

Firewood Sales SOP



**Atterbury-Muscatatuck
Environmental Division**

Firewood Sales SOP

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History. This publication is the first firewood sales SOP and has been created to consolidate procedures and information contained in firewood sales policy memo.

Summary. This publication provides policy and guidance for the purchase and collection of firewood by A-M Employees, the Public and Guests of A-M.

Applicability. This publication applies to all A-M Employees, the Public and Guests of A-M.

Proponent and exception authority. The proponent for this SOP is the INARNG Environmental Division Deputy Chief-Conservation. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. Activities may request a waiver to this regulation by providing justification that includes an analysis of the expected benefits. All waiver requests will be endorsed by the commander, senior leader, directorate head or civilian supervisor of the requesting activity and forwarded through their chain of command to the proponent.

Suggested Improvements. Users are invited to send comments or suggested improvements on DA Form 2028 directly to: the INARNG Environmental Division, ATTN: Deputy Chief-Conservation, Camp Atterbury, IN 46124

Distribution. This publication is available in electronic media only.

Table of Contents

Chapter 1 Introduction.....	3
1-1. Scope and Purpose	3
1-2. References	3
1-3. Responsibilities.....	3
Chapter 2 Permits	4
2-1. Permit Information	4
2-2. Permit Types	5
Chapter 3 iSportsman	6
3-1 Account Creation	6
3-2 Acquiring Permits	7
Chapter 4 Cut-Your-Own Firewood.....	8
4-1 Procedures	8
Chapter 5 Pre-split Firewood.....	8
5-1 Procedures	8
Chapter 6 Requirements	9
6-1 General Rules	9
6-2 Prohibitions	9
6-3 Penalties	10
Chapter 7 Conclusion.....	10
7-1 Conclusion.....	10

Chapter 1 Introduction

1-1. Scope and Purpose

A firewood program has been established at Camp Atterbury in accordance with the Integrated Natural Resources Management Plan (INRMP). This program maximizes forest product utilization where compatible with the military mission. Firewood collection provides an efficient means of removing forest debris from construction projects, hazard tree removal, timber sale cleanup, and road maintenance that utilizes sustainable and renewable resources for energy. The program ensures that federal property is legally disposed, and the funds are deposited into the Army's Forestry Account. Authorized firewood collection (i.e., permitted) will only be from maintained roads, bivouac sites, or well-developed trails. Firewood not easily retrievable (e.g., forested areas or past closed skid trails) will be left to decompose naturally to enhance the habitat and improve biological diversity

1-2. References

- a. AR 200-1 Environmental Protection and Enhancement, 13 December 2007
- b. AR 405-90 Disposal of Real Property, 08 June 2020
- c. Sikes Act Improvement Act of 1997 (16 USC 670a *et seq.*)
- d. Integrated Natural Resources Management Plan, July 2007

1-3. Responsibilities

a. Natural Resources Coordinator:

1. Provide oversight for the Firewood Sales Program through the Installation Forester, Land Foreman, and Office Manager.
2. Administer the Firewood Sales Program in coordination with all other responsible parties.

b. Installation Forester:

1. Identify cut-your-own firewood areas available for firewood collection.
2. Ensure the volume of available pre-split firewood is coordinated with the Natural Resources Land Forman and Environmental Division Office Manager.
3. Make fair market pricing recommendations to the Environmental Division Deputy Chief.

c. Natural Resources Land Foreman:

1. Coordinate a scheduled time of availability for customers to pick-up pre-split firewood at the Natural Resources Operations Complex.

2. Oversee field collections, cutting, and stacking of pre-split firewood by Indiana Department of Corrections (IDOC) crew.

3. In the absence of the installation forester and based on guidance from the installation forester, the land foreman may inform cut-your-own firewood customers of areas where firewood is available.

d. Environmental Division Office Manager:

1. Validate customers' iSportsman accounts.

2. Coordinate pre-split permits available for purchase with Installation Forester and Natural Resources Land Foreman.

3. Act as point of contact for all Atterbury iSportsman inquiries.

Chapter 2 Permits

2-1. Permit Information

a. A permit is available for either cut-your-own or pre-split firewood.

b. Each permit is valid for the harvest of one (1) rick (4'X8'X16") of wood.

c. Customers are limited to 10 pre-cut permits per fiscal year (FY).

d. Customers are limited to 10 cut-your-own permits per FY.

e. Permits are valid for thirty (30) days from the date of purchase.

1. **Expired permits will not be honored or refunded.**

f. Permits are acquired through the Atterbury-Muscatatuck iSportsman portal.

