**Sustainable Landscapes and Tree Care Plan**



**California State University, Los Angeles**

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1. **Introduction**
   1. **Purpose**

This plan provides an overall framework for maintaining the urban landscape of Cal State LA with policies and preferences that support the university’s sustainability goals. It is the intention of this plan to enhance the quality of life of the campus community by moving beyond strictly aesthetic considerations to a focus on high and multi-functional landscape choices.

Promoting safety, supporting ecological systems, improving aesthetics, and providing a living laboratory for education and research are top priorities of this plan. Additional sustainable landscape and tree care goals covered by this plan include:

1. Protect and maintain welcoming environments with campus trees and open spaces
2. Provide guidelines on the planting and replacement of new trees and plants
3. Encourage the planting of native and climate appropriate species
4. Promote the avoidance of invasive species
5. Provide guidelines on the removal of trees which are deemed unhealthy or safety hazards
6. Encourage water efficient irrigation methods
7. Encourage student population to respect and care for the campus landscape
8. Support student research and service learning projects
9. Ensure annual observance of Arbor Day
10. Ensure dedicated annual expenditures for tree plantings and proper maintenance
11. Encourage integrated pest management and reduced pesticide use
12. Encourage multi-function landscapes beyond solely aesthetic considerations
13. Provide shaded areas that improve resiliency in the face of climate change
14. Restore watershed function and reduce urban run-off problems
15. Restore native ecosystem functions and diverse plant species
    1. **Campus Profile**

Cal State LA has a total campus are of 175 acres, with 160 acres of managed grounds. Sited atop a plateau overlooking southern and eastern valleys below, dramatic hillsides mark the campus boundaries. The original 1950s campus was built on a former sheep ranch dating from the 1890s, Rancho Castilla, which sloped gently from north to south. The current campus faces inward towards a central pedestrian corridor, and away from perimeter parking lots and transit stations. This interior artery forms the heart of the school.

Located just five miles from downtown, Cal State LA is located on the eastern boarder of Los Angeles. Cal State LA is bordered by four low-income communities: El Sereno, East Los Angeles, Lincoln Heights and Boyle Heights. Cal State LA is also situated at the convergence of four major freeways, making it one of the most polluted and vulnerable communities in the state according to CalEPA, and defined as an Environmental Justice Community in East LA by the Southern Coast Air Quality Management District (SCAQMD).

* 1. **ANSI A300 Standards**

Developed by the Tree Care Industry Association (TCIA), ANSI A300 standards are the voluntary industry consensus standards for tree care practices.[[1]](#endnote-1) The ANSI A300 standards represent the industry best practices for performing tree care operations, and are divided into ten parts: 1) Pruning, 2) Soil Management, 3) Supplemental Support Systems, 4) Lightning Protection Systems, 5) Management, 6) Planting and Transplanting, 7) Integrated Vegetation Management, 8) Root Management Standard, 9 ) Tree Risk Assessment, and 10) Integrated Pest Management (IPM).

* 1. **Tree Campus USA**

The Arbor Day Foundation’s Tree Campus USA program recognizes colleges and universities that effectively manage their campus trees, develop connectivity with the broader community, and engage their students in service learning opportunities centered on campus forestry efforts.[[2]](#endnote-2) Annual recognition is achieved by meeting the five Tree Campus USA Standards:

1. Campus Tree Advisory Committee
2. Campus Tree Care Plan
3. Campus Tree Program with Dedicated Annual Expenditures
4. Arbor Day Observance
5. Service Learning Project

This plan effectively fulfills the requirements of Tree Campus USA Standard 2, Campus Tree Care Plan, with guidelines for achieving the remaining four standards.

* 1. **City Plants**

City Plants is a non-profit organization running a public-private partnership to coordinate tree planting and care throughout the City of Los Angeles.[[3]](#endnote-3) City Plants provides free shade trees for property owners in the City of LA every year, along with guidance on where to plant those trees to maximize energy efficiency.

