



## **OPERATING PROCEDURES-2006 NORTHWEST OHIO FIELD WINDBREAK PROGRAM**

### **I. Definition and Purpose**

The purpose of the Northwest Ohio Field Windbreak Program is to plant field windbreaks that provide protection against wind erosion and wind damage to crops. The windbreaks may also provide food and cover for wildlife. Plantings where the purpose is the protection of home sites or farmsteads, landscaping, or ornamental use are not eligible for this program. See attachment A.

### **II. Areas Served: Seventeen counties in Northwest Ohio**

Area A - Plantings are done each year in Fulton, Henry, Lucas, and Wood counties.

Area B - Plantings are done in even-numbered years (2006, 2008, etc.) in Crawford, Erie, Hancock, Sandusky, Seneca, Ottawa and Wyandot counties.

Area C - Plantings are done in odd-numbered years (2007, 2009, etc.) in Allen, Defiance, Paulding, Putnam, Van Wert, and Williams counties.

### **III. Who Can Qualify**

A qualifying windbreak must be planted in or adjacent to agricultural land. The field on which the windbreak is planted must be at least 10 acres in size. One to six rows of trees and shrubs may be planted in the windbreak having a minimum total length of 1,000 row feet. The minimum length for each row is 250 feet. Landowners in the program must own and/or actively farm agricultural land.

### **IV. Design and Planning of the Field Windbreak**

The design and planning of the windbreak shall be done by the Natural Resources Conservation Service (NRCS), the Soil and Water Conservation Districts (SWCD) or the ODNR, Division of Wildlife (ODW). These agencies will determine the location, number of row feet, and species to be planted. Field windbreaks and multi-row wildlife plantings will be planned according to NRCS Standards and Specifications Field Windbreaks (392) or Hedgerow Planting (422).

Planning with the landowner will include a commitment for site preparation. The Northwest Ohio Field Windbreak Program Site Preparation Plan shall be prepared and attached to the order form.

When designing a windbreak near property boundaries, it is important to ensure that the windbreak is laid out on the correct landowner's property. Property line windbreaks will not be planted. Windbreaks must be located a minimum of 5 feet from property lines. Windbreaks must be planted outside of power line right-of-ways and other utility easements.

## V. Staking of the Windbreak

- A. Responsibility of the NRCS/SWCD. For windbreaks designed by the ODW, Private Lands Biologist, the PLB will contact the NRCS/SWCD regarding staking the windbreak site.
- B. Staking shall be completed so that the sites are ready for the planting crew as soon as the soil conditions permit planting. Field windbreaks can be staked in the Fall after the crops are off and should be checked in the spring to make sure the stakes are still in place. All sites are to be staked by March 1, 2006.
- C. Stake each row using lath with top six inches painted a fluorescent orange.
  1. Space stakes a maximum of 400 feet apart; closer together if vision is obscured. Survey instruments are suggested to ensure straight rows
  2. Make certain that the landowner agrees with the location of the stakes.
  3. When the staking of each windbreak is completed, contact the ODNR, Division of Forestry at Maumee State Forest, (419) 822-3052.

## VI. Application Procedures

- A. A Northwest Ohio Field Windbreak program order form must be used. Order forms will be completely filled out and signed by the NRCS District Conservationist, the SWCD District Technician or the ODNR Division of Wildlife Private Lands Biologist. The signature indicates that the person has: (1) inspected the planting site, (2) the site preparation has been completed and (3) the requirements of the Program have been explained to the cooperator.
- B. Proper site preparation as stated on the site preparation plan must be completed before the application is signed by the technical representative and sent to the Division of Forestry. The signed site preparation plan must be included with the application form.
- C. The order form is revised annually to reflect the species offered, ordering deadlines, and the prices in effect for each planting season.
- D. Two maps are to be included with the order form:
  1. A high quality aerial photo, such as an original FSA photo copy, shall be attached to the order blank This photo shall include: (1) location of planting site, (2) indication of land use adjacent to the windbreak, (3) buildings, (4) roads, (5) lanes, (6) fences, (7) access, (8) property lines, and a (9) north arrow.
  2. A general location map, i.e. a copy of the county or township map shall be attached. This should show location of planting (property) in relation to major intersections, towns, villages, etc.
- E. Orders must be received in the Forestry office no later than December 21, 2005.
- F. After receiving the windbreak application, the site prep form and maps, the Division of Forestry will check the planting site. After checking the site, the Division of Forestry will send an approval letter to the cooperator and a copy to the SWCD Office.

- G. Windbreak Cancellations: There will be a \$10.00 fee if a windbreak order is canceled before February 1. There will be a \$25.00 fee plus the cost of the seedlings if the windbreak order is canceled after February 1, or if the windbreak cannot be planted due to the actions of the applicant,
- H. The Division of Forestry reserves the right to reject any order and to limit the number of orders. Division of Forestry will notify field personnel as the limit is approached.

