



# TOP

**2025 ANNUAL UPDATE**  
*for the* **TIMBER**  
**OPERATIONS**  
**PROFESSIONAL**

Photo: Cindy Lussier, Great Woods





Dear Facilitator:

Welcome to the 2025 Timber Operations Professional (TOP) Annual Update sponsored by the Forestry Association's TOP Committee. We are pleased to provide the most up-to-date and highest level training that is available. Annually more than 800 loggers, foresters and other forestry related professionals in our state participate in the TOP Program.

The Forestry Association of South Carolina is proud of our facilitators who lead by example following the highest industry standards which adds to their credibility in delivering a successful training session for our TOP Program participants.

Together we will advance the logging profession to an even higher standard in South Carolina. Thank you for your commitment to the TOP Program.

Sincerely,

A handwritten signature in black ink that reads 'Cam Crauford'. The signature is written in a cursive, flowing style.

Forestry Association of South Carolina, President & CEO

# TOP Annual Update

## FACILITATOR INSTRUCTIONS

### FACILITATORS MUST BE EITHER A REGISTERED FORESTER OR APPROVED BY THE TOP COMMITTEE.

As a TOP Annual Update facilitator you have the important role of serving as a leader and instructor to conduct Logger Training on behalf of the Forestry Association of South Carolina (FASC). To facilitate the TOP Annual Update, there are a number of documents you will need to distribute, collect, and process as part of your responsibilities. Included below are instructions on these documents.

- 1. Facilitator Checklist:** Use this as a tool prior to conducting a training session to ensure you are prepared for facilitating the event. Using this checklist will ensure that you will have a successful training session.
- 2. Training Attendee Cover Page & List:** Fill in the Training Attendee List COVER PAGE information for the training session and sign this form. Instruct TOP trained participants to legibly print name and information on the form. Upon completion of training session, send the Training Attendee List and COVER PAGE to Guy Sabin at the Forestry Association office. It is a good practice to check the list to make sure all information is legible, and make note of any individuals taking the class that are not TOP trained or for CFEs only.

You can check the Forestry Association's website for the most up-to-date TOP Trained List: <http://www.scforestry.org/top> then click either button on the right hand side (Trained List by Last Name or Trained List by Company Name.)

- 3. Facilitator Discussion Guide:** This section will assist you in summarizing each segment and to generate further discussion on these topics. It is the facilitators responsibility to generate discussion during the allotted times.
- 4. Agenda:** Please make copies of the agenda and distribute to all participants.
- 5. Contact Form and Invoice:** Make copies of this form for each participant that is currently on the TOP Trained List. Notify participants that the \$80 annual fee must be paid before their TOP Trained Status is considered current. TOP Participants must mail the form along with payment to the Forestry Association office at the following address:

Forestry Association of SC  
TOP Program, Attn: Guy Sabin  
4901 Broad River Road  
Columbia, SC 29212

People that have not completed the initial TOP Initial training class should not mail in this form or send payment. These individuals are encouraged to view the TOP Annual Update training, but will not be considered TOP Trained unless they complete the TOP Initial class.

- 6. Certificate of Completion:** Fill in information for the facilitator name and training date on this document. Make copies and distribute to participants upon completion of the TOP Annual Update training. This certificate serves as a proof of attendance only.
- 7. Handouts:** Handouts include Agenda, Contact Form & Invoice, Certificate of Completion, and any additional optional handouts from the Facilitator's Guide.
- 8. CFE Sign-in Sheet:** Print and maintain this form for any participant that wishes to receive CFE credits. Participants will only be eligible for CFE credits when additionally signing this sheet. Participants may refer to the Certificate of Completion for the amount of approved CFE credits. The Certificate of Completion serves as the CFE sheet. The facilitator must send the final CFE Sign-in Sheet within one week of the class date to Guy Sabin at the Forestry Association office for participants to receive CFE credits. **DO NOT SEND THIS SHEET DIRECTLY TO SAF!**

**Questions from facilitators or TOP trained individuals may contact:**

**Guy Sabin**  
**Forestry Association of South Carolina**  
**4901 Broad River Road**  
**Columbia, SC 29212**  
**Office: 803-798-4170**  
**gsabin@scforestry.org**

# FACILITATOR CHECKLIST

**PLEASE REVIEW THIS CHECKLIST PRIOR TO HOSTING A TRAINING SESSION.**

Thank you for volunteering to host and facilitate the TOP Annual Update. The checklist below is designed to assist you in organizing a successful event. You must be a SC Registered Forester or approved by the TOP Committee to facilitate an Update class. Each checked task will ensure that you will have no surprises as you play the video, all handouts will be ready, and you will be familiar with each subject contained in the video. Each facilitator is responsible for the preparation and presentation of their individual TOP Annual Update training session.

