UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INSPECTOR GENERAL – INVESTIGATIONS
WESTERN REGION
SAN FRANCISCO, CALIFORNIA

REPORT OF INVESTIGATION

FILE NUMBER: SF-801-588 DATE: September 10, 2008

TITLE: RANDY LAMBETH, Forest Aviation Officer
U.S. Forest Service, Salmon-Challis National Forest
1206 S. Challis Street
Salmon, Idaho 83467

CASE TYPE: Personal Misconduct-Other

SPECIAL AGENT: STEVE TILLOTSON
Seattle, Washington

APPROVED BY: _____
LORI CHAN
Special Agent-in-Charge

Distribution:

1-Harold Stanford, SAC, Program Investigations Division
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SYNOPSIS

This investigation was conducted to determine if employees of the United States Department of Agriculture (USDA), United States Forest Service (FS), Salmon-Challis National Forest (SCNF), Salmon, Idaho, failed to complete their mandatory training requirements and maintain current and accurate FS training records. This aspect was reviewed by the Office of Inspector General, Audit, and will be reported separately.

This investigation was also conducted to determine if SCNF supervisor LYLE POWERS FS, SCNF, Planning and Staff Administration Officer, improperly refused to file an incident report pertaining to a near miss incident between an employee driving a FS vehicle and an off duty employee driving his personally owned vehicle (POV).

The investigation determined that there was no evidence to conclude that a near miss incident occurred between RANDY LAMBETH, a FS employee driving a FS vehicle, and GERRY REYNOLDS, SCNF Safety Officer (SO), who was an off-duty FS employee driving his POV at the time of the incident. LAMBETH was contacted by the Lemhi County Sheriff's Office (LCSO), Salmon, Idaho, regarding this incident. The near miss incident was reviewed and declined for prosecution by the LEMHI County Prosecutor's Office, Salmon, Idaho, in January 2008.

The investigation did not disclose any criminal or civil violations of federal law by Forest Service personnel.

DETAILS

Training Documentation Deficiencies

GERRY REYNOLDS (Exhibit 1), Safety Officer (SO), FS, SCNF, Salmon, Idaho, was interviewed and stated the following in substance:

The required safety and health training for all FS employees was based on:

- USFS Health and Safety Code Book-available on the FS website;
- USFS Handbook-available on the FS website;
- Intermountain Region #4 website;
- OSHA standards

He provided Reporting Agent (RA) with a twenty-eight (28) page document titled "INTERMOUNTAIN REGION-REQUIRED SAFETY TRAINING" (Exhibit 2) which listed the mandatory training, frequency of training to be conducted, and source for the training.

Additionally, effective May 2007, a SCNF Forest Safety Plan, signed by WILLIAM WOOD, Forest Supervisor, LYLE POWERS, Planning and Administrative Staff Officer and REYNOLDS, required that the District Rangers update their unit's Training Data Bases and provide that information via email to REYNOLDS, by January 30 and June 30 of each year per APPENDIX VI, page 45 of the FS plan (Exhibit 3).

After arriving in November 2006, as the first full time SO of the SCNF, REYNOLDS pulled training records of SCNF employees stored at the Forest Supervisor's Office. He attempted to input these names into FS Intermountain Region #4 Training Record Data Base (Exhibit 4) spreadsheets.

The Training Data Base spreadsheets listed the names of employees within a particular Ranger District, the dates of training they attended, and the types of training they were required to complete. In order to complete the spreadsheets, REYNOLDS needed the assistance from the District Rangers within the SCNF. In December 2006, he emailed the Training Data Base spreadsheets to the Rangers who were responsible for updating the training of the personnel they supervised.

In the email, he requested they assist him in determining who their current employees were, which employees were no longer employed by the FS, and what training the current employees had completed. He attached the Training Data Base spreadsheets representing each SCNF district. This allowed the District Rangers to fill in the names of their employees and the training the employees had completed. He sent out follow up emails (Exhibit 5) to the District Rangers when he did not get a response from the first email he sent out. He received few responses.

By the summer of 2007, he had not received cooperation from the following Ranger Districts: Salmon-Cobalt, North Fork, Challis Yankee Fork, Middle Fork, and the Supervisor's Office. He highlighted areas of the Training Data Base spreadsheets in yellow for those employees for whom he had not received safety and health training documentation. He highlighted employees delinquent in Defensive Driving training in red.

He received cooperation from the two smallest Ranger Districts: Leadore and Lost River.

LYLE POWERS (Exhibit 6), Planning and Administrative Staff Officer, FS, SCNF, Salmon, Idaho, stated the following in substance:

He believed the required mandatory training for all SCNF employees was being taken. He was sure that there were some districts within the SCNF where scheduling and employee availability would create some gaps, but was confident that the supervisors were working hard to get their employees trained with the required training.

He cited three reasons as to why REYNOLDS was not receiving the Training Data Base Spreadsheets and training documentation from the District Rangers; first, the District Rangers had multiple priorities coupled with staffing shortages in each district. Second, REYNOLDS communicated almost exclusively through email and had not attempted to act in a team manner using rapport. Third, he did not believe that REYNOLDS understood the management supervision structure at the SCNF.

Office of Safety and Health Administration (OSHA) Referral

REYNOLDS (Exhibit 1) stated the following in substance:

He made periodic safety and health inspections of FS facilities in 2007. When OSHA and FS violations were found, he contacted the appropriate supervisor by email and advised them of the safety or health violations, and corrective actions that needed to be implemented. Follow up determined that most of the safety or health problems had not been corrected.

He reviewed safety records going back to the year 2000, when part-time SOs occupied his position. He found the same violations were present then without being corrected.

In November 2007, after not having received cooperation on safety, health, and training issues from management within the SCNF, he contacted OSHA. He sent OSHA a list of approximately 261 violations that were largely confirmed by OSHA investigators who made three visits from December 2007 to January 2008.

Since the OSHA investigators have arrived, progress has been made in most districts within the SCNF in correcting safety and health violations. Two districts, Salmon-Challis and North Fork have not made as much progress.

DAVID MAHLUM (Exhibit 7), Assistant Regional Administrator, OSHA, Seattle, Washington, stated the following in substance:

A Draft OSHA "Violation Summary" report pertaining to safety and health violations at SCNF was sent to the OSHA National Office in Washington, DC. After the report is finalized at the OSHA National Office, a "Notice of Violation" would be sent to the FS listing the violations, the standards the violations that needed to be corrected, and the date that the abatement should be completed.

August 2007 - Near Miss Incident

REYNOLDS (Exhibit 8) provided the following in substance:

On August 18, 2007, he and his wife, MARCY REYNOLDS, were traveling northbound on Idaho Highway 93 in their POV. As they approached a curve, located between mile marker 285 and mile marker 286, the speed limit was listed at fifty (50) miles per hour. He estimated he was traveling approximately forty-five (45) miles an hour in the curve.

He said that he could not see southbound traffic approach the north end of the curve due to vegetation and trees that blocked his line of sight.

Agent's Note: RA drove back and forth through the alleged near miss incident site several times and noted that when traveling northbound, traffic headed south-bound was seen by RA approaching the north end of the curve.

As they came out of the curve, he could see a pickup truck hauling a flat bed trailer moving southbound. The truck began to pull into a turn out area, presumably to allow the vehicles following it to pass.

The flat bed trailer was still fully in the southbound lane when a FS Sport Utility Vehicle (SUV) pulled out from behind the trailer into the northbound lane directly in front of them. He took evasive action in order to avoid a head on collision sending his two right wheels off the road onto the shoulder area of the highway. He did not think his two left wheels left the highway. REYNOLDS provided RA with digital photographs of the near miss incident location (Exhibit 9).

On August 20, 2007, REYNOLDS briefed POWERS and WOOD through an email about the incident (Exhibit 10). In the email, he requested that the near miss incident be entered into the Safety and Health Information Portal System (SHIPS).

If POWERS had entered the incident into SHIPS, an email would have been generated that would have notified him as the SO. However, he never received notification through SHIPS. He provided the section of the SHIPS manual that refers to near misses (Exhibit 11). He stated that POWERS should have entered the near miss incident into the SHIPS.

On August 21, 2007, POWERS told REYNOLDS that the identity of the driver he alleged almost ran into him had been identified and counseled about the incident. Without mentioning the name of the other driver, POWERS stated that the driver was current on his training requirements.

He subsequently filed a complaint with the Lemhi County Sheriff's Office (LCSO), Salmon, Idaho. He received a voicemail on January 9, 2008, from the Lemhi County Prosecutor, PAUL WITHERS, concerning the "LAMBETH Complaint." Per the voicemail, WITHERS advised that he would not file charges against LAMBETH due to a lack of evidence based on conflicting statements made by the witnesses.

He subsequently looked up LAMBETH in the Training Data Base and discovered that LAMBETH was current on his Defensive Driver training, but was delinquent on other required safety and health training.

RANDY LAMBETH, (Exhibit 12), Forest Aviation Officer, SCNF, Salmon, Idaho, stated the following in substance:

On August 18, 2007, he was driving his assigned FS Fire Management Officer vehicle with JUDY WILEY, Support Service Specialist, SCNF. They were headed south on Idaho Highway 93 to Challis, Idaho, to pick up his supervisor's vehicle.

Several miles south of Salmon, Idaho, they began to follow a truck hauling a trailer full of hay moving approximately thirty (30) miles an hour. The truck began to pull into a turn out area to allow the vehicles following it to pass. When he felt he had enough room to pass the trailer, he did so going no more than fifteen (15) miles an hour, as the trailer had also slowed down.

The wheels of his vehicle may have touched the two double yellow lines but he was sure he did not go past them. As he began passing the trailer, another vehicle was traveling around the curve headed northbound on Highway 93. The northbound vehicle was traveling about the same speed as his vehicle. He waved at the vehicle and proceeded on his way. The northbound vehicle was not forced off the road and was not in any danger from his vehicle. He thought at the time that he recognized REYNOLDS as the driver of the northbound vehicle.

Shortly after August 18, 2007, KURT WERST, his supervisor, came to his office to ask him about a near miss incident. At first he did know what he was talking about, but then remembered passing a truck hauling some hay on a trailer. WERST advised him to drive more carefully in the future. At an unknown later date, POWERS came to his office and asked about a near miss incident. After briefing POWERS, he also advised him to drive more carefully in the future.

LCSO DEPUTY JEFF STOKES also interviewed him regarding the alleged near miss incident, after he had been counseled by his supervisors. During this interview, he was shown a complaint filed by REYNOLDS against him for reckless driving. He did not understand why REYNOLDS would "lie" about this incident.

RA showed LAMBETH a Supervisor's Office Training Data Base spreadsheet (Exhibit 4, Supervisor's Office section) which showed that he was delinquent in the following required safety and health training: Emergency Action Plan; Bloodborne Pathogens; Hazardous Communications; HAZWOPER; Hearing Program; Date of Last Hearing Test and Safety Awareness Training.

LAMBETH stated he believed he was up to date on his Defensive Driver training, but was unsure about the other training listed on the Training Data Base spreadsheet. He said he did not think that this training was required of him for most of the areas listed on the spreadsheet. LAMBETH opined that if it was required, he had never received any direction from his supervisors to complete such training.

MARCY REYNOLDS (Exhibit 13), Salmon, Idaho, stated the following in substance:

On August 18, 2007, she was the passenger in her Toyota Rav-4 driven by her husband REYNOLDS. They were traveling northbound on Highway 93 headed back to Salmon, Idaho. She saw a dark pick up truck pulling a trailer with hay on it slow down. At nearly the same time, a white SUV began to pass the trailer and was headed directly into the path of their vehicle in the northbound lane. Her husband took evasive action forcing them onto the shoulder of the highway.

She was shaken by the incident and was sure the vehicle was going to hit their Toyota Rav-4 head on. She believed the white SUV was a FS vehicle because it had a green stripe on it. The vehicle was going approximately forty (40) miles an hour when it passed the trailer.

JUDY WILEY (Exhibit 14), Support Services Specialist, FS, SCNF, Salmon, Idaho, stated the following in substance:

On August 18, 2007, she was a passenger riding with LAMBETH in his assigned Fire Management vehicle. They were traveling to Challis, Idaho to pick up another vehicle. Somewhere south of Salmon, Idaho, near Elk Bend, they got behind a truck pulling a trailer full of hay. As the truck pulled into a turn out, LAMBETH drove around the trailer at a slow speed. As LAMBETH passed the trailer, a car came around the curve and was honking its horn. As the car honked its horn, LAMBETH waved at the driver of the vehicle. At that time, she did not know the driver was REYNOLDS.

She believed the vehicle driven by REYNOLDS was going faster than LAMBETH, but was not sure. The trailer behind the truck was not all the way off the southbound lane and LAMBETH probably crossed the yellow line a little; however, there definitely was not an imminent impact about to occur between LAMBETH's vehicle and REYNOLDS' vehicle. REYNOLDS did not need to take evasive action. "If something like a reckless driver would have almost hit me I would have been upset but this was not one of those instances."

SAM SLAVIN (Exhibit 15), Sheriff, LCSO, Salmon, Idaho, stated the following in substance:

He remembered the near miss incident as a "what if" situation between two versions of events that were very divergent. There was no way to determine who was at fault. He was unable to find any data in the Lemhi County data base pertaining to this incident.

PAM SETTLES (Exhibit 16), Lemhi County Prosecutor's Office, Salmon, Idaho, stated the following in substance:

She looked at the complaint filed by REYNOLDS pertaining to the alleged near miss incident last year. Lemhi County Prosecutor PAUL WITHERS declined prosecution because there was not enough evidence to prosecute.

POWERS (Exhibit 6) stated the following in substance:

REYNOLDS notified him via email about a near miss automobile collision that had occurred on August 18, 2007. After interviewing REYNOLDS, he attempted to locate the driver of the FS vehicle REYNOLDS had claimed almost ran into him while driving his POV. After the driver of the FS vehicle was located and confirmed to be LAMBETH, he listened to his version of the incident.

REYNOLDS' version of events was scary with the likelihood of a head on collision versus LAMBETH's version which contained much less context of risk. LAMBETH admitted to POWERS he crossed the center line a small amount, but had clear eye contact with REYNOLDS. The trailer being pulled by the pickup truck was still in his lane as it pulled into the turn off, however, LAMBETH did not perceive passing the trailer to be a risk.

The admission by LAMBETH that he had crossed the center line a small amount led to a verbal reprimand by his supervisor WERST and WOOD. He contacted REYNOLDS to advise that the driver of the FS vehicle had been located and counseled. He did not reveal the identity of the driver to REYNOLDS.

He did not enter the incident into SHIPS for several reasons. First, he associated SHIPS with the entering of information pertaining to accidents, such as entering CA-1s and CA-2s, not near misses. Second, REYNOLDS was off duty at the time and as such, he considered him a private citizen issuing a complaint. Third, there were two divergent versions of events and no way to determine what really happened.

He believed the decision not to enter the incident into SHIPS was the correct one.

WILLIAM WOOD (Exhibit 17), Forest Supervisor, FS, SCNF, Salmon, Idaho, stated the following in substance:

After interviewing three of the witnesses to the August 18, 2007, near miss incident alleged by REYNOLDS, he concluded that the incident did not rise to the level of a near miss incident and should not have been entered into SHIPS. He based his conclusion on two divergent contested versions of events with no way to prove what really happened. Since LAMBETH did probably cross the center line of the highway a little, he was verbally reprimanded by himself and WERST. POWERS' decision not to enter the incident into SHIPS was the correct one.

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LIST OF EXHIBITS

Exhibit Number	Description	Page Introduced
1	Memorandum of Interview, GERRY REYNOLDS, USFS, dated July 24, 2008	2
2	USFS Intermountain Region, Required Safety Training Matrix	2
3	SCNF, Forest Safety Plan, Appendix VI, Page 45	3
4	USFS, SCNF, Training Record Data Bases	3
5	Emails, Training Record Update Requests, REYNOLDS	3
6	Memorandum of Interview, LYLE POWERS, USFS, dated July 25, 2008	3
7	Memorandum of Interview, DAVID MAHLUM, OSHA, dated July 31, 2008	4
8	Memorandum of Interview, GERRY REYNOLDS, dated July 25, 2008	4
9	Digital Photos of Alleged Near Miss Incident	5
10	Email, Requesting SHIPS Entry of Alleged Near Miss, REYNOLDS, dated August 20, 2007	5
11	SHIPS Near Miss Incident Section	5
12	Memorandum of Interview, RANDY LAMBETH, USFS, dated July 24, 2008	6
13	Memorandum of Interview, MARCY REYNOLDS, dated July 25, 2008	7
14	Memorandum of Interview, JUDY WILEY, USFS, dated July 24, 2008	7

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15	Memorandum of Interview, SAM SLAVIN, Sheriff, Lemhi County Sheriff's Office, dated July 25, 2008	7
16	Memorandum of Conversation, PAM SETTLES, Lemhi County Prosecutor's Office, dated August 5, 2008	7
17	Memorandum of Conversation, WILLIAM WOOD, USFS, Forest Supervisor, SCNF, dated August 5, 2008	8

Memorandum of Interview

Name: Gerry Reynolds
Address: 1206 S. Challis Street, Salmon, ID
Telephone: (208) 756-5164

File: SF-801-588
Date: 07/24/08
Special Agent: Steve Tillotson

On the above listed date, Gerry REYNOLDS, Safety Officer, U.S. Forest Service (USFS), Salmon-Challis National Forest (SCNF) was re-interviewed by Reporting Agent (RA) at REYNOLDS' office located in Salmon, Idaho.

Training Documentation

REYNOLDS stated that he is not sure how long the USFS has used the current training database spreadsheet format but believed it was created by the Boise National Forest Safety Officer, prior to REYNOLDS' start date with USFS in November 2006. Later, the database spreadsheet was adopted by Randy DRAEGER, USFS Intermountain Region #4 Safety Manager. Intermountain Region #4 includes: Part of Idaho, Nevada, Utah, and Wyoming. The training database spreadsheet is a legitimate USFS spreadsheet and is available on the USFS Intermountain Region website. REYNOLDS believes these spreadsheets are uniformly used by safety officers throughout the USFS.

(AGENT'S NOTE: REYNOLDS had told RA on 6/5/2008 that he had created the training database spreadsheet. REYNOLDS advised that what he meant by "created" was he entered name data into each Ranger District's training database spreadsheet)

Shortly after arriving at SCNF, REYNOLDS began updating the names of employees listed in the training database spreadsheets. The database spreadsheets are organized by the individual Ranger Districts that make up the SCNF:.Leadore, Lost River, North Fork, Salmon-Cobalt, Challis Yankee Fork, Middle Fork, and the Supervisors Office.

(AGENT'S NOTE: Challis Yankee Fork and Middle Fork have their training database combined into one).

REYNOLDS went to the mail room of the Supervisors Office where the forest training records were maintained in order to pull training records of individual SCNF employees to "plug" into the training databases. Most of the training documentation records are titled "Safety Training Attendance" sheets. These sheets list the Ranger District, the training subject, the names of the employees who attended the training, and the date of the training.

REYNOLDS looked at training documentation up to three (3) years old, in order to account for Defensive Driver Training, which when completed is a certification good for three (3) years. REYNOLDS noted that the SCNF has a confusing employee supervision structure, namely, that there are many employees stationed in a particular Ranger District but are supervised by a manager in a completely different district. After inputting the names into the database spreadsheets the best that he could, REYNOLDS sent out a single email addressed to all of the appropriate Rangers and Managers responsible for updating the training databases of their respective personnel. He requested they help him determine who the current employees were, what employees no longer worked for the USFS, what employees they supervised, as well as what training had been completed.

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Per the forest safety plan signed by William WOOD, Forest Supervisor, Lyle POWERS, Planning and Administrative Staff Officer, and REYNOLDS, beginning in 2007 and in 2008, the District Rangers and Managers are required twice a year to email the Safety Officer, REYNOLDS, updated training database spreadsheets.

(AGENT'S NOTE: A review of emails provided to RA by REYNOLDS revealed that on December 20, 2006, REYNOLDS sent an email addressed to the Rangers and Managers of the SCNF requesting updates of the database spreadsheets he had attached. REYNOLDS noted in the email that if the mouse pointer is placed at the top of a training column listed on the spreadsheet, training information and the training requirements will pop up for the Ranger/Manager to refer to.)

REYNOLDS stated the response he received from the District Rangers and Managers was not what he had expected as he received very few responses. He sent out follow up emails to the District Rangers and Managers requesting assistance in getting the database spreadsheets filled with out and returned to him-again, REYNOLDS received little response.

During the early summer of 2007, REYNOLDS began doing formal facility inspections within the SCNF. REYNOLDS began meeting people whose names he did not remember seeing on the training database spreadsheets. REYNOLDS checked the training documentation files stored at the mail room of the Supervisors Office but was unable to locate any training documentation for many of the employees he was meeting out in the different facilities of the SCNF. This led to REYNOLDS highlighting in yellow the training database spreadsheet where employees were delinquent in required safety and health training.

REYNOLDS emailed the training database spreadsheets back out to the District Rangers and Managers with employee delinquent training highlighted in yellow. REYNOLDS also documented at this time his finding of approximately forty (40) employees who had no record of having received any safety training. REYNOLDS also documented approximately seventy (70) employees who had only incomplete training records.

REYNOLDS stated that he has received good cooperation from two (2) districts: Leadore and Lost River. Challis-Yankee Fork's training database spreadsheets do not have many yellow marks; however, REYNOLDS is not sure how accurate the employee list is from that district. He is also not sure about how accurate the records are from the Supervisor Office, North Fork, and Salmon-Challis districts based on a lack of cooperation from the Rangers/Managers in those districts. REYNOLDS stated that in general, the training database spreadsheets tell all: the more yellow marks on the spreadsheets, the more incomplete the training documentation is.

REYNOLDS stated that the required safety and health training for all USFS employees was based on:

- USFS Health and Safety Code Book-available on the USFS website
- USFS Handbook-available on the USFS website
- Intermountain Region #4 website
- OSHA standards

(AGENT"S NOTE: REYNOLDS provided RA with a 28 page document titled-"INTERMOUNTAIN REGION-REQUIRED SAFETY TRAINING." This document lists the mandatory training, frequency of training, as well as the source of training standard.)

Safety and Health Violations

Shortly after arriving as the first full time Safety Officer for the SCNF, REYNOLDS traveled throughout the different Ranger Districts and introduced himself to the Rangers and Managers in order to get to know them better. REYNOLDS used these meetings to see what kind of safety problems existed and to pass out binders containing safety inspection information on how to prepare for upcoming formal safety inspections planned for the early summer of 2007.

After doing safety and health inspections in the early summer of 2007, REYNOLDS contacted the Rangers and Managers, usually by email, to advise them of the violations and the corrections that needed to be done. REYNOLDS re-inspected and when the violations had not been corrected, which was the norm, he sent out follow-up emails. REYNOLDS looked at safety records going back to the year 2000 when part time safety officers occupied his post and found many of the same problems that existed in 2007.

REYNOLDS finally contacted OSHA in November 2007 after not receiving cooperation on safety, health, and training issues within the SCNF. REYNOLDS sent OSHA a list of approximately 270 violations that were largely confirmed by OSHA investigators who made inspections at the SCNF from December 2007 to January 2008. REYNOLDS expects the OSHA final report to be issued soon.

Currently, progress is being made by the SCNF in getting the safety, health, and HazMat violations discovered by REYNOLDS and confirmed by OSHA corrected. Again, Leadore and Lost River Ranger Districts have done a good job in making the necessary safety and health corrections and reported such corrections to REYNOLDS. Challis-Yankee Fork has made good progress in checking off their list of safety and health violations. The Supervisors Office is up to date due in large part because of REYNOLDS-his office is located in the Supervisors Office building. North Fork and Salmon-Challis on the other hand have not made as much progress as REYNOLDS has not heard from either Ranger in several months.

REYNOLDS was asked by POWERS to attend a weekly managers meeting on Monday morning in order to brief all of the supervisors on the status of the OSHA violations being corrected by the different Ranger Districts within the SCNF. Again, most districts are making progress. Some of the violations that need to be corrected have involved hiring contractors which is time consuming.

In general, with reference to all of the issues REYNOLDS brought forth to OSHA: safety, health, HazMat, training, RA asked REYNOLDS why have some districts made progress in correcting deficiencies and others have not? REYNOLDS responded, "It's just a matter of commitment, that's all there is to it."

(AGENT'S NOTE: REYNOLDS provided RA with a twenty-eight (28) page document titled, "INTERMOUNTAIN REGION-REQUIRED SAFETY TRAINING" which lists the specific training, the required frequency of training, what employees are required to take the training, and the source document)

INTERMOUNTAIN REGION - REQUIRED SAFETY TRAINING

Selected employees based on assignment and Job Hazard Analysis

NAME	MIN. HRS.	MINIMUM FREQUENCY	WHO	SOURCE
DEFENSIVE DRIVING	4	Initial training to be completed within 90 days. Refresher every 3 years	Employees whose duties require them to operate a FS-owned, GSA Motor Pool, commercially leased, or privately owned for official business.	FSH-6709.11 Section 12.11, page 10-10.
BLOODBORNE PATHOGENS	1	Upon initial assignment Annual refresher	Individual employees, based on job classification, duties, JHA, and exposure determination identified in a written Bloodborne Pathogens Plan. Requires vaccination, or signed declination form	FSH-6709.11 Section 52.33, page 50-15. OSHA 1910.1910.1030 (g)(2)(i)
HB VACCINATION		Series of three		
HEARING CONSERVATION	1	Within 6 months of initial assignment. Annual refresher	Individual employees, based on job classification, duties, JHA, and exposure determination identified in a written Hearing Conservation Plan.	FSH-6709.11 21.13b, page 20.11 - 20.13. OSHA 1910.95(i)(4), 1910.95(k)(1)
Audiogram (hearing test)	1	Annually		
RESPIRATORY PROTECTION	2	Upon initial assignment then annually	Individual employees, based on job classification, duties, JHA, and exposure determination identified in a written Respiratory Protection Plan.	FSH-6709.11 21.13b, page 20.13. OSHA 1910.134(c)(1) (vii & viii)
Medical Evaluation	1	Annually		

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HAZWOPER Hazardous Waste Operations & Emergency - Awareness Level	2	Within 6 months of initial assignment Annual refresher	**All field going employees likely to witness or discover an accidental hazardous substance release or illegal dumping.**	FSH-6709.11 61.11, page 60-6. OSHA 1910.120 (e)(1)(i)
HAZCOM Hazard Communications - Employees-Right-to Know	2	Upon initial assignment and when new hazards are introduced into the workplace	**All office and field-going employees.**	FSH-6709.11 12.5, page 10-19. 26.07, page 20-99. 61.13, 61.14, page 60-7. OSHA 1910.1200 (b)(1)
FIRST AID **CPR**	4 4	Upon initial assignment. Refresher required when card expires	**Individual employees** who work in the field placing them 15 minutes and/or 10 miles beyond access to medical facilities. All field crews will have a minimum of one employee certified in Cardiopulmonary Resuscitation (CPR).	FSH-6709.11 11.11, page 10-5. 21.11, page 20-10. 21.21, page 20-15. 22.48b, page 20-47. 22.62b, page 20-70. OSHA 1910.151(a)
EMERGENCY ACTION PLAN	1	Upon initial assignment then annually	**All employees** responsible for responding and reporting *fires, medical emergencies, hazardous material spills, and workplace security*. Additional training of employees who have specific responsibilities such as assisting in emergencies and using fire extinguishers, as defined in the plan.	FSH-6709.11 34.1, page 30.19. OSHA 1910.38 e & f.
SPECIALIZED MOTOR/ EQUIPMENT OPERATIONS – ATV, Snowmobile, Motorcycles	8	Upon initial assignment then every 3 years	Employees assigned to operate motor vehicles more than one ton, heavy construction equipment, snowmobiles, all-terrain vehicles, motorcycles, tractors, forklifts, powered platforms/lifts, boats, and tow trailers.	FSH-6709.11 Section 12.11, page 10-10. 13.31, page 10-26. 13.41, page 10-27. 44.1, page 40-40 44.62, page 40-64. OSHA 1926.602 (d)

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CHAINSAW USE	8 to 24	Upon initial assignment Minimum Refresher every 3 years	Employees assigned to operate chainsaws. Specific certification (Class A, B, or C) based on experience, qualifications, duties, and demonstrated skills. Refer to Unit written chain saw program.	FSH-6709.11 22.48, pages 20-47 through 20-49. R4 Chainsaw Cross Cut Policy 3/17/98
HEAVY VEHICLE OPERATIONS (Commercial Driver's Certification)	8	Upon initial assignment then every 3 years	Employees assigned to operate motor vehicles having a Gross Vehicle Weight (GVW) rating of more than 26,000 pounds, towing a vehicle with 10,000 pounds or more rating, hauling hazardous material requiring placards, or operating vehicles designed to transport 15 or more persons including a driver.	FSH-6709.11 Section 12.11, page 10-10. 44.1, page 40-40 49 CFR Part 383
TOWER/TREE CLIMBING AND OTHER WORK REQUIRING FALL PROTECTION	16	Upon initial assignment then every 3 years	Employees whose duties require climbing trees, radio towers, and buildings.	FSH-6709.11 22.49, page 20-63. 26.62, page 20-101, 102. OSHA 29 CFR 1910.268 (c), 1926.104, 1926.107, and 1926.760
CONFINED SPACE	8-16	Upon initial assignment, then annually	Employees whose duties require work in areas that present a potential for hazardous atmosphere, engulfment, trapping, cave-in, or other serious hazards. Additional training required for attendants, rescue personal, project supervisor and contract administrators.	FSH-6709.11 38.22, page 30-40. OSHA 1910.146 (g)
1. POWER/HAND TOOLS **2. ELECTRICAL EQUIPMENT (Lockout/tagout)** **3. WELDING** **4. MATERIAL HANDLING** **5. SCAFFOLDS, (Fall Protection)** **6. LADDERS** **7. RIGGING** **8. EXCAVATION** **9. MISC. PPE**	*(1)	Upon initial assignment *2	Employees assigned to work with various tools and equipment or perform work involving specific and unique hazards identified in the Project Safety Plan and/or JHA. *(1) -The length, scope, and standards for training will be based on the JHA. *(2) - Retraining may be required following changes in the task or assignment, project renders previous training obsolete, when new requirements have been issued, or when inadequacies in performance have been identified. Training can be documented on "Tailgate Safety Briefing Form".	FSH-6709.11 41.1, page 40-5. 38.3, page 30-42. 27.23b, page 20-113. 42.2, page 40.21. 33.2, page 30-16. 22.63c, page 20-73. 33.1, page 30-12. 33, page 30-12. 31.2, page 30-6. 72, page 70-12 and on. OSHA 1910 & 1926 (too many to list)

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HORSEBACK RIDING/HANDLING & WILD HORSE GATHERING	8	Upon initial assignment then every 3 years	Employees assigned to ride horses or work directly with wild horses during gathering projects.	FSH-6709.11 16, page 10-40.
BLASTER CERTIFICATION	32 16*	Upon initial assignment, then every 3 years*	Employees assigned blasting duties.	FSH-6709.11 62, page 60-54 OSHA 1910.109 & 1926.901 (d)
FIREARMS	4	Upon initial assignment Proficiency testing twice each year	Non-law enforcement personnel required to carry/use firearms to perform assigned.	FSH-6709.11 25.35, page 20-98. 51.2, page 50-7, 8.
AVIATION SAFETY (Travel in Aircraft)	1	Upon initial assignment	Employees who are passenger or chief -of-party flying any aircraft during official business.	FSH-6709.11 14, page 10-33. JHA, page 70-8.
RADIO USE	1	Upon initial assignment then annually	Individual employees required to operate a radio	FSH-6709.11 15.1, page 10-35. 22.46b, page 20-43. 55.12a, page 50-53. JHA, page 70-8.
SAFETY ORIENTATION FOR ALL EMPLOYEES	1-2	Upon initial assignment	**All employees**	FSH-6709.11 04.1, page 0-4. 04.3, page 0-5. 21.1, page 20-9. 21.12, page 20-10. 21.13a, page 20-11. (Many more) FSH-6709.12 13.1, page 11. OSHA 1960.59 (a)
SAFETY FOR SUPERVISORS	8	Within 6 months of initial assignment	Individual employees assigned supervisory duties.	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, page 11. OSHA 1960.55 (a)

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SAFETY FOR TOP MANAGEMENT	1-2	Within 6 months of initial assignment	Individual employees assigned Line Officer duties	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, page 11. OSHA 1960.54
SAFETY TRAINING FOR COLLATERAL-DUTY SAFETY PERSONNEL	80	Within 6 months of initial assignment then annually	All employees assigned collateral safety duties.	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, 3, page 11. OSHA 1960.58
SAFETY TRAINING FOR SAFETY SPECIALIST	80	Within 6 months of initial assignment then annually	All safety and health specialist.	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, page 11. OSHA 1960.56
SAFETY TRAINING FOR SAFETY INSPECTORS	40	Within 6 months of initial assignment then every years	All employees who are assigned to perform formal facility safety and health inspections.	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, page 11. OSHA 1960.57
SAFETY TRAINING FOR SAFETY COMMITTEES	40	Within 6 months of initial assignment	All employees who are appointed as representatives on a safety committee.	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, page 11. OSHA 1960.58
SAFETY TRAINING FOR EMPLOYEE REPRESENTATIVES	40	Within 6 months of initial assignment	All employees who serve as employee representatives.	FSH-6709.11 04.1, page 0-4. FSH-6709.12 13.1, page 11. OSHA 1960.59

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COURSE TITLE: BLOODBORNE PATHOGENS

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MINIMUM TIME: 1 hour

TRAINING AIDS:

1. Preventing Bloodborne Disease video (18 minutes)
2. Box of latex gloves
3. Copy of written Bloodborne Pathogens Plan
4. Powerpoint slides or overheads outlining key elements of the plan.
5. Health and Safety Code Handbook (50-15)
6. Occupational Exposure to Bloodborne Pathogens: Precautions for Emergency Responders – OSHA publication 3130, or other applicable handout material.

http://www.cbs.state.or.us/external/osha/pdf/pubs/2261.pdf

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, experience/ability to effectively teach this topic, as well as general instructor skills/competencies. Subject matter experts, such as outside speakers (nurses, EMTs, contractors), may be used to assist in presenting this training; however, a representative from the Forest Service must be available to help deliver information regarding the unit's specific Bloodborne Pathogen Program/Plan and the administrative process for vaccination.