1. **Landscape Policies** 
   1. **Plant and Tree Selection**

Plants and trees to be installed as part of new landscaping projects will be considered with regard to their appropriateness to local climate conditions. Native trees will be given preference, with certain accent and specimen trees used according to their suitability to local climate conditions. Cal State LA gives special preference for endemic species found within a 30 mile radius that represent the original ecosystem of the site, support pollinators, and preserve local biodiversity. Planting native vegetation has several advantages, including water conservation, reduced maintenance, reduced pesticide and fertilizer use, and helping to establish native wildlife habitats.

An approved list of preferred plants is included in the Appendix A, and plants that are not pre-approved must be submitted on the New Project Form with an explanation for deviating from the approved list. Species that have been rated “High” or "Moderate" by the Cal-IPC as invasive are prohibited from campus. High-rated invasive plants that are detected on-campus are subject to immediate removal without notice. Plant palettes that are submitted as “water-wise” must consist entirely of plants that meet minimum WUCOLS ratings of 0.7 for moderate use landscapes and 0.25 for low use landscapes.[[4]](#endnote-4) Plants that have functional value such as edibles and/or plants that restore ecosystem function can be considered for approval beyond this list. Exotic species are maintained for educational, practical, and aesthetic purposes.

When selecting new plantings, consideration is to plants that are well-suited to the site location so they will perform well with limited additional inputs. The concept of “right plant, right place” is to be used when evaluating the site’s light intensity and duration, water availability, exposure to wind and temperature extremes, soil type and drainage, hardiness zone, competition from existing vegetation, spacing requirements, below ground conditions, above ground obstructions, and maintenance requirements.

* 1. **Integrated Pest Management**

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term pest prevention through a combination of common-sense practices.[[5]](#endnote-5) IPM techniques include biological control, habitat manipulation, modification of human behavior, and use of pest resistant plant species. Chemical pesticide treatment to address weed and pest issues is to be used only as a last resort.

Cal State LA staff and pest management contractors shall follow an IPM strategy that focuses on long-term pest prevention and/or suppression through a combination of techniques, such as: 1) monitoring for pest presence and establishing treatment threshold levels, 2) using non-chemical practices to make the habitat less conducive to pest development, 3) improving sanitation, and 4) employing mechanical and physical controls.[[6]](#endnote-6)

Cal State LA’s Grounds unit and pest management contractors are to manage pest problems for all campus grounds and interior spaces through the following IPM procedural order:

1. Prevention: reducing the landscape’s capacity to support the target weed or pest population through proper planning and design of green spaces
2. Education: changing user behavior to limit potential pest problems from arising
3. Cultural: using appropriate maintenance practices to support strong, healthy plants that prevent weeds and pests from developing
4. Physical: using physical methods or mechanical equipment to control weeds and pests, such as mowing, traps, lure and barriers.
5. Biological: using living organisms to control pest populations, such as healthy turf, beneficial insects, and other natural predators.
6. Chemical: applying minimum amount of non-pesticide alternatives, and pesticides in combination with other approaches only as a last resort

Any treatment of pests is to be made with the goal of removing only the target organism. Pest control materials are to be selected and applied in a manner with the least possible hazard to people, property, and the environment. When establishing a pest treatment plan, appropriately licensed personnel are to first use non-chemical and biological controls.

If this treatment is ineffective, use Tier 3 (least hazardous) herbicides/insecticides, progressing to Tier 2 and then to Tier 1 (most hazardous) only if necessary to manage the pests. Least toxic pesticides include: 1) Boric acid, 2) Desiccant dusts (diatomaceous earth and silica gel), 3) Nonvolatile insect and rodent baits in tamper resistant containers or for crack and crevice treatment only, 4) Microbe-based pesticides, 5) Pesticides made with essential oils (not including pyrethrums) without toxic synergists; and, 6) Materials for which the [inert ingredients](https://www.beyondpesticides.org/resources/pesticide-gateway/what-is-a-pesticide) are nontoxic and disclosed[.](https://www.beyondpesticides.org/resources/pesticide-gateway/what-is-a-pesticide)

