

## Rules for Arboreta, 2011 – All Levels

(See Brochure for Fee Schedule)

### FIRST - even before sending an application!

\* **Send a Tree Listing, alphabetical by scientific name, then common name, to: [dairhart@tntech.edu](mailto:dairhart@tntech.edu).**

#### Tree Names

1. Dirr's *Manual of Woody Landscape Plants* (current edition) is the official style manual for tree verification and inspections. Labels must include scientific name (*Genus, specific epithet*) and common name as formatted in the style manual, but in any order as suggested by the arboretum. Family Name and Country of Origin may be included for interest, but are not required.

2. Species counts for classifying Levels 1-4 stop at the plant species name (*Genus, specific epithet*). Two or more varieties or cultivars of the same species name will count only once. For Example: Little Gem Southern Magnolia is *Magnolia grandiflora* 'Little Gem'. If a species tree (*M. grandiflora*), or another cultivar is present in the arboretum, only one (1) tree is counted toward classification of Level.

No more than 10% of trees may be hybrids (*Genus* x 'Cultivated Variety').

#### Tree Labels

3. Labels must be in close proximity to the tree (within 3-5 feet). Staked labels placed in the ground are preferred. Tree mounted labels should be at readable height, and use aluminum nails. Steel screws or nails are no longer allowed. Spacing-springs are optional, but may become ingrown by bark.

4. If the label is wrong, it must be corrected to count as a labeled tree. If the inspector thinks it is wrong, but is not sure, then a decision has to be made on whether to count it. If the inspector is

stumped, go with what the site coordinator has it labeled as.

#### Tree Maintenance

5. All trees must be planted properly in the ground. They may not be temporarily heeled-in as B&B or in a container (no matter what garden center or nursery).

6. Proper mulching means no mulch up or onto the trunk flare. Thickness and diameter of mulched area may vary. Inspect for fresh mower wounds or string trimmer wounds – their presence shall deny certification.

\*7. **(Important!)** There must be proof of a permanent maintenance program to maintain all sites to the level on inspections day. A maintenance person must be assigned to each arboretum for the certification period of five years. A maintenance schedule/outline is expected as part of the application packet.

#### Hazard Conditions in Trees – This is NOT Hazard Tree Evaluation

\*8. **(Extremely Important!)** Trees in or overhanging high-use areas in the arboretum must be kept in safe condition. Inspect trees for potential hazards (cavities, split boles, included bark; dead branches, hanging branches; biting/stinging pests, etc.). As an educational tool, arboreta must promote general public safety concerns, and proper/correct arboricultural and horticultural maintenance practices, in addition to the diversity of trees to be considered in our landscape.

Presence of hazard conditions shall delay certification approval until corrected. The maintenance contact person must take steps to remedy the hazards, and verify to inspector when completed.

9. An email (digital) newsletter is okay for Level 4; it does not need to be a mailed copy. A minimum of 120 recipients is preferred.

10. Fenced and gated properties should not be certified (goes against public access). Exceptions may be granted if public access can be assured through a letter from the applicant stating that visitors to the arboretum will be permitted.

11. Neighborhoods can be considered an arboretum only if trees are accessible from the street. Trees should NOT be in the back yards, or behind fences, and the map must have all tree locations shown.

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## **ARBORETUM LEVELS**

A tree is defined as a woody plant with single or multiple trunks capable of growing to a height of fifteen feet (15') or more.

*Level 1* – 30 different species of trees labeled. A map with tree locations is preferred, but optional.

*Level 2* – 60 different species of trees labeled. A pamphlet / map showing the locations of the trees must be available for self-guided tours, with TUFC logo.

*Level 3* – 90 different species of trees labeled. A pamphlet / map showing the location of the trees must be available for self-guided tours, with TUFC logo. Part-time staff or volunteers must be available for special tours.

*Level 4* – 120 different species of trees labeled. A pamphlet / map showing the locations of trees must be available for self-guided tours, with TUFC logo. Full-time staff or volunteers must be available for special tours. The arboretum must distribute a newsletter with at least two issues a year to at least 120 persons.

## **GENERAL REQUIREMENTS**

(5-year period)

- The site **must** be open to the public.
- Management practices must protect trees from mower & string trimmer damage: staff training, mulching, or herbicide treatment. Provide maintenance plan and schedule with application.
- Plant establishment should exemplify current best management practices for planting, protecting and maintaining trees.
- Tree labels must not be able to damage the tree, and must be obvious and near the tree. We prefer labels to be mounted separately in the ground. Labels may be hung from aluminum nails at readable height on the trunk. Steel screws or nails are not recommended. Spacing-springs are optional, but may become ingrown by bark.
- Trees in or overhanging high-use areas in the arboretum must be in safe condition. Inspect regularly for potential hazards; take proper arboricultural steps to remedy the hazards.
- Presence of hazard *conditions* will delay certification approval until corrected. NOTE: This is NOT the same as a Hazard Tree Determination.
- The Tennessee Certified Arboretum sign must be maintained.
- Labels must have botanical name (in *italics* or underscored) and common name, the order does not matter. The current edition of *Durr's Manual of Woody Landscape Plants* is the style manual for names and labeling format. Family name, country of origin and/or descriptions will add interest, but are not required.

## **WHAT DO CERTIFIED ARBORETA RECEIVE?**

- A listing on the TUFC website, [www.tufc.com](http://www.tufc.com).
- An email copy of TUFC newsletter, *Branching Out*.
- A statewide and local news release announcement.
- Economic development certification points towards Governor's Three Star Program.
- A certification sign: *The Tennessee Urban Forestry Council has confirmed this site as a Certified Arboretum.*

This sign must be displayed at all times during the certification period of 5 years. *If stolen or destroyed, it will be replaced at arboretum's expense. Additional signs and frames may be purchased.*

## **APPLICATION REQUIREMENTS:**

1. A completed (no blanks) Arboretum Application Form.
2. A Tree List, presented alphabetical by scientific name (*Genus specific epithet*), with common name. Verify your list against the style manual, not other books or local nursery/garden center listings. We suggest you receive approval of this application listing before making labels.  

Your tree list on a map, a list for public use, and/or labels may have common names used first. But for certification, provide list as described: alphabetical by scientific names, then common names.
3. The trees must be labeled prior to the inspection of the arboretum, with proper spellings.
4. A 2-page-maximum narrative of the arboretum. Include information on how and why the arboretum was started, explain who maintains the site and how, and describe what an arboretum visitor can expect.
5. Pictures of the arboretum site. Please send photos that illustrate the site's uniqueness, and photos that confirm the labels' format and installation.
6. For Level 2, 3, 4 - Include the map and/or pamphlet showing all tree locations for the self-guided tour.  
For Level 4 - Include a copy of a newsletter.
7. A check or money order payable to Tennessee Urban Forestry Council (see Fee Schedule). Fee is non-refundable.
8. Submit the original and two (2) complete copies of the application, tree list, pictures, narrative, etc. Pictures in copy sets may be photocopies (b & w).

**PLEASE** - do not submit applications with folder covers, plastic sleeves, or binders to contain the applications – just use sheet paper, corner stapled.

**HINT: send Tree List to [dairhart@tnitech.edu](mailto:dairhart@tnitech.edu) for review-verification prior to sending application.**

## **ARBORETUM CATEGORIES**

Category designations differentiate the programming of the arboretum for the public's benefit.

*Demonstration / Research* – Arboreta in this category are designed to increase the visitor's knowledge of trees. They illustrate or explain tree related issues such as what species grow in the area, how to plant the right tree in the right place, and how to identify trees.

*Nature Trail / Garden* – Arboreta in this category are designed to bring the public outdoors to enjoy the aesthetic benefits that nature provides. They usually are designed to educate the public about different tree species. Most arboreta in this category do not offer additional education besides tree identification.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.*

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**ARBORETUM APPLICATION FORM**

**First-Time Certification**

1. Arboretum  
Name: \_\_\_\_\_

2. Application Contact: \_\_\_\_\_  
(Will this person be responsible for maintenance?)  
Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone:(\_\_\_\_)-\_\_\_\_\_

Cell Phone:(\_\_\_\_)-\_\_\_\_\_

Fax:(\_\_\_\_)-\_\_\_\_\_

E-mail: \_\_\_\_\_

County: \_\_\_\_\_

3. Maintenance Contact: \_\_\_\_\_  
(If different from initial contact person)  
Phone:(\_\_\_\_)-\_\_\_\_\_

4. Circle the Level applying for:  
1                    2                    3\*                    4\*

Category applying for:  
 Demonstration/Research  
 Nature Trail/Garden

5. # of Tree Species: \_\_\_\_\_  
(Submit a Tree Listing presented alphabetically by botanical name, then common name)

\* For Levels 3 & 4, list the # of staff and volunteers available for special tours: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Re-certification**

A new application & fee are required when changing levels.  
Please complete the application information in the first column.

Every 5 years a Tennessee certified arboretum must be recertified. This application must be completed for your recertification to occur, along with the following:

- Brief narrative (2 pages or less) of success stories and/or problems encountered, trees added or lost, other news, and most memorable visitor (s) since last certification. New pictures are welcomed but not required.
- The last year certified: \_\_\_\_\_
- Need a new sign?  
 Yes       No

<b>Fee Schedule (Certification &amp; Re-certification)</b>	
(Fees are good for 5 years & are NOT refundable)	
Level I - \$125.00	_____
Level II - \$200.00	_____
Level III - \$300.00	_____
Level IV - \$400.00	_____
Sign Frame (optional) - \$25.00	_____
Additional Sign - \$25.00	_____
Total:	_____

Enclose check made payable to TUFC  
(Payment plans and some scholarships are available with explanation of financial needs)

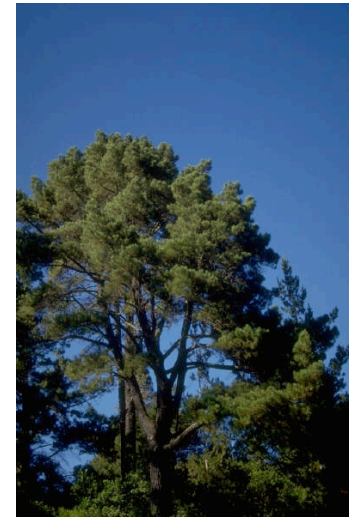
Send Application & 2 copies (due May 31 each year) to:  
**TUFC Arboretum Certification Program**  
c/o P.O. Box 5034, Tennessee Tech University  
Cookeville TN 38505  
931-372-3288



Supported by  
Tennessee Department of Agriculture  
Division of Forestry



**Tennessee  
Arboretum  
Certification**



The **Tennessee Urban Forestry Council** coordinates the Arboretum Certification Program throughout the State of Tennessee. The purpose of the program is to define minimum standards for public educational purposes of an arboretum, and to confirm these standards are met.