STUDENT PREWORK:

1. Locate and review current Bloodborne Pathogens Plan
2. Review Health and Safety Code Handbook (50-15)

PREREQUISITES:

None

PURPOSE AND OBJECTIVE OF COURSE

The purpose of this training is to provide all employees, who have potential exposure to Bloodborne Pathogens, a clear understanding of required safety policy and procedures. The objective of the training is to ensure employees are protected from accidental exposure to blood or other potentially infectious materials that could result in contracting Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), or other diseases. An integrated part of the training includes details of the HBV vaccination program.

REQUIRED LESSON TOPICS:

- Outline key elements included in the unit's written Bloodborne Pathogens Plan.

- Explain the methods of transmission of Bloodborne Pathogens. A general explanation of

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epidemiology and symptoms of Bloodborne diseases.

- Describe the job assignments, based on exposure determination, that are required to be included in the Bloodborne Pathogens Program.
- Explain the engineering controls, safe work practices, and universal precautions that should be used to prevent or reduce exposure.
- Discuss the proper selection, use, maintenance, and need for readily available personal protective equipment (PPE). Demonstrate and conduct hands-on exercise on proper techniques for putting on, and removing latex gloves. Instruction will include how PPE will protect the employee, how to perform proper decontamination and disposal, as well as the employee's responsibility for using the PPE, as required.
- Describe how the Job Hazard Analysis and other methods for recognizing potential exposure to blood and other potentially infectious materials are used.
- Provide information on the effectiveness of the Hepatitis B vaccine, process for receiving the vaccine, and requirement to sign a "declination form" if employee decides not to receive the vaccine.
- Explain procedures to follow when an exposure incident occurs, including whom to contact. This explanation will include information on post-exposure evaluation.
- Provide an opportunity for questions, answers, and evaluation of the training.

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COURSE TITLE: HEARING CONSERVATION

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MINIMUM TIME: 45 minutes

TRAINING AIDS:

1. Safety Gear: Hearing Protection video - 13 minutes
2. Box of earplugs
3. Earmuff
4. Copy of Hearing Conservation Plan
5. Powerpoint slides or overheads outlining elements of written plan
6. Health and Safety Code Handbook (20-12)
7. Hearing Conservation – A Guide to Preventing Hearing Loss – Krames Communications Co.

http://www.osha-slc.gov/dts/osta/otm/otm_iii/otm_iii_5.html
http://www.cdc.gov/niosh/90-120.html

INSTRUCTOR QUALIFICATIONS:

Instructor must have sufficient knowledge, experience/ability to effectively present this topic, as well as general instructor skills/competencies. Subject matter experts, such as outside speakers (audiologist, contractors), may be used to assist in presenting this training; however, an employee from the agency must be available to help deliver information on the unit's specific Hearing Conservation Program/Plan, and the administrative process for hearing tests.

STUDENT PREWORK:

1. Locate and review current Hearing Conservation Plan
2. Review Health and Safety Code Handbook (20-12)

PREREQUISITES:

None.

PURPOSE AND OBJECTIVE OF COURSE:

The purpose of this training is to ensure that employees are protected from hazards associated with occupational noise exposure. The objective is to educate supervisors and employees about specific noise hazards, and learn how too recognize and take action to prevent acute and cumulative adverse effects to hearing from noise.

REQUIRED LESSON TOPICS:

- ☐ Outline key elements included in the unit's written Hearing Conservation Plan.
- ☐ Discuss supervisor and employee responsibilities for hearing protection.

- Explain how noise affects hearing.
- Explain how the Job Hazard Analysis is used to help recognize potential exposure to noise,
- and the emphasis on engineering and administrative controls of noise exposure.
- Describe the purpose of hearing protection (PPE).
- Describe the effectiveness of various hearing protection.
- Demonstrate the proper selection, fit, use, and care of hearing protection.
- Explain the purpose of testing, testing procedures, and annual followup tests.
- Describe why and how records of hearing tests are kept.
- Provide an opportunity for questions, answers, and evaluation of the training.

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COURSE TITLE: EMERGENCY ACTION PLAN (Occupant Evacuation Plan)

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MINIMUM TIME: 1 hour

TRAINING AIDS:

1. Workplace Security videos (MTDC) - 20 minutes.
2. Copy of Emergency Action Plan including building fire response/evacuation, building/field medical response, Hazardous Material Emergency Response, Workplace Security, and natural disasters plans.
3. Copy of "Check-in/out" policy.
4. Powerpoint slides or overheads outlining key topic/plan areas.
5. Health and Safety Code Handbook (30-19).
6. Incident Response Pocket Guide - PMS #461, NFES #1077

http://www.cdc.gov/niosh/emergenc.html
http://www.cbs.state.or.us/external/osha/pdf/pubs/2857.pdf

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, experience/ability to effectively present this topic, as well as general instructor skills/competencies. Subject matter experts, such as outside speakers (fire department, EMS, Law Enforcement Officer, contractors) may be used to assist in presenting this training; however, an employee from the agency must be available to help deliver information on the unit's specific elements of Emergency Action Plan, including organizational and employees response responsibilities.

STUDENT PREWORK:

1. Locate and review Emergency Action Plan.
2. Review Health and Safety Code Handbook (30-19).

PREREQUISITES:
None

PURPOSE AND OBJECTIVE OF COURSE:

The purpose of this training is to ensure that employees are protected from hazards associated with a wide range of potential emergencies that they may encounter in the workplace. The objective of this training is to educate, inform, and prepare employees to perform their specific roles and responsibilities in the event of a workplace emergency.

REQUIRED LESSON TOPICS:

- Provide a summary of the individual components of Emergency Action Plan including:
  - Fire
  - Medical
  - Hazardous materials
  - Workplace security and
  - Natural disasters.

  Include a description of key response actions that apply to all employees.

- Explain organizational policies and legal requirements for establishing and maintaining an Emergency Action Plan.

- Provide information on Line and Staff Officer incident management (ICS) duties, responsibilities, and accountability to implement and monitor the plan.

- Describe supervisor duties and responsibilities to ensure employees understand the various elements of the plan as they relate to the specific duties assigned to their employees. For example, employees will need additional informal training from supervisor (documented on "Tailgate Safety Form") based on individual assignment or duty stations (front desk, lookouts, campgrounds, guard stations, assisting people with disabilities, EMTs, fire extinguisher use, building equipment/system controls, hosting visitors).

- Present basic information on what an employee should do, who to contact, and the critical rules that must be followed.

- Explain how the Job Hazard Analysis is used to help recognize hazards associated with potential workplace emergencies, with emphasis on prevention, following basic rules, and making safe decisions.

- Provide an opportunity for questions, answers, and evaluation of the training.

COURSE TITLE: HAZARD COMMUNICATION
(HAZCOM - Employees-Right-To-Know)

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MINIMUM TIME: 2 hours

TRAINING AIDS:

7. Hazard Communications Video - 20 minutes
8. Copy of Hazard Communication Plan
9. Powerpoint slides or overheads outlining key topic/plan areas.
10. Health and Safety Code Handbook (60-3)
11. Material Safety Data Sheets (a common product that is used in the workplace)
12. Hazardous material labels

http://www.cbs.state.or.us/external/osha/pdf/pubs/2034.pdf

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, and experience/ability to effectively present this topic, as well as general instructor skills/competencies. Subject matter experts, such as outside speakers (contractor) may be used to assist in presenting this training; however, an employee from the agency must be available to help deliver information on the unit's specific elements of Hazard Communications Plan, including organizational and employees' response responsibilities.

STUDENT PREWORK:

1. Locate and review Hazard Communication Plan
2. Review Health and Safety Code Handbook (60-3)

PREREQUISITES:

None

PURPOSE AND OBJECTIVE OF COURSE:

The purpose of this training is to ensure that employees are protected from hazards associated with working with hazardous chemicals commonly used in the workplace. The objective of this training is to educate, inform, and prepare employees to safely handle, use, store, dispose of, and clean up incidental spills of hazardous products they use on the job.

REQUIRED LESSON TOPICS:

- Present a summary of the key elements in the unit's written Hazard Communication (HAZCOM) Plan.
- Explain organizational policies and legal requirements for establishing and maintaining a HAZCOM Plan.
- Describe the types of hazardous chemicals present at the workplace.
- Instruct how to read and prepare labels and review MSDSs.
- Describe the location of the MSDS files and written copy of the program.
- Explain the physical and health risk of the hazardous chemicals.
- Describe supervisor duties and responsibilities to provide employees with followup training (documented on "Tailgate Safety Form") to ensure they understand the safe job procedures relative to the specific chemicals or product that they are directed to use (tree marking paint, slash fuel, shop chemicals, herbicides, pesticides, etc).
- Explain how the Job Hazard Analysis is used to help recognize hazards associated with hazardous substances used in the workplace. Describe how to reduce or prevent exposure to hazardous chemicals through control procedures, work practices, personal protective equipment, and following basic rules.
- Discuss the basic procedures for cleaning up and disposing of incidental spills of hazardous products.
- Provide an opportunity for questions, answers and evaluation of the training.

COURSE TITLE: HAZWOPER

Hazardous Waste Operation and Emergency Response - Awareness level

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MINIMUM TIME: 2 hours

TRAINING AIDS:

1. Hazardous Material - Awareness Level Videos, "First on the Scene" (32 mins.), Close Encounters (28 mins.).
2. Copy of Hazardous Material Emergency Response Plan
3. Powerpoint slides or overheads outlining key topic/plan areas.
4. Health and Safety Code Handbook (60-3)
5. DOT Emergency Response Guidebook
6. Hazmat wallet cards: "Do's and Don'ts of Hazmat Response" (NFES 2149, PMS 418-6), and Clues/decide (NFES 2148, PMS 418-5).
   http://www.cbs.state.or.us/external/osha/pdf/pubs/2117.pdf

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, and experience/ability to effectively present this topic, as well as general instructor skills/competencies. Subject matter experts, such as outside speakers (Fire department, contractor) may be used to assist in presenting this training; however, an employee from the agency must be present to deliver information on the unit's specific elements of Hazardous Material Emergency Response Plan, including organizational and employees response responsibilities.

STUDENT PREWORK:

1. Locate and review Hazardous Material Emergency Response Plan
2. Review Health and Safety Code Handbook (60-3)

PREREQUISITES:

None

PURPOSE AND OBJECTIVE OF COURSE

The purpose of this training is to ensure that employees are protected from hazards associated with potential exposure to accidental spills or illegal dumping of hazardous materials on Federal lands. The objective of this training is to educate, inform, and prepare employees who are likely to witness or discover a hazardous substance release to safely respond to the incident.

REQUIRED LESSON TOPICS:

- Provide an overview of key elements of the unit's written Hazardous Material Emergency Response Plan.

- Describe what hazardous substances are, and the risks associated with them on an incident.
- Explain the potential outcomes with an emergency created when hazardous materials are present.
- Teach how to recognize the presence of hazardous substances in an emergency.
- Explain how to identify hazardous materials, if possible, using tools such as the U.S. Department of Transportation's Emergency Response Guidebook.
- Describe the roles and responsibilities of the first responder awareness employee as outlined in the plan. Emphasize the importance of establishing who is in charge, securing the site (safety zones, lookouts, road blocks), and maintaining communications with dispatch and with others on the incident.
- Provide an opportunity for questions, answers, and evaluation of the training.

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COURSE TITLE: SAFETY AWARENESS FOR ALL EMPLOYEES

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MINIMUM TIME: 1-2 hours

TRAINING AIDS:

1. "The Critical Link in Safety" - Gordon Graham Video - 30 minutes
2. Copy of required written safety programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, Respiratory Protection, Confined Space, and Emergency Action Plan
3. Powerpoint slides or overheads outlining key topic/plan areas.
4. Copy of "Employee Rights and Responsibilities" Poster - handout
5. Health and Safety Code Handbook
6. Job Hazard Analysis Form (blank and examples)

http://www.cbs.state.or.us/external/osha/standards/pub.htm
http://www.osha.gov/
http://fsweb.r6.fs.fed.us/hr/index_safety.html

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, experience/ability to effectively present this topic, as well as general instructor skills/competencies. Instructors' prerequisites for presenting this coarse include agency employees with safety backgrounds such as Safety Manager, Specialist, Technician, Officer, Coordinator, or a Safety Committee Representative with specialized safety training, and knowledge of OSHA and Forest Service Occupational Safety and Health program requirements.

STUDENT PREWORK:
None

PREREQUISITES:
None

PURPOSE AND OBJECTIVE OF COURSE:

The purpose of this training is to ensure that all employees are protected from injury from potential exposure to hazards in the workplace, and meet OSHA 29 CFR 1960.59 Training of Employees requirements. The objective of this training is to educate and inform employees on workplace safety policy, rules, and responsibilities. The goal is to prevent injury and illness, property damage or loss, and maintain and improve productivity.

REQUIRED LESSON TOPICS:

- Provide an overview of the basic occupational health and safety program elements.
- Describe safety laws, regulations, polices, direction, and guidelines.

- Discuss agency, supervisors', and employees' rights and responsibilities for a safe and healthful workplace (handout/show poster).
- Briefly outline the required written programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, and Emergency Action Plan.
- Explain OSHA and FS standards and workplace safety inspections and hazard reporting.
- Describe how to participate in Job Hazard Analysis (JHA) and Tailgate Safety meetings.
- Discuss required safety training program.
- Explain process and responsibilities for accident/incident reporting.
- Provide an opportunity for questions, answers, and evaluation of the training.

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COURSE TITLE: SAFETY FOR SUPERVISORS

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MINIMUM TIME: 7-8 hours

TRAINING AIDS:

1. "The Critical Link in Safety" - Gordon Graham Video - 30 minutes
2. Copy of required written safety programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, Respiratory Protection, Confined Space, and Emergency Action Plan.
3. Powerpoint slides or overheads outlining key topic/plan areas.
4. Copy of "Employee Rights and Responsibilities" Poster - handout
5. Health and Safety Code Handbook
6. Job Hazard Analysis Form (blank and examples)

http://www.cbs.state.or.us/external/osha/standards/pub.htm
http://www.osha.gov/
http://fsweb.r6.fs.fed.us/hr/index_safety.html

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, and experience/ability to effectively present this topic, as well as general instructor skills/competencies. Instructor's prerequisites for presenting this course include agency employees with safety backgrounds such as Safety Manager, Specialist, Technician, Officer, Coordinator, or a Safety Committee Representative with specialized safety training, and knowledge of OSHA and Forest Service Occupational Safety and Health programs requirements.

STUDENT PREWORK:

1. Obtain and review a copy of Health and Safety Code Handbook 6709.11
2. Locate and review required written safety programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, Respiratory Protection, Confined Space, and Emergency Action Plan.
3. Bring a copy of most current and applicable JHA(s) for project or task assigned to perform.

PREREQUISITES:

Complete minimum required safety training

PURPOSE AND OBJECTIVE OF COURSE

The purpose of this training is to educate first-line supervisors regarding their responsibilities in providing a safe and healthful work environment, and meet OSHA 29 CFR 1960.55 Training of Supervisors requirements. The objective of this training is to help supervisors gain the knowledge, skills, and ability to implement Forest Service safety policy/plans, recognize hazards/conduct Job Hazard Analysis, perform safety inspections, ensure OSHA compliance, accident prevention/investigation, facilitate required safety training, and communicate/enforce safety rules.

REQUIRED LESSON TOPICS:

- ☐ Explain Forest Service safety policy, manual direction, and guidelines.
- ☐ Discuss agency, supervisors, and employees rights and responsibilities for a safe and healthful workplace.
- ☐
- ☐ Explain how the Occupational Safety and Health Act – Section 19, Title 29 Code of Federal Regulations (CFR), Part 1960 – Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, Executive Order 12196, and the Occupational Safety and Health Administration (OSHA) – 29 CFR 1910, 1926 apply to the Forest Service.
- ☐ Highlight the following required written programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, and Emergency Action Plan.
- ☐ Demonstrate how to conduct a Job Hazard Analysis (JHA) and Tailgate Safety Meeting. Include a group exercise.
- ☐ Discuss the details of the minimum required safety training.
- ☐ Explain the process and responsibilities for accident/incident reporting, and demonstrate how to conduct an incident analysis (accident investigation) using a group exercise.
- ☐ Provide an opportunity for questions, answers, and evaluation of the training.
- ☐ In addition to the above minimum required training topics, instructors are encouraged to customize the lesson plan to address local safety issues, needs, and opportunities. Examples of special interest safety topics include:

☐ Safety leadership, performance, accountability	☐ Critical Incident Stress Management
☐ Multi-employer worksites	☐ Search/rescue
☐ Safety committees	☐ Lock-out/tag-out
☐ Behavior Based safety	☐ Explosives
☐ FECA (OWCP)	☐ Labs
☐ Project safety plans	☐ Watercraft
☐ Risk management	☐ ATV/snowmobiles
☐ Safety Managers/Specialists	☐ Chainsaw/crosscut saw
☐ Safety promotion, awards, recognition	☐ Indoor air quality
☐ Confined space	☐ Tower/tree climbing
☐ Fall protection	☐ Ergonomics
☐ Electrical	☐ Wellness
☐ Firefighting	☐ Heavy equipment
☐ Construction	☐ Ladders, hand/power tools

COURSE TITLE: SAFETY FOR TOP MANAGEMENT OFFICIALS
(Line/Unit Managers, Directors, and Staff Officers)

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MINIMUM TIME: 1-2 hours

TRAINING AIDS:

1. "The Critical Link in Safety" - Gordon Graham Video - 30 minutes
2. Copy of required written safety programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, Respiratory Protection, Confined Space, and Emergency Action Plan
3. Powerpoint slides or overheads outlining key topic/plan areas.
4. Copy of "Employee Rights and Responsibilities" Poster - handout
5. Health and Safety Code Handbook
6. Job Hazard Analysis Form (blank and examples)

http://www.cbs.state.or.us/external/osha/standards/pub.htm
http://www.osha.gov/
http://fsweb.r6.fs.fed.us/hr/index_safety.html

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, experience/ability to effectively present this topic, as well as general instructor skills/competencies. Instructor's prerequisites for presenting this course include agency employees with safety backgrounds such as Safety Manager, Specialist, Technician, Officer, Coordinator, or a Safety Committee Representative with specialized safety training, and knowledge of OSHA and Forest Service Occupational Safety and Health programs requirements.

STUDENT PREWORK:

1. Obtain a copy of Health and Safety Code Handbook 6709.11

PREREQUISITES:

Complete minimum required safety training

PURPOSE AND OBJECTIVE OF COURSE

The purpose of this training is to educate line managers and staff regarding their responsibilities in providing a safe and healthful work environment, and meet OSHA 29 CFR 1960.54 Training of Top Management Officials requirements. The objective of this training is help Forest Service leadership gain the knowledge, skills, and ability to implement agency safety policy/plans, recognize the need to correct known hazards/conduct Job Hazard Analysis, take action on safety inspections, ensure OSHA compliance, initiate accident investigations, support required safety training, and communicate/enforce safety rules.

REQUIRED LESSON TOPICS:

- ☐ Explain Forest Service safety policy, manual direction, and guidelines.
- ☐ Discuss agency, supervisors', and employees' rights and responsibilities for a safe and healthful workplace.
- ☐ Explain how the Occupational Safety and Health Act – Section 19, Title 29 Code of Federal Regulations (CFR), Part 1960 – Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, Executive Order 12196, and the Occupational Safety and Health Administration (OSHA) – 29 CFR 1910, 1926 apply to the Forest Service.
- ☐ Highlight the following required written programs - HAZCOM, Bloodborne Pathogens, Hearing Conservation, and Emergency Action Plan.
- ☐ Emphasize the need to conduct a Job Hazard Analysis (JHA) and Tailgate Safety Meeting.
- ☐ Highlight the need for minimum required safety training.
- ☐ Explain line managers' responsibilities for establishing a formal accident/incident policy/process and taking actions on recommended corrective actions.
- ☐ Provide an opportunity for questions, answers, and evaluation of the training.
- ☐ In addition to the above minimum required training topics, instructors are encouraged to customize the lesson plan to address local safety issue, needs, and opportunities. Examples of special interest safety topics include:

☐ Safety leadership, performance, accountability	☐ Critical Incident Stress Management
☐ Multi-employer worksites	☐ Search/rescue
☐ Safety committees	☐ Lock-out/tag-out
☐ Behavior-Based safety	☐ Explosives
☐ FECA (OWCP)	☐ Labs
☐ Project safety plans	☐ Watercraft
☐ Risk management	☐ ATV/snowmobiles
☐ Safety Managers/Specialists	☐ Chainsaw/crosscut saw
☐ Safety promotion, awards, recognition	☐ Indoor air quality
☐ Confined space	☐ Tower/tree climbing
☐ Fall protection	☐ Ergonomics
☐ Electrical	☐ Wellness
☐ Firefighting	☐ Heavy equipment
☐ Construction	☐ Ladders, hand/power tools

COURSE TITLE: DEFENSIVE DRIVING

MINIMUM TIME: 4 hours

TRAINING AIDS:

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1. MTDC Videos – Driving Mountain Roads: Slowing Down (20 min.), Backing up on Forest Roads: Take your Time, and Focus on the Mission: Transporting Wildland Firefighters (17 mins.).
2. Trans 360 - The Six Driving Conditions; Self Study Video/workbook Training Program.
3. State Driver's Manual.
4. National Safety Council Defensive Driving Course
5. R4 Defensive Driving Course
6. Powerpoint slides or overheads outlining key topic/plan areas.
7. Health and Safety Code Handbook (Chapter 10 – Travel Section 12-motorized vehicles)
8. USDA FS Driver-Operator Guide EM-7130-2
9. Vehicle Inspection Form (808).

http://www.nhtsa.dot.gov/

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, and experience/ability to effectively present this topic, as well as general instructor skills/competencies. Subject matter experts, such as outside speakers (Department of Transportation, State Patrol, contractor), may be used to assist in presenting this training; however, an employee from the agency must be available to deliver information on the Forest Service policies and requirements.

STUDENT PREWORK:

1. Read Health and Safety Code Handbook

PREREQUISITES:

1. Hold a valid State Driver's Licenses

PURPOSE AND OBJECTIVE OF COURSE

This training is provided to all employees required to operate motor vehicles for official business. Training is designed to ensure employees are skilled at operating motor vehicles safely and effectively in a wide range of conditions generally encountered on the job.

MINIMUM REQUIRED LESSON TOPICS:

Explain the following:

- Manual and policy direction regarding qualifications, specialized training, suspension, and safe driving practices (i.e., driving with headlights on).

- Supervisor duties and responsibilities to ensure employees understand and follow rules, and the need to provide additional informal training (documented on "Tailgate Safety Form") based on the unique vehicle/task/environment the employee is assigned to perform (4x4s, ABS brakes, emergency driving, winter driving, loading/hauling).

- Basic safe driving practices for city streets, rural highways, forest roads, and special hazardous conditions (winter driving and backing).

- Work/rest vehicle operation requirements.

- Authorization/licensing process and record requirements.

- General driver/operator, as well as passenger responsibilities.

- Preinspections (808's), and scheduled maintenance procedures.

- What to do in case of an accident.

- Introduction to additional training requirements for 4x4s, winching, fire emergency vehicles, trailers, and specialized equipment (ATV, snowmobiles).

- Requirements for transporting Flammable/Combustible Liquids.

- Handling roadside emergencies (vehicle fires, battery jump-starting safety, getting unstuck).

- Provide an opportunity for questions, answers, and evaluation of the training.

COURSE TITLE: ALL TERRAIN VEHICLE (ATV)

SUGGESTED TIME: 4-8 HOURS (first-time attendance)

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INSTRUCTOR TRAINING/CERTIFICATION AIDS:

1) Copy of required written Forest ATV Safety Program
2) Health & Safety Code Handbook 6709.11 (Chapter - 13.2 - ATV)
3) USDA FS Driver-Operator Guide EM-7130-2 (Chapter 6)
4) ATV Job Hazard Analysis
5) ATV Rider Course Handbook.
6) "The ATV Rider's Guide to Safety" Video (19 minutes)
7) Forest ATV Training/Certification Power point slide program
8) ATV Operators Quiz w/answer sheet
9) ATV Field Performance Score Sheet

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, and experience/ability to effectively present this topic, as well as proficient instructor skills/competencies. Instructor's prerequisite for presenting this course requires attending a Forest Meeting/Workshop presented by the Forest Lead ATV Training/Certification Instructor. Instructor must demonstrate an acceptable knowledge, and understanding of the Forest ATV Program, manual direction, and ATV JHA. Instructor certification will be recommended by Forest Lead ATV Training/Certification Instructor, and approved by District Ranger/Forest Staff Officer.

STUDENT PREWORK:

Read and be prepared to successfully answer a quiz on material found in the following:

1) Copy of required written Forest ATV Safety Policy.
2) Health & Safety Code Handbook 6709.11
3) USDA FS Driver-Operator Guide EM-7130-2 (Chapter 6)
4) ATV Job Hazard Analysis
5) ATV Rider Course Handbook

In addition, student will complete pre-ride inspection checklist T-CLOC for ATV, inspection checklist for trailer (if used), and come to class with an ATV, and prescribed PPE. Students who do not have access to an ATV must make arrangement with instructor prior to attending the class.

REQUIRED EQUIPMENT FOR PARTICIPATION:

An approved helmet (DOT or SNELL), goggles, gloves, long pants, long sleeve shirt or jacket (depending on weather), boots that are above the ankle, and an ATV.

PREREQUISITES:

Valid State Drivers License. Current Forest Service Defensive Driving.	Trailer Towing Authorization (if used) Current First Aid/CPR Training.

PURPOSE AND OBJECTIVE OF COURSE:

The purpose of this training is to increase safety awareness, identify students abilities and ATV's capabilities, demonstrate the significance of an ATV being rideractive, and introduce strategies to identify and manage risks.
The objective of this training is to help employees gain the knowledge, skills and ability to safely operate an ATV according to Forest Service manual, and JHA direction.

COURSE OUTLINE:

CLASS ROOM
Rider check-in and Registration
- A. Sign Up Form
- B. Check final status of appropriate PPE and ATVs.

Introduction – **Power point slide program**
- A. Provide overview of program elements:
  - a. Program Direction
  - b. Responsibility
  - c. Training/Field Certification

FIELD – PRE SET COURSE LAYOUT (Stations)

1. Unloading an ATV
   - A. Ensure four point tie down
   - B. Use all required PPE for unloading exercise

1. T-CLOC/Pre-Ride Inspection
   - A. Ensure all riders have performed T-CLOC.
     - Brief description of T-CLOC using one ATV as an example.
     - General maintenance.

2. Controls/Starting the Engine
2. Starting out, Shifting Gears, and Braking
3. Turning
3. Riding Strategies: remember SIPDE
3. Riding Circles and Figure Eights
3. Quicker Turns
3. Sharp Turns
4. Quick Stops/Swerves
4. Quick Stop in a Turn

4. Riding over Obstacles
5. U-Turns/Traversing Hills
6. Circuit/Trail Ride (2-3 miles) if available, and time permitting
1. Loading/Cargo Loading and Weight Distribution
1. Wrap up and Questions

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COURSE TITLE: SNOWMOBILE SAFETY

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SUGGESTED TIME: 12 HOURS (first-time attendance)

INSTRUCTOR TRAINING/CERTIFICATION AIDS:

1) Copy of required written Forest Snowmobile Safety Program
2) Health & Safety Code Handbook 6709.11 (Chapter - 13.4 - Snowmobile)
3) USDA FS Driver-Operator Guide EM-7130-2 (Chapter 7)
4) Snowmobile Job Hazard Analysis (JHA)
5) Video - "Safe Rider – You Make Snowmobile Safe" (22 minutes)
6) Video - "Riding Safety In Avalanche Country" (30 minutes)
7) Video - "Think Like An Avalanche" (49 minutes)
8) Forest Snowmobile Training/Certification Power point slide program
9) Snowmobile Operators Quiz w/answer sheet
10) Snowmobile Inspection Sheet
11) Demonstration equipment (snowmobile, trailer, transceivers, helmet, snow shoes)

INSTRUCTOR QUALIFICATIONS:

Instructors must have sufficient knowledge, experience, and ability to effectively present this course, as well as proficient instructor skills/competencies. Instructor's are requires to attend a Forest Meeting/Workshop presented by the Forest Lead Snowmobile Training/Certification Instructor as a prerequisite for presenting this course on the unit. Instructor must demonstrate an acceptable knowledge, and understanding of the Forest Snowmobile Program, manual direction, and Snowmobile JHA. Instructor certification will be recommended by Forest Lead Snowmobile Training/Certification Instructor, and approved by District Ranger/Forest Staff Officer.

