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**St. Louis County
Land and Minerals
Department**

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**Gravel Contractor
Pre-work
Training**





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- To move forward - use the keyboard down or right arrows or page down button.
- To move back - use the keyboard up or left arrows or page up button.
- A short test will follow this session.





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Purpose

The purpose of this training is to :

Ensure that prior to commencing any work in St. Louis County Land & Minerals gravel pits, operators are informed and aware of the Land and Minerals Department's guiding environmental policies and any areas of special concern that may apply to activities on tax forfeited lands.



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Guiding Policies

Land and Minerals Department has Guiding Policies. These are available on the St. Louis County website:

[About Land and Minerals \(stlouiscountymn.gov\)](https://www.stlouiscountymn.gov)

The policies commit the Land and Minerals Department to:

- Comply with all Laws and Regulations
- Adhere to MNG490177-Stormwater Pollution Prevention Plan
- Comply with Minnesota's Forest Management Guidelines
- Continually Improve Performance
- Prevent Damage to the Environment
- Recognize and Respect Indigenous Peoples





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**Land and Minerals Department
2022 Sustainable Forestry Initiative**

Scope of Registration:

Forestry management activities including planning, harvest, transportation and silviculture on state tax forfeited lands meeting Objective 1-17.

Certification number is BV-SFIS-US016293



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Land and Minerals Department 2022 Sustainable Forestry Initiative

The Land and Minerals Department has committed to follow the requirements of the 2022 Sustainable Forestry Initiative (SFI) Forest Management Standard

[Forest Management Standard - forests.org](https://forests.org)

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These include commitments to:

- Forest Management Planning
- Forest Health and Productivity
- Protection and Maintenance of Water Resources
- Conservation of Biological Diversity
- Management of Visual Quality and Recreational Benefits
- Protection of Special Sites
- Efficient Use of Fiber Resources
- Recognize and Respect Indigenous Peoples' Rights
- Climate Smart Forestry
- Fire Resilience and Awareness
- Legal and Regulatory Compliance
- Forestry Research, Science and Technology
- Training and Education
- Community Involvement and Landowner Outreach
- Public Land Management Responsibilities
- Communications and Public Reporting
- Management Review and Continual Improvement



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Legal Requirements and Voluntary Guidelines

The Land and Minerals Department is committed to ensuring that all operations conducted on its lands comply with legal requirements and with **Minnesota's Forest Management Guidelines**.

[Forest Management Guidelines / Minnesota Forest Resources Council \(mn.gov\)](#)

The guidelines were created through a multi-disciplined committee in 1995 and are periodically revised.

Operators who conduct work activities on state tax forfeited land in St. Louis County shall be in compliance with all applicable laws and regulations.

Every operator shall comply with all contract requirements and directions given from Land and Minerals Department personnel during the course of work on state tax forfeited lands.



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MNG490177**

Stormwater Pollution Prevention Plan (SWPPP)

The goal of this permit is to reduce pollutant levels in the point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules and federal laws and regulations.

**Practically, it means that no water
shall leave the pit.**



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What is included in the SWPPP?

1. SWPPP Intent and Maintenance
 - Application regulations and permits
2. Site Description
 - Location, size, access, ownership
 - Site drainage, receiving waters and buffer zones
 - Pit Development and Reclamation
3. Site Activities and Potential Pollutant Sources
4. Best Management Practices
 - Training, good housekeeping, spill response
 - Filter berms, infiltration basins, etc.
 - Responsible persons
5. Inspections, Maintenance and Recordkeeping
6. Monitoring
 - Surface water runoff, dewatering
7. Reporting



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Periodic Inspections will check for compliance with applicable laws and regulations and adherence to the provisions and procedures in Land and Minerals Department contracts.





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Responsible Operator List

To be eligible to bid on a Land and Minerals Department contract or operate on state tax forfeited lands, the operator must be in good standing on the Responsible Operator List. This applies to all timber harvest operations, road building, forest development projects and gravel operations.

A **Responsible Operator Application Form**, a **Certificate of Compliance with Minnesota Worker's Compensation Law**, and a **Certificate of Liability Insurance** must be on file with the Land and Minerals Department *prior* to commencement of *any* work.

<http://dev-www.stlouiscountymn.gov/departments-a-z/land-minerals/sales-and-contracts/gravel-sales>

This application will remain on file for ONE YEAR with the Land and Minerals Department. The application and this training **MUST BE** updated each year and the worker's compensation, and liability insurance must be kept current to remain in good standing with the department.

An application can be obtained at any Land and Minerals Department Office or from the St. Louis County Land and Minerals Website.

