes features to which you should pay particular attention. Use the abstract as your primary guide to the property. Also in the folder and in the Appendix of this manual are copies of an example Monitoring Report you may use as a record of your visit and a formal notice to NCPCP of any actions that need to be taken. Promptly send a written report to the NCPCP office after every site visit – you may email digital copies or send hard copies in the postal mail if you prefer. Appropriate permits will be provided for each steward authorizing access to the site. Keep this permit with you.

This volunteer position is flexible in its demands on you. Work according to your schedule, become acquainted with your assigned property as you would if you owned the land, report problems of special occurrences you observe, care for the land as outlined in this manual, and perform your duties in a safe manner. Whenever possible, please share your knowledge with other stewards and the NCPCP staff. There is a Steward's Corner in each issue of the Friends newsletter, and group emails may be sent. Thank you for your commitment to this important program — NCPCP's staff and Friends members welcome you!

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## A MESSAGE TO EXPERIENCED PRESERVE STEWARDS

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The Preserve Steward manual hopefully will make your volunteer time more meaningful and worthwhile. As NCPCP grows and we acquire more land, we have a greater responsibility to be good stewards of the land and to manage it as best we can. To ensure this, we hope that each of you will embrace changes and additions to the program. Thank you for your time and the dedication that you have given to NCPCP and the Friends. We hope this updated manual will help you with your stewardship activities in the future.

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## WHAT IS A PRESERVE STEWARD?

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### PRESERVE STEWARD QUALIFICATIONS

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- Willing to “adopt” a NCPCP preserve and gain a thorough knowledge and appreciation of this preserve.
- Willing and able to participate in ongoing educational workshops necessary to learn good land stewardship practices, and training programs related to land management.
- Willing to perform duties of a Volunteer Preserve Steward as described below.

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### PRESERVE STEWARD RESPONSIBILITIES

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#### **GENERAL TASK LIST**

##### Monitor the Preserve

- General property surveillance and observation.
- Visit at least 4 times a year, preferably once per month.
- Report every time you visit your adopted preserve—take just a minute to fill out a monitoring report and email, mail it in or drop it by the office. Please include pictures whenever possible that supplement your written descriptions. The monitoring report form can be used as a guide, but is not required. Written descriptions of visits are also welcome.
- Document unusual plant and animal sightings as well as any and all signs of trespass.
- Act as liaison with local officials, schools, neighbors, conservationists and NCPCP members.

- Assist NCPCP staff with field work which includes property surveys, plant surveys, inventories, and trail amenity construction\*.
- Assist with the recruitment of additional and replacement Preserve Stewards.
- Assist with recruiting volunteers for preserve workdays & ask staff about hosting your own workdays.

#### Inspect boundaries

- Maintain and replace boundary markers as needed. Use aluminum nails in living material. Place markers 7 feet or higher to deter vandalism. Space signs at approximately 100-foot intervals. Position markers as close to the boundary line as possible, making sure to stay on NCPCP's side of the boundary. Contact NCPCP staff with questions.
- Note on your monitoring report any sign of encroachment (removing/adding vegetation, rocks, fences, signs, trash dumping, planting of invasive exotic plants near or across boundaries).
- Document encroachment with photographs.
- Assist NCPCP staff with boundary maintenance: help post and demarcate Preserve boundaries with signs and/or paint.

#### Remove litter

- Pick up litter and remove from site.
- Make particular note of major dumping, and if there is any evidence of the responsible parties, document evidence with notes and photographs.
- Contact NCPCP staff to organize workdays for cleanup.
- Recycle trash when appropriate.

#### Non-native invasive plant control

- If you would like to participate in non-native invasive plant control you will need to know what the priority invasive plants are on your preserve.
- Hand-pulling can be an effective method for certain species if done carefully and making sure all roots are removed from the soil.
- When herbicide is necessary, please refer to the next section and read through carefully.
- Talk to PCP staff to figure out what the target species are and the best treatment plan for each species.

#### Inspect trails, bridges, parking areas, roads and other protective interests on NCPCP property

- Immediately report any dead/dying trees, erosion, or other potential threat to visitors and/or significant resources.
- Block or close hazard zones if appropriate.
- Note hazard(s) and action(s) you have taken on the inspection report.
- Only people authorized by NCPCP may remove hazardous trees or other potential threats. This is not the responsibility of preserve Stewards.
- Assist NCPCP staff with trail design and construction—This will occur only on specific preserves and only by specific request from NCPCP staff.