Cal State LA staff and pest management contractors are to utilize only Tier-rated herbicides/insecticides as listed on the current San Francisco Department of Environment Hazard Screening List.[[7]](#endnote-7) Restricted-use pesticides are not to be used on main campus landscapes. For additional guidance, see DGS Management Memo 15-06: State Buildings and Grounds Maintenance and Operation.[[8]](#endnote-8)

* 1. **Water Use Management**

Green infrastructure and low impact development (LID) practices are to be a priority for all new construction, major renovation, and development projects across campus. There are multiple benefits to implementing green infrastructure and LID principles and practices, such as protecting animal habitats, improving management of runoff and flooding, improving groundwater quality and quantity, mitigating urban heat island (UHI) effects, and raising community aesthetics and value.

Green infrastructure applies systems and practices that use or mimic natural processes to infiltrate, evapotranspirate, or reuse stormwater or runoff on the site where it is generated. Examples of green infrastructure include rainwater harvesting, downspout disconnection, rain gardens, compost-amended bioswales, permeable pavements, bioretention planters, green streets and alleys, vegetated roofs, rain barrels, permeable pavement, and urban tree canopy.

LID is as an approach to land development that works with nature to manage stormwater as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, and minimizing effective imperviousness to create functional and appealing site drainage. LID practices include natural or man-made swales, depressions and vegetated areas to capture and retain water onsite, and allowing time for water to soak into the soil where it is naturally filtered.

There are 5 core requirements when it comes to designing for LID:

1. Conserve natural areas wherever possible
2. Minimize the development impact on hydrology
3. Maintain runoff rate and duration from the site
4. Scatter integrated management practices (IMPs) throughout site
5. Implement pollution prevention, proper maintenance and public education programs.

New landscape over 500 square ft. installed by contractors must meet state requirements including the 2015 Model Water Efficient Landscape Ordinance.[[9]](#endnote-9) Landscapes that support MS4 stormwater management program with bio-swales and other water retention bodies are encouraged.[[10]](#endnote-10)

New landscape installed by contractors as part of construction activities must comply with Storm Water Pollution Prevention Plan (SWPPP), Section 01 57 23, outlining the necessary actions to implement to prevent the pollution of storm and non-storm water discharges during construction.[[11]](#endnote-11)

The campus irrigation controls are to be a centralized and “smart” system, with bi-directional communication, weather station connectivity, flow sensors, and master valve operation. Landscape water conservation best practices, such as limiting water intensive lawns, xeriscaping, permeable hardscaping, installation of drip irrigation, and drought resistant plants, is encouraged.

* 1. **Routine Tree Maintenance**

All work concerning trees will first be reviewed by the Lead Grounds Worker as the primary point of contact. In all cases of catastrophic events concerning trees, the Lead Grounds Worker will be the first responder. Fallen limbs are to be removed as soon as possible after a storm, and are encouraged to be reported by members of the campus. In the case of a catastrophic event, major roadways will be cleared first, followed by entrances to critical buildings, followed by more general maintenance.

Maintenance pruning is to be performed as needed, based on regular surveys on the health and growth of campus trees. Trees less than 7 years old should receive structural pruning on an annual or biennial basis. Annual pruning is recommended to take place summer months, before the start of the fall semester, when student traffic is at a minimum. Pruning shall not be conducted without a clear objective or outcome, first for safety, next for health, and finally for aesthetics. When removing branches, the pruning cut shall not damage the branch bark ridge and branch collar. For additional considerations, see USDA Forest Service’s How to Prune Trees NA-FR-01-95.[[12]](#endnote-12)

Thinning shall be performed to remove dead, diseased, dying, and defective branches. Trees marked for thinning are to be assessed from the top down, favoring branches with strong, U- shaped angles of attachment over branches with weak, V-shaped angles of attachment. Large branches should be removed with the aid of ropes and rigging equipment to minimize the risk of tree injury from falling debris. Groundskeepers are expected to perform minor trimming, and major trimmings are to be completed by contracting with a commercial tree care service.