1. <https://atterbury.isportsman.net>

2. Payment is made via credit or debit card.

g. Permits will be in an electronic format on the customer's iSportsman account unless a physical copy is printed.

2-2. Permit Types

a. Access Permit

1. All recreational users (includes firewood consumption) of INARNG property must acquire an annual Access Permit. Proceeds cover the administrative costs of the program.

2. Access Permits will be valid from 01JUN of the current year through 31MAY of the following year.

3. Access Permits are available for a fee.

b. Cut-your-own Permit

1. Authorizes a customer to recover firewood from trees felled in the military training areas of the INARNG. **Felling of standing trees is prohibited regardless of the trees condition (e.g., live, dying, dead, etc.).**

2. Cut-your-own permits are available to Authorized User customer types. Authorized users include:

a. Current military personnel (valid CAC required)

b. Retired military personnel (with Retiree Card)

c. State employees who work for the Adjutant General's Office (AGO)

d. Command Directed personnel

e. Civilian contracted employees of Atterbury-Muscatatuck

1. *Must have full time employment (valid CAC or AGO ID required)*

3. Cut-your-own permits are sold for a fee that is established annually to reflect fair market value.

4. Each permit is valid for the harvest of one (1) rick (4'X8'X16") of wood.

5. Each customer is limited to 10 cut-your-own permits per FY.

6. Customers will only collect firewood in areas designated by the Installation Forester.

7. Cutting times will be daylight hours between 0600 hrs and sunset. Entering any training area is prohibited without express authorization from the installation. Entering Atterbury training areas for firewood collection is prohibited prior to receiving authorization and confirmation via <https://Atterbury.isportsman.net>.

c. Pre-split Permits

1. Authorizes customers to recover split, seasoned firewood at the Natural Resources Operations Complex, Buildings 841 and 843 in Training Area 802.

2. Pre-split permits are available to all customer types including the general public.

3. Pre-split permits are subject to availability as communicated through the Atterbury-Muscatatuck iSportsman portal's firewood information page.

4. Pre-split permits will be sold for a fee that is established annually to reflect fair market value.

5. Each permit is valid for the harvest of one (1) rick (4'X8'X16") of wood.

6. Each customer is limited to 10 pre-split permits per FY.

7. Pre-split firewood can be picked up on Fridays from 0800-1500hrs at the Natural Resources Operations Complex.

8. Pick up of pre-split firewood must be coordinated with the land foreman or their designee.

Chapter 3 iSportsman

3-1 Account Creation

a. All customers will be required to create an account on the Atterbury-Muscatatuck iSportsman portal via computer, smart phone, or an on-post kiosk.

b. Account creation requires customers to completely and accurately provide all information requests on the registration site.

c. All accounts require ID validation by the Environmental Division before they acquire permits.

1. In-person account validation is performed at the Environmental Office (Building 241) during normal business hours (M-F, 0730-1500).

2. Virtual account validation is performed by emailing proof of ID to nq.in.inarng.mbx.hunting-program@army.mil.

3. Valid ID proof is an email from a military email address that is associated with the permit purchaser or one of the following, current military or state employee ID, retired military ID, or state issued AGO ID.

4. Further information on account validation can be found on the iSportsman portal or in the Camp Atterbury Hunting, Fishing, and Trapping Guide.

3-2 Acquiring Permits

a. Access Permit

1. All customers must acquire a Camp Atterbury Access Permit within the Atterbury iSportsman (<https://atterbury.iSportsman.net>) system.

a. The Access Permit must be purchased separately from firewood permits (i.e., Access Permit on a separate transaction than the firewood permit transaction).

2. Once the Access Permit is acquired, personnel may purchase the appropriate firewood permits pending availability.

b. Cut-your-own Permit

1. Completion of the online safety brief, located on the Atterbury iSportsman portal, is required for all personnel participating in the firewood program.

2. All personnel cutting their own firewood must meet with the Installation Forester or designated alternate prior to acquiring permits to discuss when and where they plan to collect firewood.

3. Personnel will receive a firewood validation on their iSportsman account after meeting with the Installation Forester, which will enable firewood permit(s) availability within the customer's iSportsman account.

a. Firewood validations remain active for 48 hours. Permits must be purchased during this time.

4. Personnel are required to meet with the Installation Forester or designated alternate to receive the firewood validation each time they intend to acquire cut-your-own permits.

c. Pre-split Permit

1. Pre-split firewood permits will be available for purchase by customers within the Atterbury iSportsman portal after they have:

- a. Created and validated their iSportsman account as outlined in section 3-1
- b. Purchased a Camp Atterbury Access Permit as outlined in section 3-2.a.