#### Inspect the site for habitat damage as well as removal of rocks, soil, wood, or other materials

- Note evidence of damage on the inspection report, and notify the NCPCP office of any damage that requires immediate attention.
- Attempt to identify responsible parties and supply photos whenever possible.
- Report evidence of hunting, shooting, etc. to the NCPCP office.
- Camping and fires are prohibited on NCPCP property. Remove evidence of camping activity to discourage future campers. Take photographs and send to NCPCP staff.

- Unless otherwise noted on the property abstract, off-road vehicles (including bicycles) are prohibited on NCPCP property. Attempt to identify responsible parties and note on monitoring report. Use friendly persuasion to discourage these activities.
- Only authorized visitors are allowed access, and all should remain on designated trails and roads unless on a guided tour.

## USING HERBICIDES

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### Notes and Cautions

- Check the % concentration on the herbicide container before calculating mixing proportions. For instance, glyphosate is usually sold at concentrations between 2% and 50%.
  - *In this manual, herbicide ratios assume 100% concentrated herbicide is being used.*
- Some herbicides are sold pre-mixed with surfactant.
- Garlon herbicides are mainly foliar active, but they have some soil activity at high rates or when mixed with oils.
- Don't use Garlon 4 when temperature is above 80 degrees because it can volatilize or vaporize at high temperatures its residues can move by air currents to affect surrounding plants
- Don't use herbicides when rain is expected (consult label for rainfall period) because it will wash into soil.
- Don't use herbicides during drought because it will be less effective.
- Other woody plants can be damaged through transfer of herbicides by root exudates hack-and-squirt, stump cut-and-spray, or when herbicides wash off into the soil.
- Herbicides may work slowly. Yellowing of leaves may take over a month. Retreatment should not occur until green foliage reappears.
- Treatments will need to be repeated multiple times for complete control.

### Herbicides with limited soil activity

- Triclopyr:
  - Enforcer® Bush Killer
  - Garlon® 3A
  - Garlon® 4 (triclopyr ester)
  - ORTHO® Bush-B-Gon®
  - Pathfinder® II (triclopyr in oil)
  - Renovate® (triclopyr aquatic)
  - Vine-X (triclopyr in oil solid in applicator bottle with brush tip)
- Glyphosate (typically sold in 41-54% concentrations):
  - Accord® Concentrate
  - Glyphomax® Plus
  - Roundup® Original
  - Roundup Pro® Concentrate
  - Rodeo® (aquatic)
- Fosamine:
  - Krenite® S

### Adjuvants and Additives to Herbicide Spray Solutions

- Dyes
  - Use them to see where herbicide has been applied.
- Surfactants (SURFace ACTIVE AgeNTS)
  - Should be used with most foliar applications. Non-ionic surfactants are best.
  - Enhance wetting and retention of spray drops
  - Don't bind with the herbicide molecule to cause deactivation

- Common surfactants include: Entry II®, Big Sur 90, and Timbersurf 90.
- Vegetable Oils, Methylated Seed Oil (MSO)
  - Increase spray drop adherence to leaves
  - Increase herbicide penetration of leaves
  - Slow evaporation during and after application
  - Common MSOs: Improved JLB Oil Plus and DYNE-AMIC®. Aquimix® (for bark treatments)
- Penetrants
  - Partially dissolve waxy plant surfaces to aid penetration into leaves or bark
  - Common penetrants: Cide-Kick® and Cide-Kick® II

## CONTROL METHODS

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### Foliar treatment

- Thoroughly wet all leaves with herbicide solution using a backpack sprayer or hand-held chemical-resistant spray bottle.
- Treat deciduous woody plants mid-summer to early fall (no later than 1 month before first frost).
- Evergreens and semi-evergreens can be treated in winter (when other plants are dormant).