STUDENT PREWORK:

Read and be prepared to successfully answer a quiz on the following:

1) Copy of required written Forest Snowmobile Safety Program.
2) Health & Safety Code Handbook 6709.11 – Travel: 13.6 Trailers, 13.4 Snowmobiles, 11.2 Back-Country Travel, 11.31 Safety Practices for travel in avalanche areas, 11.32 Safety Practices for travel on ice, and 11.3 Winter Travel.
3) USDA FS Driver-Operator Guide EM-7130-2 (Chapter 7)
4) Snowmobile Job Hazard Analysis (JHA)

In addition, student will complete pre-ride inspection checklist, inspection checklist for trailer (if used), and come to field portion with a snowmobile, and prescribed PPE. Students who do not have access to a snowmobile, or PPE must make arrangement with instructor prior to attending the class.

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REQUIRED EQUIPMENT FOR PARTICIPATION:

An approved helmet (DOT or SNELL), goggles, gloves, warm pants, jacket, and boots that are above the ankle, and a snowmobile.

PREREQUISITES:

Valid State Drivers License. Current Forest Service Defensive Driving.	Trailer Towing Authorization (if used) Current First Aid/CPR Training.

PURPOSE AND OBJECTIVE OF COURSE:

The purpose of this training is to increase safety awareness, identify student's snowmobile riding knowledge, and skills; and introduce strategies to identify, and manage risks.
The objective of this training is to help employees gain the knowledge, skills and ability to safely operate a snowmobile according to Forest Service manual, and JHA direction.

COURSE OUTLINE:

First day - CLASS ROOM (No field cloths required on day one)

B. Student check-in and house keeping
- Sign Up Form
- Check final status of appropriate PPE, equipment, and snowmobiles

C. Introduction
- Video
- Quiz

D. **Provide overview of program elements (PowerPoint Slide Presentation):**
- Program Direction
- Responsibility
- Training/Field Certification, and licensing

E. Loading/Unloading Techniques
F. **Inspection and Maintenances (PowerPoint Slide Presentation)**
G. Basic Riding Techniques
H. Back Safety (PowerPoint Slide Presentation)
I. **Winter Survival** – Avalanche Awareness, and transceiver use **(PowerPoint Slide Presentation)**
J. Final Quiz

Second Day - FIELD EXERCISE – PRE SET COURSE LAYOUT

6 Stations:

1. Unloading/Loading
- Rider demonstrates how to load/unload a machine (using all required PPE)

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- Rider demonstrates proper tie down

2. **Pre-Ride Inspection**
   - Rider demonstrates how to performed a written inspection
   - Rider demonstrates how to change a belt

3. **Manual Turn Around**
   - Rider demonstrates ability to manually turn around a stuck snowmobile

4. **Circles and Figure 8s**
   - Rider demonstrates ability to safely operate machine on course layout

5. **Traveling up, Down, and Traversing a Hill**
   - Rider demonstrates ability to safely operate machine on course layout

6. **Transceiver use, and snowshoe exercise**
   - Student demonstrates knowledge and skills in transceiver, and snowshoe use

NOTE: All trainees are required to attend the one-day classroom training, pass a written quiz, and successfully complete all six field proficiency stations.

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FOREST SAFETY PLAN – 2007

SALMON-CHALLIS NATIONAL FOREST

"EACH AND EVERYONE OF US IS AT THE HEART OF SAFETY AND HEALTH
Everyone doing their part for the safety, health and welfare of themselves and others on the job
and at home."

Recommended: _____ Date: 5/10/2007
Gerry Reynolds
Forest Safety Officer

Reviewed: _____ Date: 5/10/2007
Lyle Powers
Planning/Administrative Staff Officer

Approved: _____ Date: 5/14/07
William A. Wood
Forest Supervisor

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APPENDIX VI

Following Forest Service Region 4 policy and OSHA requirements, the Salmon-Challis National Forest will use the Training Record Database (Excel spreadsheet) to track all safety-related training.

The database, developed by the Boise National Forest, is required for Region 4 use and will assist employees and their supervisors in tracking their mandatory safety training requirements and aid supervisors and the Safety Officer in planning for training.

Procedures for documenting safety training:

- The attached attendance record will document all safety training sessions.
- The instructor will send the original copies of the attendance record to the Safety Officer and keep copies for his/her files.
- The Safety Officer will make copies of the attendance record and forward to each unit's supervisor.
- The Safety Officer will file the original attendance record in the S.O. main files.

Procedures for updating the database:

- Unit supervisors are responsible to update their unit's training database using the copies of the attendance records provided by the Safety Officer.
- Unit supervisor's will electronically transmit updated training databases to the Safety Officer - each January 30 and June 30.
- The Safety Officer will maintain electronic copies of each unit's database in the Forest's Safety folder.

Requirements for completing the database:

- ✓ Column A, Name of Employee. Only ONE list for each unit's database : A-Z, last name/first name. On the same line as the name, fill in the employment status (PFT, TEMP, etc.,).
- ✓ Column C and D, First Aid and CPR. Fill in the date that First Aid and CPR cards *expire*.
- ✓ Column G, HBV Shots. Fill in for employees participating in the program and the date they received their shots.
- ✓ Column J, K, Hearing Program and Date of Last Hearing Test. Update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, etc.
- ✓ Holding the computer pointer at the top of any column reveals the necessary information to complete that column as well as the training requirements for each.

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TRAINING RECORD DATA BASE - SALMON-CHALLIS NATIONAL FOREST

UNIT: Supervisor's Office

DATE TABLE LAST UPDATED: 7-21-08

LIST/DESCRIPTION OF REQUIRED SAFETY TRAINING

NAME OF EMPLOYEE	DEFENSIVE DRIVING	FIRST AID	CPR	EMERGENCY ACTION PLAN	BLOODBORNE PATHOGENS	HBV SHOTS	HAZCOM	HAZWOPER	HEARING PROGRAM	DATE OF LAST HEARING TEST	SAFETY - AWARENESS LEVEL	SAFETY FOR SUPERVISORS
Anderson, Karen Temp				7/12/2006	7/12/2006		7/12/2006	7/12/2006		8/9/2006	7/12/2006	
Baer, Gail PFT	6/20/2007			6/30/2004	6/30/2004		6/30/2004	6/30/2004			6/30/2004	
Back, Jeremy Temp		6/12/2008	6/12/2008									
Barreras, Ciarra Temp	6/20/2007											
Basford, Doug VOL	3/14/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/8/2007	5/13/2004	
Basford, Sandra WAE	5/14/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Bender, Fields PFT	6/18/08			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	
Bennett, Lynn PFT	5/2/2006			Unable to locate training records								
Bjorklund, Russell S. PFT	6/20/2006			6/6/2006	6/6/2006		6/6/2006	4/1/2005				5/4/2005
Bradley, Sharon S. PFT	6/30/2006	6/27/2003	6/27/2003	4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004		6/6/2006	
Bramlette, Wilma PFT	3/14/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004			4/13/2004	5/4/2005
Bricker, Wayne Temp				4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004	8/8/2007	5/13/2004	
Brittain, Glenwood Temp	6/20/2006	6/19/08	6/19/08	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		4/13/2004	
Brothers, Tyler WAE											5/31/2007	
Burkman, Gilbert Temp	6/20/2007	6/13/2009	6/13/2009	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Burns, Kevin PFT	3/14/2007			5/13/2004	7/6/2006		5/13/2004	5/13/2004			5/13/2004	
Butsick, Brandon Temp				7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Bybee, Stephanie				5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	8/8/2007	5/31/2007	
Callaghan, Trish PFT	6/1/2005	6/5/2006	6/5/2006	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	8/10/2005	5/31/2007	
Canaday, Tim PFT	3/19/2008											
Chilson, Christen PFT	5/2/2006	5/19/2006	5/19/2006	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004		6/16/2004	
Chilson, Roger PFT	5/2/2006	5/19/2009	5/19/2008	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004		6/16/2004	
Cluff, Fritz PFT												
Coffin, Sam Temp	3/14/2007			7/27/2005	7/27/2005		7/27/2005	7/27/2005			7/27/2005	
Deschaine, David PFT	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	
Diage, Bill PFT	3/14/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Diage, Chelcie Temp	3/14/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	8/10/2005	5/31/2007	
Doll, Norm PFT	6/20/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	5/31/2007	5/31/2007	
Dominguez, Jessica Temp		6/12/2008	6/12/2008									
Earl, Jeremy Temp	5/2/2006	6/19/08	6/19/08	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	4/13/2004	5/31/2007	
Ego, David												
Faike, Dave PFT	5/2/2006											
Faike, Elise Temp	6/20/2007			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	5/4/2005
Fischer, Mike WAE	6/20/2007			6/30/2004	7/6/2006		6/30/2004	6/30/2004	6/1/2004	6/1/2004	6/30/2004	5/4/2005
Fogel, Dennis PFT	6/8/2005				7/6/2006							
Folks, Nathan Temp												
Fowler, John PFT	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/9/2006	5/13/2004	5/4/2005
Fullenbach, Kent PFT	3/19/2008	6/6/2008	6/6/2008	5/31/2007	7/6/2006		6/9/2004	6/9/2004			6/9/2004	
Gallogly, Karen PFT	6/20/2006			5/31/2007	5/31/2007		5/31/2007	5/31/2007			5/31/2007	
Garechana, Marisa Temp	5/2/2006			6/9/2004	6/9/2004		6/9/2004	6/9/2004			6/9/2004	
Garechana, Ty PFT	5/2/2006			6/9/2004	6/9/2004		6/9/2004	6/9/2004			6/9/2004	
Gralinski, Zach Temp	6/20/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Graves, Doug PFT	6/20/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	8/10/2005	5/31/2007	
Graves, Susan PFT	5/2/2006			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	
Hayes, Ed WAE	6/20/2007	6/13/2006	6/13/2006	6/9/2004	6/9/2004		6/9/2004	6/9/2004		7/13/2006	6/9/2004	

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Hecker, Tanya PFT	6/20/2007			6/30/2004	6/30/2004		6/30/2004	6/30/2004			6/30/2004	
Hecker, Wayne PFT	5/2/2006			7/13/2005	7/13/2005		7/13/2005	7/13/2005		7/13/2006	7/13/2005	5/4/2005
Helm Mike PFT	3/14/2007			6/30/2004	6/30/2004		6/30/2004	6/30/2004			6/30/2004	
Henderson, Ray PFT	6/20/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	
Hennig, Sharon PFT	3/14/2007			7/19/2006	7/12/2006		7/19/2006	7/19/2006			7/19/2006	
Heesacker, April PFT	3/14/2007			7/19/2006	7/19/2006		7/19/2006	7/19/2006			7/19/2006	
Hoffman, Chuck PFT	6/20/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	
Hopkins, Julie PFT	6/20/2007	6/1/2006	6/1/2006	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	6/1/2006	5/31/2007	
Howard, Cody Temp		6/12/2008	6/12/2008									
Hudson, Jim WAE	6/20/2007	6/1/2006	6/1/2006	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	6/1/2006	5/31/2007	5/1/2003
Hull, Kelly PFT	3/19/2008	6/13/2007	6/13/2007	6/9/2004	6/9/2004		6/9/2004	6/9/2004		8/10/2005	6/9/2004	
Johnson, Teresa PFT	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/10/2005	5/13/2004	
Jones, Ben WAE	6/20/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	8/8/2007	5/31/2007	
Kidd, Dennis, J.	6/13/2007	6/13/2007	6/19/2007	6/19/2007	6/19/2007		6/19/2007	6/19/2007		6/19/2007	6/19/2007	
Klein, Thomas PFT	6/8/2005			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Klimek, Andy Temp	6/23/2005			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Krieger, Karryl PFT	4/8/2008			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	5/4/2005
Lambeth, Randy PFT	3/19/2008											5/4/2005
Ledford, Sharon WAE		6/6/2008	6/6/2008									
Logsdon, Brenda Temp	5/2/2006											
Logsdon, Henry PFT	6/7/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	
Malmer, Neil Temp	6/20/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Moore, Emma PFT	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	5/4/2005
Moser, Paula Temp	6/2/2006											
Nottstad, Maggie PFT	6/20/2006			4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004	8/10/2005	4/13/2004	
Ogden, Gary PFT	3/14/2007			7/12/2006	7/12/2006		7/12/2006	7/12/2006		8/8/2007	7/12/2006	
Panks, Dan PFT	3/14/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004		7/8/2008	5/13/2004	5/4/2005
Parker, Jeff PFT	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	5/4/2005
Perry, Emily Temp	6/2/2006			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	
Perry, John PFT	5/2/2006			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Powers, Lyle PFT	3/19/2008			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Purvine, Jennifer PFT	3/22/2005	5/28/2009	5/29/2009	5/13/2004	5/13/2004		5/13/2004	5/13/2004	5/13/2004	10/6/2004	5/13/2004	
Reynolds, Gerry PFT	3/14/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Rhodes, Mardi PFT	3/14/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	
Rieffenberger, Betsy PFT	5/2/2007	5/21/2008	5/23/2008	5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	
Rodgers, Ken PFT	3/14/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004			5/13/2004	5/4/2005
Rose, Robert PFT	5/2/2006	6/6/2008	6/6/2008	6/6/2006	6/6/2006		4/27/2006	4/27/2006			6/6/2008	5/4/2005
Rudger, Kelly WAE												
Sabo, Dave PFT	3/14/2007	6/12/2008	6/12/2008	6/30/2004	6/30/2004	YES	6/30/2004	6/30/2004	6/1/2006		6/30/2004	
Sabo, Kendra PFT	3/10/2006			6/9/2004	7/6/2006		6/9/2004	6/9/2004			6/9/2004	
Schroeder, Rick PFT	5/2/2006			5/13/2004	7/6/2006		5/13/2004	5/13/2004		8/9/2006	5/13/2004	
Schuldt, Pete PFT	5/2/2006			7/13/2005	7/13/2005		7/13/2005	7/13/2005		7/8/2008	7/13/2005	
Seaberg, Kathy PFT	5/2/2006			7/13/2005	7/13/2005		7/13/2005	7/13/2005		8/8/2007	7/13/2005	
Sever, Courtney Temp												
Sever, Paul PFT	3/19/2008			5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/8/2007	5/13/2004	
Shuff, Randy PFT	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/8/2007	5/13/2004	5/4/2005
Smith, Bruce PFT	5/2/2006			7/13/2005	7/13/2005		7/13/2005	7/13/2005		8/8/2007	7/13/2005	5/4/2005
Snyder, Renee PFT	6/20/2006			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	5/4/2005
Sommerfeld, Judy PFT	6/20/2007			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Southwell, Gary PFT	6/20/2007			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	
Staaf, Norma PFT	3/19/2008			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	5/4/2005
Steele, Joanne PFT	3/22/2005	6/12/2008	6/12/2008	5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/10/2005	5/13/2004	
Steele, John WAE	5/2/2006			5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/8/2007	5/13/2004	
Steele, Randy Temp	6/20/2006											
Steele, Will Temp	6/20/2007	6/1/2004	6/6/2006	5/31/2007	5/31/2007		5/31/2007	5/31/2007	8/6/2006	8/9/2006	5/31/2007	7/1/2004
Sterett, Scott Temp	6/8/2005											
Svalberg, Larry PFT	3/14/2007	5/1/2006	5/1/2006	6/9/2004	6/9/2004		6/9/2004	6/9/2004			6/9/2004	5/4/2005

Sullivan, Toni PFT	3/14/2007	6/3/2003	6/3/2003	6/9/2004	6/9/2004		6/9/2004	6/9/2004			6/9/2004	5/4/2005
Sunderg, Eugene PFT	3/21/2006	6/3/2003	6/3/2003	6/30/2004	6/30/2004		6/30/2004	6/30/2004	6/30/2006	8/9/2006	6/30/2004	5/4/2005
Taylor, Jim PFT	5/2/2006			5/13/2004	7/6/2006		5/13/2004	5/13/2004		8/8/2007	5/13/2004	
Talley, Keith PFT	3/19/2008	6/3/2005	6/3/2005	6/16/2004	6/16/2004		6/16/2004	6/16/2004		7/8/2008	6/16/2004	5/4/2005
Ulvestad, Tony WAE	6/20/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Vera, Gabriel Temp												
Waldron, Keith Temp	5/2/2006				6/13/2005							
Walton, Linda WAE	6/14/2006	6/12/2008	6/12/2008									
Walton, Mary Temp	3/22/2005			7/13/2005	7/13/2005		7/13/2005	7/13/2005			7/13/2005	
Ward, John Temp				5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Weems, Stacy WAE	3/14/2007			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Wells, Rachel SCEP		6/12/2008	6/12/2008									
Werst, Kurt PFT	3/14/2007			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Wood, Bill PFT	3/22/2005			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Woods, Sheila Contractor	3/19/2008			6/30/2004	6/30/2004		6/30/2004	6/30/2004			6/30/2004	
Williams, Brenda PFT	3/14/2007			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Williams, Janice PFT	6/7/2007	6/12/2008	6/12/2008	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	7/8/2008	5/31/2007	
Ziemer, Susie SCEP	5/2/2006											

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TRAINING RECORD DATA BASE - SALMON-CHALLIS NATIONAL FOREST

UNIT: Leadore

DATE TABLE LAST UPDATED: 7-21-08

LIST/DESCRIPTION OF REQUIRED SAFETY TRAINING

NAME OF EMPLOYEE	DEFENSIVE DRIVING	FIRST AID	CPR	EMERGENCY ACTION PLAN	BLOODBORNE PATHOGENS	HBV SHOTS	HAZCOM	HAZWOPER	HEARING PROGRAM	DATE OF LAST HEARING TEST	SAFETY - AWARENESS LEVEL	SAFETY FOR SUPERVISORS
Basford, Nathan PFT	6/7/2007	6/6/2008	6/6/2008	5/13/2004	5/13/2004		5/13/2004	5/13/2004		8/9/2008	5/13/2004	
Garechana, Ben	5/2/2006			6/9/2004	6/9/2004		6/9/2004	6/9/2004			6/9/2004	5/4/2005
Goodin, Ben PFT	6/20/2006	5/1/2006	5/1/2006	5/1/2005	7/6/2005		7/6/2005	7/6/2005		7/8/2008	5/1/2005	5/4/2005
Hamm, Caleb	6/20/2007	6/6/2008	6/6/2008	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	7/8/2008	5/31/2007	
Hilliard, Dennis PFT	3/23/2007	5/29/2007	5/29/2007	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Hulse, Jay PFT	6/20/2007	5/29/2007	5/29/2007	5/13/2004	7/6/2006		5/13/2004	5/13/2004		7/8/2008	5/13/2004	
Lyon, Treeva PFT	3/23/2007	6/16/2006	6/16/2006	6/9/2004	4/6/2006		6/9/2004	6/9/2004			6/9/2004	
Matson, Shane TEMP	6/20/2006	5/29/2007	5/29/2007	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	7/8/2008	5/31/2007	
McFrederick, Jeremy	6/20/2007	6/6/2008	6/6/2008	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	7/8/2008	5/31/2007	
Robbins, Margaret PFT	6/20/2007	6/16/2006	6/16/2006	5/13/2004	4/6/2006		5/13/2004	5/13/2004			5/13/2004	
Shiner, Debra TEMP	6/23/2005	5/29/2007	5/29/2007	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	7/8/2008	5/31/2007	
Shuff, Kristen				5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Slagg, Jeff PFT	3/23/2007	5/29/2007	5/29/2007	5/13/2004	7/6/2006		5/13/2004	5/13/2004		7/8/2008	5/13/2004	

TRAINING RECORD DATA BASE - S-C NATIONAL FOREST

UNIT: Lost River Ranger District

DATE TABLE LAST UPDATED: 5-5-08

NAME OF EMPLOYEE	DEFENSIVE DRIVING	FIRST AID	CPR	EMERGENCY ACTION PLAN	BLOODBORNE PATHOGENS	HBV SHOTS	LIST/DESCRIPTION OF REQUIRED SAFETY TRAINING					
							HAZCOM	HAZWOPER	HEARING PROGRAM	DATE OF LAST HEARING TEST	SAFETY - AWARENESS LEVEL	SAFETY FOR SUPERVISORS
Bartel, Dan PFT	5/31/2006			5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007	8/7/2007	5/29/2007	5/4/2005
Bartel, Jessica Temp	5/30/2007			5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007	N/A	5/30/2007	
Brewer, Thadeus Temp	5/30/2007		6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Clark, Alyce PFT	5/31/2006			5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Clark, Hadley Temp	5/30/2007	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/27/2007	6/19/2007	
Dhaemers, Jessica PFT	2/27/2008		6/5/2007	7/19/2006	7/19/2006		7/19/2006	7/19/2006	7/19/2006		7/19/2006	
Edwards, Josh PFT	5/31/2006	6/5/2009	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Erickson, Rosa PFT	5/30/2007			5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Foster, Kyle Temp	5/30/2007	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Foster, Linda PFT	6/8/2005			5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Foster, Mike PFT	5/31/2006	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/27/2007	6/19/2007	
Fowler, Melissa PFT	5/30/2007		6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007	8/9/2006	5/30/2007	
Garnett, Bart PFT	5/30/2007	6/30/2008	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Jokinen, Lathan Temp	5/30/2007	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Kennedy, Patrick Temp	5/30/2007			5/29/2007	5/29/2007		5/29/2007	5/29/2007			5/29/2007	
Kincheloe, Elaine Temp	5/31/2006	6/12/2010	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Kincheloe, Larry Temp	5/31/2006	6/12/2010	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Leavitt, Carmela PFT	3/19/2008	6/12/2010	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Marcroft, Will PFT	5/31/2006	6/5/2009	6/12/2008	5/30/2007	5/30/2007	declined	5/30/2007	5/30/2007	5/30/2007	8/27/2007	5/29/2007	5/4/2005
Pitkin, Linden Temp	6/8/2005		6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	8/9/2007		5/30/2007	
Servere, Kyle PFT	5/30/2007	6/5/2009	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/7/2007	6/19/2007	
Shaffer, Marie PFT	3/23/2004		6/12/2008	5/29/2007	5/29/2007		5/29/2007	5/29/2007	5/31/2006		5/29/2007	
Stewart, Mike PFT	6/8/2005	6/12/2010	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007	8/24/2007	5/29/2007	5/4/2005
Tillotson, Erika Temp	5/31/2006	6/5/2009	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Weaver, Diane PFT	3/19/2008	6/12/2010	6/12/2008	5/30/2007	5/30/2007		5/30/2007	5/30/2007	5/30/2007		5/30/2007	
Whitworth, Justus Temp	6/8/2005	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	10/4/2007	6/19/2007	
Ziegler, Ken Temp		6/5/2006	6/5/2006	7/27/2005	6/5/2006		7/27/2005	7/27/2005			7/27/2005	

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TRAINING RECORD DATA BASE - S-C NATIONAL FOREST

UNIT: Challis-Yankee Fork and Middle Fork Ranger Districts

DATE TABLE LAST UPDATED: 7-11-08

LIST/DESCRIPTION OF REQUIRED SAFETY TRAINING

NAME OF EMPLOYEE	DEFENSIVE DRIVING	FIRST AID	CPR	EMERGENCY ACTION PLAN	BLOODBORNE PATHOGENS	HBV SHOTS	HAZCOM	HAZWOPER	HEARING PROGRAM	DATE OF LAST HEARING TEST	SAFETY - AWARENESS LEVEL	SAFETY FOR SUPERVISORS
Anderson, Thor Temp	6/20/2010	6/5/2009	6/5/2008	5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007		5/22/2007	
Andrews, Alicia Temp	7/1/2011	6/12/2010	6/12/2008	5/30/2007	5/30/2007	5/30/2007	5/30/2007	5/30/2007	5/30/2007	7/31/2007	5/30/2007	
Andrews, Barbara PFT	3/23/2007			5/13/2004	5/13/2004		5/13/2004	5/13/2004	5/13/2004		5/13/2004	
Andrews, Ian Temp	6/20/2010		6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Ashby, Jessica Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Ashby, Lynn Temp	5/2/2009											
Averett, Keith Temp	6/30/2008	5/19/2009	5/19/2008	6/16/2004	6/16/2004	Jun-05	6/16/2004	6/16/2004	6/16/2004	8/10/2005	6/16/2004	
Averett, Leslie Temp	6/30/2008	5/19/2009	5/19/2008	6/16/2004	6/16/2004	prev job	6/16/2004	6/16/2004	6/16/2004		6/16/2004	
Back, Jeremy Temp	No License			7/12/2006	7/12/2006	7/12/2006	7/12/2006	7/12/2006		8/9/2007	7/12/2006	
Baker-Parent, Stacy Temp	3/19/2011	3/20/2011	3/20/2010	7/13/2005	7/13/2005	Apr-05	7/13/2005	7/13/2005	7/13/2005		7/13/2005	
Bascom, Sean Temp	6/20/2010			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Bishop, Joe WAE	6/26/2005			4/13/2004	4/13/2004	Jun-05	4/13/2004	4/13/2004	4/13/2004	10/6/2004	4/13/2004	
Blount, William PFT	5/2/2009			6/30/2004	6/30/2004		6/30/2004	6/30/2004	6/30/2004	8/9/2007	6/30/2004	
Bond, Andrew Temp	6/23/2008	6/21/2009	6/21/2009	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/10/2005	6/16/2004	
Bradley, Sharon PFT	6/30/2009	3/20/2011	3/20/2010	4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004		4/13/2004	5/4/2005
Brininstool, Jason	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Brower, Jeanette Temp	6/30/2008	6/21/2009	6/21/2009	6/16/2004	6/16/2004	Dec-04	6/16/2004	6/16/2004	6/16/2004		6/16/2004	
Cain, Joni Temp CADRE	N/A											
Cain, Pierre PFT	3/14/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/10/2005	6/19/2007	
Campbell, Sara SCA	N/A			5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007		5/22/2007	
Camper, Clayton Temp	6/20/2010	6/5/2009	6/5/2008	5/22/2007	5/22/2007	Aug-05	5/22/2007	5/22/2007	5/22/2007		5/22/2007	
Camper, Denise PFT	6/20/2009	3/20/2011	3/20/2010	6/19/2007	6/19/2007	Apr-05	6/19/2007	6/19/2007	6/19/2007		6/19/2007	5/4/2005
Camper, Russell PFT	5/2/2009	3/20/2011	3/20/2010	4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004	8/9/2007	4/13/2004	5/4/2005
Canonica, Dan Temp	7/1/2011											
Casebolt, Seth Temp	7/1/2011											
Chamberlain, Nick SCA	N/A											
Charping, Charles SCA	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Chilson, Christen Temp	6/23/2008			7/27/2005	7/27/2005		7/27/2005	7/27/2005	7/27/2005	8/10/2005	7/27/2005	
Chilson, Roger PFT	5/2/2009	5/19/2009	5/19/2008	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004		6/16/2004	
Cochran, Megan Temp	6/8/2008			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007	
Cox, Samuel WAE				7/19/2006	7/19/2006		7/19/2006	7/19/2006			7/19/2006	
Davis, Patrick WAE	3/14/2010	6/5/2009	6/5/2008	4/13/2004	4/13/2004	Apr-05	4/27/2005	4/27/2005	4/13/2004	10/6/2004	11/18/2004	5/4/2005
Dean, Carolyn PFT	3/14/2010			5/13/2004	5/13/2004		5/13/2004	5/13/2004	5/13/2004		5/13/2004	
Dickson, William Temp	6/20/2010			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Disclascio, Cladie Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Dondero, James Temp	6/20/2010			5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Dopp, Barry PFT	6/20/2009			4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004		4/13/2004	5/4/2005
Dopp, Calvin Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007	
Duchek, Adam Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Earl, Patrick Temp	6/20/2007			7/12/2006	7/12/2006		7/12/2006	7/12/2006			7/12/2006	
Edwards, Robert H Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Falke, David PFT	5/2/2009			4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004		4/13/2004	
Fast, Geoffrey Temp	5/2/2009			6/30/2004	6/30/2004		6/30/2004	6/30/2004	6/30/2004		6/30/2004	