If you have questions or need clarification on the material supplied prior to the training session, please contact Guy Sabin at the Forestry Association of South Carolina at 803-798-4170 or [gsabin@scforestry.org](mailto:gsabin@scforestry.org). Thank you for your participation in the Forestry Association's TOP program.

- \_\_\_ Watch entire video and "**PAUSE**" between each segment as indicated.
- \_\_\_ Does the video play successfully from beginning to end?
- \_\_\_ Did you use the "**PAUSE**" function to ensure the video would **stop** and **restart** successfully when used?
- \_\_\_ Will each participant be able to clearly see video images and text on every segment with the media you intend to use (TV, video screen)?
- \_\_\_ Have you secured a venue appropriate for learning and communication?
- \_\_\_ Will every participant be able to hear the audio clearly throughout the video in the facility you have chosen to present the program? Be sure your speakers are suitable for the group size.
- \_\_\_ Have you read and do you understand all materials in the Facilitator Guide?

- \_\_\_ Have you considered questions and discussion for students to supplement the Facilitator Guide?
- \_\_\_ Prior to the training sessions, print **Handouts** for each student attending.
- \_\_\_ Print **Contact Form & Invoice** for each student.
- \_\_\_ Print sufficient **Trainee Attendee Lists** for student attendance records. (Fill out cover page).
- \_\_\_ Print **Certificate of Completion** form for each student. This also serves as the CFE form for those who need it. (Sign the bottom and fill out the date *before* making copies for each participant.)
- \_\_\_ Are you providing incentives for student participation?
- \_\_\_ Are you providing refreshments for breaks that may occur during "Pauses"?

### **Handouts to distribute – one copy per participant:**

- Agenda
- Contact Form & Invoice
- Certificate of Completion

### **What to do after the training session:**

1. Make sure all the attendees have signed the Training Attendee List .
2. Return the following items to the Forestry Association immediately:
  - **Cover Page**
  - **Training Attendee List**
  - **CFE/SAF Sign-In Sheet** – only if you had any registered or certified foresters that need CFE's.

### **Problems Playing the Video file?**

- Copy the video file from the USB drive to your computer.
- Try using VLC Player, a reliable free media player at [www.videolan.org](http://www.videolan.org)
- Contact FASC for a replacement USB drive or DVD if defective



## TOP UPDATE CLASS {COVER PAGE}

**When submitting a TRAINING ATTENDEE LIST to FASC,  
this cover page *must* accompany the list of names.**

**TOTAL # of Attendees** (including facilitator): \_\_\_\_\_

By signing this form, I am confirming that I have facilitated this training session and led discussions outlined in the Facilitators Guide. I am responsible for the accuracy of this Training Attendee List.

Facilitator Signature \_\_\_\_\_ Date \_\_\_\_\_

***FACILITATOR INFORMATION: Remember that a facilitator must be a registered forester or have already been approved by FASC's TOP Committee prior to conducting a training session.***

Name \_\_\_\_\_ Company \_\_\_\_\_

Registered Forester # \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Class Date \_\_\_\_\_

Location (town) \_\_\_\_\_

***Return this page and the Training Attendee List to Guy Sabin by mail or email  
[gsabin@scforestry.org] or 4901 Broad River Road, Columbia, SC 29212.***







## **2025 TOP Update: AGENDA**

1. Welcome and Introduction (2 minutes)
2. Intro to Powerline Safety with Santee Cooper (4:13)  
Powerline Safety for Loggers (Fire Horse Films) (10:40)  
***DISCUSSION TIME = 10 minutes***
3. Overview of Silviculture (ForestryWorks) (5:51)  
***DISCUSSION TIME = 10 minutes***
4. Kites in the Trees (SCETV) (8:48)  
***DISCUSSION TIME = 10 minutes***
5. Pre-trip Inspection (Michelin) (6:40)  
***DISCUSSION TIME = 10 minutes***
6. Dash Cameras Provide the Proof (NCFA) (19:13)  
***DISCUSSION TIME = 10 minutes***
7. TOP Program Reminders (2 minutes)

