Attestee Guidelines

			Qualified
Section 1		**Course Inspection**	
1.1		**Water**	
1.1.1			Can discuss their water source(s).
1.1.2			Irrigation water is tested regularly. Review the document of the most recent water quality test.
1.1.3			Can discuss the maintenance and operation of pipe and heads (age, composition, construction, HDPE vs. PVC).
1.1.4			Can discuss water management practices on greens, tees, and fairways (i.e. frequency, quantity, wetting agents.)
1.1.5			Can discuss use of tools (i.e., controllers, weather stations, irrigation software, moisture probes) used to make water management practices efficient.
1.1.6			Can discuss their pump station and how it operates. The pump station is secure. Includes required signage (can be purchased, printed, or handwritten.) If a pump station is inaccessible, i.e. locked behind fence or in building, no signage is needed. However, if building is accessible, warning signs such as high voltage or authorized personnel only should be used to limit liability.
1.1.7			Can discuss preventative maintenance program for the pump station.
1.2		**Putting Greens**	
1.2.1			Can identify the types of grasses in the putting green or what should be used in the putting greens.
1.2.2			Can identify putting greens construction they have now and discuss how they manage to what they have (i.e., soil profile, drainage.)
1.2.3			Can discuss the nutritional requirements (i.e., fertilizer) based on the both soil test and water quality test and other factors (i.e., climate, pests, expectations.)
1.2.4			Can discuss their agronomic program as it relates to disease, insect, and weed pressure in the putting greens.
1.2.5			Can discuss their cultural practices (i.e. mowing frequency and height of cut, rolling, grooming, verticutting, aerification, topdressing.)
1.2.6			Can discuss how they manage putting green performance expectations (i.e., target putting speed, firmness, smoothness, ball mark repair.)
1.2.7			Can discuss plant growth regulators. Can discuss how and why they do or do not use them in their program.
1.2.8			Can discuss seasonal practices (i.e., pin placement (rotation, communicate with the Pro shop, communicate with members) covered, overseeded.)
1.3		**Golf Course Tees**	
1.3.1			Can identify the types of grasses in the tees or what should be used in the tees.
1.3.2			Can identify tee construction they have now and discuss how they manage to what they have (i.e., soil profile, drainage.)
1.3.3			Can discuss the nutritional requirements (i.e., fertilizer) based on multiple factors (i.e., soil test, water quality, climate, pests, expectations.)
1.3.4			Can discuss plant growth regulators. Can discuss how and why they do or do not use them in their program.
1.3.5			Can discuss their agronomic program as it relates to disease, insect, and weed pressure in the tees.
1.3.6			Can discuss their cultural practices (i.e. frequency, quantity, wetting agents.)
1.3.7			Can discuss seasonal practices (i.e., covered, overseeded.)
1.3.8			Can discuss traffic management on tees (i.e., type of divot mix used, rotations of tees.)
1.4		**Fairways**	
1.4.1			Can identify the types of grasses in the fairways or what should be used in the fairways.
1.4.2			Can identify fairway construction they have now and discuss how they manage to what they have (i.e., soil profile, drainage.)
1.4.3			Can discuss the nutritional requirements (i.e., fertilizer) based on multiple factors (i.e., soil test, water quality, climate, pests, expectations).
1.4.4			Can discuss plant growth regulators. Can discuss how and why they do or do not use them in their program.
1.4.5			Can discuss their agronomic program as it relates to disease, insect, and weed pressure in the fairways.
1.4.6			Can discuss their cultural practices (i.e. mowing frequency, height of cut, grooming, verticutting, aerification, topdressing.)
1.4.7			Can discuss seasonal practices (i.e., overseeded).
1.5		**Roughs**	
1.5.1			Can identify the types of grasses in the roughs or what should be used in the roughs.
1.5.2			Can identify roughs composition they have now and discuss how they manage to what they have (i.e., soil profile, drainage, plant selection.)