### Hack-and-Squirt (and other stem injections)

- Involves applying herbicide into downward incision cuts spaced around woody stems.
- Incisions must be deep enough to penetrate the bark and inner bark, slightly into the wood.
- Don't make multiple cuts directly above or below each other.
- Space the cuts 1-1.5" apart edge to edge to avoid stump and root sprouting response.
- Use a handheld chemical-resistant 1 to 2-quart spray bottle to apply herbicide into the cut. Fill the cut but don't let it overflow and run down the bark.
- This method is especially effective in summer and can be used most times of year except:
  - When heavy spring sap flow washes herbicide down the bark
  - When rainfall is expected within 48 hours
  - During prolonged or severe drought
  - Treatment in December and January is less effective than in other months
- Don't use this method if rain is predicted within 48 hours.
- If using Hypo-Hatchet®:
  - Clean daily and lubricate the impact piston
  - Periodically replace the rubber o-rings and seals
  - Be careful not to cut the plastic tubing when using the hatchet

### Cut-Treat (stump-cut)

- Involves applying herbicide to freshly cut stumps
- Cut stems as close to the ground as possible
- Remove sawdust before spraying
- Spray stump immediately after cut is made
- Spray edges large stumps and entire surface of small stumps
- Use a 2-quart pressured spray bottle
- Stumps will re-sprout or sprout from roots unless they are sprayed
- For climbing vines, cut close to ground and remove a 4-foot section and spray stump
- Late spring is the best time for cutting, when root reserves are depleted following spring growth

### Manual Methods

- Hand pulling, clippers, loppers, weed (shrub) wrenches, machetes, brush axes, etc.
- For total eradication, all roots and root crowns (which can re-sprout) must be completely extracted and all seedlings must be pulled or treated.
- Removing roots and root crowns is most easily done when soil is moist
- Pulled plants should be put in a trash bag so that the stems cannot re-establish and the seeds cannot sprout. Large stems should be hung by their roots in a tree or placed on a rock or burn pile so plant cannot reestablish.
- (Eno River Association [ERA] has let us borrow their weed wrench in the past)

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## PRESERVE MONITORING CALENDAR

NCPCP’s protected properties range from 2 acres to more than 6,000 acres. Some have trails while most do not. You may find that if your property is larger in size, it takes more than one visit to walk the entire boundary. If it is a very small property you may only need to use half of one visit to walk its boundary. The example below should be used as a guide so that you can create a calendar tailored to the needs of your particular property.

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### CALENDAR EXAMPLE

The following is an example of one Preserve Steward’s quarterly monitoring schedule over a two year period. The property in this example is approximately 100 acres in size.

<b>Spring</b>	Walk all trails and trim back vegetation growing into trails (if appropriate).
<b>Summer</b>	Walk property and look for signs of erosion on trails from spring rain. Fix problems within range of ability.
<b>Fall</b>	Scan property and “rough out” a map indicating locations of exotic invasive plant species; begin removal techniques approved by PCP Staff
<b>Winter</b>	Monitor property boundaries.
<b>Spring</b>	Early, before seasonal rains, check existing water bars to make sure that they are clean and ready for heavy rains.
<b>Summer</b>	Monitor interior of property.
<b>Fall</b>	Check growth of exotic invasives; continue with removal techniques.
<b>Winter</b>	Monitor property boundaries; do photo documentation.

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## KNOW YOUR PROPERTY

### *PROPERTY SPECIFIC INFORMATION*

Information about your specific property can be found on file at the NCPCP office. These files contain maps, articles, correspondence, and other interesting information about each property. Although the files may not be taken from the office, you are encouraged to explore your property’s file at length in the conference room. The information in these files will give you a good background on the history of the property and NCPCP’s management of it. After your initial exploration of the files, you may want to check it regularly to see if any updates have been made. You have already received the basic information on your property including maps, etc. However, there is much more to be found in the office files, so please take the time to come in and explore it.

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## HOW TO HANDLE SPECIFIC SITUATIONS

### *VANDALISM*

Vandalism of any kind is illegal! Report any vandalism to the NCPCP office.



- Be prepared to detail what was done, where it is on the property, when you think it might have occurred, what action should be taken to remedy the situation and who would be the most appropriate to do any clean-up work (you, NCPCP staff, workday volunteers).
- Record any vandalism on your Monitoring Report.
- Do not take any action without staff approval.

## *DUMPING*

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Dumping of any kind is illegal! If there is any chance of hazardous waste involved, stay away from the material.