* 1. **Tree Maintenance during Construction**

Damages sustained during construction is one of the most common causes of tree death. Trees affected by new construction activities are protected by the Section 01 56 39: Temporary Tree and Plant Protection (Appendix C) protocols listed in the State University Administrative Manual (SUAM) which includes compensation for damaged and destroyed trees.[[13]](#endnote-13)

During construction, Facilities Services implements a 1:1 ratio rule for replacement of trees, though it reserves the right to re-plant in a location other than the original site of the tree removed. Trees may be removed due to age, disease, structural problems, and risks to human health or campus infrastructure. All removed trees are to be replaced with a new tree.

Facilities Services and/or a Certified Arborist is to be involved in any construction from the planning phase to prevent damage to existing trees. Additional construction standards around trees include:

1. To prevent damage to the trunk, branches, and root system, barriers must be installed around all trees in the construction zone to a minimum of the trees drip line. (A general rule of thumb is to allow 1 foot from the trunk for each inch of diameter.)
2. Signs should be posted around construction zones as a reminder.
3. Trenching inside drip line should be a last resort and all damaged roots must be pruned. Campus preference is to tunnel under trees or have trenching routed beyond the drip line of the tree. Damage to 30% of the root zone makes the tree a hazard.
4. There should be no changes in grade around trees. Adding soil around trees can suffocate roots
5. Lowering soil grade around trees can remove roots.
6. Compaction must be prevented around tree root systems. The preferred method to reduce compaction is to spread a thick layer of compost 6 to 8 inches deep around the trees. This will disperse the weight of construction equipment. In addition, plywood on top of the mulch will further disperse weight.
7. Fines and penalties for violations are built into the project specifications. The severity of fines is proportional to the potential damage to trees and should increase for multiple infractions.
8. Site visits are made daily to the construction site and photos are taken at every stage of construction. It will be easier to link cause and effect with such documentation.
9. Installation of irrigation systems, tilling and planting of beds can cause damage to tree roots.
10. Construction related injuries might not reveal themselves until several years after construction damage has occurred. Stressed trees are more prone to health problems such as disease and insect infestation.

Providing supplemental irrigation for trees under water stress may be the single most important treatment needed to reinvigorate them. Irrigation should be designed to wet the soil within the Tree Protection Zone to the depth of the root zone and to replace that water once it is depleted. Light, frequent irrigation should be avoided. Create a six-inch berm around trees at the edge of the Tree Protection Zone and fill with no more than six inches of mulch. Fill the basin with water. Irrigation should wet the top two to three feet of soil to replicate similar volumes and normal seasonal distribution. During periods of extended drought, wind or grading, trunks, limbs and foliage should be sprayed with water at the end of workday to remove accumulated construction-engendered dust.

Tree protection zones shall be established and maintained for all trees to be preserved in a construction site. Trees to be preserved during construction must have the specified type of protection fences in place at all times. Removal of fences, even temporarily, to allow deliveries or equipment access is not allowed unless approved by the Lead Grounds Worker and a root buffer is installed. The root buffer components (mulch, gravel and plywood) must be maintained continually to ensure its effectiveness against soil compaction. No root raking shall be allowed within any tree protection zone at any time during clearing, grading or construction of a project.

* 1. **Maintenance of Newly Planted Trees**

Maintenance costs for young, newly planted trees can be kept to a minimum throughout their lives by training and pruning these trees early in their lifecycles using ANSI Standards as a guideline. Newly planted trees may require the use of stakes for support, as well as fertilization when soil tests determine if necessary. Pruning shall only be done on dead or damaged branches, staking shall only be done when a tree is unstable, and fertilization shall only be completed when testing recommends it to increase the quality of the soil.

When a site is being prepared for the planting of trees, the soil is to be assessed to determine the quality of the site, and soil transplants are to be carried out if necessary. Certified Arborists are to be used to determine the quality of a site, as well as advise the Grounds unit on proper procedures for ensuring the health of newly planted trees.