## **VII. Payment Procedure**

After the field windbreak has been planted in the Spring, an invoice will be sent to the cooperator requesting their payment for the windbreak planting. Checks shall be made payable to the ODNR, Division of Forestry. Payment in full is due within 30 days upon receipt of the invoice. The cost for the 2006 Northwest Ohio Windbreak Program is \$0.28 per row foot.

## **VIII. Planting the Field Windbreak**

The ODNR, Division of Forestry shall be responsible for the following:

- A. Determining the number of plants needed and obtaining the planting stock. Spacing of seedlings in the row varies by species as indicated:
- 5 - 7 foot spacing: arborvitae, eastern redcedar, black chokeberry and silky dogwood
  - 7 - 9 foot spacing: European black alder, American cranberry, American plum, and Sargent crabapple
  - 10 - 12 foot spacing: Austrian pine, E. white pine, Norway spruce, baldcypress, and pin oak
- B. Planting the windbreak and applying herbicide at the time of planting.
- C. A dormant herbicide application following the first growing season.
- D. Replacement or replanting of seedlings that have died during the first growing season on a one time basis. If mortality is greater than 25% due to natural causes or the fault of the Division of Forestry, the DOF will return and replant the dead plants. If mortality is 25% or less, replacement seedlings will be offered to the landowner at no cost to plant themselves.
- The Division of Forestry reserves the right to select a different species to plant as replacement.
  - The windbreak will not be replanted if the Northwest Ohio Field Windbreak Program Site Preparation Plan has not been followed.
  - The replacement guarantee is void if planted trees have been mowed off, killed by chemical spray, destroyed by plowing or any other treatments not applied by the Division of Forestry. It is also void, if at the landowner's request, herbicide is not applied.

## **IX. Care and Maintenance of The Field Windbreak.**

- A. The care and maintenance is the responsibility of the landowner.
- B. Landowners will be informed of the care and maintenance of a field windbreak during the designing stage of the windbreak.

## **X. Northwest Ohio Field Windbreak Interagency Committee:**

The operating procedures have been developed and approved by the Northwest Ohio Field Windbreak Program Interagency Committee. The operating procedures are reviewed annually and revised as needed by the committee. The Northwest Ohio Field Windbreak Interagency Committee is made up of the following agency representatives:

**ODNR Division of Forestry**

Gregg Maxfield, District Forest Manager  
Don Schmenk, Maumee State Forest Manager  
Perry Brannan, Watershed Forester

**ODNR Division of Wildlife**

Jeff Burris, Private Lands Biologist  
Bob Flickenger, Private Lands Biologist

**ODNR Division of Soil & Water**

Ed Crawford, Program Specialist  
Clark Hutson, Program Specialist

**USDA Natural Resources Conservation Service**

Steve Davis, Area Resource Conservationist

**USDA Farm Service Agency**

Joel Obrecht, District Director

ATTACHMENT A  
OPERATING PROCEDURES - 2006  
NORTHWEST OHIO FIELD WINDBREAK PROGRAM

Field windbreaks reduce wind erosion, protect crops and provide for wildlife habitat. The purpose of the Northwest Ohio Field Windbreak Program is to establish windbreaks on or adjacent to crop fields. The goal of the program is to encourage large systems which treat entire farms.

The program is not intended for farmstead, pasture, or homesite plantings, and orders will not be accepted solely for these purposes.

Incidental plantings adjacent to buildings may be accepted if they meet all of the following criteria:

1. The planting is bordered on one side by a crop field and each row adjacent to the building area is a continuation of a field windbreak row that is planted at the same time.
2. The planting is part of a larger field windbreak system and the area adjacent to the buildings constitutes no more than ten percent (10%) of the total row feet planted.
3. The total order constitutes a minimum of 3500 row feet.
4. The section can be efficiently planted by the crew as part of the total job.

**Wildlife Shrub Plantings (CRP & CREP):**

As a result of the increased interest for multiple row shrub plantings through the CRP & CREP, windbreaks having only wildlife shrubs as the species being planted are eligible to be planted through the Northwest Ohio Field Windbreak Program. These windbreaks will be considered as “wildlife windbreaks”. The following guidelines will be used for planting wildlife windbreaks through the Northwest Program:

- The windbreaks must be through the Conservation Reserve Program (CRP) or Conservation Reserve Enhancement Program (CREP)
- The Division of Forestry agrees to plant the seedlings, apply a herbicide in the Spring, and return in the Fall to do a survival count and a second application of herbicide. There would not be a replant guarantee (i.e. the DOF would not return and replant the dead seedlings), but replacement seedlings would be offered to the landowners to plant themselves.
- Field windbreak plantings in designated counties (in the rotation) will have a priority for planting over wildlife windbreaks. The preferred method for planting wildlife windbreaks is through district tree planters or private tree planting vendors. Wildlife windbreaks may be planted through the Northwest Ohio Field Windbreak Program to the extent that time allows.