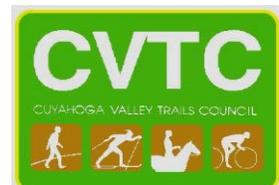




Adopt-a-Trail Manual



Cuyahoga Valley
National Park



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PURPOSE

The Adopt-a-Trail program assists the professional staff of Cuyahoga Valley National Park in maintaining safe and well-groomed trails. Groups and individuals take responsibility for one trail and regularly “sweep” that trail. Trail sweeping involves picking up litter, trimming branches, clearing culverts, and reporting the condition of the trail to the park for further action if necessary.

“A goal of trail builders and maintainers is to do their work so well that travelers will be aware of the natural wonders unfolding around them, but barely notice the pathway on which they are walking. The best trails provide access to the outdoors without drawing attention to themselves.” (Robert C. Birkby, *The T.R.A.I.L. Boss Manual*, 1992)

The Adopt-a-Trail manual addresses the work accomplished in the Adopt-a-Trail program. This manual is meant to acquaint the maintainer with park procedures, duties involved in adopting a trail, and methods for safely performing those duties.

The information that is gathered by Adopt-a-Trail teams will be utilized by the National Park Service in the following ways:

- Maintenance staff will follow-up to repair trail surface, structural problems, and signage concerns reported to them.
- Interpretation, Education & Visitor Services rangers will replace maps and information that is reported missing, faded, or incorrect on bulletin boards and kiosks.
- Visitor & Resource Protection rangers will ensure protection of resources by responding to reports of resource degradation and violations, and serious injuries or illness.
- Resource Management staff will respond to reports of resource disturbance.
- NPS staff will use information about dumpsite locations to target these sites for clean-ups by staff and/or volunteers.

PARTNERS

The following partners are involved in the Adopt-a-Trail program:



Cuyahoga Valley National Park (CVNP), a unit of the National Park Service (NPS), was established in 1974 “for the purpose of preserving and protecting for public use and enjoyment, the historic, scenic, natural, and recreational values of the Cuyahoga River and the adjacent lands of the Cuyahoga Valley and for the purpose of providing for the maintenance of needed recreational open space necessary to the urban environment.”



The National Park Service Volunteers in Parks (VIP) Program was authorized by Public Law 91-537 in 1970. The primary purpose of the program is to provide a vehicle through which the NPS can accept and utilize voluntary help and services from the public. All VIPs must sign the *Volunteer Service Agreement – Natural & Cultural Resources* (Form OMB 0596-0080) or be covered through a group that has signed a *Volunteer Service Agreement – Natural & Cultural Resources* form. Parents or guardians of VIPs under the age of 18 must sign the “*Parental Consent for Volunteer Under Age 18*” section of the *Volunteer Service Agreement – Natural & Cultural Resources* form. This form must have a detailed *Trail Worker Job Description* and *Trail Worker Job Safety Analysis* attached. This form can be found in the appendix. VIPs are covered as federal employees for the purposes of compensation for work-related injuries and immunity from liability as long as they are acting within the job description.



The Conservancy for Cuyahoga Valley National Park is a non-profit, membership-based organization working in partnership with the National Park Service to provide innovative education and foster community awareness, support and enjoyment of Cuyahoga Valley National Park.

The Volunteer in Parks program, co-managed by the Conservancy and CVNP, is a great example of this partnership. Together, we are building and enhancing a strong program of over 5,700 volunteers. The Volunteer Office is responsible for overall management and direction of the program and handles recruitment, training, recognition, and communications. Each volunteer activity is

supervised by a park or partner representative from the appropriate discipline. Volunteers are also actively involved in program leadership to help create self-sustaining VIP programs.

The Cuyahoga Valley Trails Council (CVTC) is a not-for-profit, all-volunteer organization formed in 1985 to “promote, coordinate and participate in the building, inspection, maintenance, improvement and enjoyment of trails in and around the Cuyahoga Valley...and in so doing...



- to help make and keep these trails as scenic as possible by protecting places of natural beauty and interest, and
- to help make and keep these trails as natural as possible by aiding in the conservation of natural areas and wildlife.”

ADOPT-A-TRAIL JOB DESCRIPTION

General Scope of Program

- Assist the NPS and CVTC in maintaining safe and well-groomed trails within CVNP.
- Participate in trail sweeps on the adopted trails.
- Report the condition of the adopted trails to NPS.

Job Specifics

A trail sweep, led by a trained crew leader, consists of walking the entire length of the adopted trail, observing, maintaining, and reporting trail conditions in eight general categories:

- Trailheads – observe and report conditions.
- Signs – observe and report conditions.
- Litter – pick up.
- Structures (bridges, boardwalks, turnpikes, puncheons, and steps) – observe and report conditions; maintain by cleaning dirt and debris from all exposed wood surfaces.
- Treadway – maintain by removing surface roots, stumps, or rocks that may be tripping hazards.
- Corridor clearance – maintain by pruning branches and removing deadfall.
- Drainage channels (ditches, culverts, drain dips, and waterbars) – maintain by removing dead leaves, sticks, and sediment.
- Rivers and streams – observe and report conditions.

Crew Leader Specifics

- Lead at least 10 monthly trail sweeps per year on the adopted trail.
- Carry a park radio to report emergencies and inappropriate visitor activity to the Communications Center.
- Conduct a tool and equipment safety review prior to each sweep.
- Pick up and return tools, first aid kit, and NPS radio.
- Have all volunteers sign in and out on *Volunteer Sign-In* sheet found in the appendix.
- Have all first time volunteers sign a *Volunteer Service Agreement – Natural & Cultural Resources* form. In addition, parents or guardians of youth under 18 must sign the “*Parental Consent for Volunteer Under Age 18*” section of the *Volunteer Service Agreement – Natural & Cultural Resources* form.
- Submit the signed *Volunteer Service Agreement – Natural & Cultural Resources* form to NPS.
- Complete and submit to NPS the *Adopt-a-Trail Condition Report* found in the appendix.
- Crew leaders are required to be certified in First Aid & CPR.

VISITOR ASSISTANCE AND EMERGENCY RESPONSE

The National Park Service strives to maintain a high level of professionalism, service, and assistance to visitors. Adopt-a-Trail volunteers are valuable members of the NPS visitor assistance and emergency response team.

Volunteers are an extra set of eyes and ears for park staff. As trail volunteers it is not within the scope of your job to remind visitors of the rules and regulations of the park. That task should be left to park staff. If a visitor is creating a hazard or damaging park resources, or their actions are disruptive to others, volunteers should back off, move out of sight, and call the Communications Center on the park radio. Volunteers should advise the dispatcher of the location and what they have observed, giving a good description of those involved and their direction of travel. Volunteers should never follow or try to prevent anyone from leaving an area. If there are other witnesses to a violation, a volunteer can ask if the witness will stay to talk with a protection ranger when they arrive. The dispatcher will notify a protection ranger who will decide what action to take.

If you see the following activities in progress, immediately contact the Communications Center by calling “731” on your park radio. If there are only signs of these activities, log the incident and location on the *Adopt-a-Trail Condition Report*.

- Alcohol or drug use
- Littering
- Pets or dogs off-leash in a busy area or chasing wildlife
- Camping, except in designated areas
- Bicycles on hiking or horse trails
- Horses on hiking or multi-use trails
- Garbage or dumpings, especially if it appears suspicious. Garbage bags full of marijuana, methamphetamine labs including explosive chemicals, hypodermic needles, and other hazardous materials are periodically found dumped in the park. Carefully assess garbage prior to handling it.
- Activities that look out of place or suspicious. If it doesn’t “feel right,” call it in.
- The use or discharge of any weapon. However, federal law allows possession of loaded firearms in national parks.
- Reported or observed indecent exposure
- Any violent crime
- Vandalism

Most of these violations are misdemeanors. While the regulations prohibiting these activities are in place to protect the park resources and the safety of property and visitors, they are NOT worth risking a negative contact with the parties involved. Let trained, commissioned rangers make these contacts.

Know your location in the park and how to describe it to rangers in case of an emergency. Use trailheads, mile markers, signs, and other prominent landscape features to orient yourself while on a trail.

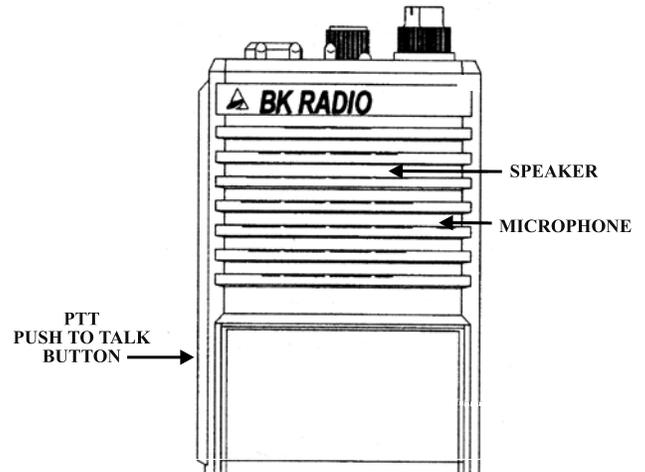
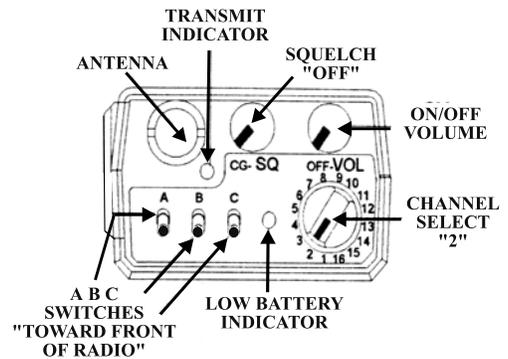
Keep your gear in good condition. Volunteers should inventory their gear and tools before starting a sweep. Volunteers should also do a radio check to let the Communications Center know when they are “in service” or “out of service” at a work site. An inventory of the first aid kit, including latex gloves and pocket mask, should be performed when picking up gear. When you return the equipment, replenish the kit with any items you may have used.