Return to:

Land and Minerals Dept
Pike Lake
5316 Old Miller Trunk Hwy
Duluth, MN 55811

OR

Land and Minerals Dept
Virginia
7820 MN-135
Virginia, MN 55792



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Responsible Operators List – Minimum Requirements

All operators must have the appropriate training, experience and certification to conduct the work activities that are the subject of a contract with the Land and Minerals Department.

Qualifications of operators will be documented on the Responsible Operator Application Form.

Sub-contractors

All sub-contractors MUST be on the Land and Minerals Department Responsible Operator List.

Suppliers

Suppliers and truckers who deliver product to you or provide services to you on a state tax forfeited work site must be under your supervision while conducting any activities on the worksite.

You are responsible for ensuring that their activities do not conflict with Land and Minerals Department requirements and for providing direction in the event of any emergency.



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Items Required On-Site

- All applicable PERMITS
- Haul records
- Map of work site-provided by Land & Minerals
- Main Spill Kit (Lease Contracts)
- Secondary spill kits on all machinery
- Green placard with contract number clearly marked





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Reporting Spills

Please ensure that everyone in your organization that works on state tax forfeited lands understands which spills are reportable.

Reportable spills are:

- 5 gallons or more of any petroleum product to ground
- ANY quantity of chemical or petroleum product to water

How do you know whether you have spilled 5 gallons?

- Check the capacity of the container, reservoir or tank, from which the product spilled, and assess what if anything is left in the container. If the quantity of material lost from the container is close to 5 gallons, report it.
- Examine the size of the area contaminated by the spill. As a rule of thumb, if it is more than an area of 5 feet by 5 feet, you most likely have spilled 5 gallons and you must report it.

For chemicals other than petroleum products, the reportable quantity should be listed on the Safety Data Sheet (SDS). If the SDS does not show the reportable quantity or if you do not know the reportable quantity, report the spill.

Minnesota Duty Officer – 1-800-422-0798



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Spills (continued)

STARR

Secure – Telephone – Abate – Recover - Remediate

IF YOU HAVE A REPORTABLE SPILL, FOLLOW THE STARR STEPS:

SECURE the site. The priority is safety.

TELEPHONE a report of incident. You have a legal obligation to immediately report all chemical spills no matter how small.

ABATE the spill. Take actions such as plugging a leaking container, placing absorbent materials or diking a spill area can and minimize health and safety risks, property damage or environmental damage.

RECOVER spilled product. Recover spilled material as quickly as possible by pumping up free liquid, sweeping up absorbent and dry material and place into suitable containers. Spills that soak into the ground may require excavation.

REMEDiate. Contaminated media (soil, absorbent, water, sediment, debris, or other contaminated material) are to be stockpiled until thin spreading or landfilling is approved.

Minnesota Duty Officer – 1-800-422-0798



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Spills (continued)

Gravel LEASE Contracts must have a main spill kit available ON SITE in addition to a spill kit in all equipment.

Gravel PERMITS must have a spill kit in all equipment on site.

**When in doubt, STARR
Secure – Telephone – Abate – Recover - Remediate**

Minnesota Duty Officer – 1-800-422-0798



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Spills (continued)

From MN Forest Management Guidelines

Spill kits should include:

- Emergency phone numbers
- Absorbent pads, snakes and booms
- Trash bags (softener salt bags work great)
- Loose absorbent (kitty litter)
- Plastic gloves
- Plugs
- Puncture repair putty

**When in doubt, STARR
Secure – Telephone – Abate –
Recover - Remediate**

**Minnesota Duty Officer –
1-800-422-0798**



Example of a large kit to be stored at each site



Example of a small kit for individual machines

*From Minnesota's
Forest Management
Guidelines v2014*



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Fuel Management, Lubricants and Other Chemicals

The Land and Minerals Department is committed to ensuring that fuel management and the management of chemicals on its lands complies with legal requirements.

The legal requirements that apply to fuel and chemical tanks and transportation of said tanks are the MN Department of Transportation Requirements (MN DOT).

Link:

[Hazardous Materials - Commercial Vehicle Operations - MnDOT \(state.mn.us\)](https://state.mn.us)





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Fuel Management, Lubricants and Other Chemicals

- Review locations for equipment fueling, lubricant and herbicide mixing activities with Contract Administrator
- Locate fueling, maintenance activities, storage areas away from open water bodies
- Check site map and talk to Contract Administrator to ensure fueling, loading, storage areas are away from areas considered low on the landscape
- Check site map and talk to Contract Administrator about the location of any filter strips and RMZ's
- Avoid special conditions or sensitive areas

If in doubt, contact the Contract Administrator.