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Fey, Justin B Temp				5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007		
Finley, Arvin WAE	3/22/2008			6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/10/2005	6/16/2004		
Finley, Christina PFT	3/22/2008	5/19/2008	5/19/2007	6/9/2004	6/9/2004	Apr-06	6/9/2004	6/9/2004	6/9/2004		6/9/2004		
Fisher, Joshua Temp	6/10/2007			6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004		6/16/2004		
Fowler, John PFT	5/2/2009	3/20/2011	3/20/2010	4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004	8/9/2007	4/13/2004	5/4/2005	
Fox, Ciciley Temp	6/9/2011												
Frickel, Mark Temp	7/1/2008												
Frost, Kyle Temp	6/20/2009	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Getty, Joseph WAE	6/20/2010	6/5/2009	6/5/2008	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/10/2005	6/16/2004		
Gionet, Thomas W. PFT	3/23/2007			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/10/2005	6/19/2007		
Glasier-Lawson, Malia Temp	6/20/2010	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Godfrey, Geoffrey Temp	5/31/2009	6/5/2009	6/5/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Goessel, Kathryn PFT	5/2/2009	5/19/2009	5/19/2008	7/19/2006	7/19/2006		7/19/2006	7/19/2006	7/19/2006		7/19/2006		
Goodrich, Nathan PFT	3/14/2010	5/19/2008	5/19/2007	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007	5/4/2005	
Green, Matt Temp	6/20/2010	5/28/2009	5/29/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007		
Green, Michael WAE	3/22/2008	2/25/2007	2/21/2007	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/10/2005	6/16/2004		
Hambelton, Karla Temp	6/20/2010	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Haraughty, Brandon J Temp	6/20/2010	6/5/2009	6/5/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Haugh, John PFT	6/22/2007	EMT Exp. Date?	Exp. Date?	5/13/2004	5/13/2004		5/13/2004	5/13/2004	5/13/2004	8/10/2005	5/13/2004		
Helm, Stephanie YCC	N/A	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Hickman, Amanda WAE	6/20/2009	5/19/2009	5/19/2008	6/19/2007	6/19/2007	Apr-06	6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007		
Hill, Kathy SCA	6/20/2010			5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007		5/22/2007		
Hoagland, Chalayne Temp	6/20/2010	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Hollens, David SCA	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
House, Brian Temp	7/1/2011												
Hughes, Sheri PFT	3/14/2010	3/20/2011	3/20/2010	6/19/2007	6/19/2007	May-90	6/19/2007	6/19/2007	6/19/2007		6/19/2007	5/4/2005	
Hurless, Lisa PFT	5/2/2009	5/19/2008	5/19/2007	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/9/2007	6/16/2004		
Ivie, Cody Temp	6/20/2010	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Johansen, Shawna Temp	6/23/2008			6/9/2004	6/9/2004		6/9/2004	6/9/2004	6/9/2004	8/10/2005	6/9/2004		
Kayser, Andrea Temp	6/20/2010	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Kemery, Ben Temp	6/20/2010			6/30/2004	6/30/2004		6/30/2004	6/30/2004	6/30/2004	8/9/2006	6/30/2004		
Kemery, Caleb Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Kemmerer, Preston YCC	N/A	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Klein, Thomas Temp				6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Konkler, Matt Temp				5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007		5/22/2007		
Larson, Elizabeth Temp	6/20/2010	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Leuzinger, Donna PFT	3/14/2010			4/13/2004	4/13/2004	May-05	4/13/2004	4/13/2004	4/13/2004		4/13/2004		
Lineal, Matthew Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Loesch, Crystal PFT	3/19/2011	3/20/2011	3/20/2010	6/9/2004	6/9/2004		6/9/2004	6/9/2004	6/9/2004	8/9/2007	6/9/2004	5/4/2005	
Lonn, Eric D Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Markham, Rhett Temp	5/2/2009			5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007	8/9/2006	5/22/2007		
Mason, Jacob WAE	6/1/2008?	EMT5/9/2010	6/1/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007		
Matthews, Laurie PFT	3/22/2008	6/3/2004	6/3/2006	6/30/2004	6/30/2004		6/30/2004	6/30/2004	6/30/2004	8/10/2005	6/30/2004		
McGowan, Bryan J. Temp	6/20/2009	6/5/2009	6/5/2008	7/19/2006	7/19/2006		7/19/2006	7/19/2006	7/19/2006		7/19/2006		
McLean, Gordon Temp													
Minor, Kaylan Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Mitchell, Laura T. SCSEP	N/A			4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004		4/13/2004		
Moore, Donnie PFT	3/19/2011	3/20/2011	3/20/2010	4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004	8/9/2007	4/13/2004	5/4/2005	
Montoya, Joseph Temp		6/9/2008	6/9/2008	7/19/2006	7/19/2006		7/19/2006	7/19/2006		8/9/2007	7/19/2006		
Morgan, Dean PFT	6/20/2010	6/25/2007	3/20/2010	4/13/2004	4/13/2004		4/13/2004	2/8/2007	4/13/2004		4/13/2004		
Morris, David PFT	5/2/2009	3/20/2011	6/5/2008	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/9/2005	6/16/2004		
Neal, Stephen Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
Newman, J.E WAE.	5/2/2009	6/16/2003	6/16/2006	5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007	7/19/2006	5/22/2007		
Obringer, Jason WAE				6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		
O'Neill, Kristina Temp	6/20/2010			7/19/2006	7/19/2006		7/19/2006	7/19/2006			7/19/2006		
Parker, Bryan Temp	5/2/2009	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/10/2005	6/19/2007		
Peterson, Brittany Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007		

Pfeifer, Eric SCA	6/21/2008	6/22/2005	5/25/2006	7/19/2006	7/19/2006		7/19/2006	7/19/2006	7/19/2006	7/19/2006	7/19/2006	
Pierson, Bryan YCC	N/A	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Pierson, James Temp	6/20/2010	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Pierson, Mike A. Temp	6/20/2010	6/5/2009	6/5/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Pierson, William Temp	7/1/2011	5/19/2009	5/19/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/10/2005	6/19/2007	
Piotrowski, Denis Temp	5/31/2009	5/19/2009	5/19/2008	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/9/2007	6/16/2004	
Piva, Ricardo WAE	5/2/2009	3/20/2011	3/20/2010	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/10/2005	6/19/2007	
Plummer, Krista Temp	6/20/2010	6/5/2009	6/5/2008	6/30/2004	6/30/2004	May-04	6/30/2004	6/30/2004	6/30/2004		6/30/2004	
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Randall, Brent Temp	6/20/2010	5/28/2009	5/29/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007	
Rembelski, Alexis Temp	6/20/2010	3/10/2010	3/10/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Rhoades, Riley WAE	7/1/2011	EMT Exp. Date?	1/1/2008	6/19/2007	6/19/2007	YES - Date?	6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007	
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Rodgers, Kenneth PFT	5/2/2009	5/28/2009	5/29/2009	6/16/2004	6/16/2004		6/16/2004	6/16/2004			6/16/2004	
Rodman, Julie PFT	6/20/2009	5/28/2009	5/29/2009	7/19/2006	7/19/2006		7/19/2006	7/19/2006	7/19/2006		7/19/2006	
Rose, James Temp				5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007		5/31/2007	
Rose, John PFT	5/15/2009			7/19/2006	7/19/2006		7/19/2006	7/19/2006		8/10/2005	7/19/2006	
Roybal, Henry Temp	5/31/2009	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	7/19/2006	6/19/2007	
Russo, Tom VOL	6/20/2010			5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007		5/22/2007	
Salmonson, Lindsey Temp	7/1/2011											
Santana, Paul Temp				6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Schmidt, Andre Temp	6/20/2010	EMT Exp. Date?	?	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Scoggin, Nichelle Temp	6/9/2011											
Seabury, Jennifer Temp	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Smith, Royce E. Temp				7/19/2006	7/19/2006		7/19/2006	7/19/2006			7/19/2006	
Stocker, Karl PFT	3/14/2010	6/17/2004	5/19/2008	6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004	8/10/2005	6/16/2004	
Strawn, Kathryn Temp	5/31/2009	6/5/2008	6/5/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Stroebe, Mark Temp	6/20/2010	5/19/2009	5/19/2008	6/16/2004	6/16/2004	Jun-06	6/16/2004	6/16/2004	6/16/2004	8/9/2007	10/6/2004	
Sullivan, James WAE	3/14/2010	3/20/2011	3/20/2010	7/19/2006	7/19/2006		7/19/2006	7/19/2006	7/19/2006		7/19/2006	
Teton, Chasity VOL				6/16/2004	6/16/2004		6/16/2004	6/16/2004	6/16/2004		6/16/2004	
Tewksbury, Brian Temp	6/20/2010	6/12/2010	6/12/2008	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Thomas, Justin R. Temp	6/20/2010			5/22/2007	5/22/2007		5/22/2007	5/22/2007	5/22/2007	8/10/2005	5/22/2007	
Turek, Brian WAE	5/2/2009	6/6/2008	6/6/2007	5/31/2007	5/31/2007		5/31/2007	5/31/2007	5/31/2007	8/10/2005	5/31/2007	
Vacirca, Joseph PFT	5/2/2009	6/5/2009	6/5/2008	4/13/2004	4/13/2004		4/13/2004	4/13/2004	4/13/2004	8/9/2007	4/13/2004	
Vander-Weide, Benjamin SCA	6/20/2010			6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Warner, Terrell Temp	6/23/2008			6/30/2004	6/30/2004		6/30/2004	6/30/2004	6/30/2004	8/9/2006	6/30/2004	
Weaver, Kent WAE	6/23/2008	6/6/2005	6/6/2005	5/13/2004	5/13/2004		5/13/2004	5/13/2004	5/13/2004	8/10/2005	5/13/2004	
Weir, Clayton H Temp		6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Wickham, Bruce Vol												
Wilson, Zeke YCC	N/A	6/21/2009	6/21/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007		6/19/2007	
Wisner, Jody PFT	5/2/2009	5/19/2006	5/19/2006	5/13/2004	5/13/2004	Jul-97	4/26/2006	5/13/2004	5/13/2004	8/9/2007	5/13/2004	5/4/2005
Wisner, Mark WAE	7/1/2011	5/28/2009	5/29/2009	6/19/2007	6/19/2007		6/19/2007	6/19/2007	6/19/2007	8/9/2007	6/19/2007	
Wisner, Richard	6/27/2010			6/16/2004	6/16/2004		6/16/2004	6/16/2004			6/16/2004	

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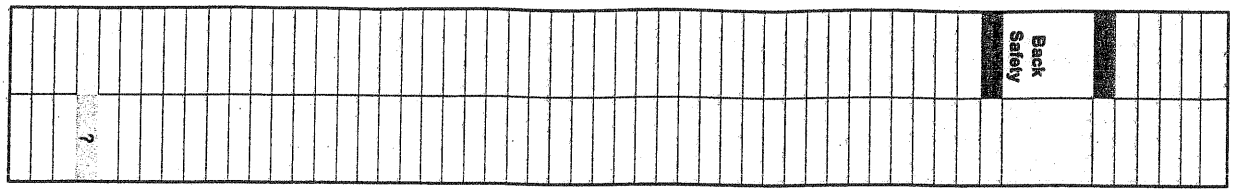

EXHIBIT 4
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3

Gerry H
Reynolds/R4/USDAFS
01/10/2007 08:48 AM

To Stephen J Kimball/R4/USDAFS, Tom Montoya/R4/USDAFS, Denise Camper/R4/USDAFS, Lyle E Powers/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Diane L Weaver/R4/USDAFS, Terry Hershey/R4/USDAFS, Ralph E Rau/R4/USDAFS, Dennis M Hilliard/R4/USDAFS
cc
bcc
Subject Fw: Training database

Morning all:

Last month I emailed out drafts of the training databases for the SO and each district office. So far I have had one reply. I would like to have a reply with corrected databases by February 2.

The database format is a new requirement from the regional office and will make it much easier for supervisors to track their employee's training needs.

Please see the notes below and the directions. I have attached draft databases to the end of this message along with information on training requirements.

If you hold your mouse pointer at the top of any column on a database you will see the necessary information for that column, and the training requirements.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status. Please don't divide up the names by employment status (one list for PFT one for TEMP, etc.). Please have just one list of names on each page of the database. (It makes it a lot faster to search/edit/add-to one list of names than to have to scroll through multiple lists of names on the same page)

Please call me if you have any questions.

Thanks,

Gerry

6-9-08
E-MAILS RELATING TO SAFETY TRAINING RECORDS & TRAINING DATABASES.
G. REYNOLDS

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 01/10/2007 08:29 ----

Gerry H
Reynolds/R4/USDAFS
12/20/2006 01:49 PM

To Tom Montoya/I
cc
Subject Training datab

I am in the process of developing individual training databases for

I have searched through the office files and computer records and as I can. At this point I could use your help to fill in missing inform

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Column A, Name of Employee

EXHIBIT 5
PAGE 1 OF 41

-Are the employees listed in the correct work unit?
Some of the training records I found were incomplete and/or it was difficult to decipher which database an employee belongs on, and there are many employees on the telephone listing who never showed up in any of the training records.... If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list?
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the designations. If not, please make the changes.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*. Some of the employees have an X in this column, indicating I found training records that indicate they may be First Aid and CPR qualified.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

Column J, K, Hearing Program and Date of Last Hearing Test
An X in column J indicates I found records showing the employee is participating in the Hearing Conservation program. Column K are the testing dates I found. Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, etc. See the attached handouts for specifics on noise levels and durations.

Page Two, Specialized Training, Columns A-N
Please check with your employees and update as appropriate.

Please return to me only one amended database.

I will process the information and return a corrected database. After that, I plan to receive the training attendance forms and any updates from the managers and maintain the master copies of each training database.

In the future, if you need to add names and training information to your copy of the database, please use last name/first name and place in alphabetical order.

This is an opportunity to review the training your employees require now and in the future. For your reference, I have attached two documents with Forest Service employee training requirements.

If I left something out, please let me know.

Thanks!

EXHIBIT 5
PAGE 2 OF 11

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

"Getting to the top is optional. Getting down is mandatory."
- Ed Viesturs, first American to climb all 14 of the world's 8000 meter peaks without supplemental oxygen.

Training List and Outlines.rtf FS Required Safety Training.doc Training_Database_SO.xls Training_Database_Leadore.xls

Training_Database_Lost River.xls Training_Database_North Fork.xls Training_Database_Salmon-Cobalt.xls

Training_Database_Challis-Y.Fork and M. Fork.xls

EXHIBIT 5
PAGE 3 OF 41

Gerry H
Reynolds/R4/USDAFS
03/14/2007 01:25 PM

To Safety Committee and Supervisors
cc
bcc
Subject Training records, training feedback

Forest Service and OSHA mandates that we track training records. To assist in this, the regional office developed the Training Databases we maintain in each district and the SO.

Your safety committee and I have developed a new safety training attendance form which will assist in tracking your training records (and entering the correct names and dates in the Training Databases) for each work area.

Attendance Form.doc

Please pass the word to be sure to sign in using this form when your employees attend safety training (one of the training sessions on the first page of the Training Database, All Employee Safety Day/Don't Press Your Luck, etc.).

Please return completed forms to my office and I will file the originals and route the copies as required.

Employee comments are encouraged to help us improve safety training. Employees are welcome to use this form and return it to me.

Training comment form.doc

I put copies of the forms in the SO meeting rooms and we would ask the district's to insure that copies of the forms are available in each meeting/training room.

If you have any suggestions for improvements please let me know.

Gerry

EXHIBIT 5
PAGE 4 OF 41

Gerry H
Reynolds/R4/USDAFS
03/20/2007 02:04 PM

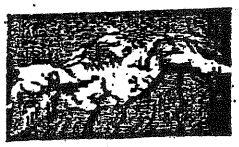
To Paul Sever/R4/USDAFS, Larry Svalberg/R4/USDAFS, Lyle E Powers/R4/USDAFS
cc
bcc
Subject Training Database Update

Training_Database_SO 3-20-07.xls

The employees highlighted in yellow are overdue for Defensive Driving or are missing records. We'll want to insure those employees make it to the June class and/or provide to me proof of taking DD in the last three years.

Thanks!

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164



"Getting to the top is optional. Getting down is mandatory."
- Ed Viesturs, first American to climb all 14 of the world's 8000 meter peaks without supplemental oxygen.

EXHIBIT 5
PAGE 5 OF 41

Gerry H Reynolds/R4/USDAFS
06/15/2007 07:39 AM

To Lyle E Powers/R4/USDAFS@FSNOTES
cc William A Wood/R4/USDAFS@FSNOTES
bcc
Subject Fw: Safety training attendance

Just wanted you to be aware of an ongoing issue. Please forward this as you see fit.

Thanks,

Gerry

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 06/15/2007 07:36 AM ----

Gerry H Reynolds/R4/USDAFS
06/14/2007 03:53 PM

To Timothy J Metzger/R4/USDAFS, Bill Blount/R4/USDAFS, Crystal Loesch/R4/USDAFS, Kurt Werst/R4/USDAFS
cc
Subject Safety training attendance

I am new to this Forest and I wanted to find out how we're doing with providing safety training to fire employees. I gave a safety training on May 31 and there were very few fire employees in attendance. I understand that the fire employees were likely in other training that week, and have some three weeks or more of training when they come on board.
We are required to comply with the attached training requirements for new and returning/permanent

employees. SCNF and Forest Service Region 4 training guideline, May 21, 2007.doc

Some of the training is required for all new employees on initial assignment. Some of the training can be attended as a refresher, depending on the employee's duties and responsibilities.

June 19 is the last employee safety training scheduled for 2007. Here is the agenda.

Safety Training Agenda 2007.doc

If the fire employees who require safety training cannot attend on June 19 perhaps we can look at scheduling another training session on a date that suits your needs? Perhaps next year we can combine a safety training day within one of the fire training sessions? I am open to suggestions on how to comply with our regs.

If I left someone off the list who should have received this please let me know.

EXHIBIT 5
PAGE 6 OF 41

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

"Getting to the top is optional. Getting down is mandatory."
- Ed Viesturs, first American to climb all 14 of the world's 8000 meter peaks without supplemental oxygen.

EXHIBIT 5
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Gerry H
Reynolds/R4/USDAFS
06/15/2007 10:14 AM

To Kurt Werst/R4/USDAFS@FSNOTES
cc Bill Blount/R4/USDAFS@FSNOTES, Crystal Loesch/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES, Lyle E Powers/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES, Ralph E Rau/R4/USDAFS@FSNOTES, Diane L Weaver/R4/USDAFS@FSNOTES, Tom Montoya/R4/USDAFS@FSNOTES, Dennis M Hilliard/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES, Russell Riebe/R4/USDAFS@FSNOTES
bcc
Subject Re: Safety training attendance

Thanks for the note. I am "just the messenger" here. Federal laws and Forest Service policies and guidelines mandate that managers and supervisors provide safety training to all new and returning/permanent employees. The guidelines are attached below. A key role for the safety officer is to advise management on safety policies and issues, and help them avoid the consequences: injury/fatality, lawsuits, embarrassment to the agency, internal investigations, and criminal filings.

I made sure I was on the e-mail list to receive the fire training schedules this year and I put each training on my calendar. I saw the fire training calendar was full. I scheduled the safety training for June 19 and defensive driving on June 20 because it appeared that fire training was completed on June 15. Now I understand fire training is set for next week and the week after that. I must not have received that information.

Managers and supervisors need a plan to provide the safety training that is required for all employees. One suggestion is to see if the required safety training during can be fitted in during one of the fire training periods. That way we catch everyone in one place before they are gone on fire assignments.

I am willing to provide the training on whatever day we can work out. Perhaps one day in the south zone and one in the north. If necessary I will visit each crew and provide the training wherever they are. Perhaps next year we can work out a plan that will work better than this. Thanks!

Gerry

Kurt Werst/R4/USDAFS

Kurt Werst/R4/USDAFS
06/15/2007 07:48 AM

To Gerry H Reynolds/R4/USDAFS@FSNOTES
cc Bill Blount/R4/USDAFS@FSNOTES, Crystal Loesch/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES
Subject Re: Safety training attendance

Gerry. Our Helicopter Managers publish a training calendar during the winter that is designed to meet our goal of having rappellers trained and ready by the end of the third week of June. This training calendar displays days that cannot be changed (in red). These "red" days cannot be changed because doing so would extend the readiness target date by as much as a week. The rappel program will be in their last

week of training, actual rappel training and refresher next week. If they go to this training their finely balanced training schedule is changed, resulting in a mess. It's up to the Zone FMOs to make the decision but my recommendation is to keep with the fire training schedule.

Kurt Werst, Forest FMO
Salmon-Challis National Forest
208-756-5158 office

Gerry H Reynolds/R4/USDAFS

Gerry H
Reynolds/R4/USDAFS
06/14/2007 03:53 PM

To Timothy J Metzger/R4/USDAFS@FSNOTES, Bill Blount/R4/USDAFS@FSNOTES, Crystal Loesch/R4/USDAFS@FSNOTES, Kurt Werst/R4/USDAFS@FSNOTES
cc
Subject Safety training attendance

I am new to this Forest and I wanted to find out how we're doing with providing safety training to fire employees. I gave a safety training on May 31 and there were very few fire employees in attendance. I understand that the fire employees were likely in other training that week, and have some three weeks of training when they come on board.
We are required to comply with the attached training requirements for new and returning/permanent employees. SCNF and Forest Service Region 4 training guideline, May 21, 2007.doc

Some of the training is required for all new employees on initial assignment. Some of the training can be attended as a refresher, depending on the employee's duties and responsibilities.

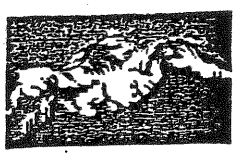
June 19 is the last employee safety training scheduled for 2007. Here is the agenda.

Safety Training Agenda 2007.doc

If the fire employees who require safety training cannot attend on June 19 perhaps we can look at scheduling another training session on a date that suits your needs? Perhaps next year we can combine a safety training day within one of the fire training sessions? I am open to suggestions on how to comply with our regs.

If I left someone off the list who should have received this please let me know.

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164



"Getting to the top is optional. Getting down is mandatory."
- Ed Viesturs, first American to climb all 14 of the world's 8000 meter peaks without supplemental oxygen.

Gerry H Reynolds/R4/USDAFS
07/02/2007 08:37 AM

To Lyle E Powers/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES
cc
bcc
Subject Fw: June 29 deadline - Please update the safety training database

Here is the most recent version of the SO list, reflecting updates supplied by Lyle. The items in yellow need attention.

Training_Database_SO 07-02-07.xls

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5184

"Getting to the top is optional. Getting down is mandatory."
- Ed Viesturs, first American to climb all 14 of the world's 8000 meter peaks without supplemental oxygen.

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 07/02/2007 08:35 AM ----

Gerry H Reynolds/R4/USDAFS
06/14/2007 02:57 PM

To FLT Supervisors
cc
Subject June 29 deadline - Please update the safety training database

Hello all,

A reminder to please update your district/office safety training database and e-mail the updated version to me by June 29.

Lyle, Larry and Renee: I have maintained the SO database and will send you an updated version by June 29. Please check it to see if we can delete employees who no longer work here, see if your employees are missing any required training, check if anyone is missing from the list, etc.

From the Forest Safety Plan (pg. 45)

Following Forest Service Region 4 policy and OSHA requirements, the Salmon-Challis National Forest will use the Training Record Database (Excel spreadsheet) to track all safety-related training.

The database, developed by the Boise National Forest, is required for Region 4 use and will assist employees and their supervisors in tracking their mandatory safety training requirements and aid

supervisors and the Safety Officer in planning for training.

Procedures for documenting safety training:

- The attached attendance record will document all safety training sessions.
- The instructor will send the original copies of the attendance record to the Safety Officer and keep copies for his/her files.
- The Safety Officer will make copies of the attendance record and forward to each unit's supervisor.
- The Safety Officer will file the original attendance record in the S.O. main files.

Procedures for updating the database:

- Unit supervisors are responsible to update their unit's training database using the copies of the attendance records provided by the Safety Officer.
- Unit supervisor's will electronically transmit updated training databases to the Safety Officer - each January 30 and June 30.
- The Safety Officer will maintain electronic copies of each unit's database in the Forest's Safety folder.

Requirements for completing the database:

✓ Column A, Name of Employee. Only ONE list for each unit's database : A-Z, last name/first name. On the same line as the name, fill in the employment status (PFT, TEMP, etc.,).

✓ Column C and D, First Aid and CPR. Fill in the date that First Aid and CPR cards *expire* .

✓ Column G, HBV Shots. Fill in for employees participating in the program and the date they received their shots.

✓ Column J, K, Hearing Program and Date of Last Hearing Test. Update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, etc.

✓ Holding the computer pointer at the top of any column reveals the necessary information to complete that column as well as the training requirements for each.

EXHIBIT 5
PAGE 11 OF 41

1 - 7

Gerry H Reynolds/R4/USDAFS
07/12/2007 03:28 PM

To Lyle E Powers/R4/USDAFS@FSNOTES
cc
bcc
Subject Fw: June 29 deadline - Please update the safety training database

These need to be updated. Training_Database_Leadore Update 1-24-07.xls

Training_Database_Lost River_January 31, 2007.xls Training_Database_North Fork 5-29-07.xls

The Challis, etc. database was updated recently, but needs to be updated per the guidelines in the Forest Safety Plan. I asked several times this winter to have it updated following the guidelines, but no success.

Training_Database_Challis-Y. Fork, Middle Fork, 7-2-07.xls

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 07/12/2007 03:23 PM ----

Gerry H Reynolds/R4/USDAFS
06/14/2007 02:57 PM

To FLT Supervisors
cc
Subject June 29 deadline - Please update the safety training database

Hello all,

A reminder to please update your district/office safety training database and e-mail the updated version to me by June 29.

Lyle, Larry and Renee: I have maintained the SO database and will send you an updated version by June 29. Please check it to see if we can delete employees who no longer work here, see if your employees are missing any required training, check if anyone is missing from the list, etc.

From the Forest Safety Plan (pg. 45)

Following Forest Service Region 4 policy and OSHA requirements, the Salmon-Challis National Forest will use the Training Record Database (Excel spreadsheet) to track all safety-related training.

The database, developed by the Boise National Forest, is required for Region 4 use and will assist employees and their supervisors in tracking their mandatory safety training requirements and aid supervisors and the Safety Officer in planning for training.

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- The instructor will send the original copies of the attendance record to the Safety Officer and keep copies for his/her files.
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Procedures for updating the database:

- Unit supervisors are responsible to update their unit's training database using the copies of the attendance records provided by the Safety Officer.
- Unit supervisor's will electronically transmit updated training databases to the Safety Officer - each January 30 and June 30.
- The Safety Officer will maintain electronic copies of each unit's database in the Forest's Safety folder.

Requirements for completing the database:

✓ Column A, Name of Employee. Only ONE list for each unit's database : A-Z, last name/first name. On the same line as the name, fill in the employment status (PFT, TEMP, etc.,).

✓ Column C and D, First Aid and CPR. Fill in the date that First Aid and CPR cards *expire* .

✓ Column G, HBV Shots. Fill in for employees participating in the program and the date they received their shots.

✓ Column J, K, Hearing Program and Date of Last Hearing Test. Update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, etc.

✓ Holding the computer pointer at the top of any column reveals the necessary information to complete that column as well as the training requirements for each.

Gerry H Reynolds/R4/USDAFS
07/13/2007 09:54 AM

To Lyle E Powers/R4/USDAFS
cc
bcc
Subject Fw: Please update the safety training database by 7/27

Thanks.

—— Forwarded by Gerry H Reynolds/R4/USDAFS on 07/13/2007 09:54 AM ——

Lyle E Powers /R4/USDAFS
07/12/2007 06:16 PM

To pdl r4 s-c leadership team@FSNOTES
cc Gerry H Reynolds/R4/USDAFS@FSNOTES
Subject Please update the safety training database by 7/27

As discussed and agreed during our FLT today, we need to complete our edits to the safety training database while the training we completed during the last couple of months is fresh in our minds. Salmon-Cobalt RD is complete. There has been no followup on the following three databases. You may have a more current version on your district, but if it has been lost here are the last versions for North Fork, Lost River and Leadore

Training_Database_North Fork 5-29-07.xls Training_Database_Lost River_January 31, 2007.xls

Training_Database_Leadore Update 1-24-07.xls

We have a response from Challis-Yankee Fork/Middle Fork with current information, however the database has been modified to meet additional needs on those units. In so doing the identification of appointment type was changed and some additional columns were added to make the 2 standard tabs of the spreadsheet non-standard. This creates additional work in consolidation of the databases that none of us needs. For this reporting period I don't see a need to redo the database, but I ask Gerry and the Ch-YF/MF safety reps to get together via our safety committee and agree on the standard we will use for the forest before the next update (basically evaluate the Ch-YF/MF changes to see if there is a reason to modify the forest database)

SO Staff (including me) check out the spreadsheet below and provide corrections and updates to Gerry.

We agreed that we would respond to Gerry by 7/27.

Lyle E Powers
Planning & Administration Staff Officer
Salmon-Challis National Forest
lepowers@fs.fed.us
208-756-5557 FAX: 208-756-5297

—— Forwarded by Lyle E Powers/R4/USDAFS on 07/12/2007 06:01 PM ——

Gerry H Reynolds/R4/USDAFS
07/02/2007 08:37 AM

To Lyle E Powers/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES

Gerry H
Reynolds/R4/USDAFS
07/20/2007 11:21 AM

To Russell Riebe/R4/USDAFS@FSNOTES
cc Lyle E Powers/R4/USDAFS@FSNOTES
bcc
Subject Re: Training Record DB - updated

This is the kind of info I am looking for. THANK YOU for taking the time to do this!

Gerry

Russell Riebe/R4/USDAFS

Russell Riebe/R4/USDAFS
07/20/2007 10:47 AM

To Gerry H Reynolds/R4/USDAFS@FSNOTES, Lyle E Powers/R4/USDAFS@FSNOTES
cc
Subject Training Record DB - updated

Gerry- please find the attached updated spred for Salmon-Cobalt R.D.

You will note that I have kept folks on our DB, and updated any records we could, even tho they are assigned to other units now. I've indicated in bold, behind their names, which unit they are assigned to. Maybe this fall we can get these spreds sorted out once and for all ...

[attachment "UpdatedTraining_Database_Salmon-Cobalt July 2007.xls" deleted by Gerry H Reynolds/R4/USDAFS]

Have a good weekend,

Russ Riebe
Acting District Ranger
Salmon-Cobalt R.D.
Salmon-Challis National Forest
208-756-5247
rriebe@fs.fed.us

EXHIBIT 5
PAGE 15 OF 31

Gerry H
Reynolds /R4/USDAFS
09/13/2007 03:12 PM

To Lyle E Powers/R4/USDAFS, Renee Snyder/R4/USDAFS, Larry Svalberg/R4/USDAFS
cc William A Wood/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Kurt Werst/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES
bcc
Subject Employee Training Database, SO - Reply Requested 10-19-07

Please take a look at the attached training and hearing protection spreadsheets for your district and submit corrections (one database) to me by Oct. 19.

I went through all of the driving and safety training records from 2004 (the first year records are in the files) to 2007. I did this last December and took another look through to make sure no one was missed. I obtained a printout of current employees and reviewed the organization charts that are posted on the SCNF web page.

As I reviewed each district's database it appears there are quite a few employees who are still missing training records, and may have not have had their required initial and annual hearing testing. It appears that some employees have had no driver or safety training at all. For example, many current employees names (including fire crew members) were not on any of the class rosters for the last four years of driving training and required safety training.

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

Column A, Name of Employee
-Are the listed employees in the correct work unit?
If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list? Please add the name in RED.
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the designations. If not, please make the changes in RED.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

EXHIBIT 5
PAGE 16 OF 41

Column J, K, Hearing Program and Date of Last Hearing Test
Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, working with power tools, etc.

Page Two, Specialized Training, Columns A -N
Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . . (It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page)

I appreciate your help on this. Forest Service and OSHA regulations require that we keep up on these requirements and are able to document them.

Hearing Testing update 9-10-07.xls Training_Database_SO 09-13-07.xls

Gerry Reynolds
Safety Officer
Salmon-Challis
National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

EXHIBIT 5
PAGE 12 OF 41

Gerry H
Reynolds/R4/USDAFS
09/13/2007 03:12 PM

To Russell Riebe/R4/USDAFS
cc William A Wood/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Kurt Werst/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES
bcc
Subject Employee Training Database, Salmon-Cobalt - Reply Requested 10-19-07

Please take a look at the attached training and hearing protection spreadsheets for your district and submit corrections to me by Oct. 19.

I went through all of the driving and safety training records from 2004 (the first year records are in the files) to 2007. I did this last December and took another look through to make sure no one was missed. I obtained a printout of current employees and reviewed the organization charts that are posted on the SCNF web page.

As I reviewed each district's database it appears there are quite a few employees who are still missing training records, and may have not have had their required initial and annual hearing testing. It appears that some employees have had no driver or safety training at all. For example, many current employees names (including fire crew members) were not on any of the class rosters for the last four years of driving training and required safety training.

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

Column A, Name of Employee
-Are the listed employees in the correct work unit?
If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list? Please add the name in RED.
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the designations. If not, please make the changes in RED.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

Column J, K, Hearing Program and Date of Last Hearing Test
Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, working with power tools, etc..

Page Two, Specialized Training, Columns A -N
Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . (It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page)

I appreciate your help on this. Forest Service and OSHA regulations require that we keep up on these requirements and are able to document them.

Hearing Testing update 9-10-07.xls Training_Database_Salmon-Cobalt 9-10-07.xls

Gerry Reynolds
Safety Officer
Salmon-Challis
National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

EXHIBIT 5
PAGE 19 OF 41

1.2

Gerry H
Reynolds/R4/USDAFS
09/13/2007 03:12 PM

To Russell M Bacon/R4/USDAFS
cc William A Wood/R4/USDAFS@FSNOTES, Kurt Werst/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES
bcc
Subject Employee Training Database, North Fork - Reply Requested 10-19-07

Please take a look at the attached training and hearing protection spreadsheets for your district and submit corrections to me by Oct. 19.