* 1. **Tree and Stump Removal**

Live trees are to be removed only when required to protect the public safety or are detracting from the quality of the landscape. Removal of trees that extend into the branches or roots of protected trees shall not be attempted by grading or other heavy equipment. A certified arborist or tree worker shall remove the tree carefully in a manner that causes no damage above or below ground to trees that remain.

Before performing stump extraction, the tree worker or project contractor shall first determine if roots are entangled with trees that are to remain, and, if so, these stumps shall have their roots severed before extraction. All underground utilities within the vicinity of the tree stump, allowing one foot for every inch of stump diameter, must also be identified and clearly marked out. When a tree root is to be ground, as opposed to being pulled out (depending on accessibility, topography, proximity to a building/pathway or other considerations), removal shall include the grinding of stump and roots to a minimum depth of 24 inches.

* 1. **Protection and Preservation**

Penal Code 594 PC is the California statute defining the crime of vandalism and graffiti law. Every person who maliciously commits any of the following acts with respect to any real or personal property not his or her own, in cases other than those specified by state law, is guilty of vandalism: 1) Defaces with graffiti or other inscribed material, 2) Damages, 3) Destroys.

Whenever a person violates this subdivision with respect to real property, vehicles, signs, fixtures, furnishings, or property belonging to any public entity, as defined by Section 811.2 of the Government Code, or the federal government, it shall be a permissive inference that the person neither owned the property nor had the permission of the owner to deface, damage, or destroy the property.

Prohibited practices are as follows:

1. No bikes, connections, bolts, nails or other objects are to be attached to any tree on campus.
2. No modifications to existing landscape or irrigation systems may be made, and no plant materials may be removed or changed, without prior approval of Facilities Services.
3. No tree be planted for dedication without pre‐approval Facilities Services.
4. Topping, heading, hat-racking, or any other form of inappropriate crown/branch reduction pruning shall not be permitted except in emergency situations or in executing a crown restoration procedure.
5. **Responsible Parties**
   1. **Landscape Advisory Committee**

**Vision:** To create a safe, healthy, visually appealing and ecologically diverse campus landscape that demonstrates to students, faculty, staff, and visitors the environmental and social benefits of sustainable landscapes.

**Mission:** To enhance the quality of life of the campus community by promoting sustainability, safety, and aesthetics, while providing opportunities for research, education, and recreation in the campus landscape.

Landscape Advisory Committee members are responsible for the following:

1. Active participation in bi-annual meetings and ongoing policy discussions.
2. Determining best practices and standard policies for landscape decisions on campus.
3. Planning and approving updates to the Sustainable Landscape and Campus Tree Care Plan.
4. Educating campus community on the benefits of sustainable landscapes and campus trees.
5. Reviewing and approving proposals for faculty and student managed spaces.
6. Documenting Arbor Day observance and Tree Campus USA Service Learning Projects.

The specific membership requirements of the Landscape Advisory Committee are as follows:

1. The Associate Vice President of Facilities, Planning, Design & Construction.
2. The Senior Director of Facilities, Planning, Design & Construction.
3. The Energy & Sustainability Manager (Chair).
4. Two representatives from Facilities Service.
5. Four faculty members representing two or more departments.
6. One representative from the Office of Communications and Public Affairs.
7. One student representative, appointed by the ASI, Environmental Affairs Commissioner.
8. One community representative, i.e., city forester, municipal arborist, etc.