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Field Pre-work Session

The Land and Minerals Department Contract Administrator will conduct a field pre-work session **PRIOR** to the commencement of work. This session may include discussing the project contract, contract provisions, permits, and map(s) with the site operator and any sub-contractors working on the site.

It is the responsibility of the **site operator or contract owner** to ensure any employees or sub-contractors are aware of the project contract, contract provisions, permits, and map(s).





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Haul Records

Completed and signed **HAUL RECORDS** (Exhibit A), **GATE KEYS** (if issued), and any overrun payment required must be returned immediately upon permit expiration.

Failure to do so will result in no additional permits being issued to the holder of the expired permit.





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Maps are provided with each permit. These maps highlight important features of the pit and outline pit operational expectations.

Make sure to review these maps in detail and ask any questions prior to working in the pit.

St. Louis County Harris Pit (565-28L)

B.2



Prepared By: HOFF	Legend		
Map Created Date: 10/14/2021			
TRS: T56N R15W S28 NW-SW			
<small>Disclaimer: This is a compilation of records as they appear in the Saint Louis County Office affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein contained.</small>	<p>1 inch = 195 feet</p>	<p>1 in = 44 miles</p>	



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The ability to operate in Land & Minerals pits is a privilege and failure to follow the contract and the pit plan will result in the revocation of the privilege.

If any questions or concerns arise while on site, please contact your Contract Administrator immediately.



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Test Your Knowledge

You will now be asked a series of questions relating to the material in this training module.

Please print out the following page with your selected questions and answers and return them to:

- Your Contract Administrator
- Area Office
- OR email, snail mail ,or fax to:

**St. Louis County
Land and Minerals Department
320 W. 2nd Street
Suite 302
Duluth, MN 55802**

landdept@stlouiscountymn.gov

Fax: 218-726-2600



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Gravel Pre-work Answer Sheet

- Print off this page
- Indicate your questions/answers below
- RETURN THIS PAGE to Your Contract Administrator or Area Office

NAME:

COMPANY:

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Question	Answer
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

SIGNATURE: _____

DATE _____



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Gravel Contractor Pre-work Training **TEST**

Test Your Knowledge

1. To be eligible to operate on state tax forfeited lands the operator must be in good standing on the Responsible Operators List.

- a) True
- b) False



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Test Your Knowledge

2) What documents are needed to be on file and up-to-date to remain in good standing on the Responsible Operators List.

- a) Responsible Operator Application Form
- b) Certificate of Compliance with MN Workman Compensation Law
- c) Certificate of Liability Insurance
- d) All of the above



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Test Your Knowledge

3) The application and this Pre-work training **MUST** be updated how often?

- a) Annually
- b) every 2 years
- c) every 3 years
- d) I only have to do it once



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Test Your Knowledge

4) Items required to be on site by the Land and Minerals Department include the following:

- a) All applicable PERMITS
- b) Haul records (Exhibit A)
- c) Map of work site
- d) Main spill kit/Secondary spill kit
- d) Green placard with contract number clearly marked.
- e) A, B and C
- f) All of the above

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Test Your Knowledge

5) What constitutes a REPORTABLE SPILL:

- a) Five gallons or more of any petroleum product
- b) ANY spill to water
- c) A and B
- d) None of the above



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Test Your Knowledge

6) Who do you call **FIRST** when you think you may have a reportable spill:

- a) Land & Minerals Department
- b) Minnesota DNR
- c) Contract Administrator
- d) Minnesota Duty Officer (1800-722-0798)



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Test Your Knowledge

7) Main spill kits should include:

- a) Emergency phone numbers
- b) Absorbent pads, snakes and booms, plastic gloves
- c) Trash bags, plugs, puncture repair putty
- d) All of the above.



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Test Your Knowledge

8) If while operating in a specific gravel pit you notice a condition that is not safe or just isn't right, what should you do about it?

- a) Ignore it - it's not your problem
- b) Call the Contract Administrator
- c) Take a coffee break and hope whatever it is goes away
- d) Take lunch



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Gravel Contractor Pre-work Training **TEST**

Test Your Knowledge

9) It is the responsibility of the _____ to ensure any employees or sub-contractors are aware and trained on the contract/permit/lease provisions and have a copy of the appropriate map(s)

- a) Site operator, permit or contract owner
- b) Area Manager
- c) Sub-contractor
- d) Contract Administrator



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Test Your Knowledge

- 10) Can you drain water from a pit?
- a) Yes
 - b) No