The intent of the following information is to highlight legal documentation\* that may be required or necessary for TNC employees to lead the planning and implementation of Training Exchanges

***Document:*** Memo from October 13, 2009 Conflict and Private Benefit Issues for Prescribed Burns on Private Lands

***Description:*** Requirements and guidance regarding conflict of interest and private benefit issues that might be presented by conducting prescribed burns on private lands.

***Document:*** Disclaimer for training documents

***Description*:** Disclaimer should be included on applications for participants of TNC-led fire trainings. The language follows the language used in the NWCG form, but can be adapted for other forms.

***Document:*** Fire Checklist

***Description:*** The following checklist may be used to help confirm compliance with TNC requirements for participation in fire management activities. It is NOT mandatory and is provided for the convenience of TNC fire staff. Likewise, it should not be used as a substitute for review of the Fire Management Manual.

***Document:*** Guidance on TNC Participation in Fire Trainings

***Description:*** This memo is intended to provide guidance for TNC staff and programs involved in organizing, sponsoring or hosting fire-related trainings.

***Document:*** Fire Training Release Agreement

***Description:*** This form should be signed by all non-TNC employees participating in any training in which TNC is a host or substantial sponsor.

***Document:*** Permission and Waivers to Burn on Private Land

***Description:*** Land owner signs two documents, one granting permission to access property, the other waiving limited liability for unintended consequences of the burn.

***Document:*** Conflicts Guidance for Volunteer & Paid Work by Fire Staff

***Description:*** potential conflicts may arise under certain conditions with paid or volunteer work outside of an employee’s job with TNC. There are situations in which TNC fire staff (TNC employees actively involved in or directly participating in fire management activities, regardless of job title) volunteer or work with government agencies, volunteer/local fire departments (VFDs) and even private contractors during the course or outside of their TNC employment.

***Document:*** Release of liability for prescribed burn observer

***Description:*** For use by unqualified fire observers, limitation and stipulations included.

***Document:*** Release of liability for volunteer wildland firefighter

***Description:*** For use by firefighters and fire practitioners who are volunteering for TNC to serve in firefighter positions.

***Document:*** Prescribed Burn Contract

***Description:*** Contract has been modified from the Conservancy’s standard contract for services to include provisions specific to hiring a contractor to perform a prescribed burn, and/or to draft a prescribed burn plan on behalf of the Conservancy.

***Documentation:*** MOU agreement for Wildfire Training between TNC and other Agency

***Description:*** Agreement is to facilitate cooperation of the two parties in wildland fire training.

***Documentation:*** MOU agreement for Wildland Fire Management

***Description:*** Agreement is to [provide for volunteer services by the Conservancy and to] facilitate cooperation of the two parties in wildland fire management.

*\*The Nature Conservancy engages in fire management activities (prescribed fire and wildfire suppression) both domestically and internationally. For guidance about fire management, see: TNC Fire Management Manual or talk with your Conservancy Fire Manager*