Volunteers should handle and report what they see based on their position, experience, and training. All minor first aid that you provide should be reported to your crew leader. Always take the person’s name, phone number, date of birth, and a brief description of the care you rendered. If the injury is serious or requires more advanced care, contact the Communications Center and a ranger will be dispatched to the scene. If you know an ambulance is needed, request one when calling the Communications Center.

HOW TO USE A PARK RADIO

Communicating on the park radio system can be an overwhelming experience for volunteers who are new or do not use the radio often. While the primary reason for the radio system is to provide for law enforcement and emergency traffic, there are many times you have information that others need to get the job done. Here are some pointers that will help you feel more confident when using the radio.

- Wear your radio on your belt or in a chest harness.
- Turn the radio on and keep it on Channel 2 while you work. Keep the volume at a level that allows you to hear the radio traffic, but not so loud that everyone around you can hear.
- Call the Communications Center to do a “radio check” to make sure the radio is working properly. Use the *Radio Check Instruction Sheet* found in the appendix.
- Before talking, listen to the radio to make sure you don’t break in on radio traffic already in progress. Law enforcement and emergency response traffic always takes priority. Ask yourself, “Does the information I have need to be relayed now in order to ensure a successful outcome or can it wait?”
- Plan what you need to say to get your message across. Be concise and speak in plain English. Do not use special codes.
- To transmit your message, hold down the Push-To-Talk (PTT) switch and wait one second before talking. Hold the radio two to three inches from your mouth and speak in a normal voice directly into the radio. After speaking, hold the switch for one more second before releasing to prevent your transmission from being cut off.



On occasion, you may observe activities that need to be reported to a law enforcement ranger immediately or you may be asked to call in an injury. Report these situations to the park’s Communications Center by calling “731” on your park radio. State that you have an emergency, your location, the nature of the emergency, and what, if anything, is being done to stabilize the situation.

Example of a radio transmission:

Radio Call numbers:

Communications Center Dispatch: 731 (seven – three – one)

Your radio call number: 430 (four – three – zero) + Last name

“731 – 430, Smith with emergency traffic.”

“430, Smith.” The Communications Center answers by repeating your call number.

Now report what you have. “There is a report of a visitor with a broken leg on the Boston Run Trail. I am at Happy Days North Parking Lot. I will be hiking in to give you more details on the victim’s location. Contact an ambulance.” The dispatcher will end the transmissions with the 24-hour time.

Once you have called the Communications Center, keep your radio on and be ready to answer further questions about the incident.

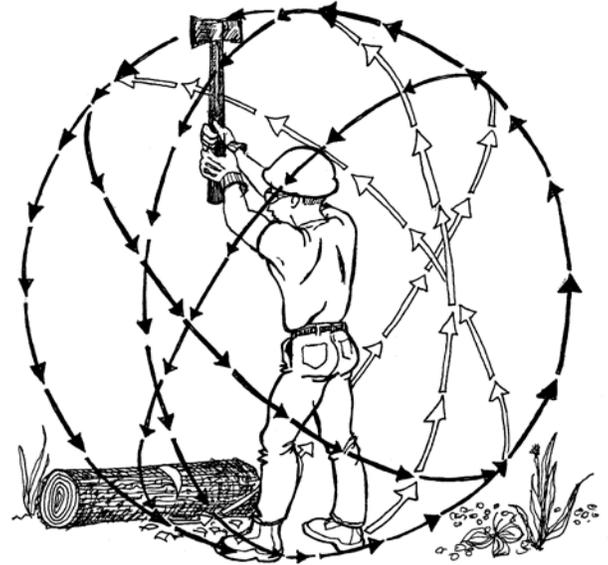
Volunteers are usually involved in non-emergency radio traffic. With over 100 employees and a number of volunteers working in the park daily, it is important to keep your non-emergency radio transmissions brief and to the point. When you call another employee, call their radio call number first, followed by yours. The person you call will respond by saying their call number. Then transmit your message. End with your radio call number.

You may hear radio transmissions that relate to law enforcement and injuries. These transmissions are sensitive and the contents should never be repeated except for official business. If you have any questions about radio use, ask your supervisor for assistance.

TRAIL SAFETY

Safety is the most important part of a trail sweep. Crew members need to be safety conscious at all times. It doesn't matter if anything else gets done, as long as everyone finishes the day safely. Some of the keys to being safe are:

- Dress appropriately. Wear sturdy boots, long pants, long sleeve shirts, and work gloves. Dress for the weather.
- Maintain a "Safety Circle." A safety circle is an imaginary bubble around an individual that is as big as that person, plus the tool they are using, extended at full reach in all directions. Normally no other person should be inside this bubble.
- Announce your presence when entering another person's safety circle. Be particularly careful when conditions require you to work within another person's safety circle.
- Be alert to safety problems and bring them to your co-workers' attention immediately. Think ahead and anticipate potential problems.
- Carry tools at your side with sharp ends pointed down and away from your body. Carry tools on the downhill side of the trail. If a tool has a protective cover, put it on when the tool is not in use. Avoid carrying a tool over your shoulder.
- Inspect tool condition before use. Make sure handles are sound, smooth, and straight. Make sure heads are tight and cutting edges are sharp.
- Crew leaders should ask if any crew member has a special medical condition, such as asthma or an allergy to bee stings.
- Use appropriate safety equipment such as hearing protection, safety glasses, and hard hats.
- Carry a first aid kit and know how to use it. Inventory the first aid kit before starting each sweep.
- Crew leaders are required to have current certification in CPR and First Aid. Training will be provided by the park.



Safety Circle

WHAT TO DO IN CASE OF INJURY

All Adopt-a-Trail crew leaders are required to have First Aid and CPR certification. They are therefore responsible for providing first aid assistance, according to their level of training, to both crew members and visitors encountered while volunteering. Follow these guidelines when dealing with an injury.

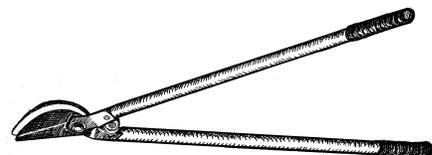
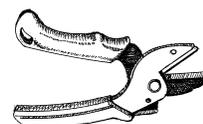
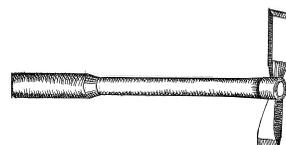
Minor Injury (scrapes, blisters, etc.)	Proceed with first aid as you have been trained. Report all injuries to the NPS Maintenance Supervisor as soon as possible after your trail sweep.
Major Injury (lacerations, punctures, broken bones, etc.)	Administer first aid immediately according to the training you have received. Call the Communications Center . They will decide who to call for further assistance. A Visitor & Resource Protection ranger will arrive on the scene to determine further action and make a report. Report all injuries to the NPS Maintenance Supervisor as soon as possible.

In ALL cases, take the name, address, and phone number of the person involved whenever possible.

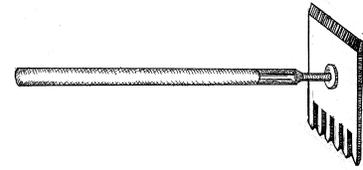
INTRODUCTION TO TOOLS

Choosing the right mix of tools for a trail sweep depends on how many volunteers are expected, what tasks are to be accomplished, and the season of the year. The following tools are commonly used in trail maintenance:

- Bow rake – Also known as a garden rake. Use to move leaves, dirt, and debris.
- Bow saw – Use for cutting branches and deadfall. Wear safety glasses.
- Culvert hoe – Customized garden hoe with rounded blade. Use for cleaning out culverts.
- Cutter mattock – Chopping and prying tool. Use cutter head to chop roots; use grub hoe end to loosen soil, remove small stumps, or to pry rocks. Wear safety glasses.
- Hand pruner – Use for trimming small branches. Wear safety glasses.
- Leaf blower – Gas-powered blower. Use for cleaning out ditches and culverts. Wear hearing protection, safety glasses, and carry extra fuel.
- Leaf rake – Use to remove leaves from ditches and debris from treadway.
- Lopper – Long-handled pruner. Use for trimming larger branches. Wear safety glasses.



- McLeod – Fire-fighting tool combining a heavy duty rake with a large, sturdy hoe. Use to move dirt and debris.



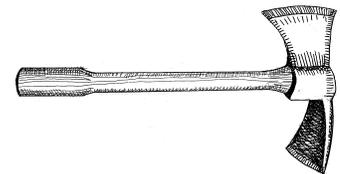
- Pole saw – Long-handled saw. Use for trimming overhead branches. Safety goggles and hard hat are recommended.



- Pruning saw – Small hand saw. Use for cutting branches. Wear safety glasses.



- Pulaski – Fire-fighting tool with axe on one end and grub hoe on the other. Use for chopping, grubbing, and digging. Wear safety glasses.



- Shovel – Digging tool with multiple uses.



