



## SBW Wilderness Ranger 'TO DO' List:

### Pre-hitch:

- Fill out itinerary sheet and give copy to all approp contacts: (Primary, Secondary, Powell Front desk and Kooskia if in lower Lochsa area and G-Ville dispatch
- Take all necessary forms for hitch:
  - Hitchbook
  - Tailgate Safety session
  - Campsite inventory sheets for area
  - Blank inventory sheets
  - Weed Inventory Forms
  - Outfitter camp inspection forms
  - GPS / Compass
  - Camera
- Make sure radio works (bring plenty of batteries)
- Do vehicle pre-inspection
- Sign out in front office

### Post-hitch:

- Check in with office so they know you've returned
- Clean out and gas up vehicles, and wash if needed
- Sharpen tools as needed
- Fill out ranger report with good info for front desk/trails people on conditions  
**Location: J: fsfiles/office/recreation/2320 wilderness management/wilderness rangers/200\_ reports.** Open "Wilderness ranger trip report form" and go to File, Save As... and save as date and location example: 06-10-09\_BC\_Horse\_Camp
- Download or scan photos. Label, print and file with campsite inventory forms. Photos can be labeled (use standard naming convention in files) and saved to: **J: fsfiles/office/Powell/projects/wilderness/\_\_\_\_ appropriate folder**
- File campsite inventory sheets/ update computer spreadsheet and file hardcopy w/ printed color photos.
- Update visitor contact form w/ Travel Log info if you collected travel log cards. Located in **J: fsfiles/office/recreation/2320 wilderness management/monitoring data and reports/Travel logs data/.xls**
- Incident reports: give originals to Jenny Armetta, and file copies in colored LE folder/slot
- Update weeds info, and file in colored WEEDS folder
- Tailgate safety sheets to Katie
- Do time sheet and travel voucher and give to Katie
- Report trail conditions etc via hitch report/e-mail to front desks at Powell & Lochsa, Katie, Jim Beale, Molly P & Carol Hennessey
- Report any other emergencies or significant issues encountered to Katie
- File outfitter camp inspection forms: Remember to make 3 copies (w/ photos). The original + 1 to the appropriate permit administrator (Katie or Paul) and 1 in the Gray 3 Ring binder. Then update spreadsheet w/ inspection dates in the Outfitter electronic file of summarized camp locations
- Prep for next hitch...get all paperwork for campsites, O/G inspections etc ready

\*\*\*PM Checks to Mike and Mileages to Powell Front Desk by the 20<sup>th</sup> of each month.

### Need to fill your hours???:

- Shovel manure in corral and put up on hill behind corral in small pile
- Paint loading dock by corral
- Organize cache
- Pull weeds at trail heads or around the compound
- Sharpen Tools
- Input Visitor Travel Log information
- Read up on the General Management Direction for the SBW
- Read up on Hunting and Fishing Regs for Units 10, 12 & 17