- Do not open closed containers, sniff any suspicious substances or touch any container which could potentially hold dangerous materials!
- Report any instances of dumping on the property first to the NCPCP office, then report it to the local police. Be prepared to describe what has been dumped, how much there is, where it is on the property, when you think it might have occurred, how it could be removed, who would be most appropriate to do the cleanup work (you, a staff member, a contractor), and what special equipment might be needed to remove the material (a dump truck, a backhoe, a pickup, or other equipment).
- Report any dumping on your Monitoring Report.
- Do not take action without staff approval.

## *OFF ROAD VEHICLES AND HORSES*

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Unauthorized off road vehicle use (mountain bikes, motorcycles, ATVs, and any 4x4 vehicle) is prohibited on all NCPCP preserves, and, unless indicated on your preserve abstract, horseback riding is prohibited as well.

- If you find evidence of any wheeled vehicle or horse use, report it to the NCPCP office and note it on your Monitoring Report. Be prepared to detail where vehicles/horses were being used, how they accessed the property, what type of vehicle it was, and what damage may have been caused.
- If you find someone on a wheeled vehicle on a NCPCP preserve, get a license number or description of driver and vehicle if possible. Approach them, only if you feel comfortable, and kindly notify them that wheeled vehicle use and horseback riding is prohibited on NCPCP preserves. Do not argue with them. Refer them to the NCPCP Administrator, (919) 707-3760, if they would like to talk to someone else.
- If you do not feel that they will leave the property, contact the NCPCP office ASAP. Never put yourself in an uncomfortable situation.

## *CAMPING/FIRE RINGS*

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Camping and campfires are prohibited on NCPCP preserves. If a camping site is found and is occupied, speak with the individuals if you feel comfortable and let them know that camping is prohibited on NCPCP preserves. Never put yourself in an uncomfortable situation. If you come upon tents or other equipment and no one is present, leave a note stating that camping is prohibited and ask them to remove their camp from the preserve and to restore the area back to its natural state. Refer them to the NCPCP staff if they would like to talk to someone else. Contact the NCPCP office ASAP about any camping activities and follow up with your report documenting any evidence of camping or fires. Any evidence of fire rings or camping should be dismantled and the area should be restored to natural condition. Carry out any trash from an abandoned site with you. Make note of areas used for camping, and visit them periodically to ensure that they are not being continually used.

## *TIMBER TRESPASS*

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Cutting of trees on NCPCP preserves without authorization is illegal. If you suspect that timber is being cut illegally, contact the NCPCP office ASAP. Provide information on approximate number of trees, the approximate stump diameters, how much land area is involved, where on the preserve the cutting occurred, when you think it may have occurred, and

whether any action needs to be taken to clean up the areas. Also report any incidents on your Monitoring Report. Similarly, be on the lookout for evidence of pine straw raking and report any observations to NCPCP staff in the same manner.

### *TIMBER AND BRUSH REMOVAL*

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Some of the preserves benefit from timber removal and brush removal. You may participate in these activities and recruit volunteers to help NCPCP staff conduct these operations. This includes:

- Organize and recruit volunteers for workdays
- Mark trees to be removed in thinning operations
- Rake leaves and cut small brush from fire line locations
- Load downed limbs and wood into dump trucks to remove from sites in advance of controlled burns
- Cut and remove small woody stems and hand pull invasive plants
- All such activities are only conducted with approval from, and/or with participation of NCPCP staff.

### *HUNTING AND DEER STANDS*

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Hunting on NCPCP preserves is prohibited unless a management plan and prior authorization has been approved (You will be notified if any such plan has been approved for your adopted preserve).

- If you encounter a trespassing hunter, do not approach the hunter. Instead, contact the NCPCP office ASAP.
- On your Monitoring Report make note of the area they are hunting and whether or not you saw a deer stand.
- If you come across a deer stand and it is not hunting season, you will need report it to the NCPCP staff and then assist NCPCP staff with its removal. Upon its removal, a copy of the Deer Stand Removal Notice (on the following page) will need to be attached to the tree in a plastic ziplock bag. The Deer Stand Removal Notice should remain on the tree throughout the remainder of that year so that the hunter knows where he/she may retrieve their deer stand.

Date letter was posted \_\_\_\_\_

To Whom It May Concern,

This land is owned by the North Carolina Plant Conservation Program (NCPCP), an office of the NC Department of Agriculture and Consumer Services, and is being managed as a Dedicated Nature Preserve. It has been posted as a “No Hunting” property in accordance with the State of North Carolina’s posting regulations. NCPCP does not allow hunting on any of its properties unless NCPCP has determined that game management is necessary and a prescribed plan has been approved by the NCPCP Administrator.