- Trowel – Small hand spade. Use for cleaning out culvert ends.



Make a list of all the tools taken on a trail sweep using the *Tool Checklist* found in the appendix. Keep track of tools while out on the trail. If it is necessary to put tools aside when not in use, stand them up at the edge of the trail. This makes them easy to find and they will not block passage of hikers. Make sure all tools are returned at the end of the sweep. Use a scrub brush, trowel, or stick to clean tools before returning them to the tool barn.

PRACTICAL POINTERS FOR PLANNING, CONDUCTING, AND REPORTING ON A TRAIL SWEEP

1. Set a consistent trail sweep schedule.

- For example, meet on the second Wednesday of every month at 10 a.m. at the trailhead.

2. One week ahead of the trail sweep:

- Contact volunteers on crew list to find out if they are coming to the trail sweep.
- Remind volunteers about personal supplies – water, lunch/snack, work gloves, sturdy boots, and clothing for the weather.
- Make a tool list. Tools needed will depend on crew size, season, and what tasks are to be accomplished. Use the *Tool Checklist* found in the appendix.

3. Day of the trail sweep:

- Bring clipboard with the *Adopt-a-Trail Condition Report*, *Trail Feature Guide* map, *Volunteer Sign-In* sheet, *Safety Briefing Script*, *Radio Check Instruction Sheet*, *Tool Checklist*, and *First Aid Kit Inventory Checklist*.
- Bring 7 pocket expanding file with extra copies of the *Volunteer Service Agreement – Natural & Cultural Resources* form, *Trail Worker Job Description* and *Trail Worker Job Safety Analysis*.
- Pick up park radio at the Savacoal House, located at 5795 Stanford Road. Do a radio check. Use the *Radio Check Instruction Sheet*.
- Pick up first aid kit at the Savacoal House. Before leaving, check first aid kit inventory using the *First Aid Kit Inventory Checklist* found in the appendix.
- Pick up tools at tool barn, located behind the Boston Store on Boston Mills Road, just east of Riverview Road. Bring key for padlock.

4. At the trailhead:

- Have volunteers print their names on the *Volunteer Sign-In* sheet, found in the appendix. Volunteers should log their round trip travel time on the *Volunteer Sign-In* sheet.
- Have all first time volunteers sign a *Volunteer Service Agreement – Natural & Cultural Resources* form. In addition, parents or guardians of youth under 18 must sign the “*Parental Consent for Volunteer Under Age 18*” section of the *Volunteer Service Agreement – Natural & Cultural Resources* form, even if the parent or guardian accompanies the youth.
 - Be sure to keep the signed forms. They will be sent to NPS after the sweep.

- Give the new volunteer a copy of the *Trail Worker Job Description* and *Trail Worker Job Safety Analysis* for their records.
- Give a safety briefing. Use the *Safety Briefing* script found in the appendix.
- Explain how to sweep a trail. NOTE: When sweeping a cross-country ski trail in snowy conditions, please avoid walking in ski tracks. Walk to either side of the tracks and try to stay within the travel corridor. Better yet, ski the trail!
- Assign tools.
- Record trail condition observations on the *Adopt-a-Trail Condition Report*, found in the appendix.
- Consult the *Trail Feature Guide* map. This serves as a guide to the location of signs and structures along the trail.
- Call CVNP Communications Center on park radio to report crew is “in service.” Use the *Radio Check Instruction Sheet*.

5. At the end of the trail sweep:

- Clean tools.
- Schedule or remind crew of next trail sweep date and time.
- Thank volunteers for their time and effort!
- Sign out on the *Volunteer Sign-In* sheet.
- Call CVNP Communications Center on park radio to report crew is “out of service.” Use the *Radio Check Instruction Sheet*.
- Return tools to the tool barn.
- Return radio to the Savacoal House.
- Return first aid kit to the Savacoal House. Make a note on the *First Aid Kit Inventory Checklist* of any first aid items that need to be replenished by the Adopt-a-Trail Safety Coordinator.

6. After the trail sweep:

- Finish filling out the *Adopt-a-Trail Condition Report*. Include a map of trouble spots if necessary.
- Send the *Volunteer Sign-In* sheet, signed *Volunteer Service Agreement – Natural & Cultural Resources* form, *Adopt-a-Trail Condition Report*, and *Trail Feature Guide* map of trouble spots to appropriate personnel. See the *Adopt-a-Trail Reporting Instructions* found in the appendix for names and addresses. Be sure to keep copies for your records.

7. If the regular leader is unable to attend a scheduled trail sweep:

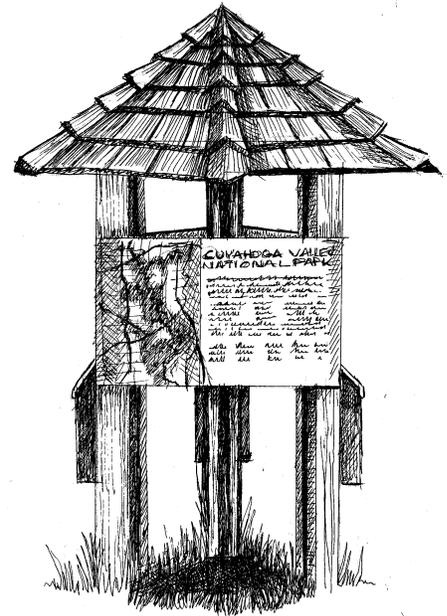
- Ask another leader to lead the trail sweep. If another leader is not available, then
- Ask a regular crew member to lead the trail sweep. The substitute leader must be certified in First Aid & CPR and carry a first aid kit. The substitute leader must also carry a park radio and know how to use it. If a substitute leader is not available, then
- Ask a regular crew member to stay at the trailhead 15 minutes before to 15 minutes after the scheduled start time to notify volunteers that the trail sweep has been cancelled. Also, notify the Communications Center and the Volunteer Office that the trail sweep has been cancelled. If none of the above is possible, then
- Post the *Trail Sweep Cancelled Sign*, found in the appendix, at the trailhead. Notify the Communications Center and the Volunteer Office that the trail sweep has been cancelled. Remove sign promptly.

HOW TO DO A TRAIL SWEEP

Sweeping a trail consists of observing, maintaining, and reporting trail conditions in eight general categories. Consult the *Trail Feature Guide* map to see the location of signs and structures along the trail. The *Adopt-a-Trail Condition Report* provides a means to document the condition of the trail and surrounding areas and communicate observations to NPS officials. The eight general categories are:

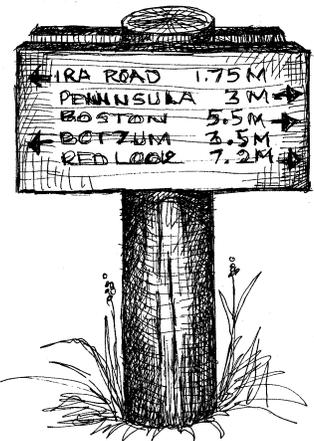
1. Trailhead(s)

- Observe and report problems at the trailhead(s).
Check the condition of:
 - Access roads
 - Parking lots
 - Fences
 - Bulletin boards
 - Benches
 - Picnic tables
 - Trash cans
 - Restrooms/portable toilets



2. Signs and Wayside Exhibits

- Observe and report problems with signs along the trail. Check for:
 - Missing signs
 - Damaged signs
 - Incorrect signs



3. Litter

- Carry a trash bag and pick up litter at the trailhead and along the trail.
- Report litter problems that are too big to handle, such as trash dumps.

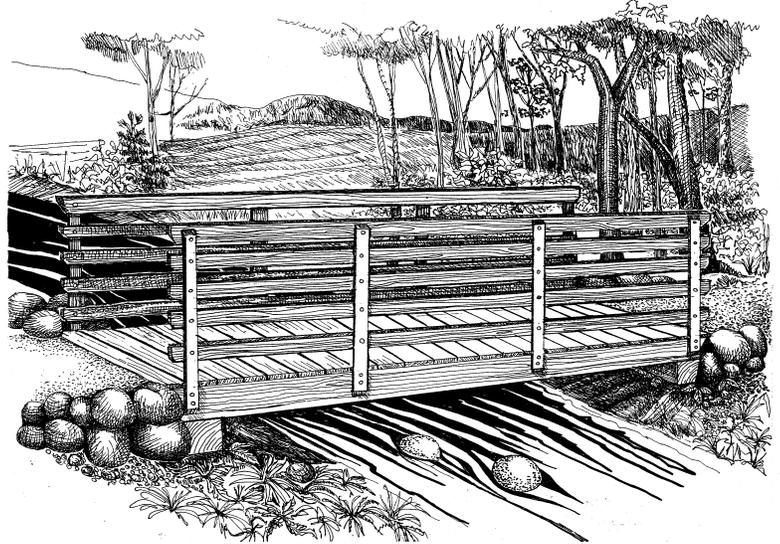
4. Structures: bridges, boardwalks, puncheons, turnpikes, steps

Observe and report problems with structures along the trail.

4.1 Bridges and boardwalks

Bridges and boardwalks are structures that span and permit passage over rivers, streams, wetlands, roads, ravines, and other areas that are difficult to cross.