1.5.3			Can discuss the nutritional requirements (i.e., fertilizer) based on multiple factors (i.e., soil test, water quality, climate, pests, expectations).
1.5.4			Can discuss plant growth regulators. Can discuss how and why they do or do not use them in their program.
1.5.5			Can discuss their agronomic program as it relates to disease, insect, and weed pressure in the roughs.
1.5.6			Can discuss their cultural practices (i.e. mowing frequency, height of cut, verticutting, aerification, topdressing.)
1.5.7			Can discuss seasonal practices (i.e., overseeded).
1.5.8			Can discuss secondary rough areas (i.e., native, no mow, naturalized) if present. If not present, can discuss how they would manage the secondary rough areas if they had them.
1.6		**Bunkers**	
1.6.1			Can identify the types of grasses around the bunkers or what should be used around the bunkers.
1.6.2			Can identify bunker construction they have now and discuss how they manage what they have (i.e., soil profile, drainage, liners.)
1.6.3			Can discuss their agronomic program as it relates to disease, insect, algae, and weed pressure in the bunkers.
1.6.4			Can discuss their maintenance practices (i.e. raking (hand mechanical, depth, frequency, bunker rake placement), edging, fly mowing, string trimming.)
1.6.5			Can discuss plant growth regulators. Can discuss how and why they do or do not use them in their program.
1.7		**Cart Paths**	
1.7.1			Can discuss various aspects of cart paths (i.e., continuous, partial, materials used.)
1.7.2			Can discuss maintenance of cart paths (i.e., overlay, widening, sealing, curbs, edging, heaving (tree roots))
1.7.3			Can discuss traffic management policies (i.e., cart path only, cart traffic management.)
1.8		**Ponds and Waterways**	
1.8.1			Can discuss ponds and waterways maintenance practices (i.e., control of weeds, irrigation, pollution monitoring, wildlife enhancement, erosion control, aeration.)
1.8.2			Follows recommended guidelines for BMP (i.e., mowing heights, fertilizer application in proximity to waterways.)
1.8.3			Water is tested on a regular schedule (Upstream and Downstream). Review water test documents.
1.9		**Practice Area (Driving Range) (if applicable.)**	
1.9.1			Can identify the types of grasses in the driving range or what should be used on the tee (i.e. artificial turf, mats, grass species.) If do not have a driving range, can discuss these aspects.)
1.9.2			Can discuss the nutritional requirements (i.e., fertilizer) based on multiple factors (i.e., soil test, water quality, climate, pests, expectations).
1.9.3			Can discuss their cultural practices (i.e. mowing frequency, height, rolling, grooming, verticutting, aerification, topdressing.)
1.9.4			Can discuss seasonal practices (i.e., covered, overseeded.)
1.9.5			Can discuss tee traffic management (i.e., type of divot mix used, rotations of tees.)
1.10.		**General Grounds**	
1.10.1			Can summarize the landscape management plan. If there is no plan, can summarize the aspects that should be included in a landscape management plan.
1.10.2			Can identify and discuss the types of plant materials used in the grounds.
1.11		**Marking the Course**	
1.11.1			Can discuss course marking rules and how they apply at this facility (i.e., out of bounds, penalty areas, drop area, obstruction, ground under repair, casual water.)
Section 2		**Maintenance Facility Inspection**	
2.1		**Office and Employee Areas**	
2.1.1			Office area is organized and clean.
2.1.2			Employee area is clean, neat, organized and usable.
2.1.3			Mandated information (5 in 1 signs) for employees is properly posted as required by federal and local requirements. Located in a commonly trafficked area by employees
2.2		**Shop Equipment**	
2.2.1			All powered shop equipment have functional guards in place (i.e., bench grinder, bed knife grinder, and reel grinder.) Examine all powered shop equipment.
2.2.2			Shop lift locks are operational. Examine the lock. Locks have NOT been bypassed (Any tampering would result in a 0). If do not have a lift, can discuss how they safely work under a machine (i.e. jack stands.)