I went through all of the driving and safety training records from 2004 (the first year records are in the files) to 2007. I did this last December and took another look through to make sure no one was missed. I obtained a printout of current employees and reviewed the organization charts that are posted on the SCNF web page.

As I reviewed each district's database it appears there are quite a few employees who are still missing training records, and may have not have had their required initial and annual hearing testing. It appears that some employees have had no driver or safety training at all. For example, many current employees names (including fire crew members) were not on any of the class rosters for the last four years of driving training and required safety training.

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

Column A, Name of Employee
-Are the listed employees in the correct work unit?
If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list? Please add the name in RED.
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the designations. If not, please make the changes in RED.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

Column J, K, Hearing Program and Date of Last Hearing Test
Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, working with power tools, etc.

Page Two, Specialized Training, Columns A -N
Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . . (It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page)

I appreciate your help on this. Forest Service and OSHA regulations require that we keep up on these requirements and are able to document them.

Hearing Testing update 9-10-07.xls Training_Database_North Fork 9-11-07.xls

Gerry Reynolds
Safety Officer
Salmon-Challis
National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

EXHIBIT 5
PAGE 21 OF 41

Gerry H
Reynolds/R4/USDAFS
09/13/2007 03:11 PM

To Ralph E Rau/R4/USDAFS, Tom Montoya/R4/USDAFS
cc William A Wood/R4/USDAFS@FSNOTES, Bill Blount/R4/USDAFS@FSNOTES, Kurt Werst/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES
bcc
Subject Employee Training Database, Challis-Yankee Fork, Middle Fork - Reply Requested 10-19-07

Please take a look at the attached training and hearing protection spreadsheets for your district and submit corrections to me by Oct. 19.

I went through all of the driving and safety training records from 2004 (the first year records are in the files) to 2007. I did this last December and took another look through to make sure no one was missed. I obtained a printout of current employees and reviewed the organization charts that are posted on the SCNF web page.

As I reviewed each district's database it appears there are quite a few employees who are still missing training records, and may have not have had their required initial and annual hearing testing. It appears that some employees have had no driver or safety training at all. For example, many current employees names (including fire crew members) were not on any of the class rosters for the last four years of driving training and required safety training.

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

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Column B, Defensive Driving
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Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

EXHIBIT 5
PAGE 22 OF 41

Column J, K, Hearing Program and Date of Lest Hearing Test
Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, working with power tools, etc.

Page Two, Specialized Training, Columns A -N
Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names and list by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page (also, the database I received last from Challis-YF-MF had the same employees on more than one of the lists on the first page).

I appreciate your help on this. Forest Service and OSHA regulations require that we keep up on these requirements and are able to document them.

Hearing Testing update 9-10-07.xls Training_Database_Challis-Y. Fork, Middle Fork_One List_9-13-07.xls

Gerry Reynolds
Safety Officer
Salmon-Challis
National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

EXHIBIT J
PAGE 23 OF 46

Gerry H
Reynolds/R4/USDAFS
10/12/2007 07:33 AM

To Bill Blount/R4/USDAFS
cc
bcc
Subject Instructions: Employee Training Database - Reply Requested 10-19-07

Here are the instructions I sent out. Again, I need to have copies of all safety training documentation, listed on page one of the training database.

THANKS!

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

The time is always right to do the right thing. Martin Luther King, Jr.

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 10/12/2007 07:31 AM ----

Bill Blount/R4/USDAFS
10/02/2007 12:07 PM

To Gerry H Reynolds/R4/USDAFS@FSNOTES
cc David Sabo/R4/USDAFS@FSNOTES, Dennis M Hilliard/R4/USDAFS@FSNOTES, Diane L Weaver/R4/USDAFS@FSNOTES, Fritz Cluff/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Lyle E Powers/R4/USDAFS@FSNOTES, Ralph E Rau/R4/USDAFS@FSNOTES, Randy Draeger/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES, Tom Montoya/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES
Subject Re: Fw: Revised: Employee Training Database - Reply Requested 10-19-07

Gerry,

I'm checking with each fire supervisor on the south zone to ensure safety training records are being updated. My initial estimate is that the formal documentation for trainings has not been validated or updated in the database. Each of the fire supervisors keeps a training file on their employees and all documentation stays with that file. The scheduling issue cannot be resolved easily due to the short duration our seasonal fire employees have to attend trainings. The mandatory fire trainings we require and scheduling for assignments leaves little wiggle room to attend some of the suggested trainings. The requirements to be ready for fire season, especially for helitack are extensive and must be met prior to June 10th to meet our staffing and preparedness levels. Its unfortunate we have so many duplications within our system. Most of these employees have or will pick up a physical prior to fire season or for work capacity testing and are given a hearing test. Unfortunately that information is not on our spreadsheets. I'd like to see defensive driving given at the same time they apply for and take there exam for a government license. The annual safety training for all employees should be developed as a powerpoint which each

supervisor could provide to their employees. I'll provide the information the supervisors turn in as soon as I can pull it together.

William Blount
South Zone FMO
Challis RD-SCNF
208-879-4123
208-833-6018(cell)
bblount@fs.fed.us
Gerry H Reynolds/R4/USDAFS

Gerry H Reynolds/R4/USDAFS
10/02/2007 09:58 AM

To Bill Blount/R4/USDAFS@FSNOTES, Fritz Cluff/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES
cc Lyle E Powers/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES, Ralph E Rau/R4/USDAFS@FSNOTES, Diane L Weaver/R4/USDAFS@FSNOTES, Tom Montoya/R4/USDAFS@FSNOTES, Dennis M Hilliard/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES, David Sabo/R4/USDAFS@FSNOTES, Randy Draeger/R4/USDAFS@FSNOTES
Subject Fw: Revised: Employee Training Database - Reply Requested 10-19-07

Fritz, Bill and Tim:

I want to be certain you are aware of this situation. The databases (attached below) have been updated since the last message I sent to you. It appears that a significant number of fire employees have no record of defensive driving training (required every three years), nor the required initial and annual safety training, nor the required initial and annual hearing testing.

You can imagine the agency's liability should an employee become involved in an vehicle incident or a personal injury accident and it is found that the employee has no record of attending driving or safety training.

According to the attached spreadsheet, there are approximately 130 employees who have not had their hearing tested this year and are in positions that are identified as requiring hearing testing. Many have no record of any hearing testing. OSHA and FS regulations require initial baseline testing and annual testing for those employees. Employees requiring hearing testing should have that done ASAP in Arco, Challis, and Salmon - at the clinics or hospitals in each community. For 2008, I have arranged for the contractor, Sound Choice, to be here in mid-June.

When I arrived here last winter I asked to receive copies of the fire training schedules in order to determine how to best schedule defensive driving and safety training to accommodate all employees. I found that the schedule was full and would not be modified - and after fire training ended, crews were no longer available to attend driving or safety training. I scheduled driving training and safety training as best I could, but it is apparent that many fire employees were unable to attend any of the sessions that were scheduled.

I came here from the Vale District, BLM, and we had a large and busy fire operation. We combined fire

training with safety training so that no one missed out on required OSHA and departmental driving and safety training. I hope that we can do the same here so that we are in compliance, and more than that, so that everyone goes home safe at the end of the day! Any suggestions on how to accomplish this?

Thanks for your time.

Gerry

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 10/02/2007 07:45 AM ----

Gerry H Reynolds/R4/USDAFS
10/01/2007 11:21 AM

To FLT Supervisors
cc
Subject Revised: Employee Training Database - Reply Requested 10-19-07

Please Note: This is an update to the previous request. An updated list of fire employees became available recently, and I updated your district's training and hearing databases accordingly.

There are many employees who have no record (at least in this Forest's main files) of defensive driving, required initial/annual safety training, or hearing testing required for their positions. The employees with missing information are highlighted in yellow. If one of your employees is highlighted in yellow and you or the employee have their training records, please send me a copy so that I can include them in the main files at the SO, and I will update the databases.

If you have employees who are on the list and are no longer employed here, please do not delete their names from the database. Let me know and I will move their names and information to a database I maintain that contains the information of former employees.

Employees requiring hearing testing should have that done ASAP in Arco, Challis, and Salmon - at the clinics or hospitals in each community.

The original instructions are below. Again, thanks for your time.

++++++++++++++++++

Please take a look at the attached training and hearing protection spreadsheets for your district (see below) and submit corrections to me by Oct. 19.

I went through all of the driving and safety training records from 2004 (the first year records are in the files) to 2007. I did this last December and took another look through to make sure no one was missed. I obtained a printout of current employees and reviewed the organization charts that are posted on the SCNF web page.

As I reviewed each district's database it appears there are quite a few employees who are still missing training records, and may have not have had their required initial and annual hearing testing. It appears that some employees have had no driver or safety training at all. For example, many current employees names (including fire crew members) were not on any of the class rosters for the last four years of driving training and required safety training.

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

Column A, Name of Employee
-Are the listed employees in the correct work unit?
If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list? Please add the name in RED.
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the designations. If not, please make the changes in RED.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

Column J, K, Hearing Program and Date of Last Hearing Test
Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, working with power tools, etc.

Page Two, Specialized Training, Columns A -N
Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names and list by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page (also, the database I received last from Challis-YF-MF had the same employees on more than one of the lists on the first page).

I appreciate your help on this. Forest Service and OSHA regulations require that we keep up on these requirements and are able to document them.

Hearing Testing update 10-1-07.xls
Training_Database_SO 10-1-07.xls
Training_Database_Leadore_10-1-07.xls
Training_Database_Lost River_One List_10-1-07.xls
Training_Database_North Fork 10-1-07.xls
Training_Database_Salmon-Cobalt 10-1-07.xls
Training_Database_Challis-Y. Fork, Middle Fork_One List_10-1-07.xls

EXHIBIT 5
PAGE 27 OF 41

Gerry H
Reynolds/R4/USDAFS
10/15/2007 08:35 AM

To FLT Supervisors
cc Fritz Cluff/R4/USDAFS@FSNOTES, Timothy J Metzger/R4/USDAFS@FSNOTES, Bill Blount/R4/USDAFS@FSNOTES
bcc
Subject Employee Training Database - Information Request, Please Reply by October 19

Morning All:

Thanks for asking the fire supervisors and staff to check for safety training records that may help fill in the blanks on the safety training databases.

OSHA requires that copies of safety training records (related to page one of the database) are stored in the SO main files. We are overdue for an OSHA inspection. Most of the other Forests in the region have had one. An OSHA inspector will review the training records when they look at recordkeeping requirements. I need copies of all records that might be found, with the date, topic covered, student name, training location, etc. When I receive the information I will review it for compliance with FS and OSHA safety training requirements, update the training databases for each district and the SO, and send each manager the updated database for their review. I will file the safety training records in the SO main files.

I ask the fire supervisors and staff to provide copies of records for the safety training that is listed on page one of the training database:

Defensive Driving
First Aid
CPR
Emergency Action Plan
Hazcom
Hazwoper
Hearing Conservation
Safety-Awareness Level
Safety For Supervisors

I understand that some employees receive hearing testing at the fire physicals. Hearing tests, when conducted by an audiologist, will likely fulfill FS and OSHA requirements (the employee wears headphones, the testing measures and records hearing ability at a number of set frequencies and decibel levels). I need more information on the hearing testing our fire crews receive during their physicals to determine if the tests fulfill FS and OSHA requirements. If an employee needs a hearing test at this time, he/she can obtain one at the clinics or hospitals in Arco, Challis, and Salmon.
Here is a document that I've circulated in the past that should assist you with questions about FS and OSHA training requirements. SCNF and Forest Service Region 4 training guidelines, 2007.doc

The most recent versions of the hearing testing and training databases are attached. Thanks to those who have already responded.

Gerry

Hearing Testing update 10-1-07.xls Training_Database_SO 10-1-07.xls Training_Database_Leadore_10-2-07.xls

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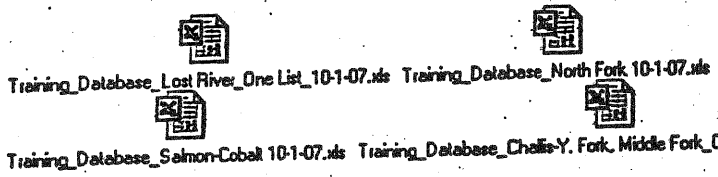

EXHIBIT 5
PAGE 20 OF 41

Gerry H
Reynolds/R4/USDAFS
10/15/2007 08:52 AM

To Lyle E Powers/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES, Ralph E Rau/R4/USDAFS@FSNOTES, Diane L Weaver/R4/USDAFS@FSNOTES, Tom Montoya/R4/USDAFS@FSNOTES, Dennis M Hilliard/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES, David Sabo/R4/USDAFS@FSNOTES
cc
bcc
Subject Employee Training Database - Reply Requested 10-19-07

Here are the instructions once more. Thanks for your help to keep us on track!

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

Column A, Name of Employee
-Are the listed employees in the correct work unit?
If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list? Please add the name in RED.
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the designations. If not, please make the changes in RED.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

Column G, HBV Shots
Are any of your employees participating in the program and when did they receive their shots?

Column J, K, Hearing Program and Date of Last Hearing Test
Please check with your employees and update as appropriate. Hearing program participants should include chainsaw, fire engines, helicopters, blasting, equipment operators, working with power tools, etc.

Page Two, Specialized Training, Columns A -N
Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee

EXHIBIT 5
PAGE 30 OF 41

name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names and list by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page (also, the database I received last from Challis-YF-MF had the same employees on more than one of the lists on the first page).

I appreciate your help on this. Forest Service and OSHA regulations require that we keep up on these requirements and are able to document them.

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

The time is always right to do the right thing. Martin Luther King, Jr.

Gerry H
Reynolds/R4/USDAFS
10/16/2007 10:40 AM

To Dean Morgan/R4/USDAFS
cc
bcc
Subject Re: As requested - Employee training database

Before I can make the changes I need to see the training records and I need to file them in the SO main files along with the rest of the Forest's training records. Both are an OSHA requirement (Federal law).

Thanks!

Gerry

Dean Morgan/R4/USDAFS

Dean Morgan /R4/USDAFS
10/16/2007 10:27 AM

To Gerry H Reynolds/R4/USDAFS@FSNOTES
cc Ralph E Rau/R4/USDAFS@FSNOTES, Dean Morgan/R4/USDAFS@FSNOTES
Subject As requested - Employee training database

Changes in red highlight.

CORRECTED DEAN.xls

Dean C. Morgan
R4, Salmon-Challis NF
South Zone Office - Challis, ID
dmorgan04@fs.fed.us - e-mail address
(208) 879-4100

EXHIBIT 5
PAGE 32 OF 41

Gerry H
Reynolds/R4/USDAFS
11/14/2007 10:48 AM

To Bill Blount/R4/USDAFS@FSNOTES

cc Timothy J Metzger/R4/USDAFS@FSNOTES, Fritz Cluff/R4/USDAFS@FSNOTES, Lyle E Powers/R4/USDAFS@FSNOTES, Ralph E Rau/R4/USDAFS@FSNOTES, Diane L Weaver/R4/USDAFS@FSNOTES, Tom Montoya/R4/USDAFS@FSNOTES, Adam Hulse/R4/USDAFS@FSNOTES, Denise Camper/R4/USDAFS@FSNOTES, Joshua L Edwards/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES, Russell Riebe/R4/USDAFS@FSNOTES, Donnie G Moore/R4/USDAFS@FSNOTES, Larry Svalberg/R4/USDAFS@FSNOTES, Renee Snyder/R4/USDAFS@FSNOTES, Kimberly D Nelson/R1/USDAFS@FSNOTES, Benjamin J Goodin/R4/USDAFS@FSNOTES, Tanya Hecker/R4/USDAFS@FSNOTES, Kenneth Bell/R4/USDAFS@FSNOTES, Jeff Slagg/R4/USDAFS@FSNOTES, Kyle Severe/R4/USDAFS@FSNOTES, David Sebo/R4/USDAFS@FSNOTES

bcc

Subject Re: Fire training records

Bill, my reply is in bold text . If you have any questions please let me know.

Gerry

Bill Blount/R4/USDAFS

Bill Blount/R4/USDAFS
11/13/2007 04:55 PM

To Gerry H Reynolds/R4/USDAFS@FSNOTES

cc Lyle E Powers/R4/USDAFS@FSNOTES

Subject

Gerry, On this fire zone we have 15 supervisors for seasonal fire employees. Only 5 are still working so I've asked the AFMO group to check the training files on the employees with discrepencies and report back to you.

After reading the Safety Training Requirements dated May 21, 2007 its apparent that most of the trainings are required on initial assignment. I think we'll find that most if not all of the fire employees have had the required trainings during initial assignments. Please see below, and the attached training guidelines, for more information on the required initial training .

(Note: The May 21,.2007 document is essentially the same information, condensed to a one -page, double-sided handout that I give out at safety training . The attached document is one that I have included in several recent e -mails)

Many of the subjects also require an annual refresher and those need to be recorded on page one of the safety training database, and I need to file the initial and refresher training records in the SO main safety files. The annual refresher guidelines are spelled out in the training guidelines .

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I've asked the supervisors to review the wording closely in this document since the word "should" is used frequently. Since we complete tailgates and JHA's (2b) for everything we do on a weekly basis I'm confident we're meeting most of the requirements on the list. You don't want to get hung up on semantics like "should" or read between the lines too much .

The last paragraph in the guideline SCNF and Forest Service Region 4 training guidelines, 2007.doc states:

"From the Region 4 Safety Manager: Employees *must* attend comprehensive /formal training initially (Forest-wide or District -level). It is *suggested* that employees attend required refresher training at a comprehensive /formal training session (Forest-wide or District -level), *every other year*. In the interim years, the employee may obtain required refresher training at the District level or from another qualified source. Note: It is not acceptable for employees to obtain required refresher training by simply "reading the plan" or with some other shortcut ."

The attached guidelines spell out more of the requirements, but if you have questions, please let me know.

For example, the initial, required HAZWOPER training has an OSHA & FS -*required* curriculum, a video, and a quiz. The other classes, on page one of the safety training database, are much the same - to meet OSHA and FS requirements, there are *required* subjects that *must* be covered in each class . I am almost certain that a tailgate session or a JHA -review would not qualify for the initial, required training (but it certainly could suffice for the annual refreshers, depending on what is covered) and I need to see your training curriculum and training records to determine this .

Defensive Driving is four hours, and must be in front of an instructor . The only exception would be the occasional individual who needs the class and there is no instructor -led class scheduled for some time . That employee would be allowed to take National Safety Council DD on -line through the GSA website . The regional safety manager does not want us to have entire groups of employees taking the on -line class. He wants it to be in front of an instructor, with few exceptions .

The original copies for fire employee trainings go in there personal files and copies are sent to the district or dispatch in order to maintain IQCS records. If you'd like to keep an additional copy in your own files we can forward those. I do need copies of the training records related to page one of the safety training database - to ensure the training complies with OSHA and FS requirements and to maintain the files in the SO main files . I need copies of the class curriculum to ensure it meets the OSHA and FS requirements.

My concern with the seasonal employees is tracking the safety trainings. Once they complete the 1039 tour they are no longer employed on this forest. Do we need to keep safety records for our temporary employees when they're employed elsewhere? Yes, we need to keep records in the SO main files, and keep up the databases in case we are audited, and it's an OSHA and Forest Service requirement to do so. If someone was employed here there must be a record in the SO main file that the employee attended defensive driving and the safety training that is on page one of the safety training database .

The only time I remove an employee's name from a safety training database is when we are absolutely sure the employee will not return, and then I move the employee' name (and their training dates on the same line on the database) to a single database of former employees . The training records for all current and former employees remain in the SO main safety files . Again, an OSHA and FS requirement.

Thanks,

Gerry

EXHIBIT 5
PAGE 34 OF 41

Gerry H
Reynolds/R4/USDAFS
11/28/2007 12:13 PM

To Lyle E Powers/R4/USDAFS@FSNOTES
cc William A Wood/R4/USDAFS@FSNOTES
bcc
Subject Fw: Update Needed-Employee Training Information, Reply by October 19

There has been no reply to the following requests for information:

1. Safety training records

I have not received any of the safety training records or hearing testing information I have requested, for those employees who are missing safety training records on page one of the safety training database, and the hearing testing database.

Some of the supervisors (primarily fire) have claimed their employees have attended defensive driving and safety training, but I have no record in the main safety files, and the supervisors have failed to provide me with the requested records.

By Federal law, I need copies of the training records, in order to verify the training meets Forest Service and OSHA requirements, and to file the records in the SO main safety files.

2. Incomplete databases

I have asked the SO and district managers to fill in the yellow-highlighted blanks for training information and hearing testing (attached training databases and the hearing testing database) but there has been negligible response.

There are approximately 125 employees who have not received the required baseline and/or annual hearing tests. These employees have been identified as occupying positions that require baseline and annual hearing testing.

There are approximately 40 employees who have no record of attending defensive driving or any of the required initial and annual safety training. This includes the acting FMO, the North Zone FMO, most of the employees on the Salmon and Indianola helibase crews, other fire crew members, and many other employees.

There are approximately 70 employees who have incomplete records of attending defensive driving and/or the required initial and annual safety training.

This has been documented in various e-mails and records.

Regarding lawsuits (see message below): At this time an employee has been named in a lawsuit involving a vehicle accident. There is no record, in the SO safety files, that the employee attended defensive driving training.

Any assistance that you are willing to provide, in order to comply with Forest Service

requirements and Federal laws, would be appreciated .

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5184
SECURE ALL OBJECTS in CAB, DASHBOARD, and CARGO AREA

—— Forwarded by Gerry H Reynolds/R4/USDAFS on 11/28/2007 07:41 AM ——

Gerry H Reynolds/R4/USDAFS
11/08/2007 12:21 PM

To William A Wood/R4/USDAFS, Lyle E Powers/R4/USDAFS, Larry Svalberg/R4/USDAFS, Russell M Bacon/R4/USDAFS, Dennis M Hilliard/R4/USDAFS, David Sebo/R4/USDAFS, Kimberly D Nelson/R1/USDAFS, Ralph E Rau/R4/USDAFS, Tom Montoya/R4/USDAFS, Diane L Weaver/R4/USDAFS, Fritz Cluff/R4/USDAFS, Timothy J Metzger/R4/USDAFS, Bill Blount/R4/USDAFS

cc

Subject Update Needed-Employee Training Information, Reply by October 19

(I apologize in advance for getting on the soapbox....!)

This scenario, or something similar, could happen any day : One of our employees, while driving a Forest Service truck, hits a private vehicle, forcing it off the road . The occupants of the private vehicle suffer fatal and /or disabling injuries . The victims or their relatives file multiple lawsuits against the employee, the employee's supervisor, the Forest 's managers, and the Forest Service . The family's attorney files a subpoena to obtain our records (employee training, safety, personnel, etc .). The Forest Service is unable to provide evidence the employee attended defensive driving training, or the required initial or annual safety training. Perhaps there is no written evidence that the employee's supervisor reviewed key safety JHA's related to driving or field work; no written evidence that tailgate safety sessions were held. Possible results: A multi-million dollar settlement, agency embarrassment, internal investigations, OSHA fines and penalties, and criminal filings.

In January 2007, OSHA issued citations to the Forest Service in connection with an employee fatality. OSHA issued a total of 6 violations: 3 serious, 1 willful, 1 repeat, and 1 other-than-serious. The violations addressed the availability of personal protective equipment, *training, and recordkeeping.*

The reason I sent out another request to update the safety training databases is that I visited many of the Forest's work sites this year, and I found that many of the employees I met were not listed on any of the safety training database lists. I obtained a current list of employees and made another search of the training records in the main files. I found that many of these employees had no record they attended defensive driving training, or the safety training listed on page one of the training database. This included many supervisors and most of the employees at the Salmon and Indianola helibases.

I am concerned because I spent nearly 30 years in public and employee safety and I have seen too many co-workers suffer needlessly (injuries, assaults, and fatalities). I've also seen employees face civil suits and criminal investigations. I learned about risk management by working as a law enforcement officer in high-stress, high-risk assignments in large and busy National Parks. I responded to, managed, and investigated hundreds of injuries and fatalities, including law enforcement incidents, emergency medical transports, search and rescue incidents, and structural & wildland fire incidents. I was a supervisor and manager for fifteen years. Far too many of the incidents involved employee injuries and deaths - including searches for lost/injured employees, transporting seriously injured employees, and body recoveries.

The reason I am here is that I spent my entire working life protecting and defending others, and I want to protect this Forest's employees from injuries and fatalities, and protect this Forest's managers from excessive personal and professional liability. My goal, as a Forest Safety Officer, is to be pro-active, provide sound guidance, and assist in a Forest's efforts to prevent injuries and fatalities. Successful risk management includes insuring that we comply with OSHA laws and guidelines and follow Forest Service regulations and policies. Again, we are required by law to comply. When we do so, we not only help to prevent injuries and fatalities, but we address the possible consequences - lawsuits, agency embarrassment, internal investigations, OSHA fines and penalties, and criminal filings. The Forest is overdue for an OSHA inspection. An OSHA inspector will ask to review our training files.

Thanks to those who responded by the reply due date. Some supervisors mentioned recently that this is a recordkeeping issue and their employees have attended the required driving and safety training. I explained that I needed copies of the training records in order to verify the training meets Forest Service and OSHA requirements and to file the records in the SO main files, with the existing training records. At this time I have not received training records for the employees who have missing safety training records.

Attached below: Training databases, the hearing test database, and the Region 4 safety training guidelines. The yellow-highlighted items indicate missing records.

Solutions?

Work together to set up a safety training plan (initial training and required refresher training). Insure the training fits it in with work & training schedules.

I am willing to teach safety training anytime, anywhere. If we have employees who need safety and/or defensive driving training, please get with me and we'll set up a date and time that works for all. Defensive driving training is available on-line, anytime, for employees who need it right now.

Here are the training database instructions . Thanks for your help to keep us on track !

Please see the attached training database. If you hold your mouse pointer at the top of any column you will see the necessary information and training requirements.

Please open the file, do a Save As, and rename the file as your district's corrected version.

Please do not DELETE any names from the list . If changes are necessary, highlight them in RED and make notes at the end of the row or in a separate Word document. I will review your corrected database, make the changes, and return an updated version for your review.

Column A, Name of Employee
-Are the listed employees in the correct work unit?
If the employee belongs in a different unit please don't delete the employee names - please send me a list with the corrections.
-Is there an employee missing from the list? Please add the name in RED.
-If the employee no longer works here and will not return at any time in the future please let me know. Please don't delete the employee names.
-Is the employment status (PFT, TEMP, etc.,) correctly designated? Click in the top of column A for the

designations. If not, please make the changes in RED.

Column B, Defensive Driving
Please check with your employees and update as appropriate. It appears that some permanent and temp employees either have not attended DD or are due for their three year refresher.

Column C and D, First Aid and CPR
Please check with your employees and put in the date that their First Aid and CPR cards *expire*.

Columns E, F, H, I, L, M
Please check with your employees and fill in the missing information.

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Are any of your employees participating in the program and when did they receive their shots?

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Please check with your employees and update as appropriate.

Please use last name/first name and place in alphabetical order. On the same line as the employee name, add PFT, TEMP, etc. to designate the employment status.

Please don't divide up the names and list by employment status (one list for PFT, one for WAE, one for TEMP, etc.). Please, one list of names on each page of the database . It is the format that is required by the region and it makes it a lot faster to search/edit one list of names than to have to scroll through multiple lists of names on the same page.

OSHA requires that copies of safety training records are stored in the SO main files. I need copies of all records, with the date, topic covered, student name, training location, etc. When I receive the information I will review it for compliance with FS and OSHA safety training requirements, update the training databases for each district and the SO, and send each manager the updated database for their review. I will file the safety training records in the SO main files.

Please provide copies of records for the safety training - listed on page one of the training database :

Defensive Driving
First Aid
CPR
Emergency Action Plan
Hazcom
Hazwoper
Hearing Conservation
Safety-Awareness Level
Safety For Supervisors

I understand that some employees receive hearing testing during fire physicals. Hearing tests, when conducted by an audiologist, will likely fulfill FS and OSHA requirements (the employee wears headphones, the testing measures and records hearing ability at a number of set frequencies and decibel levels). I need more information on the hearing testing our fire crews receive during their physicals to determine if the tests fulfill FS and OSHA requirements. If an employee needs a hearing test at this time, he/she can obtain one at the clinics or hospitals in Arco, Challis, and Salmon.

SCNF and Forest Service Region 4 training guidelines, 2007.doc Hearing Testing update 10-1-07.xls

Training_Database_SO_10-1-07.xls Training_Database_Leadore_10-2-07.xls Training_Database_Lost River__10-22-07.xls

Training_Database_North Fork 10-1-07.xls Training_Database_Salmon-Cobalt 10-26-07.xls

Training_Database_Challis-Y. Fork, Middle Fork_10-22-07.xls

THANKS!

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

The time is always right to do the right thing. Martin Luther King, Jr.

EXHIBIT 5
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3

Gerry H Reynolds/R4/USDAFS
11/30/2007 12:10 PM

To Lyle E Powers/R4/USDAFS@FSNOTES
cc William A Wood/R4/USDAFS@FSNOTES
bcc
Subject More Information, Indianola - Update Needed-Employee Training Information

This goes along with the e-mail I sent to you on 11-28.

I sent this to Randy, copied to his supervisors, on 11-13-07, but there has been no response.

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5104
SECURE ALL OBJECTS in CAB; DASHBOARD, and CARGO AREA

—— Forwarded by Gerry H Reynolds/R4/USDAFS on 11/30/2007 12:05 PM ——

Gerry H Reynolds/R4/USDAFS
11/13/2007 11:25 AM

To Randy J Gaulrapp/R4/USDAFS
cc Timothy J Metzger/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES
Subject Fw: North Fork Trng.xls

I also need copies of the hearing test results. I am required to file those as well.

Thanks for you help.

Gerry

—— Forwarded by Gerry H Reynolds/R4/USDAFS on 11/13/2007 11:24 AM ——

Gerry H Reynolds/R4/USDAFS
11/13/2007 10:15 AM

To Randy J Gaulrapp/R4/USDAFS
cc Timothy J Metzger/R4/USDAFS@FSNOTES, Russell M Bacon/R4/USDAFS@FSNOTES
Subject Fw: North Fork Trng.xls

Randy,

I received your voice mail, stating that the training records for the Indy crew are in fire dispatch. Please make copies of the information I need, detailed below, for each employee, and send the copies to me.

EXHIBIT 5
PAGE 40 OF 41

Thanks,

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

The time is always right to do the right thing. Martin Luther King, Jr.

---- Forwarded by Gerry H Reynolds/R4/USDAFS on 11/13/2007 10:11 AM ----

Gerry H Reynolds/R4/USDAFS
11/13/2007 08:55 AM

To Randy J Gaulrapp/R4/USDAFS
cc
Subject Re: North Fork Trng.xls

Do you have the documents to go along with this? I need to see the course syllabus outlining what was covered, in detail; number of hours per each class, and class attendance rosters. I am required to verify compliance with OSHA and Forest Service guidelines and I am required to store copies of the training information and class rosters in the main files in the SO.

