

## STS Regulatory Database Descriptions

All actions entered into this database should relate specifically to regulatory actions and outreach *within* the Slow the Spread zone.

Actions may have multiple entries within one category (Compliance agreement + outreach session + literature distribution). This database is for descriptive purposes, not for tracking work completed.

**FREQUENCY OF REPORTING:** Actions are entered related to the month in which they occurred. Reports will be tabulated on a quarterly basis. The pilot report will be for July, August, and September of 2009.

---

- **LOG/PULP/SAW MILL** – any site that logs, cuts, chips, moves, buys or sells wood products that are grown, produced, or assembled as part of their business (not including tree farms or tree care companies)
- **FIRE WOOD** - any site that logs, cuts, moves, buys or sells wood products for the sole intended use of firewood for the general public as apart of their business. This includes tree care companies and brush disposal companies that may move or sell downed trees as firewood. This is targeted towards loads of firewood that are moved in smaller quantities by the general public, or other less regulated entities.
- **CAMPGROUNDS** - any site that hosts campers, tents, RVs or other non-permanent lodging that is moved from site to site. Both the movement of Outdoor Household Articles (OHAs) and Firewood are of interest at these sites.
- **NURSERIES/DEALERS/CHRISTMAS TREES** - any site that grows, propagates, moves, buys or sells nursery stock. Nursery stock includes trees & shrubs in ground, balled and burlaped, and trees, shrubs, and flowers in pots.
- **Inspections** number of visits made to inspect regulated articles at businesses including perimeter inspections (can include setting detection traps)
- **Outreach Sessions** number of locations at which a outreach session is held including a member of your agency (can be in conjunction with compliance agreement)
- **Literature Distribution** number of locations receiving literature including brochures, posters, etc (can be in conjunction with outreach sessions)
- **Compliance Agreement** number of formally issued and filed state or federal agreements, (includes when a multi-year agreement is renewed, revised, checked or cancelled)
- **Violations** state or federal violations issued including EANs & Stop Sales (not including compliance agreements)
- **Trapping** number of sites trapped

- **PATHWAYS/MOVEMENT/OUTREACH**

This section should not overlap with the previous sections. We should not double-count between sections. This section includes the trucking and moving industry.

- **OHA Inspections** number of inspection events done by regulatory officials in and around non-regulatory sites, including people moving out of state.
- **Mail Contacts** number of active contacts which received information via mail. (can include email contacts that received information in attachments)
- **Phone Contacts** number of active contacts which received information via the telephone
- **Personal Contacts** number of active contacts which received an in-person meeting and discussion, including alternative life stage surveys.
- **Weigh Station Inspections** number of inspection events done by regulatory officials
- **Outreach Sessions** number of locations at which an outreach session is held including a member of your agency (can be in conjunction with compliance agreement)
- **Literature Distribution** number of locations receiving literature including brochures, posters, etc (can be in conjunction with outreach sessions or treatment notifications)
- **Compliance Agreement** number of formally issued and filed state or federal agreements, (includes when a multi-year agreement is renewed, revised, checked or cancelled)
- **Violations** state or federal violations issued including EANs & Stop Sales (not including compliance agreements)

---

The rough draft originated on June 17, 2009, with Alison Rossow of the Minnesota Department of Agriculture. This draft was compiled through edits and comments from the STS Regulatory conference call members.

Comments, contributions and questions can be directed to Alison via email or phone. [Alison.Rossow@state.mn.us](mailto:Alison.Rossow@state.mn.us) 651-201-6096.