<p><b><i>Total Video Time: ~ 59 minutes</i></b> <b><i>Total Discussion Time: 50 minutes</i></b> <b><i>Total Session Time: 1 hour 49 minutes</i></b> <b><i>SAF CFE Credit: 1.5 hours Category 1</i></b></p>
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### **Facilitated Discussion:**

Event facilitator leads a detailed discussion on the experiences, including lessons learned, from audience members. The discussion is focused around the topics learned in the video. Specifically, the facilitator utilizes the experiences as case studies allowing participants to use critical thinking skills to implement the learned concepts in real situations.



## INVOICE & CONTACT FORM

### 2025 TOP Annual Update

Use this form to pay your annual TOP registration fee. Training deadline is June 30.

FASC uses the information on this form to send important reminders about future training dates. We suggest using your home address when completing this form.

**FOR CHECK PAYMENTS:** Complete this form and return to Forestry Association of SC, along with a check in the amount of \$80.00 made payable to FASC.

**FOR CREDIT CARD PAYMENTS:** Please visit the Forestry Association's website at [www.scforestry.org](http://www.scforestry.org) and go to the TOP Program section to pay online.

**Payment Method:**        **CHECK**        or        **CREDIT CARD**        (*please circle one*)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile #: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Last 4-Digits of SSN: \_\_\_\_\_ or TOP # \_\_\_\_\_

**I am a...**

<input type="checkbox"/> Logger	<input type="checkbox"/> Wood Dealer	<input type="checkbox"/> Industry
<input type="checkbox"/> State/Federal	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other

Please return this form to FASC: 4901 Broad River Road, COLUMBIA, SC 29212

TIMBER OPERATIONS PROFESSIONAL

Certificate of Completion

This certificate is awarded to:

\_\_\_\_\_

In recognition of completing the

TOP ANNUAL UPDATE 2025



Facilitator Signature \_\_\_\_\_

Date \_\_\_\_\_

*CFE Hours: 1.5 Cat. 1*

# **Discussion Guide**

## **For TOP Update Facilitators**

### **Instructions**

1. An important part of your role as Facilitator is to lead discussions following each video segment. Here are a few guidelines for good discussion:
  - a. Class participants should do most of the talking, not the facilitator!
  - b. Respect and draw from the experience of the group.
  - c. Ask questions that prompt discussion, like “what do you think about...” or “what would you do...”
2. The discussion is not a quiz to see if participants remember facts from the videos. Instead, treat discussion as a chance to explore the concepts presented and how they apply to those in the class. Participants can share their experience with the issues presented and learn from each other.
3. Use the sample questions and summaries in this guide to help you form each discussion and reinforce key messages.
4. The facilitator and participants should have a fun, enriching discussion!



## **Logging Safety Around Powerlines Discussion Guide**

### Key Messages

- Contact the utility before working around power lines.
- Special precautions for safety are needed:
  - Do not work within 300'
  - Never park equipment in electrical corridor
  - Do not skid across transmission corridor – avoid crossing if possible
  - Fell trees away from power line right of way
  - Locate and avoid guy lines and anchors
  - All strapping and tie downs should be done outside right of way.
- You may be liable for damages and for losses caused by power outages if you damage a power line.
- Electrical hazards are from step potential (through ground) and touch potential (through equipment, limbs, etc).
- Stay away from downed lines and keep area clear.
- Do not approach someone who has been injured by power line – call 911 and then the utility to de-energize lines before attempting rescue.
- Stay in a vehicle if in contact with an active line.

### Sample Discussion

- Step potential is an electrical hazard that many people are not aware of.
- What is a proper response if someone is injured by a powerline?
- Why do you need to contact the utility before working around power lines?