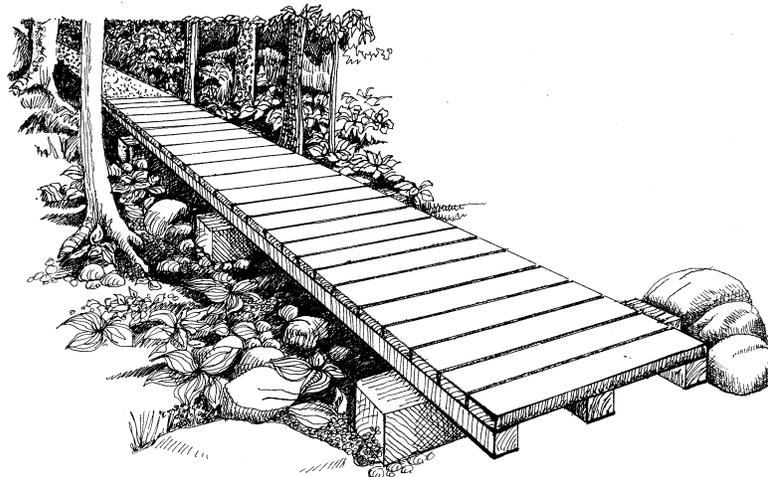
- Check for rotted, loose, or broken boards.
- Inspect foundations:
 - Check for rot.
 - Check to see if the stream is eroding the banks.
 - Check to see if the foundation is being undermined.
- Clean dirt, debris, and organic material from all exposed wood surfaces and from spaces between decking.



4.2 Puncheons

Puncheons are simple wooden walkways spanning boggy areas, built on sills set in mud and topped with stringers and decking.

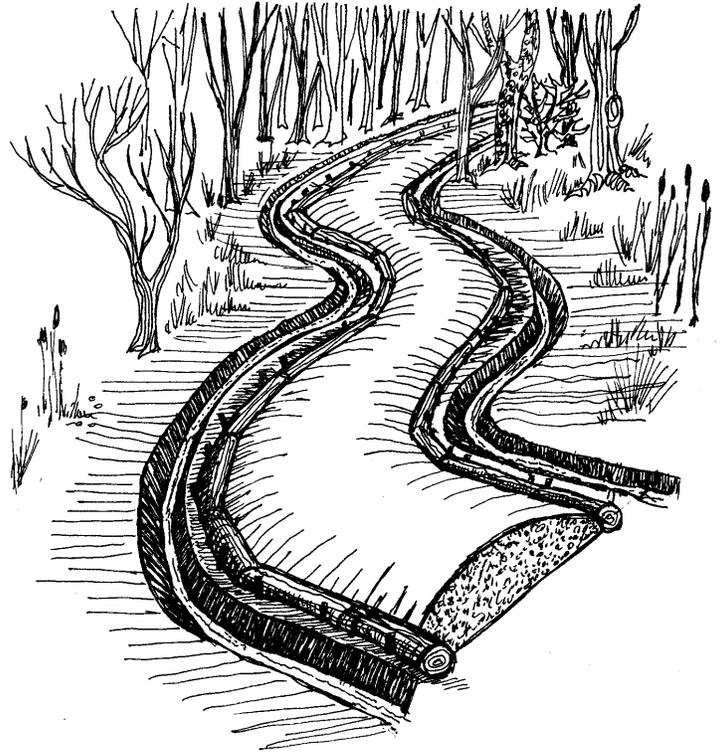
- Check for rotted, loose, or broken boards.
- Clean dirt, debris, and organic material from all exposed wood surfaces and from spaces between decking.



4.3 Turnpikes

Turnpikes are elevated treadways across flat, wet areas with fill material held in place by rocks or logs along the edges.

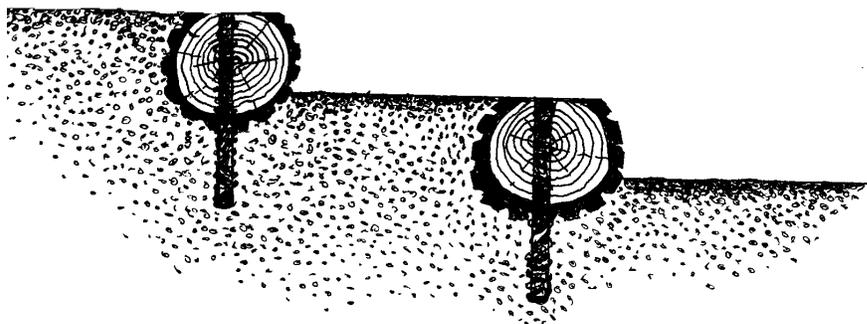
- Check for rotted edge logs and for edge rocks that are missing or out of place. Do they need to be replaced or is the turnpike holding its shape without them?
- Pound in anchor stakes that have popped up. Report any stakes that need to be replaced.



4.4 Steps

Steps are stairways used to gain or lose a lot of elevation in a short distance.

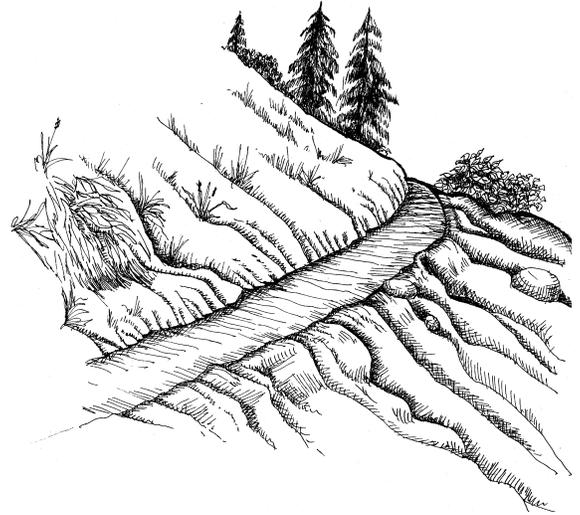
- Pound in anchor stakes protruding above the steps.
- Check for loose steps.
- Check to see if step landings need to be filled in to make them level with the top of the risers.



5. Treadway

The tread or treadway is the actual footpath. The treadway shall be maintained to the width standards specified by CVNP:

- Hiking trails – trail tread is 3 to 5 feet wide
- Ski/hiking trails – trail tread is 6 to 10 feet wide
- Horse/hiking trails – trail tread is 5 to 8 feet wide



The goal of tread maintenance is to provide a solid, well-drained surface.

- Observe the condition of the treadway and report problems with:
 - Erosion
 - Wet areas
- Remove roots, stumps, and rocks that may be tripping hazards. This task is known as grubbing.
- Any holes created by grubbing should be filled in and compacted.
- Roots causing no problems should be left alone. They help stabilize the tread and prevent erosion.

NOTE: In pine woods, a mass of roots may appear on the surface of the treadway. It may be healthier for the trees if the roots are covered with a layer of trail mix (sand and small stones) instead of being grubbed out. Consult with the NPS Trail Maintenance Supervisor for instructions.

A trail built across the side of a hill is called “sidehill trail.” Sidehill trails should have a gentle slope across the treadway. If the slope across the treadway becomes too steep, it is uncomfortable for hikers and they walk along the downhill edge, widening the trail. This is called sidehill trail slumping.

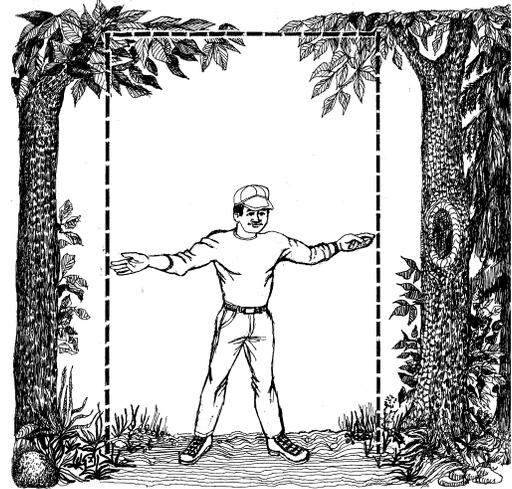
- Report sidehill trail slumping to the Trail Maintenance Supervisor.



6. Corridor clearance

The travel corridor shall be kept clear of unwanted vegetation and obstructions. Brushing is the term used for removing unwanted branches, bushes, vines, uprooted trees, windfall, and other vegetation that is encroaching on the travel corridor. The width of the travel corridor is typically two feet wider than the width of the treadway. The travel corridor shall be brushed to the width and height standards specified by CVNP:

- Hiking trails – 7 feet wide by 8 feet high
- Ski/hiking trails – 12 feet wide by 11 feet high
- Horse/hiking trails – 10 feet wide by 12 feet high



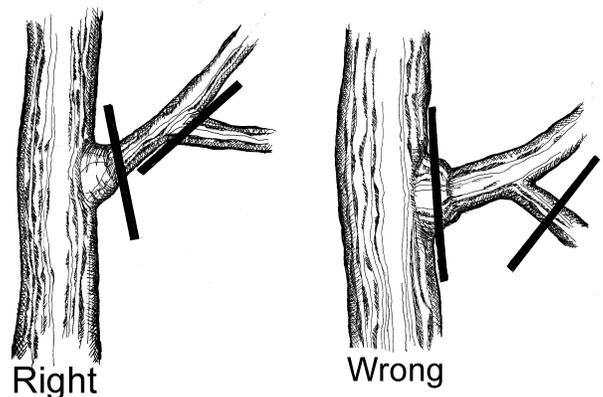
The goal of brushing is to make the trail look as natural as possible. It is not necessary to remove all the vegetation from the travel corridor.