The inaugural meeting of the Landscape Advisory Committee includes the following individuals:

|  |  |  |
| --- | --- | --- |
| Member | Title | Department/Organization |
| Barbara Queen | AVP and Director | FPDC |
| Troy Allen | Senior Director Facilities | FPDC |
| Brad Haydel | Energy & Sustainability Manager | FPDC (Chair) |
| Richard Valenzuela | Lead Grounds Worker | Facilities Services |
| Kirby Williams | General Manager | Facilities Services |
| Kristen Fisher | Faculty | Biological Sciences |
| Eric Wood | Faculty | Biological Sciences |
| Sasha Wright | Faculty | Biological Sciences |
| Barry Hibbs | Faculty | Geosciences and Environment |
| Ryan Lamkin | Student | ASI, Environmental Affairs |
| Jocelyn Stewart | AVP | Communications and Public Affairs |
| Aaron Thomas | Urban Forestry Manager | North East Trees, Inc. |

The Landscape Advisory Committee fulfills Tree Campus USA’s Standard 1 requirements for the establishment of a Campus Tree Advisory Committee. The Landscape Advisory Committee will meet bi-annually in September and February. Committee members will accept to serve for a period of one calendar year with a renewal option.

The following review process applies to any new faculty or student-run space, regardless of size:

1. Prior to any planting, contact the Landscape Advisory Committee via the Office of Sustainability to request a review of your landscape plan.
2. Meet with the Sustainable Landscape Committee to discuss approval of the proposed landscape choices.
3. Receive written approval and begin planting.
   1. **Facilities Services**

Facilities Services provides landscaping services to all State property on campus with the exception of faculty and/or student managed spaces. Facilities Services exercises the right to re-possess State property that is mismanaged by any party that fails to abide by the landscape policies set forth in this plan. It may remove affected landscape at its sole discretion upon written warning to the party in question and/or the current department head of the responsible department if the sponsoring staff/faculty member is non-responsive.

Any landscape maintenance or mismanagement issues on auxiliary and self-support group properties must be handled by that auxiliary/party. If an Auxiliary requires permanent assistance from Facilities Services to manage an auxiliary-run landscape space, they must provide information sufficient to complete the New Landscape Review Form and/or agree to a Memorandum of Understanding (MOU) to adequately address ongoing maintenance concerns. If construction activities require an existing faculty/student-run space to relocate, Facilities Services will perform due diligence to identify a similar space on campus in which to relocate based on availability. If no alternative space is immediately available, Facilities Services will create a first-come first-serve waitlist for future space.

A management hierarchy is to be in place at all times to properly administer and enforce tree care standards throughout the campus. To ensure appropriate maintenance practices for plants requiring special care, Facilities Services is to provide training support for grounds staff, such as native plant maintenance training and access to free landscape workshops as the opportunity arises. Staff is to be continually trained in correct tree maintenance concepts and practices to ensure the proper care of campus trees. All campus staff and contractors are to be held to ANSI standards when working on or near trees.

Issues related to irrigation and landscaping should be managed via a Facilities Work Request.[[14]](#endnote-14) Requests will be reviewed and prioritized by Facilities Services. Any Work Request that pose immediate danger to life and property have priority over all other requests. Auxiliaries, self-support groups, and faculty and/or student managed spaces that are unable to maintain upkeep for a landscaped space may request one-time maintenance service events from Facilities via Work Control and will result in a charge-back to the appropriate department.

In addition to the above, Facilities Services is responsible for the following:

1. Enforcement of the Sustainable Landscape and Campus Tree Care Plan
2. Overseeing grounds unit, landscape contractors, and campus arborist
3. Implementing Campus Tree Program and managing dedicated annual expenditures
4. Removal and restoration of unapproved landscapes with appropriate compensation
   1. **Faculty and Student Managed Spaces**

All faculty and student managed spaces are to abide by this plan. At no point should discounted and free student labor be used as a replacement for staff labor that should be provided by Facilities Services. For a space to be added to the list of faculty and student managed spaces, it must undergo the New Landscape Review process. The space must also be available to faculty and students as a living laboratory space to qualify.

The review process for a new faculty and student managed spaces, regardless of size, is as follows:

1. Prior to any planting, contact the Sustainable Landscape Advisory Committee via the Energy & Sustainability Manager, [bhaydel@calstatela.edu](mailto:bhaydel@calstatela.edu), to request a review of the completed New Landscape Project Proposal Form (Appendix B)
2. Meet in-person with the Sustainable Landscape Advisory Committee to discuss approval of the proposed landscape changes
3. Receive written approval before commencing with planting
   1. **Contractors**

All contractors and outside parties installing landscape as part of construction activities must abide by this plan, SUAM Section 01 56 39 and Section 01 57 23, and ANSI A300 tree care standards.