## Overview of Silviculture

### Discussion Guide

#### Key Messages

- Silviculture is the art and science of controlling the establishment, growth, composition, health, and quality of forests and woodlands to meet the diverse needs and values of landowners and society on a sustainable basis
- This video shows different types of forest management such as clearcut, seed-tree, shelterwood, and uneven aged systems.
- Other activities such as natural and artificial regeneration, site preparation, vegetation control, and use of prescribed burning are also addressed.
- Management practices are chosen to best meet the landowner's goals and objectives appropriate for the site conditions.
- This video was produced by the Forest Workforce Training Institute in Alabama as part of their efforts to education students, teachers, and parents about careers in forest industry.
- Another good resource available in SC is the "Be Pro Be Proud" program which has semi-trailer with simulators and skills stations that travel to high schools and give students a hands-on experience with skilled trades like welding, truck driving, logging, and others.

#### Sample Discussion

- Consider how different silvicultural systems and management goals affect harvesting and landowner expectations on their land.
- Think about how changes in market might affect forest management, especially with tree planting, thinning and other treatments, and harvest methods.

## **Kites in the Trees**

### **Discussion Guide**

#### Key Messages

- This video about the swallow-tailed kite highlights the importance of active forest management for wildlife habitat.
- Protecting biodiversity is an important part of good forestry, and some species may require management to maintain habitat conditions.
- In the Sustainable Forestry Initiative, areas with critically imperiled or imperiled species or ecological communities (those with a G1 or G2 global ranking) are considered “Forests with Exceptional Conservation Value” or FECVs.
- The SC SFI committee has done a statewide assessment of FECVs and potential impacts from forestry, available on the Forestry Association website.
- Swallow-tailed kites have a global rating of G5 (relatively common), but are a state endangered species and considered highest priority in the State Wildlife Action Plan.

#### Sample Discussion

- Discuss how forest management and growing forest products can contribute to wildlife habitat.
- Consider how strong forest markets help keep forest land as forest, and helps prevent loss of forestland to development.

## **Pre-Trip Inspection Discussion Guide**

### Key Messages

- A pre-trip inspection is an important way to prevent problems on the road, identify repair issues before they develop into worse problems, and ensure safety.
- Be sure to measure tire pressure with a gauge, hitting tires with a club or kicking them is not an effective way to ensure they are at proper pressure.

### Sample Discussion

- How often should a pre-trip inspection be done? Who is responsible for making sure they are done consistently?
- This video focused especially on tires, what other parts of the truck should be checked as part of a good inspection?



## **Dash Cameras Provide the Proof**

### **Discussion Guide**

#### Key Messages

- More traffic on roads, longer trips to mills, higher production, and distracted drivers all increase log truck exposure to risk.
- Dash cameras provide digital proof that can help protect drivers and companies.
- Many options are available – check reviews and features.
- Dash cam footage may support claims when other drivers are at fault, and may lead to a faster settlement with less expensive legal battle in cases where the log truck is at fault.
- Dash cameras are a low-cost way to gain a high degree of protection, especially against fraudulent claims.

#### Sample Discussion

- How do you feel about use of technology for tracking and evaluating drivers?
- What if a dash cam proves your driver is at fault?
- Do you think people would drive differently if more cameras are on the road?
- What else can our industry do to promote safe trucking?



# Society of American Foresters CFE Attendance Form

Date: \_\_\_\_\_

Event: TOP Update 2025

Location: \_\_\_\_\_

CFE: Category 1: 1.5 hours

Provider: \_\_\_\_\_

**Print Clearly – CFE credit will NOT be given if unable to read name, certification, or SAF membership number.**

Last Name	First	MI	Cert # or SAF #	Forester License/ Registration #	State
1.					
2.					
3.					
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6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
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17.					
18.					
19.					
20.					

Keep a copy for your records and return another copy to: [cf@safnet.org](mailto:cf@safnet.org) or Society of American Foresters Attn: CFE; 10100 Laureate Way; Bethesda, MD 20814; or Fax 301 897-3690

**Please include a copy of final event agenda.**

CFE records of Certified Foresters®, Candidate Certified Foresters®, and SAF members will be updated automatically. Please allow 4 weeks for processing. State boards of registration and licensure are allowed access to the attendance forms for auditing purposes.



# Certificate of Attendance

\_\_\_\_\_  
Name of Attendee

\_\_\_\_\_  
Class Location

\_\_\_\_\_  
Class Date

## ***TOP Update 2025***

Sponsored by Forestry Association of South Carolina Timber Operations Professional Program

**Continuing Forestry Education Credits**  
Cat 1: 1.5 hours

This is for information use only; please remember to fill out CFE attendance form or provider registration for attendance verification.