Permission has not been granted to any parties and/or individuals to hunt within this preserve. Any hunting taking place would be against the wishes of NCPCP and therefore would be considered illegal.

The deer stand that was occupying this tree has been removed by NCPCP staff. As a courtesy, NCPCP will hold the deer stand and any materials used in its construction until November 15<sup>th</sup> of the year in which it was removed.

If you would like to claim a stand that has been removed please contact the NCPCP office at **(919) 707-3758** and ask to speak with the Plant Conservation Program Administrator. You will need to provide all of the following information to have a stand returned: your name, current address, where the deer stand was located, a date that it was placed on the property and an exact physical description of the stand.

This letter will be removed at the end of the year in which it was posted.

Sincerely,

Lesley Starke  
NC Plant Conservation Program

## *EROSION ON TRAIL/ROAD*

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Minor erosion should be corrected before it becomes a real problem. Always keep an eye out for signs of erosion: sediment at the bottom of a hill, areas on hills where the treadway has begun to wash away, and clouding of streams during rain storms. Inform the NCPCP staff on your monitoring report about the location of the eroding area and note the current condition.

## *LARGE TREES BLOCKING TRAILS*

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Trees that block a trail, fire break, or interior road, and require the use of a chain saw or other special skills for removal should be reported to the NCPCP staff so that arrangements for its removal can be made. Also note this on your Monitoring Report. Something requiring power tools is not the responsibility of Preserve Stewards.

## *NATURAL DISASTER*

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As the past few years have shown us, we should be prepared to act in the event of a large storm or other natural disaster. In the case of these large scale events NCPCP preserves should be monitored as soon as the event has passed and it is safe to venture outside. Extreme caution should be taken upon entering the woods just after these events. Monitoring Reports should reflect the damage caused as closely as possible, using maps and photos to relay how much preserve land was affected and where.

## *PRESERVE SIGNS AND AMENITIES*

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### *In Need of Maintenance/Repair/Missing*

Depending on the preserve that you are monitoring the signage may vary.

**Entrance** - Entrance signs on NCPCP preserves will be installed by NCPCP Staff, please inspect for damage.

**Boundaries** - All NCPCP preserves should have marked boundaries with diamond signs noting access by permit only.

It is important to familiarize yourself with all of the preserve's entrance signs and amenities. Keep an eye out for aging and/or vandalism on gates or any other amenities in the preserve you are monitoring. You might find it useful to make note of all of the signs/amenities on a small map so that during your monitoring visits you can look back at your notes to make sure they are all still in place and intact.

## *PROPERTY BOUNDARIES*

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NCPCP boundaries should be easy to spot and follow in the woods. Boundaries are signed with 8"x8" yellow diamond NCPCP markers placed roughly 100-200 feet apart.

Preserve Stewards should walk over the entire boundary of their NCPCP preserve at least once a year during their visits. If a boundary is difficult to follow, or if there appears to be a problem with the boundary — timber trespass, missing corners or tags, building or dumping on NCPCP property, or other problems — contact the NCPCP office immediately.

Since boundaries are a legal issue, under no circumstances should Preserve Stewards modify the boundary lines.

If the property boundaries on your preserve are difficult to follow due to the presence of thick brush, it may be desirable to lightly brush out NCPCP's side of the line to make walking the boundaries easier. This brushing should only involve a narrow footpath opened by cutting saplings and pruning small trees. This brushing should be done only in areas where passage is difficult. If in doubt, call the NCPCP staff.

## TOOLS

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### BORROWING TOOLS

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Preserve Stewards may borrow tools from NCPCP and can arrange to pick them up from NCPCP Staff. At least two days notice is required to check out tools since they may not be immediately available. When borrowing tools, please take only the tools that you need, and indicate when you will bring them back. The NCPCP tool supply is limited and it is important to return the tools as soon as you have completed a project, so that somebody else may use them. When you are borrowing tools, you are responsible for their care and security.

Tools should be cared for as if they were your own. Do not leave tools in an unlocked car or unattended on the trail. When you return tools, make sure they are in the same condition as when you took them and note any problems that you incurred with their use. Tools will need periodic maintenance, but staff will have to know about those needs in order to keep the tools in good condition.

