TGR Checklist

1. Identify tree for TGR program:
2. Eucalyptus species only.
3. DBH 4” – 36” (if multi-trunked, measured below the union).
4. Pruned in the last year.
5. Ideally under the lines.

Trees are not a good candidate if:

1. Soil is inaccessible, ie, concrete, asphalt.
2. Trees in riparian areas.
3. Trees to the side of lines.
4. Discuss program with customer:
5. First offer removal of tree. If removal is refused, offer TGR.
6. Describe benefits of TGR.
7. Answer questions.
8. Provide literature.
9. Secure TGR authorization.
10. Fill out all portions of Green TGR Authorization Card including quantity, address, contact phone number, and tree id. Affix pre-inspector label to upper left-hand corner or write your name and phone number.
11. An authorized agent (owner, property manager, etc.) must sign card. Make sure printed name and phone numbers are legible. If removing more than five trees on the same property, you must use a *‘Tree Removal Authorization List Continued’* form, and the authorized agent must sign both the green card and the form.
12. If customer isn’t home:
13. Leave door hanger with TGR information.
14. Follow up with two telephone calls.
15. Track all contact attempts on TGR Tracking Sheet. Fill out all portions including VMA, Forester Name, Reference Tree ID, TGR Request Dates, and numbers of approvals for TGRs, Removals, and TGR Refusals. Fill out Property Address, Owner Name, and Phone Number.
16. If you inspect a tree with a prior years TGR application (indicated in comments):
17. Evaluate growth. Check trim history. If the tree is historically a fast or very fast grower, and it has had little to no growth, update to Pre-Inspect Clear.
18. If tree has significant, vigorous growth and requires prune, update Pre-Inspect Prune. Using the ‘Tree Removal Authorization List Continued’ form, write down the Tree ID, VMA, and affix pre-inspector label to top or write your name and phone number.
19. Turn in all paperwork at bi-weekly TGR meeting.