2.2.3			Lubricants have secondary containment as appropriate (bulk storage.)
2.2.4			Lubricants are organized and safely stored (i.e., not by heat source.)
2.2.5			Shop is organized, clear of safety hazards, and free of clutter and trash.
2.2.6			Parts storage is organized.
2.3		**Shop Safety**	
2.3.1			Equipment manager and assistant technicians have proper PPE for the welding/grinding/fabrication area (i.e., welding helmet, gloves, jacket.)

2.3.2			Has and enforces appropriate eye protection for work being performed (i.e., safety glasses, welding helmet, face shield, goggles.)
2.3.3			Eye wash station(s)/solution is functional and accessible (i.e., available at all times, not in a bathroom, in a heated area.) If not currently accessible, can explain a future plan how to make it accessible.
2.3.4			Has appropriate ear protection for work being performed (i.e., ear plugs and ear muffs.)
2.3.5			Can discuss safety training programs and has records of employee training.
2.3.6			First Aid Kit is adequate size, accessible, and no outdated products (i.e., fully stocked, available at all times, not in a bathroom, in a heated area.)
2.3.7			Emergency shower is available in the maintenance area (can be a regular shower.)
2.3.8			Demonstrate and explain safety for one piece of turf equipment. (Attester will select the equipment.)
2.3.9			Attester will select a shop material in use and verify the corresponding SDS sheet is current and accessible for reference.
2.4		**Fire Safety**	
2.4.1			All exits are marked for fire safety
2.4.2			Fire extinguishers are charged, clearly marked, and have been checked by the appropriate company/person. They are NOT expired.
2.5		**Emergency evacuation plan/response plan**	
2.5.1			There is a documented emergency evacuation plan/response plan.
2.5.2			Emergency evacuation plan map is posted, as required, by doors.
2.5.3			Superintendent and supervisory staff are trained in the emergency evacuation plan/response plan as appropriate.
2.5.4			All essential emergency contact numbers are **posted** as appropriate (i.e., supervisor numbers, poison control, HazMat, police and fire departments (911)), and are accessible at all time. Employees know where the list is located. Review and discuss the posted numbers to verify it is complete.
2.6		**Hazardous Waste**	
2.6.1			Properly disposes of hazardous waste (i.e., contaminated fuel, battery acid, spent parts washer solvent, lubricants, used oil).
2.7		**Pesticide/Fertilizer Storage Area**	
2.7.1			Pesticide storage is in a separate building or area
2.7.2			Can discuss the safety of the location of separate building or area where pesticides are stored (i.e., not likely to flood; accessible to fire trucks.)
2.7.3			Pesticide storage area is adequately vented, lighted and heated.
2.7.4			Pesticide storage area floor is comprised of an impermeable surface.
2.7.5			Pesticide storage area has proper spill containment.
2.7.6			In the pesticide storage area, no liquids are stored over dry materials (i.e., leakage.)
2.7.7			Pesticide storage area storage shelves are made of non-absorbent material.
2.7.8			Eyewash stations, solutions, sink and/or emergency shower are functional and accessible to the pesticide storage area.
2.7.9			Attester will select a pesticide product, and find the corresponding SDS sheet that is current and accessible.
2.7.10.			In the pesticide storage area, fire extinguishers are accessible, are charged and have been checked by the appropriate company/person. They are not expired.
2.7.11			A pesticide spill clean-up kit is accessible in the pesticide storage area.
2.7.12			The proper signage identifying the building or area as a pesticide storage facility is noticeable.
2.7.13			The pesticide building or storage area is identified with DOT hazardous placards.
2.7.14			There is proper security (i.e., locked) in the pesticide storage area.
2.7.15			In the pesticide storage area, the mix-fill area followings acceptable safety practices.
2.7.16			Discuss how pesticide and fertilizer inventory is managed and documented.
2.8		**Equipment Storage Area**	
2.8.1			Has a system/plan for how to orderly park equipment.
2.8.2			Equipment storage area is organized and clean (i.e., no garbage on the floor, tools have been put away, no trip hazards.)