Thanks for your help.

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

The time is always right to do the right thing. Martin Luther King, Jr.

Randy J Gaulrapp/R4/USDAFS

Randy J Gaulrapp/R4/USDAFS
11/13/2007 08:48 AM

To Gerry H Reynolds/R4/USDAFS@FSNOTES
cc
Subject North Fork Trng.xls

Gerry, I've updated the Indianola personnel on this North Fork list.

EXHIBIT 5
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Memorandum of Interview

Name: Lyle Powers, Planning and Administrative Staff Officer, USFS
Address: 1206 S. Challis Street, Salmon, ID
Telephone: (208) 756-5557

File: SF-801-588
Date: 07/25/08
Special Agent: Steve Tillotson

Lyle POWERS was interviewed at his office located at the Supervisor's Office, U.S. Forest Service (USFS), Salmon-Challis National Forest (SCNF). Prior to the commencement of the interview, POWERS was given an "Employee Warning-Administrative/Noncustodial" rights form to read and sign. POWERS signed the form after Reporting Agent (RA) explained the purpose of the form pertaining to this interview.

Near Miss Incident

POWERS was notified about an alleged near miss automobile collision that occurred on Idaho Highway 93 via email by Gerry REYNOLDS, Safety Officer, SCNF, shortly after the incident on August 18, 2007. POWERS contacted REYNOLDS in order to obtain more details. After learning REYNOLDS' story, POWERS attempted to locate the driver of the USFS vehicle REYNOLDS claimed had almost run into his wife and he while driving back to Salmon, Idaho from Boise, Idaho in their personally owned vehicle (POV). The USFS vehicle had passed a truck pulling a trailer full of hay prior to the near miss incident.

POWERS believed that based on the description given to him by REYNOLDS of the USFS vehicle, the most likely supervisors to contact with knowledge of who was driving the vehicle would have been Kurt WERST and Larry SWALBERG, both fire staff officers, since the vehicle described fit the description unique to a Fire Management Officer's (FMO) vehicle. Within a day the vehicle was tracked down to being driven by Randy LAMBETH through WERST, his supervisor.

WERST and POWERS both met with LAMBETH to get his version of the near miss incident. REYNOLDS' version of the near miss incident was very scary, while LAMBETH'S version contained much less context of risk that had occurred. POWERS didn't learn until later that LAMBETH had a passenger in his vehicle, Judy WILEY. LAMBETH did not mention to POWERS that he had a passenger with him. REYNOLDS did not mention this to POWERS either.

According to POWERS, LAMBETH admitted that he had crossed the center line a small amount but had clear eye contact with REYNOLDS. The trailer being pulled by the pickup truck was still in his lane as it pulled off into the turn out; however, LAMBETH did not perceive passing the trailer to be a risk. POWERS did not remember if LAMBETH mentioned how much of the trailer was still on the highway.

The admission by LAMBETH that he had crossed the center line (AGENT'S NOTE: A double yellow line-no passing zone-near a curve) led to counseling and a verbal reprimand by WERST and William WOOD, Forest Supervisor. POWERS contacted REYNOLDS to inform him that corrective action had been taken with the driver of the USFS vehicle that REYNOLDS complained had nearly missed colliding with his POV. POWERS did not mention the name of the driver.

EXHIBIT 6
PAGE 1 OF 5

SHIPS

AGENT'S NOTE: The Safety and Health Information Portal System or SHIPS, is a USFS on-line system used for recording and managing safety incidents. Per Section 1: Introduction to SHIPS, "SHIPS will hold records on injuries, illnesses, and near misses. SHIPS produces the CA-1 for reportable injuries and the CA-2 for reportable illnesses."

POWERS did not enter the incident involving REYNOLDS and LAMBETH into SHIPS. According to POWERS, he did not think about doing it at the time because from his experience, he was use to filling out a CA-1 for an actual accident-he didn't perceive a near miss as an accident. SHIPS has been a part of the USFS for about five (5) years but was used exclusively during the first few years as a Safety Officer tool.

POWERS did not perceive the incident as a near miss because REYNOLDS was off duty at the time of the incident, driving his POV and therefore, POWERS considered REYNOLDS a private citizen issuing a complaint. There were also two (2) divergent versions of events and thus, no way to determine what really happened. POWERS added he did not think about entering the incident into SHIPS because he had only received awareness training-the last time he had used SHIPS was two (2) years ago when an employee hurt her back. Had REYNOLDS been on duty POWERS stated he might have treated the incident as a near miss.

Overall, POWERS believed the public citizen side of the story, referring to REYNOLDS, was blown out of proportion. The Lemhi County Sheriff's Office did not talk to POWERS, nor did the Lemhi County Prosecutor. POWERS never spoke with WILEY about what she witnessed regarding the incident.

POWERS stated the decision not to enter the incident into SHIPS was the correct one; however, in the future he will think about what a near miss is in more detail. POWERS never received any pressure from anyone not to put the incident into SHIPS. POWERS stated he never received any requests from REYNOLDS to enter the incident into SHIPS.

(AGENT'S NOTE: An email dated 8/22/2007 sent from REYNOLDS to POWERS, WOOD, and John PERRY outlined REYNOLDS version of the incident and requested the incident be entered into SHIPS).

Training and Safety Issues

POWERS stated there were two (2) main reasons why REYNOLDS was not receiving the training documentation spreadsheets and training certifications from the District Rangers:

First, the District Rangers whom REYNOLDS was forwarding the training spreadsheets to have multiple priorities coupled with staffing shortages in each of the districts. The Rangers are making determinations based on what is a higher priority? Looking through training files in order to recover training documentation or the overall effectiveness of the programs they are supervising?

Second, REYNOLDS communicated almost exclusively through email and has not attempted to act in a team manner using rapport. REYNOLDS approaches the Rangers and Managers through directing, as if he was an executive, without any use of rapport which leads the Rangers and Managers perceiving as an additional load without trying to help them find a solution to the problems, whether they be related to training documentation or safety violations.

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PAGE 2 OF 5

REYNOLDS cares very much about safety; however, he was directing people with a single mindedness of purpose, without realizing that he is directing very busy people without the staffing to complete the tasks he directs them to do in the time frame he expected the tasks to be completed. Had REYNOLDS worked together with the Rangers and Managers within the different districts, more progress would have been made.

REYNOLDS did not understand that there was an incredible amount of demands put onto the Rangers who had a tiny staff with very limited administrative support in terms of people available to track down REYNOLDS' training and safety requests. Staff cut backs over the last several years has led to a situation where now what administrative staff is available are people just answering questions from telephone calls that are received by the individual districts within SCNF. When people leave they are not being replaced. Problem is more acute at the north end of the forest, but south end of forest is becoming problematic as well.

Another factor that contributed to REYNOLDS not receiving updated training documentation spreadsheets and training certifications is the Management Supervision Structure located at SCNF. POWERS admitted that it can be some what confusing.

SCNF Management Supervision Structure

Again, because of cutbacks in funding and staff, but also because of logistics and the findings from the 2003 Cramer fire that resulted in the death of two (2) USFS employees, what used to be two (2) national forests, the Salmon and the Challis, has been converted into a single forest with two (2) zones. Traditionally, District Rangers would have a full cadre of resource specialists and administrative staff that they would direct. Rangers now have to divide resource specialists such as fire employees, fish and wildlife, range, and administrative staff, amongst three (3) districts at each end (zones-north and south) of the forest. Rangers now meet amongst themselves and divide their work by priorities.

One of the findings of the Cramer fire fatalities was that the Fire Organization chain of command was not clear. Responding to multiple fires, Fire Management Officers (FMO) reported to District Rangers who then had to coordinate with the Supervisor's Office for additional resources, leading to different District Rangers asking for often similar resources. Now, there is just one (1) FMO over each of the two (2) zones. During a fire, all fire personnel report to him which creates a simplified chain of command without conflicting direction.

POWERS has tried to explain to REYNOLDS how the forest staffing is organized. According to POWERS, he does not believe REYNOLDS fully understands that the spreadsheets he sends to the District Rangers, which have names of employees on them with different types of training listed and if applicable, completed, lists some employees that they are not responsible for. In other cases, the employees may not even be working for the USFS any longer. POWERS stated that USFS employees may be situated in a particular district of the SCNF but are under the supervision of another Ranger located in a different district within the SCNF.

(AGENT'S NOTE: See first paragraph under "SCNF Management Supervision Structure" above)

Some districts within SCNF, such as Leadore and Lost River, have fewer USFS employees within those areas making it much easier to keep track of; however, the other districts have more employees assigned within those areas, including many temporary employees. POWERS estimates that fifty (50) percent of SCNF employees are full time while the remaining fifty (50) percent are temporary employees. Many of the fire employees are

temporary ninety (90) day employees. These employees are required to have thirty (30) days of mandatory training before they begin their duties. Having to put in some of the health and safety training at the same time creates conflicts with other scheduled training.

POWERS stated he believed the required mandatory training for all SCNF employees was being taken. He was sure that there are some places where scheduling and employee availability will create some gaps but was confident that the supervisors were working hard to get their employees trained with the required mandatory training.

OSHA

According to POWERS, the management of the SCNF were trying to deal with safety as a way they do business, get it ingrained in how people think; however, REYNOLDS actions made it appear as if it was a game of "gotcha." The managers were telling REYNOLDS to come and work with them to find a solution. Instead, REYNOLDS approached the managers as an enforcer. When the managers didn't jump immediately to everything REYNOLDS requested, he went around them to OSHA. REYNOLDS means of communication-almost exclusively through emails-created barriers instead of working together to get the job done.

The reason the SCNF management hired their first full time Safety Officer, REYNOLDS, was that they knew they had some safety problems throughout the forest. Management needed someone to focus on this full time. POWERS admitted that an OSHA inspection was not what the SCNF management would have wanted to respond to; however, it did provide forest management with a significant focus to correct the safety and health violations that were present throughout the SCNF.

Dan DOLATA and Jacob EWER, OSHA investigators, arrived at the SCNF in November of 2007. DOLATA and EWER returned in December and January and did not finish until approximately early February 2008. Even though the OSHA investigators declared themselves finished, they had not visited all of the safety and health violation sites due to the weather.

POWERS is not sure what the OSHA report will say but assumes it will address the draft findings. Some of the draft findings include: General health and safety violations, lighting issues, HazMat, paint and oil storage issues, cleanliness, and facility safety issues such as weak stair railings. The majority of what OSHA was investigating pertained to violations REYNOLDS had referred to them.

POWERS stated that the objective of the SCNF management was to address the OSHA draft findings prior to the OSHA report being received by the USFS. There are a few items that POWERS admitted may not be addressed until this fall due to access and timing. REYNOLDS has been attending weekly management meetings in order to address progress made on the safety and health violations found in the OSHA draft findings.

AGENT'S NOTE: REYNOLDS gave RA a twenty-one (21) page draft findings spreadsheet document, divided by Ranger District, purported to have been forwarded to REYNOLDS by OSHA, that lists the standards and descriptions of safety and health violations found within the SCNF by the OSHA investigation. There are 254 violations listed.

Grievance Issue

POWERS admitted that he attempted to have REYNOLDS suspended for five (5) days for "falsification of an official document." In late 2007, REYNOLDS was filing a complaint over POWERS direction that he coordinate HazMat for the forest so that at a minimum, there would be a point of contact. REYNOLDS protested this request by POWERS through a union grievance. REYNOLDS met with a union representative to talk about his grievance with POWERS' request to serve as HazMat coordinator. The union representative told REYNOLDS to come back at a later date in order to finalize the grievance document.

Before that subsequent meeting occurred with the union representative, REYNOLDS submitted the document as a grievance, representing the document as if it had come from the union representative; however, the union representative did not know about the submittal of this document until approximately one (1) month later.

The SCNF management responded to REYNOLDS as if the document was representative of a union grievance; however, the SCNF management later learned that not only did the union not know about the document being submitted to SCNF management, they did not support the documents conclusions. POWERS stated that from a management perspective, they had a document from the union which the union had no knowledge of-it did not have a union member's signature. In addition, the document had the union representative's header as if the document had originated with her. This document is what WOOD responded to.

The union representative had given REYNOLDS the draft correspondence header and told REYNOLDS to put down what his complaint was. Before they met again to finalize the document, REYNOLDS had submitted the document. POWERS proposed five (5) days of suspension and WOOD concurred. After REYNOLDS obtained an attorney who then contacted WOOD, it was decided to drop the recommended suspension.

Communication Roadblock

In dealing with the safety and health, as well as training issues brought up by REYNOLDS, POWERS has tried to be the buffer between the District Rangers and REYNOLDS. The problem is that REYNOLDS refuses to speak directly with POWERS, his supervisor. Any communication is through email. Any direct communication only occurs if REYNOLDS has a union representative present with him. POWERS stated that this has gone on for approximately a year and began around the same time of the near miss incident referred to earlier in this report. POWERS does not know what caused REYNOLDS to act in this manner.

POWERS stated that when he hired REYNOLDS, he had REYNOLDS and his wife over to his house for dinner. Since REYNOLDS has been employed at the Supervisors Office of the SCNF, he has only seen REYNOLDS at his office, without being directed to come by his office, on two occasions, both which occurred this week. Again, POWERS emphasized that REYNOLDS only communicates through emails and will not speak with POWERS unless he is accompanied by a union representative.

EXHIBIT 6
PAGE 5 OF 5

Memorandum of Interview

Name: David Mahlum, Assistant Regional Administrator, OSHA
Address: 1111 3rd Avenue, Suite 715, Seattle, WA
Telephone: (206) 553-5930

File: SF-801-588
Date: 07/31/08
Special Agent: Steve Tillotson

David MAHLUM stated that the safety and health complaint forwarded to OSHA from the U.S. Forest Service (USFS), Salmon-Challis National Forest (SCNF) WHISTLEBLOWER, was a significant case for OSHA. OSHA found the WHISTLEBLOWER complaint to be valid, although they are not citing all of the alleged violations in the complaint, they will cite a majority of them. MAHLUM stated that OSHA has six (6) months to complete an investigation and submit a report; however, since the WHISTLEBLOWER'S complaint is against a federal agency, the six (6) month requirement is waived.

MAHLUM stated that the OSHA report pertaining to the safety and health violations at SCNF has been sent to the OSHA National Office in Washington, DC. MAHLUM stated that the report is close to being finalized and at the present will list: 53 serious violations; 77 repeat violations; and 16 other than serious violations for a total of 146 safety and health violations. MAHLUM advised that total number of violations will probably be lowered slightly for the finalized report.

(AGENT'S NOTE: MAHLUM advised Reporting Agent (RA) that OSHA is also citing the USFS for training issues pertaining to safety and health. OSHA investigators found employees and supervisors who had not completed the required safety and health training)

After the report is finalized, a "Notice of Violation" will be sent to the USFS that lists the violations, the standards the violations need to be corrected to, and date that corrective action, or abatement, needs to have been addressed. The receiving agency, in this case the USFS, will complete an "Abatement Certification" which is signed by a supervisor who certifies that the violation has been corrected, how it was corrected, and the date it was corrected. If OSHA does not receive an "Abatement Certification," OSHA will send out investigators again to follow up. If the abatement has been determined by the investigators not to have been done, then OSHA will send to the agency in question a "Failure to Abatement Violations Report."

MAHLUM gave RA an internal draft document titled "Violation Summary." This internal document is a spreadsheet which the "Notice of Violation" will be based on. It lists the description of violation, the standard the violation needs to be corrected to, and the private sector penalty comparison, that is, what the violation would cost if the violation occurred in the private sector. The severity of the penalty is based on the Gravity Based Penalty (GBP) factor column. A violation labeled L/L refers to a low severity of possible injury and that it is less likely an injury would occur. A violation labeled M/L refers to a medium possibility of injury with fractures and hospitalization possible. A violation labeled H/G refers to a high possibility of injury with death or disability possible.

MAHLUM advised that since the draft "Violation Summary" was an internal document, it should be controlled and not released for public dissemination.

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PAGE 1 OF 1

Memorandum of Interview

Name: Gerry REYNOLDS
Address: 1206 S. Challis Street, Salmon, ID
Telephone: (208) 756-5164

File: SF-801-588
Date: 07/25/08
Special Agent: Steve Tillotson

Gerry REYNOLDS was re-interviewed regarding a near miss incident that occurred on August 18, 2007.

REYNOLDS was traveling northbound on Idaho Highway 93 between mile marker 285 and 286 with his wife in their Personally Owned Vehicle (POV) when the near miss incident occurred. He was traveling about forty-five (45) miles an hour in a listed fifty (50) mile per hour zone as he was driving into the curve of the highway where the near miss incident occurred. He could not see traffic as he approached the curve due to vegetation and trees that blocked his line of sight.

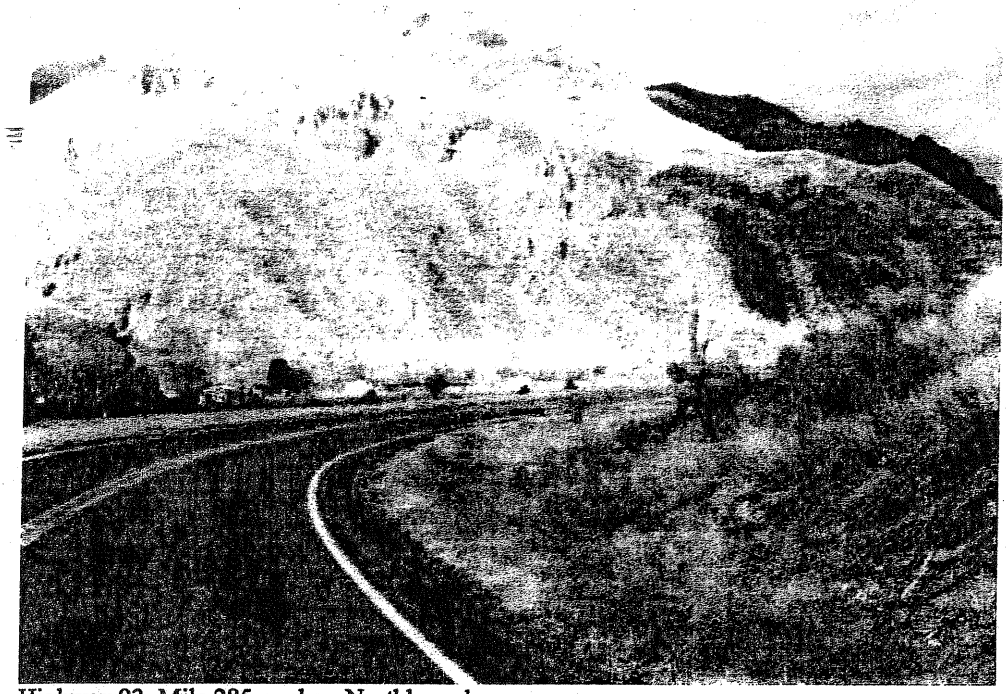
As he came out of the curve he could see a pickup truck hauling a flat bed trailer moving southbound on Highway 93 that was beginning to turn into a turn out area, presumably to allow the vehicles following to pass. The turn out area is located at the north end of the curve on the shoulder of the southbound lane of Highway 93. The trailer was still fully in the southbound lane when a white SUV with USFS markings went around the back of the trailer and into the northbound lane directly in front of REYNOLDS' vehicle. An impact was imminent. REYNOLDS took evasive action going onto the northbound shoulder. REYNOLDS believed the two (2) right wheels of his POV were fully off the road while the two (2) left wheels were still on the road.

REYNOLDS opined that the driver of the USFS SUV was either impatient or not paying attention to the truck and trailer in front of him and had to avoid running into the back of the trailer by going into the northbound lane. REYNOLDS stated that if a Law Enforcement Officer had witnessed the event, a ticket for reckless driving would have been issued to the driver of the USFS SUV. REYNOLDS filed a complaint with the Lemhi County Sheriff's Office but was notified via a Lemhi County Prosecutor's voicemail in January 2007 that Lemhi County would not file charges against Randy LAMBETH the driver of the USFS SUV since it was "his word against his word." REYNOLDS had not known the identity of the USFS SUV until he received this voicemail.

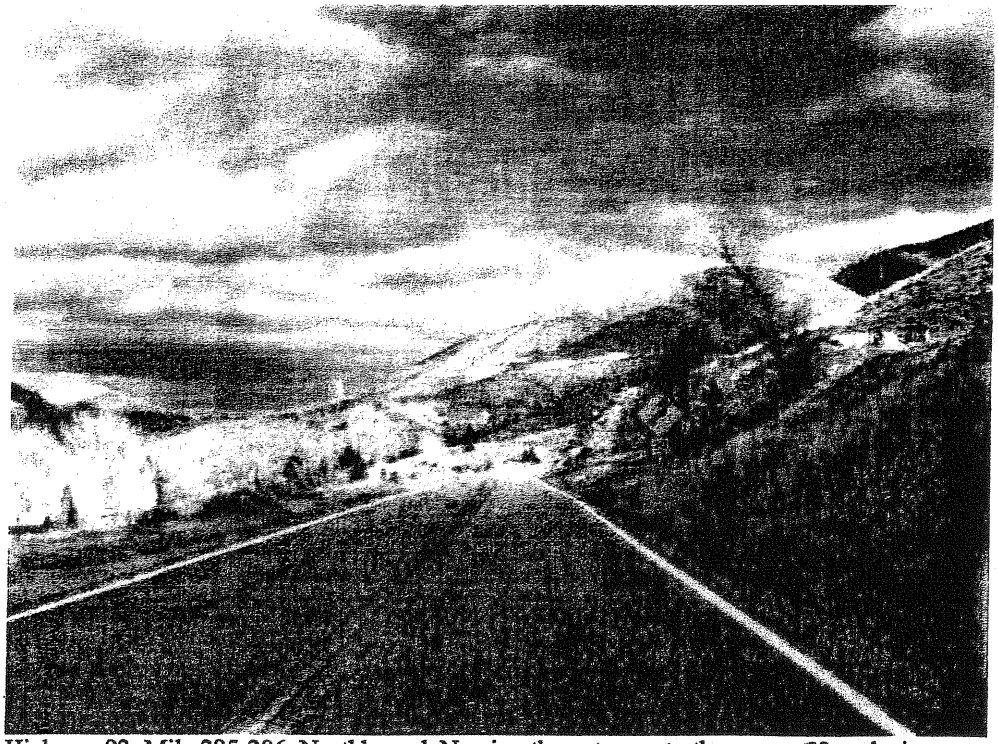
REYNOLDS considers the matter "water under the bridge."

(AGENT'S NOTE: REYNOLDS provided Reporting Agent with digital photographs of the near miss incident area from both the northbound approach and from the southbound approach)

EXHIBIT 8
PAGE 1 OF 1

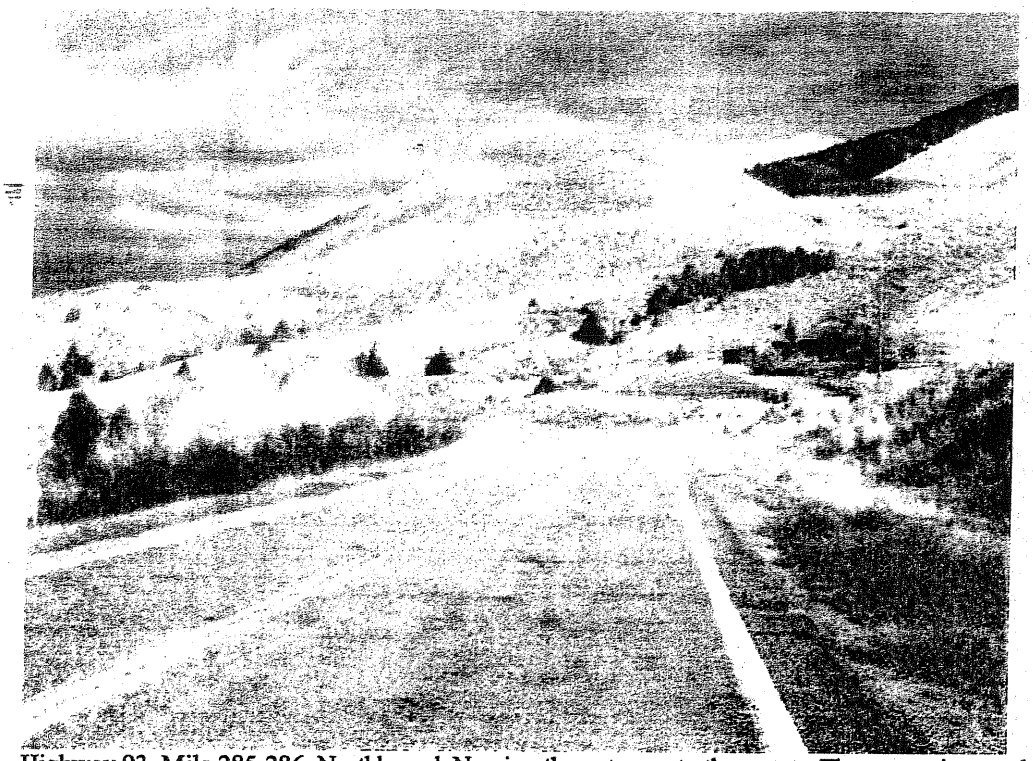


Highway 93, Mile 285 marker. Northbound.



Highway 93, Mile 285-286. Northbound. Nearing the entrance to the curve. 50 mph sign.

EXHIBIT 9
PAGE 1 OF 6

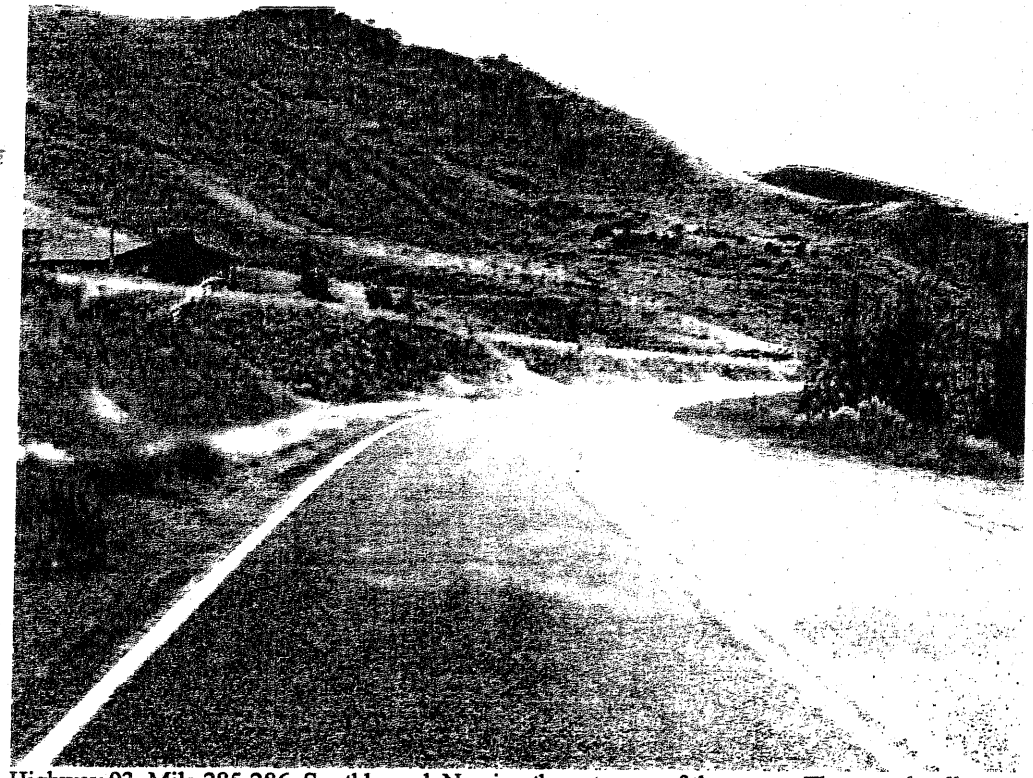


Highway 93, Mile 285-286. Northbound. Nearing the entrance to the curve. The vegetation on the left was leafed out on the date of the incident.

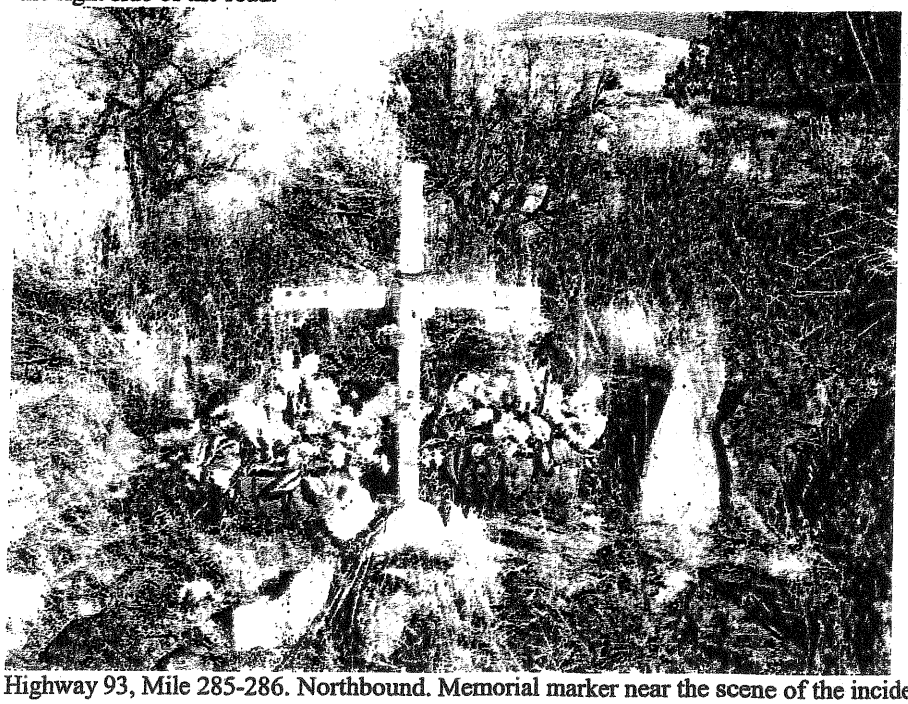
Highway 93, Mile 285-286. Northbound. Nearing the middle of the curve.

Highway 93, Mile 285-286. Northbound. Nearing the exit of the curve. The gravel pull-out can be seen on the left side of the road.

Highway 93, Mile 285-286. Northbound. Nearing the exit of the curve. The gravel pull-out can be seen on the left side of the road.