We need a volunteer in each area to maintain the tools once or twice a year, sharpen them, replace blades, broken handles and mark new tools as they come in. If you, or anyone you know, are interested in doing this job, please let the staff know.

### POWER TOOLS

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For many reasons, we discourage the use of any power tools by Preserve Stewards. The hand tools provided should handle 95% of the work that needs to be completed. The other 5% of the work can be accomplished by the staff.

### SAFETY GUIDELINES

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Safety is NCPCP's first priority in the Preserve Steward program. We want to ensure that you are able to perform your responsibilities in a safe manner. That is why we expect that you will follow these guidelines when you are volunteering as a Preserve Steward.

- DO let someone know when you are planning to spend time on the property and how long you expect to be there.
- DO bring someone with you if you plan you do any Preserve work. You may want to spend this time with other Preserve Stewards.
- DO wear appropriate, non-restrictive clothing when doing Preserve work. This should always include long pants and sturdy boots.
- DO carry plenty of food and water any time you are on the property.
- DO take a first aid kit with you any time you are doing Preserve work or work involving tools.
- DO respect the tools you use, and keep them sharp to prevent accidents.
- DO keep a generous safety circle between you and anyone else when you are using tools.
- DO let others around you know if a tree or limb is going to fall near them.
- DO stay away from all wild animals, and report suspicious activity of any potentially rabid animal to the NCPCP Staff and the local animal control authority.

### COORDINATION & COOPERATION

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#### LARGE PROJECTS

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If you would like to organize a workday for your property, please contact the Friends Volunteer Coordinator, Olivia! They can get the word out about upcoming workdays through the Friends newsletter, website, and other e-mail lists.

## SOCIAL ACTIVITIES

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NCPCP staff and the Friends will provide occasional opportunities for you to interact with other Preserve Stewards and other volunteers. If you would like to get together more often, feel free to plan an event, pick a date, and give a description to the staff for inclusion in the Friends newsletter.

## COMMUNICATIONS

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For the most part, you will be independent -- working on your own schedule and communicating with the staff on the phone, email and through the forms you send in to the office. The staff is available to you for advice, to tour your property, or to review a project -- please call or email if you need their help!

## REPORTS (PAPERWORK)

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Although few of us like doing paperwork, we would all agree that it is important to document the progress that is made on each property, and that quantifiable accomplishments are the most convincing when showcasing the Preserve Steward program. With your cooperation in thoughtfully and accurately completing the Monitoring Reports, we will have the necessary information. It is not necessary that you use the form enclosed, but it is provided as a guide. It is critical that these written reports, regardless of format, be turned in following each visit to the preserve and be printed legibly so that they can be read easily!! Electronic copies are preferred. If you have input about how to further improve these forms, please contact the staff. Please make sure to send hours in regularly to the Friends Volunteer Coordinator, Olivia.

## CONTACT LIST

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## PRESERVE STEWARD LIST

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<b><u>NCPCP Preserve</u></b>	<b><u>(≈ Acreage)</u></b>	<b><u>County</u></b>	<b><u>Steward</u></b>
Paddy Mountain	445 acres	Ashe	
Boiling Spring Lakes	6,810 acres	Brunswick	
Hog Branch Ponds	517 acres	Brunswick	
Suther Wet Prairie	129 acres	Cabarrus	Dennis Testerman
Big Pond Bay	86 acres	Cumberland	Joan Schaefer
Eno River Diabase	263 acres	Durham	Pat & Herb Amyx
Hebron Road	99 acres	Durham	Pat & Herb Amyx
Redlair	735 acres	Gaston	Haywood Rankin
Cedar Glade	6.5 acres	Granville	Pat & Herb Amyx
Bat Fork Bog	16 acres	Henderson	Alan Smith
Ochlawaha Bog	34 acres	Henderson	Alan Smith
Dulany Bog	37 acres	Jackson	Highlands Cashiers Partnership
Cedar Cliff Mountain	72 acres	Jackson	Highlands Cashiers Partnership
Caraway	35 acres	McDowell	French Broad River Garden Club
Denson's Creek	67 acres	Montgomery	
Long Mountain/Poison Fork	234 acres	Montgomery	
Eastwood /Nicks Creek	377 acres	Moore	Jeff and Ellen Marcus
Melrose Mountain	374 acres	Polk	Dennis Niemyer
White Oak Mountain	127 acres	Polk	Dennis Niemyer
Harvest Field	29 acres	Randolph	Kathy Schlosser & Mimi Westervelt
Pondberry Bay/White Woods	2,105 acres	Sampson	Trey Tyson
McIntosh Bays	215 acres	Scotland	Shannon Newton
Morgan's Bluff	16 acres	Stanley	
Cedar Mt. Bog	62 acres	Transylvania	Torry Nergart
Mineral Springs Barren	60 acres	Union	Lisa Tompkins
Tater Hill	1,587 acres	Watauga	Matt Estep