2.8.3			There is adequate lighting (this can include portable lighting.)
2.8.4			There are a sufficient number of fire extinguishers. Fire extinguishers are accessible, are charged and have been checked by the appropriate company/person. They are NOT expired.
2.9		**Fuel Storage Area**	
2.9.1			Fuel tanks/storage meet local code. Any existing fuel tanks and pumps safety features are operational according to local codes (i.e., high fill alarm, containment center, interstitial tank (space).) If unable to meet local codes can give a valid reason.
2.9.2			Emergency shut off is operational, accessible, and marked as required by local code.
2.9.3			Proper signage is posted according to local code (i.e., no smoking, flammable, DOT codes.)

2.9.4			Above-ground fuel **tanks and pumps** are protected (i.e., bollards, bumper poles, concrete) below-ground fuel tanks follow local code. If unable to meet code, can give a valid reason.
2.9.5			Small fuel cans are stored as required by local code (i.e., fireproof cabinet for quantities over 25 gallons.)
2.10.		**Equipment Cleaning Procedures**	
2.10.1			Can discuss cleaning procedures for equipment including how BMPs are implemented (i.e. wash location, water rinseate, clipping removal.) Can describe how they are following the BMP per the state BMP manual.
2.10.2			The wash area is clean (i.e., no trip hazards, mud, grass clippings, petroleum, garbage is removed.)
Section 3		**Record Keeping**	
3.1		**Financial Records**	
3.1.1			Can discuss and show budget-tracking process.
3.1.2			Can discuss how they review financial statements, monthly variance reports, and forecast end of year projections.
3.1.3			Can discuss how they prepare their budget (i.e., use same budget each year, use 0-based budget.)
3.1.4			Can discuss their capital budget plan (i.e., discuss items that are included in their capital budget plan, they include the correct items in their plan, capital vs operational expenses.)
3.2		**Employee Records**	
3.2.1			Can discuss important aspects of employee records (i.e., secure, where saved, up-to-date.)
3.2.2			Can discuss how job performance reviews/feedback are completed (i.e., regularly, documentation as needed). If not conducting typical performance reviews, can explain how employee performance is evaluated.
3.2.3			Can discuss the procedures for following employment laws for hiring and firing employees.
3.3		**Fertilizer and Pesticide Applications**	
3.3.1			View documentation of all fertilizer and pesticide applications (i.e., Ag Use Reports)
3.3.2			Can discuss how they use integrated pest management. Can discuss how the program would work optimally at their facilities (i.e., BMP.)
3.4		**Employee Training**	
3.4.1			Can discuss how employees are trained to operate equipment properly and safely.
3.4.2			Can explain employee safety training program (i.e., hazard-communication, safety equipment training, right-to-know, methods of training (i.e., videos, manuals, seminars.))
3.4.3			Can discuss how often employee training is conducted.
3.4.4			Review and discuss how training is documented.
3.4.5			Can discuss how staff development is conducted to prepare them for advancement (i.e. assistant superintendent, equipment manager, attend regional training.)
3.5		**Environmental Management**	
3.5.1			Can discuss what is done or what should be done to enhance and promote wildlife and environmental sustainability at the facility
3.5.2			Can discuss how they use the Best Management Practices in their facility.
3.6		**Equipment Management**	
3.6.1			Review equipment repair and maintenance records. Can discuss how equipment repair and maintenance records are managed (i.e., have a system, relevant personnel know how to work in the system.)
Section 4		**Communication Skills**	
4.1		**Communication with Audiences**	
4.1.1			Can discuss how they communicate with the member/players (i.e., club newsletter, email blast, magazine articles, playing golf, accessibility to the golfers on the 1st tee or in the clubhouse to answer questions, player surveys, blog, social media, presentations.)
4.2		**Communication with Staff**	
4.2.1			Review a work schedule. Can describe the daily/weekly work schedule (i.e., how is it posted.)
4.2.2			Can describe how they communicate with club staff.
end			