- Allow low-growing plants to grow right up to the edge of the footpath. They help stabilize the soil and make the trail more attractive.
- Pull down any cuttings left hanging in trees or bushes.
- Branches and piles of brush should be spread over a wide area so they do not call attention to themselves.
- Scatter cuttings off the trail so they cannot be seen from the trail, particularly the cut ends. The larger the cuttings, the farther they should be dragged off the trail.

6.1 Pruning

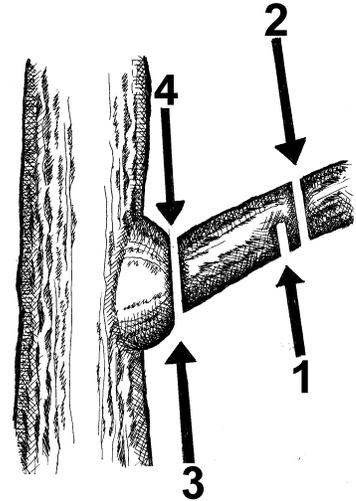
It is important to know how to properly prune trees in order to avoid damaging them.

- Cut live branches flush with the tree trunk or at a fork in a branch.
- Make the cut close to the main stem.
- Look for the branch collar around the base of the branch.
- Avoid cutting the branch collar because the branch collar can grow over the wound and completely cover it in a few years.
- Avoid leaving stubs or “hat racks” that can catch on clothing and allow decay into the heartwood of the tree.



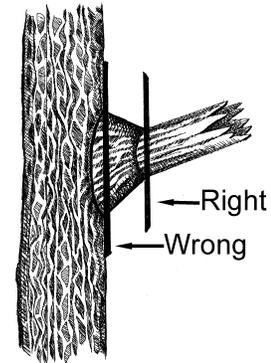
The size and weight of a branch determines how many cuts will be necessary to remove it. If not cut properly, the weight of even a small branch can cause live bark to tear from the tree as the limb falls away. To prevent tearing live bark from a tree, as many as 4 cuts may be needed to remove a large branch.

- Make the first cut 6 to 12 inches out from the trunk. Undercut the branch by about 1/3 of its diameter.
- The second cut will be from the top, several inches out from the first undercut. As the second cut is made, the limb falls off without tearing live bark.
- Finish the job by removing the stub. The third cut, if necessary, is an undercut.
- The fourth cut is from the top to remove the stub.



To prevent a large limb from damaging people or vegetation, you may want to tie it off with heavy rope and lower it to the ground.

If it is necessary to remove a dead stub from a tree, look for the branch collar that has formed around the base of the stub and remove the stub only. Avoid cutting into the live wood of the branch collar.



6.2 Blowdowns and windfalls

Blowdowns are large, uprooted, or broken trees that fall down across the trail, generally during storms.

- Remove blowdowns from the travel corridor, if possible.
- Report blowdowns that are too large to move to the NPS Trail Maintenance Supervisor for removal.

Windfalls are smaller logs and branches that have fallen on the trail.

- Remove windfalls from the trail and disperse them into the woods.
- Leave the footpath free of debris that clutters the path and destabilizes footing.

6.3 Standing trees

Removing standing trees is one of the most dangerous trail maintenance jobs. ***ONLY NPS crews or a contractor hired by the NPS are permitted to remove standing trees.***

- Observe trees that pose a safety hazard to trail users. Report the following conditions to the NPS Trail Maintenance Supervisor:
 - Dead trees or limbs that are next to or overhang the trail.
 - Any live, dead, or diseased tree leaning toward or over the trail that could hit the trail if it falls.

7. Drainage channels: ditches, culverts, drain dips, waterbars

Water running down the trail causes erosion. Standing water causes mud holes when the tread becomes saturated. In both cases, hikers walk to either side of the trail, trampling vegetation and wearing new paths into the woods. Drainage channels—ditches, culverts, drain dips and waterbars—have been installed to help solve these drainage problems.

One of the most important tasks in maintaining a trail is cleaning drainage channels.

7.1 Ditches

Ditches are trenches that run alongside the trail.

- Remove accumulated soil, leaves, sticks, and debris, especially in late fall after all the leaves have dropped. The fall cleaning will make the ditches ready to handle spring runoff and snowmelt. A thorough spring cleaning will ready the ditches for summer rains, particularly gully-washing thunderstorms.
- If a ditch has become clogged, if it is filling with silt (loose sediment), or if the sides have collapsed, restore it to its original width and depth.
 - Dig to the bottom of the original channel.
 - Slope the sides at a 30-degree to 45-degree angle.
 - Pack the dirt from the ditch on the footpath to fill holes or eroded areas, if possible.



7.2 Culverts

Culverts are pipes that drain water across a trail.

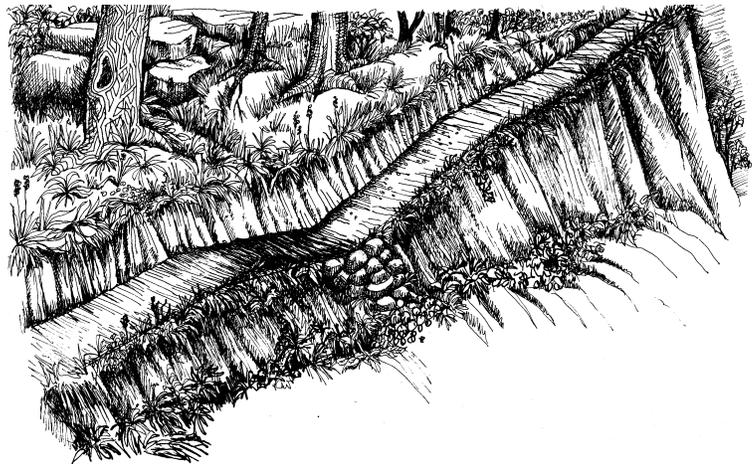
- Remove debris and silt that has collected in both the inlet and outlet ends of the pipe.
- Check for rocks that have become dislodged from the stone facing of the culvert ends and replace them if possible.



7.3 Drain dips

Drain dips use a reversal in the grade of the treadway to force water off the trail.

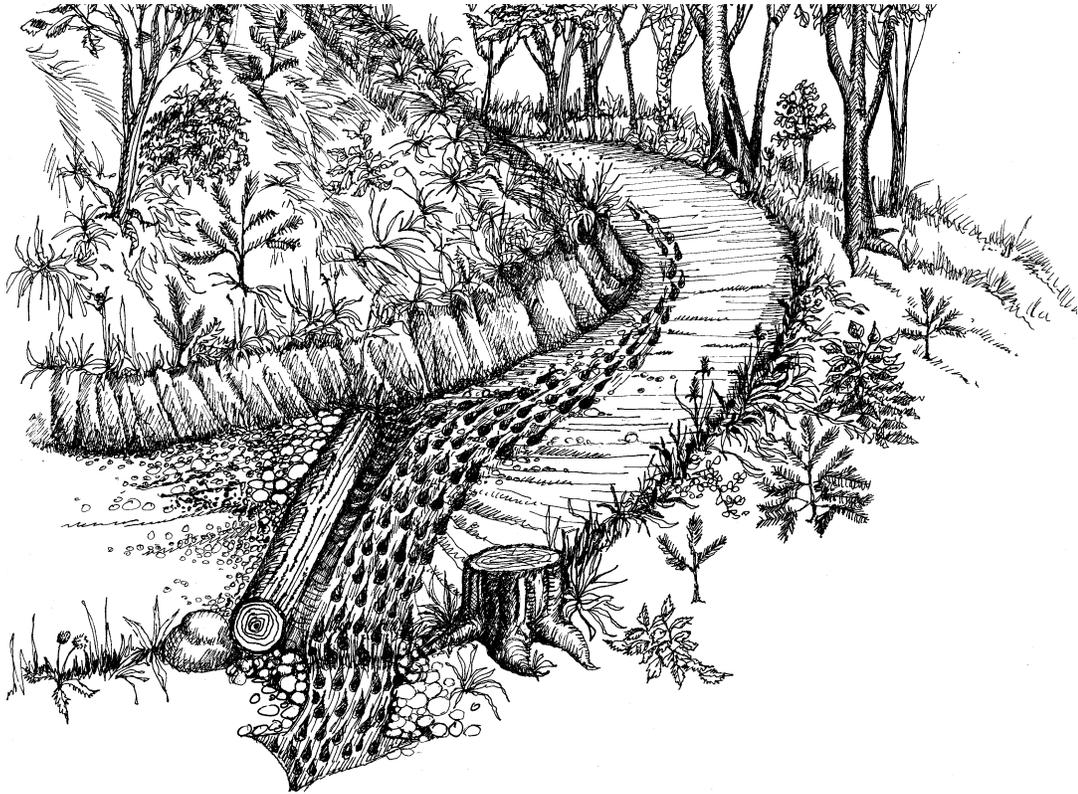
- Remove silt and debris from drain dips so water can flow freely.
- Make sure outlet ditches extend far enough into the woods so water does not back up onto the trail.



7.4 Waterbars

Waterbars are rock or log structures placed across a trail at an angle for diverting water from the treadway. Water slowed by hitting a waterbar drops sediment and clogs the waterbar. To clean out a waterbar:

- Thoroughly dig material out of the channel on the uphill side at least 2 shovel blades wide.
- Restore the channel to no more than half the depth of the waterbar.
- Grade the apron (the uphill side of the channel) to restore a shallow, smooth slope.
- Check the outlet ditch and re-dig it to remove dirt and debris.
- Pack the excavated soil on the downhill side of the waterbar to make the trail flush with the top of the waterbar.
- Report loose or missing rocks or logs so they can be reset.