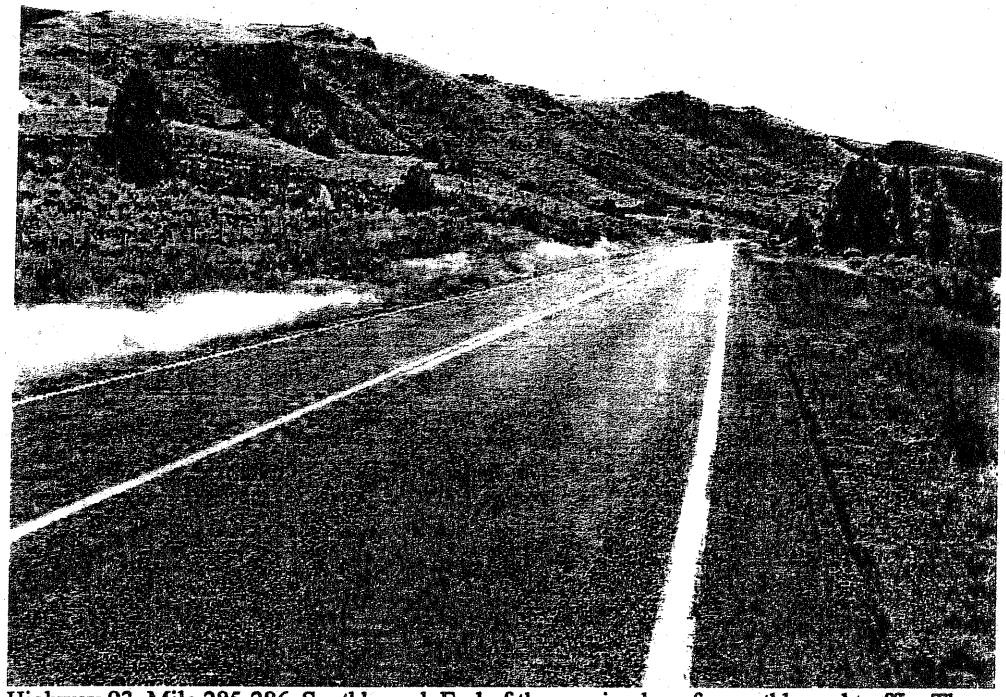


Highway 93, Mile 285-286. Southbound. Nearing the entrance of the curve. The gravel pull-out can be seen on the right side of the road.

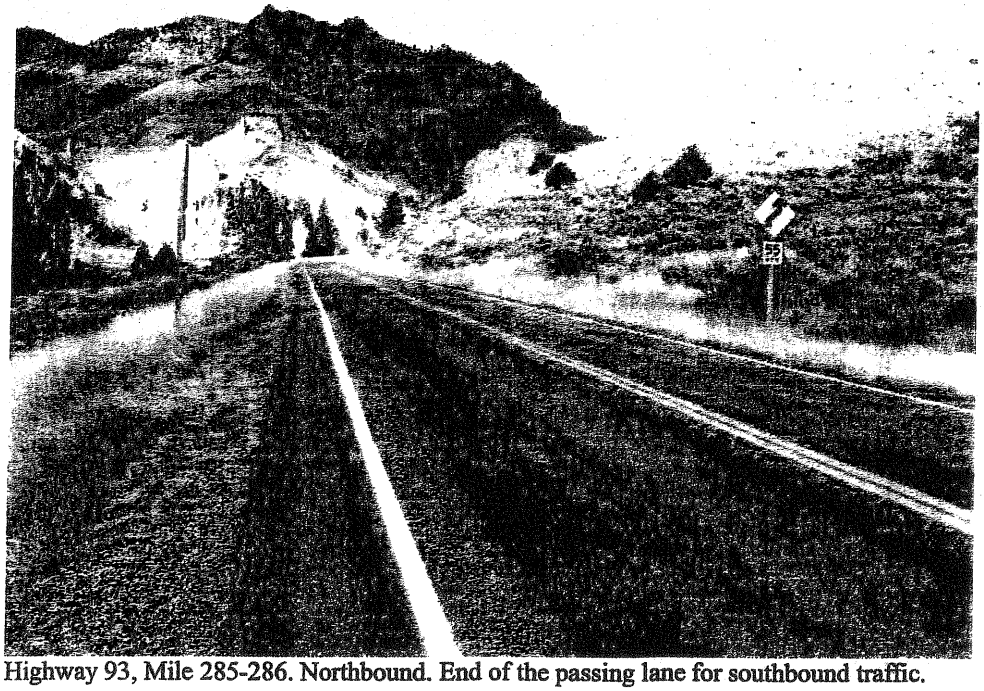


Highway 93, Mile 285-286. Northbound. Memorial marker near the scene of the incident.

EXHIBIT 9
PAGE 4 OF 6

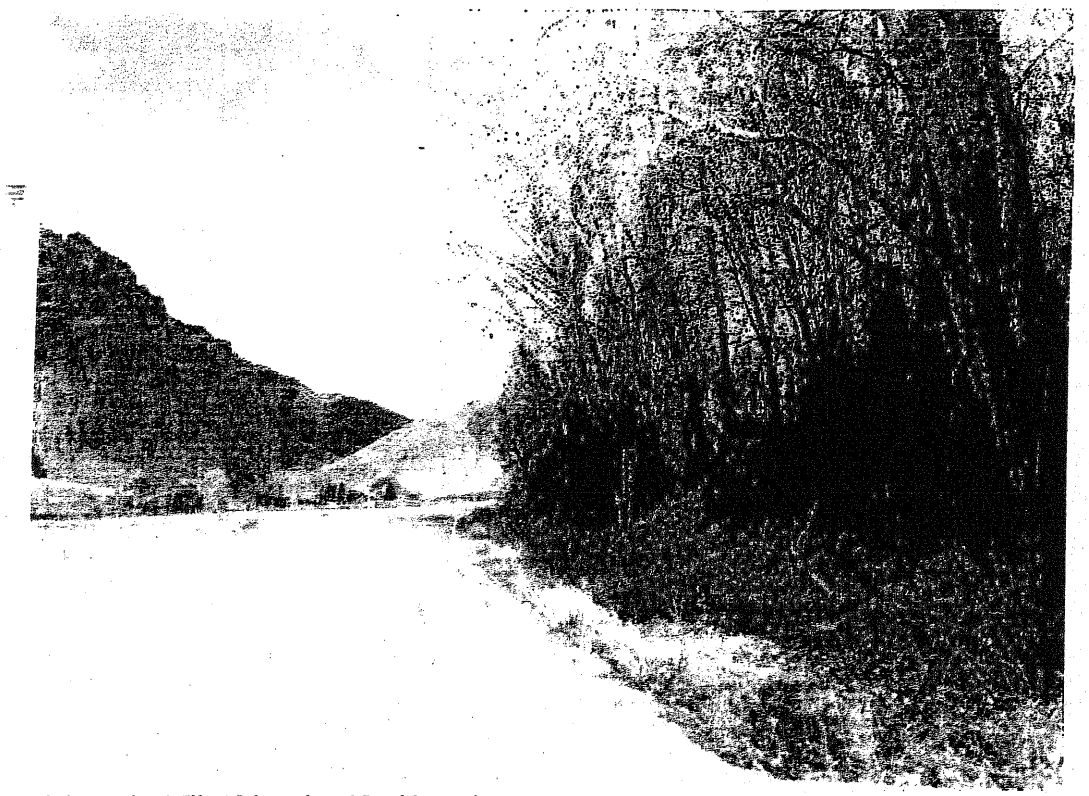


Highway 93, Mile 285-286. Southbound. End of the passing lane for southbound traffic. The gravel pull-out can be seen in the distance on the right side of the road.



Highway 93, Mile 285-286. Northbound. End of the passing lane for southbound traffic.

EXHIBIT 9
PAGE 5 OF 6



Highway 93, Mile 286 marker. Northbound.

EXHIBIT 9
PAGE 6 OF 6

Gerry

Safe driving reminder 07.doc

—— Forwarded by Gerry H Reynolds/R4/USDAFS on 08/22/2007 08:47 AM ——

Gerry H
Reynolds/R4/USDAFS
08/20/2007 11:25 AM

To Lyle E Powers/R4/USDAFS
cc John W Perry/R4/USDAFS@FSNOTES, William A Wood/R4/USDAFS@FSNOTES
Subject Formal Complaint: Near Head-On Collision with Forest Service Vehicle

This message will constitute a formal complaint involving the driver of a Forest Service vehicle.

Summary:

I was driving a private vehicle on Highway 93, south of Salmon, when a Forest Service vehicle crossed over the double-yellow center line - on a blind curve. I braked hard and pulled to the right to avoid a head-on collision.

Date and Time:

August 18, 2007. Approximately 3:00 p.m.

Location:

Highway 93, approximately 18 miles south of the Salmon Forest Supervisor's Office.

In this location, the roadway has a series of "S" curves for northbound traffic - marked with a yellow 50 mph advisory sign. The roadway is posted at 65 mph in this section.

There is limited visibility for both northbound and southbound traffic, due to the curves and trees & vegetation along the roadside.

For southbound traffic, there is a short passing zone approximately 2/10 of a mile NORTH of the location where the incident occurred.

The section where the incident occurred is marked with double yellow lines, indicating no passing allowed.

Vehicle and Occupants:

Forest Service Sport Utility Vehicle, white, with green stripes. The driver had short, light brown hair. I believe there were at least one or two passengers. I checked with dispatch

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and there is no record in the logs indicating who might have been driving this vehicle.

Details of the Incident :

On the above date and time my wife and I were traveling north on Highway 93 in a private vehicle. I was driving and we were the only occupants of the vehicle. There were no other northbound vehicles in the vicinity at the time of the incident.

I traveled through the "S" curves noted above, at approximately 45-50 mph. The last curve for northbound traffic is a sweeping left. Due to trees and vegetation I could not see beyond the end of the curve. As I neared the exit for this curve, I saw a Forest Service vehicle completely in the northbound lane. I braked hard and pulled to the right, narrowly avoiding a head-on collision. Had the timing been a little different we would have been severely injured.

The Forest Service vehicle was the first vehicle in a line of vehicles that were traveling south, following behind a pickup truck that was towing a utility trailer. At the time the incident occurred I saw that the pickup truck with the trailer had slowed down and was turning off the roadway to the right, into an unpaved turnout, possibly to allow following vehicles to pass.

Possible causes:

1. The driver of the Forest Service vehicle tried to pass the truck and trailer at this point. This section was clearly marked with a double yellow line. In addition, the driver of the Forest Service vehicle could not have possibly seen oncoming traffic at this location to allow for a safe pass. The passing lane for southbound traffic had ended approximately 2/10 of a mile NORTH of this location.

2. The driver of the Forest Service vehicle was traveling too fast, or too closely, or was not paying attention, and had to take evasive action to avoid a collision with the truck and trailer.

Had this incident been witnessed by a County or State Law Enforcement Officer, the driver of the Forest Service vehicle would have been stopped and cited or warned for crossing the center line, or possibly reckless driving.

I request the following:

1. Identify the driver and the occupants of the Forest Service vehicle and insure the incident is reported on a Forest Service incident report and in SHIPS (as a near miss).

2. The driver should be counseled by his supervisor.

3. I want to insure that the driver has current FS driver training and safety training.

My wife and I have not ruled out signing a complaint for the traffic violation(s), with the

appropriate law enforcement agency, once I learn the identity of the driver of the Forest Service vehicle. I will not contact the driver personally.*

Gerry Reynolds
Safety Officer
Salmon-Challis National Forest
1206 S. Challis Street
Salmon, ID 83467
208-756-5164

* IF THE NEAR-MISS HAD BEEN ENTERED IN SHIPS, SHIPS WOULD AUTOMATICALLY E-MAIL ME A MESSAGE. (AS SAFETY MANAGER I REVIEW ALL SHIPS INCIDENTS) AT THAT TIME, I WOULD HAVE KNOWN THE IDENTITY OF THE DRIVER, BECAUSE I WOULD HAVE REVIEWED THE NEAR MISS.

GR
6-5-08

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SHIPS

Safety and Health Information Portal System

Powered By:

Compliance Suite
THE LEADER IN COMPLIANCE SOFTWARE

EXHIBIT 11
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Section 1 : Introduction to SHIPS

Welcome to SHIPS, your Safety and Health Information Portal System.

What is SHIPS?

SHIPS is an on-line system for recording and managing safety incidents. SHIPS will hold records on injuries, illnesses, and near misses. SHIPS produces the CA-1 for reportable injuries and the CA-2 for reportable illnesses. It also provides valuable statistical information on incident records.

How do you access SHIPS?

SHIPS is accessed via the Dashboard. The Dashboard provides "one stop shopping" to many tools needed by Forest Service employees, including Employee Express, the NFC Personal Page, TSP, SHIPS, the TIPS website, the Retirement Calculator, and now, SHIPS! For more information on the Dashboard, see the following topics.

Who has access to SHIPS?

There are two links on the Dashboard that relate to SHIPS. Each link serves a different set of users, as follows:

- Add Safety Incident - This link is provided to ALL Forest Service employees. It allows employees to enter an incident into the system and allows supervisors to complete their portion of the CA-1/CA-2.
- Manage Safety Data - This link is provided to all OWCP Managers, Safety Managers, and Fire Operations Safety Managers, allowing them to manage data. Using this portion of the system, OWCP Managers can perform claim management. Safety Managers can perform incident investigations and produce their needed report.

Who should you contact with questions?

The End User Support Center will provide you with answers to any questions you may have about the SHIPS system. The phone number is 888-IBM-EUSC (888-426-3872).

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Forest Service Structure

SHIPS is based on an "Off the Shelf" software product, allowing the Forest Service to receive regular updates and improvements that are released to the company's general client base. Having this type of product is particularly important for Safety software because any regulatory changes must be reflected in the software product.

Since SHIPS is an "Off the Shelf" product, the Forest Service has needed to place our organizational structure into the structure provided by the product. Therefore, you need to be aware of the following definitions:

Region/Research Station - A Forest Service Region or Research Station will be referred to as Company in SHIPS.

Forest/Lab - A Forest or Lab will be referred to as a Division in SHIPS.

Ranger Station/Project - A Ranger Station or Project will be referred to as a Facility in SHIPS.

Software Terms	National Forest System Terms	State and Private Forestry Terms	Job Corps	IITF	Research Terms
Company	Region	Northeastern Area	WO, Business Ops.	IITF	Research Station
Division	Forest	Office	Staff	Directorate	Lab
Facility	Ranger District	Staff	Field Office and Center	Group	Project

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Section 2 : Life of a Safety Incident

This topic outlines the Life of a Safety Incident. Each bullet represents the main step with a little more detail for each.

Part I: Employee Incident Entry

The employee will login to the Dashboard and click 'Add a Safety Incident'. Dashboard will login to SHIPS and the employee can enter the information needed to report his/her injury, illness, or near miss. The employee will complete the incident by entering their supervisor's e-mail.

When the employee submits their incident, SHIPS sends an e-mail to the employee's supervisor and the OWCP manager responsible for the employee.

Part II: Supervisor CA-1/CA-2 Completion

The supervisor will login to the Dashboard and click 'Add Safety Incident'. Dashboard will enter SHIPS and, after confirming his/her e-mail address, the supervisor will see all incident records they need to complete.

Once the supervisor has completed the second side of the CA-1/CA-2, e-mails will ***always*** be sent to the following people:

- Safety Manager for the employee's home organizational code.
- OWCP Manager for the employee's home organizational code.

If the incident occurred outside of the employee's home facility, e-mails will ***also*** be sent to the following people:

- Safety Manager for the Incident organizational code.
- OWCP Manager for the Incident organizational code.

If the incident is fire related, e-mails will ***also*** be sent to the following people:

- Fire Operations Safety Manager for the Incident organizational code.
- Fire Operations Safety Manager for the employee's home organizational code.

Part III: OWCP Manager Incident Responsibilities

When the OWCP Manager receives an e-mail regarding an incident that occurred to one of their employees, he/she will want to enter the Dashboard and click 'Manage Safety Data'. Based on the Case # provided in the e-mail, he/she will be able to search for the incident. The OWCP Manager will then complete two functions on the incident:

- Check and complete all yellow fields, thereby completing the CA-1/CA-2 record.
- Determine if the incident is DOL reportable and define reportability in the Custom folder.

Note: Since the Department of Labor is currently performing 'acceptance testing' on SHIPS also, the Case records will also be sent to the DOL with a hard copy CA-1/CA-2 for the time being.

Part IV: Safety Manager Incident Responsibilities

Once the Safety Manager receives an e-mail with the notification of the incidents, he/she can login to the Dashboard and click 'Manage Safety Data'. Based on the Case #, he/she will be able to search for the incident record. The Safety Manager will preform two functions on the Case:

Memorandum of Interview

Name: Randy Lambeth
Address: 1206 S. Challis Street, Salmon, ID
Telephone: (208) 756-5554

File: SF-801-588
Date: 07/24/08
Special Agent: Steve Tillotson

AGENT'S NOTE: Prior to the commencement of the interview, Randy LAMBETH read and signed a USDA OIG "Employee Warning-Administrative/Non-Custodial" form.

LAMBETH is currently a Forest Aviation Officer for the USDA, U.S. Forest Service (USFS), Salmon-Challis National Forest (SCNF). LAMBETH has worked full time for the USFS since 1991. LAMBETH's current job duties entail both Fire Management and Contracting Officer for all fixed wing and helicopter aircraft. This includes accounts payable, safety, and aviation training. The pilots are all contractors; however, LAMBETH ensures the pilots are all compliant with USFS rules and regulations. LAMBETH also provides all briefings pertaining to air support activities related to forest fire fighting. LAMBETH's current supervisor is Ross WILLIAMS.

"Near Miss" Incident

On August 18, 2007, LAMBETH and Judy WILEY, also of the USFS, were on their way to Challis, Idaho via Idaho Highway 93 to pick up WILLIAMS' vehicle. LAMBETH and WILEY were riding in LAMBETH's assigned Fire Management vehicle, a Dodge Durango.

Several miles south of Salmon, Idaho, LAMBETH approached a truck hauling a trailer full of hay also moving southbound on Idaho Highway 93. LAMBETH estimated that the truck and trailer were going approximately 30 miles an hour. The truck began to pull into a turn out area in order to allow other vehicles to pass. When LAMBETH felt he had enough room to pass the trailer he did so going no more than fifteen (15) miles an hour, as the trailer had slowed down even further in order to pull over to the turn out area. According to LAMBETH, his vehicle's wheels may have touched the two yellow double lines but he did not go past them. Part of the trailer was still in the southbound lane but there was enough of the trailer in the turn out area to allow LAMBETH to pass safely.

As LAMBETH began to pass the trailer another vehicle was coming around the corner headed northbound on Highway 93. LAMBETH waved to the vehicle as he sometimes does living in a small town. LAMBETH thought he may have recognized Gerry REYNOLDS as the driver of the vehicle. LAMBETH denied that he almost caused a near miss or a vehicle accident. According to LAMBETH, the vehicle he waved at, which he subsequently learned was driven by REYNOLDS, was also traveling very slowly, approximately the same speed he was traveling, fifteen (15) miles an hour. The vehicle driven by REYNOLDS was not forced off the road and was not in any danger from LAMBETH's vehicle.

LAMBETH believes he was current on his driver training when the near miss incident occurred.

Counseling

Shortly after the "Near Miss" incident, LAMBETH's supervisor at the time, Kurt WERST, came to his office

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PAGE 1 OF 1

and asked him about a near miss. LAMBETH didn't know what WERST was talking about at first, but then remembered passing a truck hauling some hay on a trailer. WERST told LAMBETH to be careful in the future driving his assigned vehicle. A few days later Lyle POWERS, SCNF Planning and Administrative Staff Officer, came to LAMBETH's office and asked much of the same that WERST had inquired about relating to a near miss incident. POWERS advised LAMBETH to be more careful driving his assigned USFS vehicle.

After WERST and POWERS had both spoken to LAMBETH, LAMBETH was approached by the Lemhi County Under sheriff, Jeff STOKES. STOKES wanted to know what happened pertaining to the near miss incident. STOKES then showed LAMBETH the complaint that REYNOLDS filed against him. LAMBETH did not want a copy of the complaint, nor did he want to file a counter complaint.

LAMBETH stated he never talked to REYNOLDS about the incident. LAMBETH stated he had not received any counseling prior to this incident, but has received some cash awards for good job performance.

Reynolds

LAMBETH did not understand why REYNOLDS would "lie" about this incident. REYNOLDS had developed a reputation for coming on too strong from a communication stance. LAMBETH stated that REYNOLDS relied on either email or the "back door," and did not go through people in person or via telephone. Sometimes REYNOLDS would go to sites without talking to employees and could be seen taking photographs, sometimes while employees watched, as if to say "gotcha." LAMBETH opined that if REYNOLDS had better rapport skills fewer managers and employees would have gotten upset.

Training

Reporting Agent (RA) showed LAMBETH a spreadsheet that showed he was delinquent on many types of required training. LAMBETH stated he was not sure about training other than Defensive Driving, which he was current on. He opined that he had not received direction from his supervisors on any of these other areas of required training. LAMBETH added that he did not think the training was required of him for most of the areas listed on the spreadsheet.

(AGENT'S NOTE: The areas listed on the Supervisor's Office training database spreadsheet showed that LAMBETH was up to date on his Defensive Driver Training, but was delinquent in the following areas: Emergency Action Plan, Bloodborne Pathogens, Hazardous Communications, HAZWOPER, Hearing Program, Date of Last Hearing Test, and Safety Awareness Training.)

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Memorandum of Interview

Name: Marcy Reynolds
Address: 9 Sandy Lane, Salmon, ID
Telephone: (208) 756-1680

File: SF-801-588
Date: 07/25/08
Special Agent: Steve Tillotson

Marcy REYNOLDS (MREYNOLDS) and Gerry REYNOLDS were driving northbound on Highway 93 headed back to Salmon, Idaho, on August 18, 2007 in their Toyota Rav 4. MREYNOLDS was looking for wildlife that might bolt out into the road when she heard REYNOLDS say something about "passing." MREYNOLDS saw a dark pick up truck slowing down pulling a trailer with hay on it. At nearly the same time, a white SUV began to pass the trailer and was headed directly into the path of their Rav 4. REYNOLDS was forced to take evasive action resulting in their vehicle going onto the shoulder of the highway.

MREYNOLDS was sure the vehicle would impact with them as she saw the headlights of the white SUV coming right into her field of view directly ahead. MREYNOLDS believed the white vehicle was a Forest Service vehicle because she could see the green stripe on the side. There was at least one (1) other vehicle behind the Forest Service vehicle and believes the speed of the Forest Service vehicle when passing was approximately forty (40) miles per hour. MREYNOLDS was unable to get the license number of the white SUV because it was traveling too fast.

MREYNOLDS believed that the trailer being pulled by the dark pick up truck had obscured the position of their Rav-4 to the field of view of the white SUV. MREYNOLDS opined that the trailer didn't have functioning brake lights which caught Randy LAMBETH, the driver of the white Forest Service SUV, offguard, forcing REYNOLDS to take evasive action.

MREYNOLDS stated she was shaken by the incident and is adamant that the white Forest Service vehicle was headed directly toward their vehicle. MREYNOLDS was not interviewed by any law enforcement until being interviewed by Reporting Agent.

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Memorandum of Interview

Name: Judy Wiley
Address: 311 McPherson Street, Salmon, ID
Telephone: (208) 756-5204

File: SF-801-588
Date: 07/24/08
Special Agent: Steve Tillotson

Judy WILEY is the Support Services Specialist for the Salmon-Cobalt Ranger District of the Salmon-Challis National Forest, USDA, U.S. Forest Service.

On August 18, 2007, WILEY was riding with Randy LAMBETH in LAMBETH's fire management vehicle. They were headed to Challis, Idaho in order to shuttle a vehicle (AGENT'S NOTE: To pick up a vehicle). Somewhere near Elk Bend, south of Salmon, Idaho, they got behind a truck pulling a trailer full of hay. As the Truck pulled into a turn out LAMBETH went around the trailer at a slow speed. As LAMBETH passed the trailer a car came around the corner and was honking-WILEY didn't know at the time it was Gerry REYNOLDS.

As the car honked, LAMBETH waved at the driver of the other vehicle. WILEY believed REYNOLDS was going faster than LAMBETH but was not sure. The whole "incident" happened fast. The trailer was not all the way off of the road and LAMBETH probably crossed the yellow line a little; however, there definitely was not an imminent impact about to happen. LAMBETH was also not headed directly into the vehicle's path and as such, REYNOLDS did not need to take any evasive action.

According to WILEY, LAMBETH and her were not in a hurry, just on a casual drive to Challis to "swap out a vehicle." WILEY didn't see this as a big ordeal at all. "If something like a reckless driver would have almost hit me I would have been upset but this was not one of those instances." WILEY stated she believed it was possible REYNOLDS over reacted to the situation.

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Memorandum of Interview

Name: Sam Slavin, Lemhi County Sheriff
Address: 206 Courthouse Drive
Telephone: (208) 756-8980

File: SF-801-588
Date: 07/25/08
Special Agent: Steve Tillotson

Sheriff Sam SLAVIN remembered the "near miss" incident as a "what if" situation between two (2) versions of events that were very divergent. There was no way to determine who was at fault. SLAVIN attempted to look up the case in the Lemhi County database with the number provided by Reporting Agent (RA), 070382.

AGENT'S NOTE: This number was provided to RA by Gerry REYNOLDS.

SLAVIN was unable to find anything in the Lemhi County database pertaining to this incident. SLAVIN suggested contacting Lemhi County Prosecutor Bruce WITHERS.

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MEMO OF CONVERSATION

[X] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 0730 hrs
Date: 08/05/2008
File: SF-801-588

Subject: Declination to Prosecute

Talked With: Pam Settles

Office: Lemhi County Prosecutor's Office

Telephone No.: (208) 756-2009

Pam SETTLES stated that Lemhi County Prosecutor Paul WITHERS was in court. She had obtained the file pertaining to the near miss incident complaint filed by Gerry REYNOLDS last year. She had looked at the file briefly before placing the file on WITHERS' desk.

WITHERS declined to prosecute because there was not enough evidence.

Signature: Steven E. Tillotson

Title: Special Agent

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MEMO OF CONVERSATION

[X] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 0700 hrs
Date: 08/05/2008
File: SF-801-588

Subject: SHIPS

Talked With: William (Bill) WOOD, Forest Supervisor

Office: USFS, Salmon-Challis National Forest

Telephone No.: (208) 756-5111

WOOD stated that the Safety and Health Information Portal System (SHIPS) is a system requirement for actual accidents and hasn't been ingrained into management thinking to be associated with near miss incidents. WOOD stated he didn't think Lyle POWERS, Planning and Administration Officer and supervisor of Gerry REYNOLDS, thought about entering the incident as a near miss into SHIPS. Since REYNOLDS is the Safety Officer for the SCNF, he is the "champion" for its use.

WOOD talked to three (3) employees who were directly involved in the incident that occurred on August 18, 2007: REYNOLDS, the complainant and driver of his Personally Owned Vehicle (POV), Randy LAMBETH, the driver of the USFS SUV, and Judy WILEY, a passenger riding with LAMBETH.

(AGENT'S NOTE: WOOD did not interview REYNOLDS' wife-she was a passenger in REYNOLDS' vehicle)

WOOD concluded the incident didn't rise to the level of a near miss incident and should not have been entered into SHIPS based on two (2) divergent versions of the incident: the one presented by REYNOLDS versus the one presented by LAMBETH and WILEY. Since there was nothing to "hang his hat on," WOOD concluded that a near miss incident did not occur since the incident was contested.

WOOD concluded that LAMBETH probably did cross the yellow center line a little and because of that, was verbally reprimanded by himself and LAMBETH'S direct supervisor Kurt WERST. The verbal reprimand included the recommendation that LAMBETH review his Defensive Driving techniques while driving USFS vehicles. WOOD added that POWERS' decision not to enter the incident into SHIPS was the correct one.

WOOD added that when REYNOLDS was hired as the first full time Safety Officer for the SCNF, management envisioned someone who would work well with others, especially the Fire Management employees, and be team oriented as well. WOOD opined that

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REYNOLDS was not the employee they envisioned because REYNOLDS did not have the people skills to assist the supervisors in getting safety deficiencies corrected. REYNOLDS preferred emailing supervisors about problems and cite them the OSHA regulations, creating an adversarial relationship, instead of trying to find solutions to the problems by working together.

WOOD was aware that REYNOLDS refuses to meet with POWERS without a union representative present but does not know the reason why; however, his refusal to meet with POWERS without a union representative has caused a roadblock in communication between them.

Signature: Steven E. Tillotson

Title: Special Agent

EXHIBIT 19
PAGE 1 OF 2

Review of Safety Training Allegations
Referred by the Office of the Special Counsel (OSC)
Salmon-Challis National Forest (SCNF)
Forest Service (FS)

Objective: To validate allegations that: (1) FS employees at Salmon-Challis National Forest (SCNF) failed to complete their mandatory safety training requirements; and (2) that the SCNF failed to maintain a current and accurate safety training database.

Summary: Our review did not substantiate the allegation that employees at the SCNF, failed to complete their mandatory training requirements. For the second allegation, we noted that 27 of 30 (90 percent) of the training records sampled were properly entered into the database. For the 3 unentered records, we determined that extenuating circumstances were the reason for the delay in entering the data. SCNF has subsequently updated the database for the 3 unentered records.

Scope and Methodology: We reviewed safety training allegations in the OSC referral dated May 28, 2008. To accomplish our objectives, we:

- Researched pertinent Federal laws, regulations, FS procedures and policies (SCNF's Safety Plan for both 2007 and 2008, and USDA Mandatory Safety & Health Training document also known as the Training Matrix).

- Interviewed the safety manager from FS' National Office in Washington DC, the safety manager from the Intermountain Regional Office, and key staff from the SCNF.

- Obtained and reviewed supporting training documents provided by SCNF.

- Randomly sampled 26 SCNF employees to determine if they had completed all mandatory safety training and to verify the supporting records. [1]

- Judgmentally selected 4 additional SCNF employees involved in a safety related incident investigated by OIG Investigation. These employees included the whistleblower, the supervisor of the whistleblower, and the two FS employees (driver and passenger) of the FS vehicle involved in the near miss incident.

- For the 30 sampled FS employees, we verified if all required training records had been entered in the training records database as of August 2008.

[1] These 26 employees were randomly drawn from the SCNF training database listing 434 names attached to the OSC referral dated May 28, 2008.

Results of OIG's Review:

Allegation No. 1: Employees at SCNF failed to complete their mandatory safety training requirements

A FS Safety and Occupational Health specialist contended that SCNF employees failed to complete their mandatory safety training requirements. This specialist "observed that, according to training records, there were numerous employees who have failed to meet the necessary training requirement for their job, including safety and medical training."[2]

OIG Conclusion:

We verified that all 30 SCNF employees in our sample completed all six mandatory safety training classes.[3] The six mandatory safety training courses were: Defensive Driving, Emergency Action Plan, Blood borne Pathogens, Hazard Communications, Hazardous Waste Operations and Emergency Response, and Safety Awareness. Supporting documents we reviewed included certificate of completion and/or attendance records. As a result, nothing came to our attention to indicate that SCNF employees had not been completing their mandatory safety training.

Allegation No. 2: SCNF failed to maintain a current and accurate training records database

A FS Safety and Occupational Health specialist contended SCNF failed to maintain a current and accurate training records database. The specialist reviewed the training records database and noticed that SCNF employees training records were not current.

OIG Conclusion:

According to the Regional Safety Manager, SCNF started using the Training Record Database (Excel spreadsheet) only recently to track all safety related training. The use of the database is required in Region 4 only. Although SCNF has specific procedures for documenting, updating, and completing the database[4], there were no mechanisms in place at some ranger districts to ensure these procedures were being followed. A sampling of 30 SCNF employees verified that 90 percent (27 of 30) of the employees' training records were properly entered into the database. Two of 26 randomly selected employees and 1 of 4 judgmentally selected employees had no records entered in the database for one or more of the mandatory safety training courses. However, we later confirmed that safety training courses had been completed, and that the records for the three employees had not yet been entered into the database.