Chapter 4 Cut-Your-Own Firewood

4-1 Procedures

- a. After permits have been acquired, cut-your-own firewood may be recovered any time during the thirty (30) day validity period from 0600 to Sunset.
- b. Check the area status map located under the maps tab of the Atterbury-Muscatatuck iSportsman portal for available training areas.
- c. Log into Atterbury iSportsman and check-in into the three-digit training area as identified by the Installation Forester during the permit acquisition process.
- d. Report to Range Control (Building 127) to receive a down range vehicle pass.
- e. Once downrange, firewood may only be recovered from felled trees in the previously approved location(s). **FELLING OF STANDING TREES REGARDLESS OF THE CONDITION OF THE TREE IS UNAUTHORIZED UNDER PENALTY OF LAW.**
- f. Upon completion of harvest, log into Atterbury iSportsman and check-out from your three-digit training area, which includes reporting the firewood harvested.
- g. Report to Range Control to return the downrange vehicle pass.
- h. Customers are free to exit the installation ONLY after receiving a check-out confirmation from Atterbury iSportman and returning the vehicle pass to Range Control.

Chapter 5 Pre-split Firewood

5-1 Procedures

- a. After permits have been acquired, pre-split firewood may be recovered on Fridays from 0800-1500 from the Natural Resources Operations Complex (Building 841/843).
- b. Customers must log into Atterbury iSportsman and check-in into Training Area 802.

c. Proceed to the Natural Resources Operations Complex and coordinate pickup with the Natural Resources Land Foreman or designated alternate.

d. After recovering firewood, customers will check-out from TA 802 and record the harvest in the iSportsman platform.

e. Once check-out is complete, customers must exit the installation unless they have other authorized business to conduct.

Chapter 6 Requirements

6-1 General Rules

a. Possess required valid permit(s).

b. Check-in/out via iSportsman platform.

c. Return vehicle pass to Range Control if applicable.

d. Remove harvested firewood through the main gate only.

e. Take the most direct route to and from your cutting area.

f. Follow posted speed limits (25 MPH max / 10 MPH when passing troops).

g. Park on the same side of the road as you are cutting.

h. All Chainsaws must have an approved spark arrestor in muffler.

i. Wear appropriate PPE (chaps, hard hat, boots, leather gloves, eye and ear protection).

j. Do not collect anything not authorized by legally possessed Atterbury permit.

k. Do not leave any trash or other material personally brought onto Atterbury.

l. Firewood can be considered a regulated article and may be subject to USDA and IDNR quarantine (i.e. emerald ash borer resulting in quarantine of ash wood products). The Environmental Division will provide information on known quarantines when possible, however it is the responsibility of the party transporting the wood products to comply with quarantine regulations.

6-2 Prohibitions

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- a. Do not cut standing trees (live or dead). Cutting standing trees can result in damage to Federal Real Property assets or unauthorized take of endangered species or their habitat. Criminal penalties for the illegal take of endangered species can include prison and fines up to \$50,000.00.
 - b. Firewood permits are not authorized for commercial resale of firewood. Firewood available through this program is intended for personal use only.
 - c. Do not use a cell phone while driving on-post except through a hands-free device.
 - d. No off-road driving is permitted, stay on improved (gravel, concrete, asphalt) roads only
 - e. Do not enter the Impact Area or other restricted access areas.
 - f. On-site splitting is not permitted.
 - g. Use of ATVs, UTVs, tractors or similar equipment is not permitted.

6-3 Penalties

- a. Firewood is considered real property of the United States.
- b. Removal of firewood without the purchase of a permit is considered theft of government property.
- c. Anyone found harvesting or removing firewood without the appropriate permit(s) is subject to penalties under UCMJ, Federal and State laws.
- d. Anyone failing to follow the requirements and procedures outlined in this SOP will be subject to temporary or permanent loss of firewood cutting/collection privileges.
- e. SOP violations will be reviewed by Environmental Division staff and reported to the Installation Commander.
- f. Official notification of any loss of privilege will be provided to the accused and written record will be maintained by Environmental Division.

Chapter 7 Conclusion

7-1 Conclusion

- a. The firewood program at Camp Atterbury allows personnel the ability to harvest firewood while also enhancing the military mission and decreasing the costs associated with recovering downed timber.

b. Please direct any questions about the Atterbury iSportsman platform to the Environmental Division Office Manager located at Building 241 or (812) 526-1499, ext.: 61375. Please direct any questions about the firewood or forestry program to the Installation Forester located at Building 241 or (812) 526-1499, ext. 62242.