

209: ACQUISITION OF TRAILTOOLS, MATERIAL AND SERVICES / DISPOSITION OF TOOLS

Acquisition of Hand Tools, Power Equipment, Material and Services

Florida Trail Association (FTA) Chapters are responsible for determining the type of tools and equipment necessary to maintain their assigned trail sections and for maintaining and replacing those tools. Volunteer-donated and FTA chapter-purchased tools, power equipment, material, and other items are welcome and encouraged. Such items are to be inventoried and recorded as in-kind donations in the Volunteer Hours Reporting system.

The following table outlines which level of the FTA has the primary responsibility for funding tools, equipment, and services for FNST-related expenditures **only**.

Trail tools, equipment, servicing, and or purchase	Association Responsibility	Chapter Responsibility	Trail Volunteer Responsibility
Safety equipment: hardhat, gloves, safety glasses, ear protection, orange vests	YES	NO	NO
Power tools and equipment: brushcutter, chainsaw, mower, generator, drill, etc.	YES	NO	NO
Hand tools: lopper, rake, axe, saw, paint brush, scrapers, etc.	YES	NO	NO
Supplies and materials: gasoline and lubricants for power equipment, blaze paint, food and related items for FTA-sponsored FNST work parties	YES	NO	NO
Personal expenses: Volunteer-incurred tolls, meals, mileage, parking fees, etc.	NO	YES*	YES*

* Chapters are encouraged to reimburse volunteer expenses.

Acquisition and Reimbursement Requirements for FNST Related Expenditures

Funding for items listed in the table above is subject to budget limitations and designated for **FNST work only**. FTA does not guarantee, nor is FTA obligated to reimburse, expenditures where written pre-approval was not obtained. FTA pre-approval is required if: (1) the cost of any one item or grouping of items exceeds \$200 for a 30-day period and/or (2) the anticipated expenditure is for power tools, hand tools, and/or volunteer training.

Reimbursement Submission Requirements and Procedure

1. For qualifying expenditures, chapter designees (i.e., Trail Coordinators, Section Leaders, Trail Crew Leaders) pay the vendor or service provider from personal or Chapter funds and then submit a request for reimbursement to FTA.
2. Chapters with an FTA Regional Representative (RR) are to submit completed reimbursement forms to their RR once per month. Panhandle Region and Western Corridor chapters with no RR are to submit forms directly to the FTA Trail Program Director (TPD).
3. Reimbursement requests must be accompanied by original receipts.
4. Each expenditure must be directly associated with FNST trail work that has been reported in the online Volunteer Hours Reporting System database.
5. Reimbursement requests must be submitted to FTA within 60 calendar days of vendor payment.
6. The reimbursement requests are to be submitted using 309: [Chapter Reimbursement Form](#) (see Section 300), with expenditures listed in chronological order.
7. Mail original receipts and one copy of the reimbursement request form to the RR or TPD as appropriate.
8. Reimbursement payments/checks will be issued in Chapter names *only* and forwarded to FTA Chapter Treasurers. Chapters are responsible for reimbursing designees for expenditures made with personal funds.

Reimbursement for Volunteer Training

All volunteer training where reimbursement is anticipated requires written pre-approval from the FTA Volunteer Program Coordinator (VPC). Group training for First Aid and CPR courses qualifies for reimbursement only when funds are available. For the course to be accepted by FTA it must be OSHA accredited. Chapters are responsible for securing instructors and arranging group training sessions. To qualify for reimbursement the participant(s) must be in the Volunteer Hours Reporting System database with volunteer hours logged **on the FNST**.

Annual Request for FTA Assistance in Purchasing and Servicing Power Equipment

FTA funding is limited by the annual Challenge Cost Share Agreement Program of Work (CCSA Program of Work) budget allocations. Due to this, it is not always possible to accommodate requests. To prioritize equipment purchasing and/or servicing expenditures, the following factors will be considered:

- [CCSA Program of Work](#) funding
- Availability of FTA Chapter funding
- Availability of FNST partner funding
- Current equipment availability and chapter trail maintenance responsibilities

Requests for FTA assistance in purchasing and/or servicing power equipment will be forwarded to a chapter's RR from *March 1 to June 15* of each year. Chapters without an assigned RR should forward the request to the TPD. Requests received outside of this period may be held until the following June 15 before being considered. Requests must identify the Land Management Unit(s) where the equipment will be used. Updated equipment inventories are to be included with all equipment and tool requests submitted by Chapters. Requests are made by using 308: [Florida National Scenic Trail; Request for Equipment, Tools, Supplies, and Personal Protective Gear form](#) (see Section 300).

Funding Sources for Florida Trail System Expenditures

- Land Management Unit
- FTA Chapter treasury
- Donations from FTA members
- Chapter fundraising
- Grants and other donations
- FTA – Budgeted for FTS

Disposal of Excess and Unserviceable Tools and Equipment

The disposal of excess and unserviceable tools and equipment depends upon in which of those two categories they fall and/or whether they have a serial number.

Serviceable tools and equipment that are no longer needed. The Section Leader or Chapter Trail Coordinator should notify the RR or TPD so that the tools and equipment can be redistributed.

Hand tools that are no longer serviceable or economically serviceable. These may be disposed of via landfill or other methods at the discretion of the Chapter. *Under no circumstances are these tools to be sold.*

Equipment, with serial numbers, that is no longer serviceable or economically serviceable. These require official notification to the USDA-FS. Section Leaders are to complete 306: [Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property](#); *USDA Forest Service; FS-3100-09* (see Section 300) and forward this form to the RR or TPD. Equipment that is no longer serviceable is to be disposed of in a landfill. *Under no circumstances is this equipment to be sold.* Cannibalized equipment can be retained until retention is no longer viable.

After final disposal of hand tools and/or equipment they are to be removed from the Chapter's equipment inventory.