Proper drainage is the key to the survival of any trail. When problem areas are observed, report them to the NPS Trail Maintenance Supervisor.

8. Rivers and streams

Observe and report problems with the condition of rivers and streams along the trail.

Check for:

- Suds more than 1 inch high on the surface of the water.
- Chemical or unnatural odors around the waterway.
- Unusual colors in the water or on the water surface (e.g., oil slicks or silt in the water). Be aware that some soils will naturally contribute an oily orange color to the water.
- High amounts of algae on the water surface or on stream banks. Stagnant or slow-moving water is more prone to this problem.
- Unusually high or low water flow.
- Cutting or damage to riparian buffer zones. Riparian buffer zones are naturally forested or uncut areas on either side of a waterway.
- Evidence of materials, even natural materials, being dumped into waterways.
- Evidence of bikes or horses riding up streambeds.

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APPENDIX

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VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES		
1. <input type="checkbox"/> INDIVIDUAL	2. <input type="checkbox"/> GROUP	
3. NAME OF AGENCY Cuyahoga Valley National Park		4. AGREEMENT #
5. NAME OF VOLUNTEER (First, Last)		6. U.S. CITIZEN OR PERMANENT RESIDENT <input type="checkbox"/> Yes <input type="checkbox"/> No, list visa type _____
7. NAME OF GROUP	8. NAME OF GROUP CONTACT (First, Last)	
9. STREET ADDRESS		10. CITY, STATE, ZIP CODE
11. EMAIL ADDRESS	12. PHONE Home: Mobile:	13. AGE <input type="checkbox"/> Under 15 <input type="checkbox"/> 15 - 18 <input type="checkbox"/> 19 - 25 <input type="checkbox"/> 26 - 35 <input type="checkbox"/> 36 - 54 <input type="checkbox"/> 55 and Older
14. ETHNICITY & RACE (Optional): Please report both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.		
14a. Ethnicity (Select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	14b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	14c. Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No 14d. Do you have disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMERGENCY CONTACT INFORMATION		
15. NAME (Last, First)	16. PHONE Home: Mobile:	17. EMAIL ADDRESS
18. STREET ADDRESS		19. CITY, STATE, ZIP CODE
GOVERNMENT OFFICIAL COMPLETES THIS SECTION		
20. AGENCY CONTACT NAME (Last, First) Pettigrew, Jeff Belcher, Clint	21. AGENCY CONTACT EMAIL & PHONE clint_belcher@nps.gov – 330-650-9684 Ext. 2 jeff_pettigrew@nps.gov – 440-339-0547	
22. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Type and Rate of Reimbursement:	23. VOLUNTEER POSITION/GROUP PROJECT TITLE: Trail Worker	
24. Description of service to be performed. Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc. If this is a group agreement, the leader is to provide the group name and attach a complete list of group participants or optional form 301b for each volunteer.		
VOLUNTEER/SERVICE ACTIVITY ABSTRACT		
TRAIL WORKER VOLUNTEER: Volunteer will assist in building maintaining, and improving trails within Cuyahoga Valley National Park using hand tools and power equipment. Work may last from 1 to 8 hours. Tasks may involve heavy lifting and carrying. Volunteer will follow all safety instructions. If the volunteer does not consent to being photographed or to the release of their photographic image, it is the responsibility of the volunteer to notify the on-site photographer and remove themselves from photo opportunities.		
25. Check all that apply: <input checked="" type="checkbox"/> Description of service attached <input type="checkbox"/> List of group participants/optional form 301b attached <input checked="" type="checkbox"/> Job Hazard Analysis <input type="checkbox"/> Valid Driver's License Verified (if required)		

OMB 0596-0080

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18		
26. PARENT OR LEGAL GUARDIAN (First, Last)	27. PHONE Home: Mobile:	28. EMAIL ADDRESS
29. STREET ADDRESS	30. CITY, STATE, ZIP CODE	
31. I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity. <p style="text-align: center;">(NAME OF YOUTH)</p>		
32. Parent/Guardian Signature		Date
VOLUNTEER & GROUP LEADER AFFIRMATION		
33. I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties. I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws. I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statements I have checked below are true: <input type="checkbox"/> I or group leader know of no medical condition or physical limitation that may adversely affect my or members of the group ability to provide this service. If a group see attached OF301b. <input type="checkbox"/> I or a member of the group have a medical condition or physical limitation that may adversely affect my ability to provide this service and have informed the Government Representative. If a member of a group see attached OF301b. <input type="checkbox"/> I or group member do not consent to being photographed or to the release of my photographic image. If a member of a group see attached OF301b.		
I do hereby volunteer my services as described above, to assist in authorized activities at <u>Cuyahoga Valley National Park</u> and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. <p style="text-align: center;">(NAME OF FEDERAL AGENCY)</p>		
34. Signature of Volunteer or Group Leader		Date
The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.		
35. Signature of Government Representative		Date
TERMINATION OF AGREEMENT		
36. Agreement Terminated Date:		Total Hours Completed:
37. Signature of Government Representative:		
PUBLIC BURDEN STATEMENT		
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. USDA, DOI, DOC and DOD prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs.		
PRIVACY ACT STATEMENT		
Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.		

CUYAHOGA VALLEY NATIONAL PARK

VOLUNTEERS IN PARKS

JOB DESCRIPTION

<u>VIP JOB TITLE</u> Trail Worker	<u>DIVISION/DISTRICT</u> Maintenance	<u>VIP SUPERVISOR</u> Jeff Pettigrew/ Clint Belcher	<u>PROJECT DURATION</u> On-going, all year
<u>NAME OF VOLUNTEER</u>		<u>JOB DESCRIPTION</u> Volunteer will assist the National Park Service (NPS) in building, maintaining and improving trails within Cuyahoga Valley National Park (CVNP).	
<u>DUTIES AND RESPONSIBILITIES</u> -(Be Specific)			
<p>The work may consist of building, installing and maintaining:</p> <ul style="list-style-type: none"> - Signs – carry lumber; dig or drill holes in the ground; tamp backfill; drill holes and pound fasteners to attach signs. - Structures – carry lumber and building materials; use hand and power tools to cut and assemble benches, bridges, boardwalks, turnpikes, steps. Dig holes and move rocks. - Treadway – dig and move dirt; chop tree roots and stumps; remove rocks from footpath. Move sand and gravel using bucket, cart, wheelbarrow, all-terrain vehicle. Use leaf blower to remove leaves from treadway. - Corridor clearance – remove unwanted vegetation from the travel corridor by cutting and chopping trees, branches, bushes. Haul and scatter cut vegetation away from the trail. Remove trees and branches that have fallen across the trail. - Drainage channels – dig ditches; install culverts, drain dips and waterbars. Clean drainage channels using hand tools and leaf blowers. <p>Volunteer may pick up litter. Volunteer may observe and report trail conditions to NPS maintenance department. Volunteer may refuse to use or operate any tool or piece of equipment or to perform any task for any reason. Volunteer will follow all safety instructions.</p>			
<u>WORKING CONDITIONS/PHYSICAL</u> -(Attach Job Safety Analysis)			
<p>Ability to work outdoors at 1 to 8 hour intervals in varying degrees of sun, temperature, and weather conditions, in all four seasons. May lift or carry heavy objects, but all lifting and carrying must be reasonable to the volunteer's ability.</p>			
<u>KNOWLEDGE/SKILLS REQUIRED</u>			
<p>Good judgment in working with tools and equipment. Open to following instructions from NPS staff and volunteer crew leaders.</p>			

<u>TRAINING REQUIRED/TO BE PROVIDED</u> -(Indicate which)
<p>Training will be on-the-job and will be provided by NPS staff and volunteer crew leaders. Volunteer will not use tools or equipment without training.</p>

EQUIPMENT TO BE USED-(Indicate motor vehicles)

Volunteer may use hand tools:

bow rake, bow saw, carpenter saw, come-along, culvert hoe, draw knife, drill, fire rake, fold-it cart, grub hoe, hammer, leaf rake, log carriers, loppers, mattock, mecleod, pole saw, post hole digger, pruning shears, Pulaski, rock bar, screw driver, shovel, sledge hammer, spud bar, trowel, wheelbarrow, wrench

Volunteer may use power tools:

leaf blower, tamper, drill, weed trimmer, gas powered hedge trimmer, electric generator, circular saw, gas powered auger

Volunteer may transport and/or handle fuel for gas powered tools.

Approved volunteer, 18 and older with valid driver's license, may drive NPS cars and light pick-up trucks.

Approved volunteer, 18 and older, may drive all-terrain vehicle after training.

Volunteer will NOT use a chain saw unless he/she is certified by NPS.

TIME COMMITMENT-(Enter working hours, if known)

1 to 8 hour shifts.

SUPERVISORY CONTROLS AND GUIDANCE

Volunteer may work under the supervision of NPS staff and/or volunteer crew leaders. Volunteer may work independently after appropriate training.

SUPPLIES, MATERIALS, AND EQUIPMENT USED

Supplies, materials, and equipment will be provided by NPS and Cuyahoga Valley Trails Council. Volunteers may also use their own tools and equipment. Safety equipment will be provided when appropriate.

IS UNIFORM REQUIRED?