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## Appendix I

Preserve Monitoring Report

Property Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Mailing Address: NC Plant Conservation Program  
1060 Mail Service Center, Raleigh NC 27699-1060

Person(s) attending inspection: \_\_\_\_\_

Walk property boundary and replace NCPCP markers. Note concerns about boundaries and signs of encroachment.

List human alterations (construction, dredging/filling, new trails, timber harvest, dumping, or vandalism). Note location and extent of damage. Attach maps, photos, illustrations.

List natural alterations (flood, fire, insect infestation). Note location and extent of damage. Attach maps, photos, illustrations.

List safety hazards (eroding trails, dead/diseased trees). Attach maps, photos, illustrations.

Note any observed changes in adjacent property ownership or contact with landowners.

Note actions that need to be taken based on stewardship report.

Additional comments or observations

Steward's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Indicate attachments to the report. Date and sign all materials. Provide descriptions of photograph and illustration locations.

\_\_\_ ground photos \_\_\_ aerial photos \_\_\_ maps \_\_\_ illustrations \_\_\_ other

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FOR OFFICE USE ONLY

Task	Person assigned	Completion date	Initials
_____	_____	_____	_____



## Data and Site Security Agreement

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### NC Plant Conservation Program Preserve Stewards Program

I, \_\_\_\_\_ understand that all population data, location and site information given to me due to my participation in the Plant Conservation Preserve Steward Program must be kept secure. I agree not to disclose to anyone outside

- The North Carolina Plant Conservation Program or
- The North Carolina Natural Heritage Program or
- board members of the Friends of Plant Conservation

information on rare plant populations or their locations.

I further agree not to collect or destroy any plant or part thereof, regardless of its protected status, including but not limited to seeds, propagules, flowers, stems, leaves or roots unless directly authorized by The North Carolina Plant Conservation Program to do so. I also agree never to plant any plant, rhizome, seed or other propagule at a rare plant site for any purpose, unless directly authorized to do so by The North Carolina Plant Conservation Program.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

## Volunteer Agreement

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The North Carolina Department of Agriculture and Consumer Services and the undersigned volunteer understand and agree to the following terms:

- The undersigned volunteer is not an employee of the Department;
- The Department will not pay the undersigned volunteer any salary or other compensation for services rendered under this agreement;
- As a volunteer, the undersigned volunteer is not eligible for worker’s compensation benefits from the State or the Department for any injury suffered while performing services to the Department under this agreement;
- There are no fringe benefits associated with this volunteer service (including, by way of example and not limitation, hospital or medical benefits, participation in the State retirement system, reimbursement for travel expenses, etc.);
- This arrangement for volunteer service is an “at will” arrangement, and either the Department or the undersigned volunteer may terminate the volunteer relationship upon giving notice of intent to terminate the volunteer relationship to the other party;
- Volunteer service does not confer any privilege or right to future appointment to a position as an intermittent, temporary or permanent employee with the State of North Carolina, or any agency thereof;
- The undersigned volunteer may, in the course of his or her voluntary service, obtain confidential information which should not be disclosed to third parties;
- The disclosure of confidential information to third parties may result in termination of the volunteer’s service and subject the volunteer to other penalties available under North Carolina and federal law;
- The Department may seek emergency medical treatment for the volunteer in the case of an accident, injury, or illness without further approval;
- Volunteer service with the Department may include working in outdoor settings which present inherent risks and dangers – those dangers include (by way of example and not limitation) risks posed by being exposed to poisonous plants, snakes, or insects, risks posed by working with and around mechanical equipment, risks posed by being exposed to extreme heat or cold, pesticides, fuel, or any other material which the volunteer may come in contact with during the term of voluntary service – and volunteer expressly assumes any and all risks attendant to volunteering with the Department;
- For the duration of time the volunteer performs services for the Department under this agreement, the volunteer will abide by any Departmental policies identified by the Department to the volunteer as relevant and necessary for the volunteer’s work within the Department, including the Department’s policies regarding computer and Internet use;
- The volunteer will work approximately \_\_\_\_\_ hours per day for approximately \_\_\_\_\_ days per month. **For use with cost-share calculations only, the volunteer is requested to submit a summary of actual hours worked each month.**
- The volunteer will work within the Plant Industry division; Plant Conservation Program section and will be supervised by Lesley Starke, Plant Ecologist for the Plant Conservation Program; and
- This document constitutes the volunteer and the Department’s entire agreement, and no agreement, neither oral nor written, exists outside this document.

