

- Directioning: FT will go to sample location and complete, then do two locations backward and two locations forward of sample span. When the sample location is an endpole, the FT will complete four locations backwards. When there is not a clear backward or forwards, the FT will collect the next corresponding other location to the right-hand of the sample span direction.
- Comment required for all findings besides the Population count. Comments must be descriptive of what is found and what distances are observed and not just repeat the assessment. If there are multiple findings clearly indicating which finding you are referring to is required.
- PR = Photo(s) required. Where practical capture 1 close up of the issue and 1 further out to show the area.
- Flag (green/white) for "Reportable" trees minimally or where needed to supplement comment.
- All questions default to 0. Description of findings can be described in QC Comments.
- **Field Techs are required to sync up around mid-day(when possible), and at the end of the day.**

QA Status	Select the appropriate status, including 'Investigating', for any findings. <b>Required</b>	
<b>Quality Assurance</b>		
QA	Population	Count # of trees that have ever been worked & that may need to be worked in the next 3 years (will be within the RCD). <b>Required</b> (quantity 0 acceptable for spans with no population)
QA	Priority 1 Growth Tree	Contact or evidence of contact. <b>Include the location and description of the tree(s). (PR)*Reportable *</b>
QA	Priority 2 Growth Tree	Within RCD and not a P1. <b>Include the location and description of the tree(s). (PR)</b>
QA	Priority 1 Threat Tree	Tree or part of tree that is already failing. <b>Include the location and description of the tree(s). (PR)*Reportable *</b>
QA	Priority 2 Threat Tree	Probable failure within 6 months. <b>Include the location and description of the tree(s). (PR)</b>
QA	Trees will not hold	Will not hold regulatory distance for 90 days (basically at or very near minimum clearance, won't hold). Possible windway trees that are close. <b>Include the location and description of the tree(s). (PR)</b>
QA	Root Cause	The root cause should be determined immediately, and multiple may be chosen. And can be clarified by spending further time on it with the 'Investigating' status.
QA	Comments / Photos	Enter descriptive comments for all findings and where value is added on non-findings. Add photos (PR) when required and if value is added.

**Clearance Distances (Table 1)**

Voltage	Maintenance Clearance Distance MCD	Regulation Clearance Distance RCD	Maintenance Action Threshold MAT
14.4kV	12' – 15'	<b>4'</b>	6'
60kV	12' – 15'	<b>4'</b>	6'
120kV	30' – 35'	<b>10'</b>	12'

**Reporting a Priority 1 Condition (by sending a Report PDF to the System Arborist, CC Liberty Supervisor and Senior, ASAP). All of the below should be mentioned in the QC Comments.**

Type of Priority Condition	First say whether it is a Priority 1 Growth Tree or a Priority 1 Threat Tree.
Address & pole #	The address may be researched from Field Note parcel maps. Collect an adjacent pole #, not from the map, but from the actual pole (OK to use field note pole# if there is no pole# on the pole)
Species	Give the species
DBH and Height	Give the DBH and Height
Further Comments	Describe exact location, tree, clearance, growth, and/or condition of tree and/or its parts that are likely to fail.

**Reportable Tree Procedure (Table 2)**

Reportable Type	Conditions	Protocol
Priority 1 Growth Tree	Any tree with evidence of previous or active contact with the high voltage facilities.	Call Senior to discuss and get a report ready of the finding to be emailed to Senior and System Arborist. <b>Call System Arborist ASAP when observed. (PR)</b>
Priority 1 Threat Tree	Any tree, or parts thereof, that is expected to imminently fail and contact the high voltage facilities.	Call Senior to discuss and get a report ready of the finding to be emailed to Senior and System Arborist. <b>Call System Arborist ASAP when observed. (PR)</b>
Priority 2 Growth Tree	Any tree within the RCD (Table 1).	Make sure you are sure of the finding. If needed get a second set of eyes to confirm the growth distance within 4ft. <b>(PR)</b>
Priority 2 Threat Tree	Any <b>non-listed tree</b> , or parts thereof, that is not a Priority 1 condition and is currently stable but is probable or expected to fail and contact electric facilities within six months.	Recorded in the data collection. <b>(PR)</b>

**Vegetation Fall in Categories (Table 3)**

Zone	Description
1	Overstrike > 6ft
2	Strike or Overstrike up to 6ft
3	Fall within 6ft of wire