We interviewed the two unit supervisors responsible for the three employees. According to one unit supervisor, during the past year he was on medical leave for a significant amount of time due to a medical condition. No one was assigned to make sure that his unit's training records

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[2] OSC referral dated May 28, 2008, pg 2.
[3] Medical training, such as first aid or CPR, was not selected for review because it is not a required training for each employee.
[4] SCNF 2008 Safety Plan, Appendix VI Training Record Database, pg 47.

were entered into the system because everyone thought he would be returning sooner than he did. The other unit supervisor was in charge of a fire crew which tracked and kept their own safety training records. He did not provide the safety training records because he was unaware of the recording requirements; and he overlooked the recording procedures in the last appendix of the safety plan.

When we talked to the safety officer's supervisor about the missing entries he stated that he relied on the safety officer to inform him on the status of the database. However, he stated the safety officer did not come to him to resolve the problems related to the safety training database. He could have worked with him to get the issue resolved.

We discussed our findings with Bill Wood, SCNF Forest Supervisor; and we advised him to issue a memorandum to FS staff about the importance of timely providing safety training records to the safety officer and that unit supervisors will be held accountable for noncompliance. In addition, we advised him to require the safety officer to provide him, on a periodic basis, a status report on those units who have failed to provide training records and/or to update the database. He agreed to the findings and to the corrective actions that we advised.

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 1:00 pm
Date: 07/30/2008

File No: SF-0801-0586-D

Subject: Acquiring the Training Records for our Sample.

Talked With: Bill Wood, Salmon-Challis National Forest Supervisor
Also at the meeting:
Larry Gee; ARIG
Dina Dailey; Auditor

Office: Salmon-Challis National Forest District Office, Salmon, ID

Telephone No.: (208) 756-5111

Reason For Talk: To discuss acquiring the training records for our sample.

Conclusion: Mr. Wood, Salmon-Challis National Forest Supervisor made the following point during our conversation with him on Wednesday, July 30, 2008:

- He will gather the training records of the employees on our sample roster and send those records to us.

Details Of Conversation: On Wednesday, July 30, 2008, at 1:00 pm, we talked to Bill Wood, Salmon-Challis National Forest Supervisor about obtaining the training records for our sample. Mr. Gee began by explaining to Mr. Wood that we were helping OIG Investigations with the whistle blower complaint by examining the training records for a sample of Salmon-Challis employees. Mr. Gee then asked Mr. Wood if he could sends us the training records for our sample. Mr. Gee told Mr. Wood that he would send him a spreadsheet containing the names of our sample group. Mr. Wood said he would help in any way that he could. Mr. Wood said he would send the names of the employees on our sample to their district rangers and have the rangers send the training records to him. Mr. Wood said when he receives the records he will forward them to us.

Ms. Dailey asked Mr. Wood what the abbreviations PFT, FFT, WAE, and SCA meant. Mr. Wood said PFT is a Permanent Full-Time employee, he does not know what FFT stands for, WAE stands for When Actually Employed it means a permanent part-time employee, and SCA stands for Student Conservation Assistant.

Mr. Wood gave us his e-mail address in case we need anything else. Mr. Wood' s e-mail address is wwood@fs.fed.us.

Signature: Dina Dailey

Title: Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 12:55 pm
Date: 07/30/2008

File No: SF-0801-0586-D

Subject: To Clarify a Statement Ms. Deaderick Made in our First Interview.

Talked With: Caroline Deaderick, Safety and Occupational Health Manager
Also at the meeting:
Larry Gee; ARIG
Dina Dailey; Auditor

Office: FS National Headquarters, Arlington, VA

Telephone No.: (703) 605-4475

Reason For Talk: Ms. Deaderick wanted to clarify a statement she made in our first interview.

Conclusion: Caroline Deaderick, FS Safety and Occupational Health Manager made the following point during our conversation with her on Wednesday, July 30, 2008:

- There is a national training policy, but each region may supplement the national policy more specific training requirements.

Details Of Conversation: On Wednesday, July 30, 2008, at 12:55 pm, Caroline Deaderick, FS Safety and Occupational Health Manager called us to clarify a statement she made about tracking training during our first interview with her. Ms. Deaderick said she had spoken with Randy Draeger, regions four' s safety officer about mandatory training in region four and she dug through 1960 OSHA (29CFR1960), which she said is considered FS' safety bible. Ms. Deaderick said that 1960 OSHA says training should be job specific. She said FS requires that employees take ethics, and security training.

Ms. Deaderick said nothing in OSHA 1960 says that training has to be tracked, but everyone tracks to prove that they have done the required training. FS' policy, which is in draft form now, does not say that Aglearn must be used to set up training (During our first interview Ms. Deaderick stated that it was mandated by USDA that all training be set up in Aglearn. She said she was mistaken). Ms. Deaderick said FS' corporate training office did not have a copy of the policy or directive that mandated setting up training in Aglearn. They also do not know which policy or directive required setting up training in Aglearn, but they will find it.

Signature: Dina Dailey

Title: Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 1:45 pm
Date: 07/29/2008

File No: SF-0801-0586-D

Subject: Mandatory Training Requirements for FS Personnel.

Talked With: Caroline Deaderick, Safety and Occupational Health Manager
Also at the meeting:
Larry Gee; ARIG
Gary Morin; Senior Auditor
Dina Dailey; Auditor
Kachi Emeh; Auditor

Office: FS National Headquarters, Arlington, VA

Telephone No.: (703) 605-4475

Reason For Talk: To discuss the mandatory training requirements for FS personnel.

Conclusion: Caroline Deaderick, FS Safety and Occupational Health Manager made the following point during our conversation with her on Wednesday, July 30, 2008:

- There is a national training policy, but each region may supplement the national policy more specific training requirements.

Details Of Conversation: On Wednesday, July 30, 2008, at 8:25 am, we talked to Caroline Deaderick, FS' Safety and Occupational Health Manager about the mandatory training requirements for FS personnel. Mr. Gee began by explaining that we were trying to find out about FS' mandatory training requirements. Mr. Gee asked Ms. Deaderick if each region has its own training requirements. Ms. Deaderick said there is a national training policy, but each region may supplement the national policy more specific training requirements.

Mr. Morin asked Ms. Deaderick where proof of training is inputted. Ms. Deaderick said that it is mandated by USDA that all training is set up in Aglearn (Ms. Deaderick subsequently called and revised this statement based on new information. See Deaderick MOC). She said recently FS set up had a safety and health conference. It had to be set up in Aglearn so the participants could register using Aglearn and then their participation could be tracked. Ms. Deaderick said that in the past FS' training records were probably kept locally.

Mr. Morin asked Ms. Deaderick if FS had a national database to keep track of training before Aglearn. Ms. Deaderick said FS tried the TIPS system, but it was a failure. Ms. Deaderick said two different people told her that they can not track training well in Aglearn and they wanted to know if they could use their regions accident tracking system to track training. They said there accident reporting systems did a better job of tracking. Ms. Deaderick told them no, they were

supposed to be using Aglearn.

Mr. Gee told Ms. Deaderick that there were allegations that employees were not getting the required training and not taking classes. Ms. Deaderick asked if the employees were told to take the classes. Mr. Gee said yes. Ms. Deaderick said she can not imagine the employees not taking the classes. Ms. Deaderick said she was sure that the supervisor has access to the records of all the employees that they supervise. Mr. Gee asked Ms. Deaderick if there were any regulations that OIG does not know about. Ms. Deaderick said that she does not know of any.

Signature: Dina Dailey **Title:** Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 1:45 pm
Date: 07/29/2008

File No: SF-0801-0586-D

Subject: Mandatory Training Requirements for FS Personnel.

Talked With: Randy Draeger, Region Four Safety Officer
Also at the meeting:
Larry Gee; ARIG
Gary Morin; Senior Auditor
Dina Dailey; Auditor
Kachi Emeh; Auditor

Office: FS Region Four Office, Ogden, UT

Telephone No.: (801) 625-5296

Reason For Talk: To discuss the mandatory training requirements for FS personnel.

Conclusion: Mr. Draeger, Region Four Safety Officer made the following points during our conversation with him on Tuesday, July 29, 2008:

- Mr. Draeger said that region four does not have a database it just has a spreadsheet to keep track of the employees' training.
- FS does not have a national database to keep track of employees' training.
- The training regulations are partly from FS' s handbook and partly from OSHA' s 29CFR1960.
- For the most part it is up to the forests to manage their training requirements.
- The employees keep their own training certificates.
- Mr. Draeger said we could call him if we had any more questions. If we can not reach him at his office, his cell phone number is (801) 510-6920.

Details Of Conversation: On Tuesday, July 29, 2008, at 1:45 pm, we talked to Randy Draeger, FS' Region Four Safety Officer about the mandatory training requirements for FS personnel. Mr. Gee began by explaining that we were trying to find out about FS' mandatory training requirements. Mr. Gee then asked Mr. Draeger if the training database from region four was an official FS database and if FS has a national training database. Mr. Draeger said that region four does not have a database it is just a spreadsheet to keep track of the employees' training. He then said that unfortunately FS does not have a national database to keep track of employees' training. Mr. Draeger said each region is pretty much left to its own devices to track training which is required for safety. Tracking is not provided at the DC level. Mr. Gee said then that everyone has their own ad hoc system to track training. Mr. Draeger said that was correct. The regions customize their tracking of training to fit their forests.

Mr. Morin asked Mr. Draeger if anybody on the national level checks to see if the required training has been taken. Mr. Draeger said no, that it was not a perfect system. For the most part it is up to the forests to manage their training requirements. Mr. Draeger said some forests have put their training records tracker on a server, but the national office does not check the forests. Mr. Morin said did that mean that there were no spot checks on the forests. Mr. Draeger said that was correct there are no spot checks on the forests. Mr. Draeger said that there is a certain level of responsibility in the forests to know their training requirements and to keep track of who has had what training. Mr. Draeger said that the regions do not collect training certificates from their employees. The employees keep their own training certificates.

Mr. Morin asked Mr. Draeger if the regulations were from the FS handbook. Mr. Draeger said parts of them were from the handbook and parts were from OSHA' s 29CFR1960. It is a combination of 1960 and FS' own policies. The general duty clause from OSHA gets FS pretty much every time. It is not real specific. FS implemented driver defensive training to try and satisfy the general duty clause. You need OF346 to take a government owned vehicle. OF346 is basically a government driver' s license. OF346 is only valid with a current State driver' s license.

Mr. Draeger said there was no timeframe for how often the regions had to update their training records. Mr. Draeger said that up until one year ago the national office reviewed each region once every five years and now it is once every three years. He said he believes Salmon-Challis was reviewed in 2005 so its next scheduled review would be in 2009 or 2010.

Mr. Draeger said the job of a safety officer is to provide advice and counsel to the forest supervisor. He said Mr. Reynolds would go directly to the district rangers and direct them to fill out the spreadsheet and send it back to him. Mr. Draeger said the way a safety officer is suppose to get something is for that safety officer to ask the forest supervisor and then the forest supervisor will direct the district rangers to carry out the task. Mr. Draeger said that Mr. Reynolds would go directly to the district rangers and tell them to fill out the training spreadsheet. Mr. Draeger said he had a conversation with Mr. Reynolds to tell him to go to the forest supervisor if he needed something from the district rangers.

Mr. Draeger said they give the forests a lot of discretion on how to handle the recording of training. He said when they try to thumbnail it for the regions to be compliant then they set those regions up to fail.

Mr. Gee asked Mr. Draeger if there is a national safety manager. Mr. Draeger said there is a national safety manager. His name is Ralph Dorn, but he is relatively new on the job. His office phone number is (703) 605-4482. His cell phone number is (202) 360-1022.

Mr. Draeger said we could call him if we had any more questions. If we can not reach him at his office, his cell phone number is (801) 510-6920.

Signature: Dina Dailey

Title: Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 10:35 am
Date: 08/18/2008

File No: SF-0801-0586-D

Subject: The Official Training Database for Salmon-Challis National Forest.

Talked With: Gerry Reynolds, Salmon-Challis National Forest Safety Officer
Also at the meeting:
Gary Morin; Senior Auditor
Dina Dailey; Auditor

Office: Salmon-Challis National Forest District Office, Salmon, ID

Telephone No.: (208) 756-5164

Reason For Talk: To discuss the official training database for Salmon-Challis National Forest.

Conclusion: Mr. Reynolds, Salmon-Challis National Forest Safety Officer made the following points during our conversation with him on Monday, August 18, 2008:

- Mr. Reynolds said that the FS Safety plan (for Salmon-Challis National Forest) is that the managers will update the spreadsheet in January and June.
- Mr. Reynolds said he imagined that he had sent out a memo or two reminding people to update the database. He said he would send us a copy of the memo.
- Mr. Reynolds said ideally the district ranger is responsible for updating the database and then sending a copy of the training documentation to him. He said he can send us a copy of the document that shows who is responsible for updating the database.

Details Of Conversation: On Monday, August 18, 2008, at 10:35 am, we called Gerry Reynolds, Salmon-Challis National Forest Safety Officer to ask him about his forest' s official training database. Mr. Morin asked Mr. Reynolds if he maintained the official training spreadsheets for Salmon-Challis National Forest. Mr. Reynolds said that the FS Safety plan (for Salmon-Challis National Forest) is that the managers will update the spreadsheet in January and June. Mr. Reynolds said he tries to update any missing information, but he does not always get all the records from people.

Mr. Morin asked Mr. Reynolds if there had ever been any kind of memo or direction provided to the districts regarding the updating of training records. Mr. Reynolds said he imagined that he had sent out a memo or two. He said he thought he had given Steve Tillotson a copy of the e-mail. Mr. Reynolds said he would send us a copy of the Salmon-Challis National Forest (SCNF) safety plan. He also said he would try to find a copy of one of the e-mails he sent reminding people how to update the training records database and send it to us.

Mr. Reynolds said that ideally the unit supervisors send him the training certificates or the class roster and then he puts them in the main files in his office. The manager then goes into the unit' s database or spreadsheet and puts in the name of the person who took training and the time that that person took it. Mr. Reynolds said his boss just asked him to send an e-mail to folks to remind them about their defensive driving training.

Mr. Morin asked Mr. Reynolds how he checks to make sure that the database is correct and that there are no mistakes because of human error in entering the data. Mr. Reynolds said that on a regular basis he asked the unit supervisors to verify the database. He said that starting early this year he began to post the most recent database on the safety web site. Mr. Morin asked Mr. Reynolds if he provided an e-mail to the district rangers telling them to update the database. Mr. Reynolds said that he did e-mail the district rangers asking them to update the database. He said he does not know if he still has an electronic copy of the e-mail, so he may have to send us a hard copy of that e-mail.

Mr. Morin said that he noticed that some of the defensive driving records on the database had future dates. Mr. Reynolds said that the Challis-Yankee district decided to enter the date that the next defensive driving training was needed instead of the date that the class was taken.

Mr. Reynolds said ideally the district ranger is responsible for updating the database and then sending a copy of the training documentation to him. He said he can send us a copy of the document that shows who is responsible for updating the database.

Ms. Dailey asked Mr. Reynolds if FS requires the forests to track training. Mr. Reynolds said he does not know, but he can look it up in the FS guidelines.

Signature: Dina Dailey **Title:** Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 9:00 am
Date: 09/03/2008

File No: SF-0801-0586-D

Subject: Responsibility for The Training Records Database.

Talked With: Lyle Powers, Salmon-Challis National Forest Planning and Administration Officer

Also at the meeting:

Larry Gee; ARIG
Dina Dailey; Auditor

Office: Salmon-Challis National Forest District Office, Salmon, ID

Telephone No.: (208) 756-5557

Reason For Talk: To discuss responsibility for the training records database.

Conclusion: Mr. Powers, Salmon-Challis National Forest Planning and Administration Officer made the following point during our conversation with him on Wednesday, September 3, 2008:

- Gerry Reynolds is responsible for the Training Records Database
- Mr. Powers said they do not have a mechanism for making sure that all the relevant personnel know who has had training and who has not had training
- Mr. Gee asked Mr. Powers if Mr. Reynolds ever came to him to say that he was having problems getting the training records from people. Mr. Powers said no, Mr. Reynolds did not come to him to try and solve the problem
- Mr. Powers said that if Mr. Reynolds had come to him with his concerns about the training records he could have worked with Mr. Reynolds to get the issue resolved.

Details Of Conversation: On Wednesday, September 3, 2008, at 9:00 am, Lyle Powers, Salmon-Challis National Forest Planning and Administration Officer, returned our call. We proceeded to discuss the responsibility for the Training Records Database. Mr. Powers said that Gerry Reynolds is responsible for the Training Records Database. Mr. Reynolds consolidates the training records data. Mr. Powers said the Training Records Database has evolved. Some units edit their own version of the database. But Gerry is the responsible official for the database. Mr. Powers said they do not have a mechanism for making sure that all the relevant personnel know who has had training and who has not had training. That responsibility has defaulted to Mr. Reynolds.

Mr. Powers said that he is Mr. Reynolds supervisor on record. Mr. Powers said he and Mr. Wood (the forest supervisor) have described to Mr. Reynolds his duties in general regarding the

database, but they did not tell him anything specific. Mr. Gee told Mr. Powers that his forest' s safety plan instructed the class instructors to send their class roster to the forest' s safety officer (Gerry Reynolds). Mr. Powers said that in the majority of cases Mr. Reynolds is the class instructor. Mr. Powers said that in the cases where Mr. Reynolds is not the class instructor, there were some rosters that did not get to him.

Mr. Gee asked Mr. Powers if Mr. Reynolds ever came to him to say that he was having problems getting the training records from people. Mr. Powers said no, Mr. Reynolds did not come to him to try and solve the problem. Mr. Powers said that if Mr. Reynolds had come to him with his concerns about the training records he could have worked with Mr. Reynolds to get the issue resolved.

Mr. Powers said that the procedures for reporting training in the 2007 safety plan look to be the same as in the 2008 safety plan. Mr. Powers said the database was begun just before Mr. Reynolds got to the forest. It was put together by Mr. Reynolds predecessor. Mr. Reynolds was the first safety officer at the forest to implement the new database.

Mr. Gee told Mr. Powers that we had talked to Dennis Fogel, a supervisor at Salmon Airbase, and he told us that while he had two of the employees in our sample working with him he was not their supervisor on paper. Mr. Power said that that it should be the supervisor on paper doing the evaluations.

Mr. Gee asked Mr. Powers if they put all the training information in the database when they initially began to use it. Mr. Powers said no, they had never had a database. He said the training records went to human resources and they validated the training. Mr. Powers thinks that the centralization of human resources to Albuquerque has totally failed. He said they have not had adequate human resources for a year and a half. He said they went from a manual to an automatic system that is still evolving.

Mr. Powers said he is not happy with the database. He thinks it is an inefficient way to track training. He said FS is evolving into using Aglearn for training. Mr. Powers thinks that it is better because it is a national database that can track national training.

Signature: Dina Dailey **Title:** Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 9:00 am
Date: 08/27/2008

File No: SF-0801-0586-D

Subject: Follow-Up on Mandatory Training Requirements.

Talked With: Lyle Powers, Salmon-Challis National Forest Planning and Administration Officer

Also at the meeting:

Larry Gee; ARIG
Dina Dailey; Auditor

Office: Salmon-Challis National Forest District Office, Salmon, ID

Telephone No.: (208) 756-5557

Reason For Talk: To follow-up on mandatory training requirements.

Conclusion: Mr. Powers, Salmon-Challis National Forest Planning and Administration Officer made the following points during our conversation with him on Wednesday, August 27, 2008:

- He said with the ways crews are mixed and matched it is very difficult to determine who should have first-aid and CPR training
- He said he can vouch for Mr. Lambeth having taken the safety training for supervisors
- Mr. Powers said the safety training for supervisors class was not one that Mr. Reynolds brought to his attention as missing
- Mr. Powers said that he does not believe it is possible to be 100 percent current on the database with the amount of employees coming in and out of the Salmon-Challis National Forest

Details Of Conversation: On Wednesday, August 27, 2008, at 9:00 am, we called Lyle Powers, Salmon-Challis National Forest Planning and Administration Officer. Mr. Gee asked for clarification about who is required to take first-aid and CPR training. Mr. Powers said that one person per crew is required to have first-aid and CPR training. He said with the ways crews are mixed and matched it is very difficult to determine who should have first-aid and CPR training. He said FS and Bureau of Land Management (BLM) are different in their requirements. BLM requires everyone on the crew to have first-aid and CPR training.

Mr. Powers said that the mandatory supervisor' s safety training class was not on his radar, but after OIG asked for the training records he realized that the supervisor' s were suppose to take that class. Mr. Power said the forest has not offered the supervisor safety training in two years. It would be Gerry Reynolds responsibility to offer that course.

Mr. Powers said he has seen the individual certification for Randy Lambeth showing that he took the safety training for supervisors. He said he can vouch for Mr. Lambeth having taken the safety training for supervisors. Mr. Powers said his conclusion would be that there is no way to determine who on our sample list should have first-aid and CPR training. He said most of the fire crews try to get everybody into that training. Mr. Powers said Laurie Mathews is a supervisor, but not necessarily a daily crew boss.

Mr. Powers said the safety training for supervisors class was not one that Mr. Reynolds brought to his attention as missing. Mr. Powers said he believes the class is required of all supervisors. Mr. Powers said each district should be certifying and correcting the database. Mr. Powers said that he knew Mr. Reynolds was the one who filed the whistleblower complaint and he thought that Mr. Reynolds filed it because he felt that management was not responding to his requests to update the database.

Mr. Powers said that he does not believe it is possible to be 100 percent current on the database with the amount of employees coming in and out of the Salmon-Challis National Forest. Mr. Powers said Mr. Reynolds has taken every name he could find and put it into the database without checking if those people actually work for the Forest Service. Mr. Powers said FS personnel system does not allow easy tracking of personnel.

Mr. Powers said regional guidelines are conflicting over whether contracted fire drivers are required to take defensive driving. He said in just the last two years they have ensured that all fire drivers have defensive driving.

Mr. Powers said his concern really is that the safety class for supervisors was not brought to his attention. They had inadequate coverage for that class and had not scheduled a class. Gerry Reynolds is responsible for making sure all mandatory classes are scheduled.

Mr. Powers said that he escorted OSHA around the forest three different times. But they did not de-brief him on their findings.

Signature: Dina Dailey **Title:** Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 1:05 pm
Date: 09/08/2008

File No: SF-0801-0586-D

Subject: Submitting Proof of Training.

Talked With: Mike Bennett, Heitack Foreman; North Fork Ranger District, Salmon-Challis National Forest Region 4

Also at the meeting:

Larry Gee; ARIG
Dina Dailey; Auditor

Office: North Fork Ranger District Salmon-Challis National Forest, Salmon, ID

Telephone No.: (208) 756-1624

Reason For Talk: To discuss submitting proof of training.

Conclusion: Mr. Bennett, Heitack Foreman; North Fork Ranger District, Salmon-Challis National Forest made the following points during our conversation with him on Monday, September 8, 2008:

- He was not aware of how to record training
- He did not know there was a database to record training
- Mr. Bennett said everyone has taken the classes and that they keep the proof in a filing cabinet in the office
- Mr. Bennett said he had looked at the safety plan, but guessed he had not seen the part about the training procedures (the training procedures are located in appendix VI at the back of the safety plan)
- The employees are required to read the forest safety plan and then sign the sign-up sheet to acknowledge that they have read the forest safety plan.

Details Of Conversation: On Monday, September 8, 2008, at 1:05 pm, we called Mike Bennett, Heitack Foreman at the North Fork Ranger District, Salmon-Challis National. Mr. Gee explained to Mr. Bennett that there had been a whistleblower complaint concerning Salmon-Challis National Forest employees not taking their mandatory safety training classes and also not updating the Training Records Database. Mr. Gee told Mr. Bennett that some of the other supervisors we had spoken to told us that they did not know that they were supposed to update the Training Records Database. Mr. Bennett said it was the same way here. He was not aware of how to record training. Mr. Bennett said he did not know there was a database to record training. He asked Mr. Gee what was missed. Mr. Gee said that the mandatory classes that had to be taken

and recorded included Defensive Driving, Hazcom, Hazwoper, Emergency Action Plan, Bloodborne Pathogens, and a few others. Mr. Bennett said everyone has taken the classes and that they keep the proof in a filing cabinet in the office.

Mr. Gee asked Mr. Bennett if anyone had looked at the safety plan. Mr. Bennett said he had looked at the safety plan, but guessed he had not seen the part about the training procedures (the training procedures are located in appendix VI at the back of the safety plan). He asked Mr. Gee how to get it squared. Mr. Gee told Mr. Bennett to just follow the safety plan. There are detailed instructions at the back of the plan describing how to record the training classes. Mr. Bennett said that they were pretty sure they had put people through safety training.

Ms. Dailey asked Mr. Bennett if Greg Smith had taken any training prior to his last reported training date. Mr. Bennett said that Mr. Smith had taken classes prior to his last reported training date. Mr. Bennett said Mr. Smith had taken tons of training. He said they do all sorts of stuff; defensive driving, hazcom, hazwoper, CPR, hearing, safety awareness.

Mr. Gee asked Mr. Bennett if the forest safety plan was distributed to him. Mr. Bennett said no, the forest safety plan is not distributed, it is on the forest website and it can be downloaded and printed out. Mr. Bennett said they post the forest safety plan on the wall with a sign-up sheet. The employees are required to read the forest safety plan and then sign the sign-up sheet to acknowledge that they have read the forest safety plan.

Signature: Dina Dailey **Title:** Auditor

MEMO OF CONVERSATION

[x] Phone
[ ] Visit
[ ] Conference
[ ] Other

Time: 12:55 pm
Date: 09/8/2008

File No: SF-0801-0586-D

Subject: The Official Training Database for Salmon-Challis National Forest.

Talked With: Gerry Reynolds, Salmon-Challis National Forest Safety Officer
Also at the meeting:
Larry Gee; ARIG
Dina Dailey; Auditor

Office: Salmon-Challis National Forest District Office, Salmon, ID

Telephone No.: (208) 756-5164

Reason For Talk: To discuss the official training database for Salmon-Challis National Forest.

Conclusion: Mr. Reynolds, Salmon-Challis National Forest Safety Officer made the following points during our conversation with him on Monday, September 8, 2008:

- Mr. Reynolds said he had notified his supervisor of his problems in obtaining training records and getting the unit supervisors to update the training database
- Whenever he sent out an e-mail request to the unit supervisors he would always cc Mr. Powers
- Mr. Reynolds said Mr. Powers did listen to what he had to say, but he does not know if Mr. Powers did anything about it. Mr. Reynolds did not notice anything different after he notified Mr. Powers about the problem

Details Of Conversation: On Monday, September 8, 2008, at 12:55 pm, we called Gerry Reynolds, Salmon-Challis National Forest Safety Officer to ask him whether he told his supervisor about his problems in obtaining training records and getting the database updated. Mr. Gee asked Mr. Reynolds if he notified his supervisor Lyle Powers of his problems in getting the unit supervisors to update the database and of getting the proof of training from the class instructors. Mr. Reynolds said he had notified his supervisor of those problems and whenever he sent out an e-mail request to the unit supervisors he would always cc Mr. Powers. Mr. Reynolds said Mr. Powers did not do anything about it as far as he knew.

Mr. Reynolds said Mr. Powers did listen to what he had to say, but he does not know if Mr. Powers did anything about it. Mr. Reynolds did not notice anything different after he notified Mr. Powers about the problem. Mr. Reynolds said he talked to Mr. Powers a couple of times and he cc e-mails to him.

Mr. Gee asked Mr. Reynolds if the unit supervisors were unresponsive to his e-mails. Mr. Reynolds said that he did not really hear much back from them. He said he would highlight the sections that needed updating in yellow. But he would not really hear anything back from the unit supervisors. He said as he looked at his spreadsheet he saw that thirty employees were overdue for defensive driving training and another sixty had no proof of training on the spreadsheet as of today (September 8, 2008).

Mr. Reynolds said an instructor from another agency taught the defensive driving class in March and June of 2008. He said the got the records from him for the June class. Mr. Reynolds said the employees could also take the defensive driving class online.

Mr. Gee told Mr. Reynolds that 100 percent of our sample employees took their mandatory training classes and three of our sample employees training records were not updated. Mr. Reynolds said that out of his six different spreadsheets, about thirty people are overdue for their defensive driving training and another sixty he has no training records on. Mr. Reynolds said he sent an e-mail to Lyle Powers telling him about the spreadsheet.

Mr. Gee told Mr. Reynolds that OIG was going to advise that Lyle Powers receive an update on the status of the spreadsheet on a periodic basis.

Signature: Dina Dailey **Title:** Auditor

MEMO OF CONVERSATION

____	Phone	Date:	9/4/08
____	Visit	Time:	6:40 AM
____	Conference	Audit File No.:	
____	Other	Filename:	Moore moc.doc

Purpose: To determine if Donnie Moore inputs the training information for Tom Klein's. To determine if Donnie Moore is aware of any regulations requiring him to input training records into the Salmon-Challis NF training database. Also, to determine if Donnie Moore was aware of whom to go to if he had problems inputting information into the training database.

Participants (include address, phone number, and location of meeting):

Gary Morin: Senior Auditor, OIG WR, 415-744-2854.
Donnie Moore, Tom Klein's Supervisor, Salmon-Challis NF, 208-879-4128

Conclusion: Based on this conversation, we have determined that Donnie Moore is responsible for inputting the training records of Tom Klein and all of his staff into the Salmon-Challis NF training database (spreadsheet) every six months. Donnie said that he was aware of the requirements in the Safety manual stating that he was responsible for making sure the training information is up-to-date in the training database and he is to enter the information. Donnie said that if he had any problems entering the information into the excel spreadsheet, he contacts Gerald Reynolds and ask him for help and/or to input the information for him into the excel spreadsheet.

We also learned that during the past year Donnie Moore was out on medical leave for a significant amount of time due to a medical condition that prevented him from reporting to work. This was the reason some of the training records were not input timely last year, for those employees that Donnie Moore was responsible for.

Details of Discussion: We called Donnie Moore to determine if he know who was responsible for inputting of the training records for Tom Klein, who worked for him. Donnie said that he was responsible for inputting all the training records of Tom Klein and all of his staff into the Salmon-Challis training database (spreadsheet) every six months.

Donnie said that we was aware of the requirements in the Safety manual stating that he was responsible for making sure the training information is up-to-date in the training database and he is to enter the information. Donnie said that if he had any problems entering the information into

the excel spreadsheet, he contacts Gerald Reynolds and ask him for help and/or to input the information for him into the excel spreadsheet.

We also learned that during the past year Donnie Moore was out on medical leave for a significant amount of time due to a medical condition that prevented him from reporting to work. Donnie said that during his absence from work, no one was assigned to make sure that his units training records were input into the system. This was due to simple oversight, because everyone thought that Donnie would be returning sooner than they thought. This was the reason some of the training records were not input timely last year, for those employees that Donnie Moore was responsible for

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Signature: