

## S.M.A. MUNICIPAL FORESTRY ACCREDITATION PROGRAM

### I. ACCREDITATION STANDARDS

#### A. Accreditation standards, in summary form, are:

1. Program must have at least one ISA Certified Arborist on staff, with an ISA Certified Municipal Specialist preferred
2. Program must have a Local Forest Master Plan approved by appropriate local body.
3. Program must be a current Tree City USA or equivalent outside U.S. (this criterion must be maintained annually to maintain Accreditation).
4. Program must have a NADF Growth Award, or equivalent outside USA, in at least one of the past five years.
5. Program must show preference to TCIA Accredited, or equivalent outside USA, tree care companies when private arborists are contracted.
6. Program must incorporate ANSI Z133.1 safety standards, or equivalent outside USA.
7. Program must incorporate ANSI A300 tree care performance standards, or equivalent standards outside USA.
8. Program must pledge adherence to the SMA Code of Ethics and to promote SMA objectives.

**B. Interpretation of Standard #2 (Local Forest Master Plan):** To qualify under Standard #2, a Local Forest Master Plan must address at least the following issues, presenting specific operational goals, designating responsible agencies, and identifying the personnel, equipment, budget, and other resources tasked to meet these goals:

1. Operational Goals
2. The agencies, personnel, equipment budget, and other resources tasked to meet these goals
3. Designation of trees for which the municipality is responsible
4. Continuing care of municipally-owner trees
5. Identification and removal of municipally-owned trees that are past their useful or safe lifespan
6. Planting of new and replacement trees as appropriate
7. Progress toward educating the general public, municipal employees, commercial and utility tree workers, and others, as appropriate, concerning the benefits and care of trees.
8. Actions taken in enforcement of tree-protection ordinances, zoning and construction regulations, etc. to the extent that these are elements of the municipality's tree program.
9. Inventory or other systems for identification and management of tree resources, problems, and opportunities
10. Identification of the program's current objectives and goals for the future.
11. Local governing body approval.

**C. Documentation** of compliance with Standard #6 (incorporation of ANSI Z133.1 safety standards or equivalent outside of USA.) and # 7 (ANSI A300 tree care performance standards, or equivalent standards outside of USA)

### II SUBMISSION AND REVIEW OF ACCREDITATION APPLICATIONS.

#### A. Application Procedures. A completed application shall consist of the following:

1. The Application Form, with all required information and signatures.
2. The Local Forest Master Plan, with required approvals.
3. Additional materials as applicant deems appropriate to explain any requirements as listed in Local Forest Master Plan
4. An application fee of \$300

The application shall be submitted to the SMA Executive Director (address on website), in the form of one printed "hard" copy in a commercial binder, plus one CD containing digital versions of all the same material, in an easily accessible format (Microsoft Word, Word Perfect, PDF, etc.), with digital images (preferably high-resolution JPEG image files, hyperlinked to the text).

**B. The Review Process.** The Executive Director will file the hard copy of each application, and forward the relevant information to the Chairman of the Accreditation Committee for review. The chairman will

assign primary responsibility for each review to one committee member, who will contact ISA and NADF to verify those credentials, and evaluate compliance with the other criteria. He or she will request input from the other members as needed.

Additional documentation information required by the person in charge of a review must be received within 30 days of notification of the applicant.

The member in charge of each review will email a report to all members of the committee, normally within 30 days from the date of receipt of the application materials. If there is doubt or disagreement about whether to recommend accreditation, the members will vote on a recommendation, the chairman abstaining unless someone does not vote.

The chairman, normally within 60 days from the date of receipt of the application materials will report the committee's recommendation to the Executive Director, either to award accreditation or to return the application, with the committee's comments, for later resubmission.

**C. Period of Accreditation.** Accreditation is for a period of five years, from the date of award, provided all accreditation criteria confirmed at the time of application are continuously met during the five-year award period.

**D. Accreditation Renewal.** The standards and procedures for accreditation renewal are the same as those for new accreditation, as of the time the application is submitted.