No

<p>JOB SAFETY ANALYSIS Volunteers In Parks Program</p>	<p>JOB TITLE: PAGE 1 OF 1 JSA Trail Worker, Cuyahoga Valley Trails Council and Adopt-a-Trail VIP NAME:</p>	<p>DATE: 07/12/05 X NEW _____ REVISED _____</p>
<p>PARK/DIVISION: CUV/A/Maintenance</p>	<p>SUPERVISOR: Jeff Pettigrew/ Clint Belcher</p>	<p>ANALYSIS BY: Mike Wendelken, Pamela Good, Dave Burgan, Dave Herbster Travis White</p>
	<p>DISTRICT: Entire Park</p>	<p>REVIEWED BY: Tim Atkinson</p>
<p>REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Long pants, long sleeve shirt, work gloves, sturdy footwear, insect repellent, sun screen, hat</p>		
<p>SEQUENCE OF BASIC JOB STEPS</p>		
<p>Drive to and from work site</p>	<p>POTENTIAL HAZARDS</p>	<p>RECOMMENDED ACTION OR PROCEDURE</p>
<p>Hike to and from work site</p>	<p>Normal traffic hazards</p>	<p>Exercise caution and obey all traffic laws.</p>
<p>Work outdoors – 1 to 8 hour shifts</p>	<p>Normal environmental hazards associated with on and off trail hiking: downed trees, slippery logs and soil, mud, ice, snow, standing water, loose leaves, steep slopes, rocks, and other natural or man made hazards which may be encountered. Heat and cold related illness; sunburn; frostbite; blisters; insect stings and bites; poison ivy Inclement weather</p>	<p>Wear appropriate footwear (sturdy, well fitted boots); exercise care in crossing logs or other obstructions; avoid hazards by taking alternate routes; never proceed if it appears to be dangerous. Carry tools properly. Maintain safe spacing around other workers. Dress for the weather. Bring adequate drinking water and drink it frequently; rest as needed; use sun screen; wear sturdy boots, long sleeved shirts, long pants, hat; use insect repellent; carry an epinephrine pen if allergic to insect stings; wash thoroughly with cold water after exposure to poison ivy. Monitor weather reports. Stop work and go to a safe location if conditions become dangerous due to high winds, lightning, flooding or extreme temperatures.</p>
<p>Participate in building, maintaining and improving trails within park boundaries using hand tools and power equipment</p>	<p>Strains and sprains Cuts and blisters Pinches and smashes Injury due to misuse of tools and/or injury to other workers Hearing damage from loud equipment Injury to eyes from foreign objects</p>	<p>Lift using leg muscles and keep back straight; haul weight that is reasonable for your ability; make as many trips as necessary to remove debris. Work at a controlled pace and wear gloves. Recognize and avoid pinch points. Handle/carry all tools properly at all times; maintain safe spacing around other workers; be aware of surroundings and activities at all times. Use electric tools away from water to avoid shock. Wear hearing protection around loud equipment. Wear safety glasses when appropriate.</p>

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
<p>Store, transport and handle gasoline and mixed fuel</p>	<p>Splashes Fire or explosion Spills Asphyxiation Damage to machine from using improper fuel</p>	<p>Listen to and follow all safety instructions.</p> <p>Store and transport gas in approved safety containers. Make sure cap is tight. Put container in trunk or bed of pickup, not inside passenger compartment. Restrain container so it cannot tip over or slide. Never leave a vehicle with fuel container inside in direct sunlight. Wear safety glasses while refueling. Avoid getting gas on skin or clothing. Contact with eyes – flush with water for 15 minutes. Contact with skin – thoroughly wash with soap and water. Turn off engine and disconnect spark plug wire. Let engine cool for two minutes. Make sure there are no sources of ignition. Do not smoke while refueling. Do not fill fuel tank more than ¾ full. Fill machines on the ground, not in car trunk or bed of pickup truck. Fill machines away from work area in case of spills. If gas spills, use sand or earth to absorb affected area. Transfer gas in area with good ventilation. Avoid prolonged breathing of vapors. Avoid operation of gas powered tools where carbon monoxide can collect. Always use the proper fuel for the machine. Always shake the can of mixed fuel before refueling.</p>

RADIO CHECK INSTRUCTION SHEET

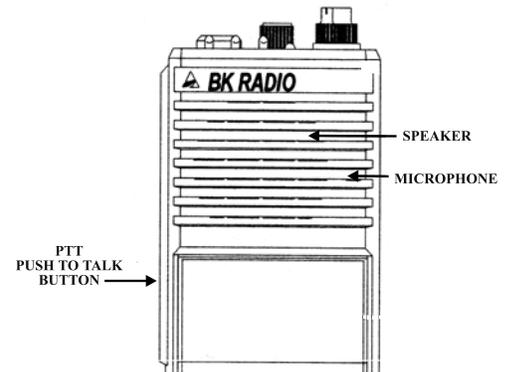
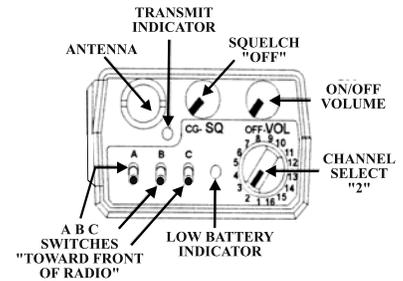
Radio Call numbers:

Communications Center Dispatch: 731 (seven-three-one)

Your call number: 430 (four-three-zero) + Last name

Do the following radio check when you arrive at your site, before you do your trail sweep.

- Turn radio on.
- Set radio to Channel 2.
- Adjust the volume so you can hear radio traffic.
- Turn squelch off.
- Position A, B, C switches toward front of radio.
- Listen to make sure no one else is talking.
- Press the Push-To-Talk (PTT) button when speaking.
- Wait one second before speaking.
- Release PTT button and listen for response.
- Use plain English—no codes.

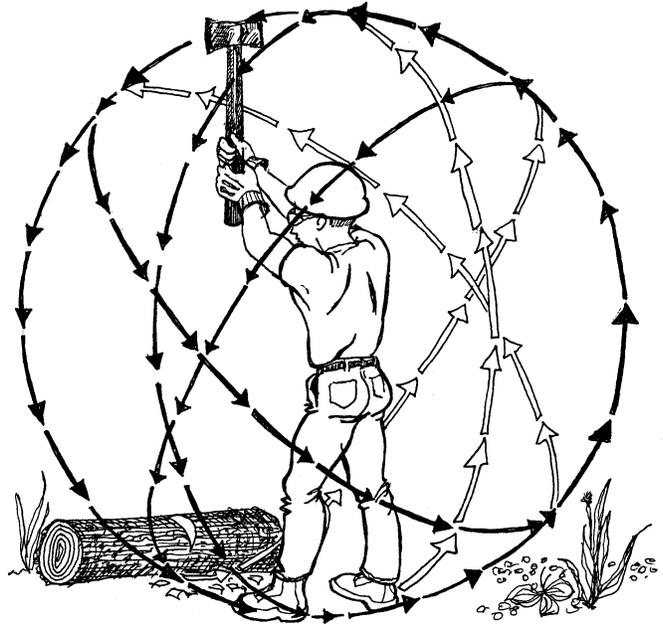


Say the person's number you are calling	7-3-1
Then your radio number	4-3-0 + last name
Communications Center responds	4-3-0 + last name
Volunteer says	Radio Check
Communications Center responds	Loud & clear, 15:32 (military time)
Volunteer says	I have a group of (#) volunteers. We'll be out on the XYZ Trail for the next two hours to do a trail sweep.
Communications Center responds	15:33 (present time)

SAFETY BRIEFING

Safety is the most important part of a trail sweep. It doesn't matter if anything else gets done as long as everyone finishes the day safely.

- Maintain a Safety Circle, which is a bubble around each person and their tool. (Demonstrate a safety circle.)
- Announce your presence when entering another person's safety circle. Let them know you are there.
- Be especially careful when you're working side-by-side, within each other's safety circle.
- If you see a safety problem, say something!
- Carry tools at your side, not over your shoulder. Carry tools on the downhill side of the trail. Keep protective covers on tools when they're not in use.
- Inspect the condition of your tool before you use it. Make sure handles are okay and heads are tight.
- Wear safety glasses when chopping, sawing or pruning to protect your eyes from flying debris.
- Does anyone have a special medical condition such as asthma or a bee sting allergy?
- We have a first aid kit. If you get hurt, let the crew leader know.