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Parental Agreement for Minors (Students under the age of 18)**

I, \_\_\_\_\_ (*Parent's Name or Legal Guardian*), do hereby authorize my child, \_\_\_\_\_ (*Student's Name*), to work with the North Carolina Department of Agriculture & Consumer Services, NC Plant Conservation Program as a Student Volunteer. I have read and reviewed the terms of this Volunteer Agreement and consent to my child's service as a Student Volunteer.

\_\_\_\_\_  
(Parent or Legal Guardian Signature)

\_\_\_\_\_  
(Date)

## Workday Waivers

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The following pages contain a parental agreement for minor volunteers and a group liability waiver / sign-in sheet for group workdays. Please use these forms for any volunteer workdays you hold at the preserves.



**WAIVER AND RELEASE AGREEMENT**  
**THIS IS A RELEASE OF LIABILITY. PLEASE READ CAREFULLY BEFORE SIGNING.**

In return for receiving permission from **North Carolina Department of Agriculture and Consumer Service's (NCDA&CS) Plant Conservation Program (PCP)** for allowing me to participate as a volunteer on \_\_\_\_\_, 20\_\_\_\_\_, I agree to assume all risks of loss and injury that may arise out of my participation and I agree to waive any and all claims against NCDA&CS PCP, participating property owners and the other parties described below. Today's event is being held at \_\_\_\_\_ Preserve, from \_\_\_\_\_ to \_\_\_\_\_ (add start and end times).

**Participation and Safety Agreement**

As a volunteer for NCDA&CS Plant Conservation Program, I understand that I am free to refuse to participate in or continue activities in any setting where I feel my personal safety is at risk, and that I should alert the staff of PCP to any hazardous situations. I hereby release and forever hold harmless NCDA&CS PCP, its officers, participating land owners, directors, representatives, agents, and staff from any and all actions, cause of action, claims, demands and liabilities arising out of injury to or damage sustained by me in connection with my volunteer work for the NCDA&CS PCP at any time henceforth.

I realize that working on this project may involve risks and hazards, which may include, but are not limited to (1) the use of tools, herbicide and other construction related equipment, (2) working around other participants who may not be accustomed to this type of labor or the tools and equipment associated with it, (3) working in the forest or other urban or rural terrain that may be uneven, rocky and otherwise hazardous. I am aware of these and other risks and hazards inherent in participating in this project and hereby assume sole responsibility for all such risks and hazards.

**Data and Site Security Agreement**

I understand that all population data, location and site information given to me due to my participation as a volunteer for NCDA&CS Plant Conservation Program must be kept secure. I agree not to disclose to anyone outside (1) The North Carolina Plant Conservation Program, (2) The North Carolina Natural Heritage Program or (3) Board members of the Friends of Plant Conservation information on rare plant populations or their locations.

I further agree not to collect or destroy any plant or part thereof, regardless of its protected status, including but not limited to seeds, propagules, flowers, stems, leaves or roots unless directly authorized by PCP to do so. I also agree never to plant any plant, rhizome, seed or other propagule at a rare plant site for any purpose, unless directly authorized to do so by PCP.

**Use of Likeness Agreement**

I grant NCDA&CS North Carolina Plant Conservation Program permission to use my likeness or my child's likeness in photograph(s) or video, in any and all of its publications and in any and all other media, including public website publication and social media channels, whether now known or hereafter existing, controlled by NCDA&CS PCP, in perpetuity, and for other use by the entities herein described.

**Signatures on following pages:**

I have read and understand the waiver and release agreement.

<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>EMAIL</b>

I have read and understand the waiver and release agreement.