FIRST AID KIT INVENTORY CHECKLIST

Outside Pouch:

- | | |
|---|-----------------|
| <input type="checkbox"/> Band Aid Strips | 12-20 (approx.) |
| <input type="checkbox"/> Pocket Mask | 1 |
| <input type="checkbox"/> Cold Pack | 1 |
| <input type="checkbox"/> Pack of 10 Med Swabs | 1 |
| <input type="checkbox"/> Vionex Towelettes | 4-10 |

Main Pouch:

- | | |
|--|--------------------|
| <input type="checkbox"/> Bloodborn Pathogen Kit | 1 |
| <input type="checkbox"/> Sam Splint (& directions) | 1 |
| <input type="checkbox"/> Blue Latex Gloves | 1 packet (2 pairs) |
| <input type="checkbox"/> Medium Latex Gloves | 1 packet (2 pairs) |
| <input type="checkbox"/> Large Latex Gloves | 1 packet (2 pairs) |
| <input type="checkbox"/> Tape, Gauze | 2 rolls of each |
| <input type="checkbox"/> Eye Pads | 2 (min.) |
| <input type="checkbox"/> Triangular Bandages | 3 |
| <input type="checkbox"/> Emergency Blanket | 1 |
| <input type="checkbox"/> Trauma Scissors | 1 pair |
| <input type="checkbox"/> Eye Wash | 1 bottle |
| <input type="checkbox"/> Purell Sanitizer | 1 bottle |
| <input type="checkbox"/> Cold Pack | 1 |

Inside Pouch:

- | | |
|--|---|
| <input type="checkbox"/> Pen and pad in packet | 1 |
|--|---|

TOOL CHECKLIST

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Bow rake | |
| <input type="checkbox"/> Bow saw | |
| <input type="checkbox"/> Culvert hoe | |
| <input type="checkbox"/> Cutter mattock | |
| <input type="checkbox"/> Hand pruner | |
| <input type="checkbox"/> Leaf blower | |
| <input type="checkbox"/> Hearing protection (Mandatory when using this tool.) | |
| <input type="checkbox"/> Safety glasses | <input type="checkbox"/> Extra fuel |
| <input type="checkbox"/> Leaf rake | |
| <input type="checkbox"/> Lopper | |
| <input type="checkbox"/> McLeod | |
| <input type="checkbox"/> Pole saw (The following two items must be worn when using this tool.) | |
| <input type="checkbox"/> Safety goggles | <input type="checkbox"/> Hard hat |
| <input type="checkbox"/> Pruning saw | |
| <input type="checkbox"/> Pulaski | |
| <input type="checkbox"/> Safety glasses | |
| <input type="checkbox"/> Shovel | |
| <input type="checkbox"/> Trowel | |

ADOPT-A-TRAIL CONDITION REPORT

Trail:

Trail Sweep Date:

Maintainer(s):

Trail Sweep #:

Use this form to log observations and report problems with the adopted trail. Consult the *Trail Feature Guide* map to see the location of signs and structures along the trail. Describe problems in the margins and mark problem locations on the trail map using the corresponding section number from this form. Check the box " **OK**" at the beginning of each section if no problems are found in that section.

OK 1. Trailhead(s)

Observe conditions and report problems with:

1.1 Access road

Potholes yes no

1.2 Parking lot

Potholes yes no

Wheel stops good condition poor condition (loose, crumbling) protruding rebar

Striping visible faded

Bollards OK damaged needs painting

1.3 Fences OK loose, missing, broken posts or rails

1.4 Bulletin board

Plexi-glass OK foggy cracked damaged scratched dirty

Maps/Information OK outdated faded falling down

Kiosk (wood structure) OK damaged needs painting

1.5 Benches OK loose, missing, broken parts

1.6 Picnic tables OK loose, missing, broken parts

1.7 Trash cans OK full damaged missing

1.8 Restrooms/Portable toilets

Toilet paper OK needs more

Clean OK needs cleaning

OK 2. Signs and Wayside Exhibits

Observe conditions and report problems. Note sign number.

OK missing damaged incorrect

Trail Name: _____

Date: _____

OK **3. Litter**

Pick up litter. Report litter problems that are too big to handle, such as trash dumps.

clean

OK **4. Structures: bridges, boardwalks, puncheons, turnpikes, steps**

Maintain by cleaning dirt, debris, and organic material from all exposed wood surfaces.

Observe conditions and report problems with:

4.1 Bridges and boardwalks

Wooden parts OK rotted loose broken missing

Metal parts OK rusted through

Foundations OK rotted loose

Are streambanks eroding? yes no

Is the foundation being undermined? yes no

4.2 Puncheons

Wooden parts OK rotted loose broken missing

Foundation sill timbers OK rotted loose

4.3 Turnpikes

Pound in protruding anchor stakes.

Edge logs OK rotted – turnpike is holding shape rotted – needs replacement

Anchor stakes OK needs replacement

Edge rocks OK missing – turnpike is holding shape need reset needs replacement

4.4 Steps OK loose rotted

Pound in protruding anchor stakes.

Step landings OK need filled in

OK **5. Treadway**

Maintain treadway to CVNP width standards:

Hiking trails – 3 to 5 feet wide

Ski/hiking trails – 6 to 10 feet wide

Horse/ hiking trails – 5 to 8 feet wide

Observe conditions of the treadway and report problems:

Are sections of the treadway eroded? yes no Estimate size: _____

Is the treadway unusually muddy? yes no Estimate size: _____

Is there slumping on sidehill trail? yes no

Grub out surface roots, stumps, or rocks that may be tripping hazards. Fill in holes in the treadway.

Is trail free of tripping hazards? yes no

Is NPS needed to remove tripping hazards? yes no

Trail Name: _____

Date: _____

OK **6. Corridor clearance**

Clear unwanted vegetation and obstructions from the travel corridor to CVNP width and height standards:

Hiking trails – 7 feet wide x 8 feet high

Ski/hiking trails – 12 feet wide x 11 feet high

Horse/hiking trails – 10 feet wide x 12 feet high

Is corridor clear? yes no

Are all blowdowns and windfalls removed? yes no

Is NPS needed to remove: hazardous tree limb stump blowdown

Estimate diameter: _____

OK **7. Drainage channels – ditches, culverts, drain dips, waterbars**

Remove accumulated silt, leaves, sticks, and debris.

7.1 Ditches

Restore ditches to their original width and depth.

Are all ditches clear and running freely? yes no

Is NPS needed to restore any ditches? yes no

7.2 Culverts

Are all culverts clear and running freely? yes no

Is NPS needed to restore any culverts? yes no

Are there rocks that need to be reset in stone facings of culverts? yes no

7.3 Drain dips and 7.4 Waterbars

Restore water flow channels to original width and depth.

Are all drain dips and waterbars flowing freely? yes no

Do any drain dips or waterbars need to be reworked by NPS? yes no

Are there loose or missing rocks or logs that need to be reset by NPS? yes no

OK **8. Rivers and streams**

Observe conditions and report problems with:

Suds more than 1 inch high on surface of water

Chemical or unnatural odors

Unusual colors (oil slicks, silt)

High amounts of algae

Higher flow than usual lower flow than usual

Damage to riparian buffer zones

Materials dumped into waterways

Bikes or horses riding up stream beds

Number of volunteers at trail sweep:

Date of next trail sweep:

Number of miles of trail swept:

Crew Leader Signature

Date

ADOPT-A-TRAIL REPORTING INSTRUCTIONS

1. Have all volunteers sign in and out on the *Volunteer Sign-In* sheet. Have all first time volunteers sign a *Volunteer Service Agreement – Natural & Cultural Resources* form. In addition, parents or guardians of youth under 18 must sign the “*Parental Consent for Volunteer Under Age 18*” section of the *Volunteer Service Agreement – Natural & Cultural Resources* form.
2. Fill out the *Adopt-a-Trail Condition Report* immediately after each trail sweep. Include the *Trail Feature Guide* map to identify locations of problems that need NPS and/or CVTC attention.
3. Put **original** *Adopt-a-Trail Condition Report* and *Trail Feature Guide* map in mail slot labeled “Trail Reports.”
4. Put **original** *Volunteer Sign-In* sheet and **signed original** *Volunteer Service Agreement – Natural & Cultural Resources* form in mail slot labeled “Volunteer Office.”
5. Put **copies** of *Adopt-a-Trail Condition Report* and *Trail Feature Guide* map in mail slot labeled “CVTC.”
6. Contact the NPS Trail Maintenance Supervisor to report safety hazards that need immediate attention, such as trees leaning across the trail, bridge structural failure, land slides, etc.
Clint Belcher – NPS Trail Maintenance Supervisor
Cuyahoga Valley National Park
15610 Vaughn Road
Brecksville, OH 44141
Ph: 330-650-9684 ext. 2 Fax: 330-650-4664
Cell: 440-343-7486
email: clint_belcher@nps.gov
7. Keep copies for your records.

Cuyahoga Valley National Park Volunteer Sign-In



Adopt-A-Trail

Maintenance

Date: _____

Trail: _____

Please Print Clearly. Use 15 Minute increments, round up.

Name	Travel Time (round-trip)	Time In	Time Out	Total Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Please Print Clearly. Use 15 Minute increments, round up.

Name	Travel Time (round-trip)	Time In	Time Out	Total Hours
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				

LIST OF ADOPTED TRAILS AND CREW LEADERS

Blue Hen Falls Trail

Mike Brittain – (330) 865-0794

Boston Run Trail

Dave Herbster – (330) 666-2270

Forest Point Trail

Furnace Run Trail

Kevin Tuttle – (330) 666-3822

Haskell Run Trail

Joan Greenberg – (330) 338-6324

Lake Trail and Cross Country Trail

Tom DiNardo – (330) 688-1767

Ledges Trail

Oak Hill Trail

Dave Daams – (216) 663-2375

Old Carriage Trail

Gene Wimmer – (330) 467-9593

Pine Grove Trail

Plateau Trail

Dave Burgan – (330) 688-2568

Salt Run Trail

Tract Trekker group led by John Cummings – (330) 688-6325

Stanford Trail and Brandywine Gorge Trail

Cleveland Hiking Club led by Carol Lewanski – (216) 261-0307

Tree Farm Trail

Ryan Bollas – (330) 908-1227

Visit our website for a current Trail Sweep Schedule at:
www.nps.gov/cuva/supportyourpark/adoptatrail.htm

Cuyahoga Valley

National Park Service
U.S. Department of the Interior
Cuyahoga Valley National Park



Trail Sweep Cancelled

Date:

Please call (330) 657-2296 for details on the next Adopt-a-Trail trail sweep.