Damages caused by contractors due to unsafe or irresponsible practices in violation of the Plan’s policies will be assessed back to the contractor per the requirements set forth in the Temporary Tree and Plant Protection and other related general conditions.

1. **Campus Tree Program**

The Campus Tree Program effectively fulfills the requirements of Tree Campus USA Standard 3, Campus Tree Care Plan with Dedicated Annual Expenditures. Cal State LA commits to the following goals for the Campus Tree Program:

1. Cal State LA commits to allocating $100,000 annually for its Campus Tree Program. These funds are to be used for dedicated annual expenditures to cover the cost of planting new trees, equipment and supplies for tree planting, maintenance labor, and professional tree care training.
2. Arbor Day observance fulfills Tree Campus USA’s Standard 4, and provides an opportunity to educate the campus community on the benefits of campus trees. Evidence of annual observance is required by the Arbor Day Foundation to achieve Tree Campus USA recognition, and may include recording of the date the observance, program of activities, news coverage, and/or pictures.
3. The service learning project fulfills Tree Campus USA’s Standard 5, and provides an opportunity to engage student with projects related to trees, and may include volunteer tree plantings, tree maintenance activities, creation of a tree inventory, coordinate internships with local urban forestry or parks departments, and/or partnerships with state forestry departments on regional projects.
4. A comprehensive Tree Inventory is to be established using ArborPro or similar urban forest management program. The Tree Inventory will describe individual tree species, location, health, and any safety issues of all campus trees. Including a health and hazard assessment of each tree will also provide critical information for management decisions, including financial decision-making and maintenance scheduling.
5. **Communication Strategy**

Once Cal State LA receives Tree Campus USA recognition, announcements will be included in Cal State LA’s newsletters, The Insider and Connections, as well as an article in the student newspaper, The University Times. This plan will also be made viewable publicly on Cal State LA’s Sustainability Website, www.calstatela.edu/sustainability. Additionally, press releases shall be sent to local media outlets to communicate Arbor Day and other tree related campus events as deemed necessary by Cal State LA’s Office of Communications and Public Affairs.

**Appendix A: List of Approved Species**

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# **Appendix B: New Landscape Project Proposal Form**

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# **Appendix C: Temporary Tree and Plant Protection**

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1. **Endnotes**

   ANSI A300 Standards, <http://www.tcia.org/TCIA/Build_Your_Business/A300_Standards/A300_Standards.aspx?WebsiteKey=b9a41e1f-978d-4585-9172-c411c78c5c14> [↑](#endnote-ref-1)
2. Tree Campus USA, <https://www.arborday.org/programs/treecampususa/?Trackingid=404> [↑](#endnote-ref-2)
3. City Plants, <https://www.cityplants.org> [↑](#endnote-ref-3)
4. Water Use Classification of Landscape Species (WUCOLS IV), <https://ucanr.edu/sites/WUCOLS/> [↑](#endnote-ref-4)
5. EPA Integrated Pest Management (IPM) Principles, <https://www.epa.gov/safepestcontrol/integrated-pest-management-ipm-principles> [↑](#endnote-ref-5)
6. California Sustainable Policy and Best Practices Manual, <file:///C:/Users/bhaydel/Downloads/CASPBPM.pdf> [↑](#endnote-ref-6)
7. San Francisco Reduced Risk Pesticide List, <https://sfenvironment.org/sites/default/files/events/092419_2019_reduced_risk_pesticide_list.pdf> [↑](#endnote-ref-7)
8. DGS Management Memo 15-06: State Buildings and Grounds Maintenance and Operations, <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=2ahUKEwjhxOX3ocDmAhWJr54KHdsTDn4QFjAAegQIBRAC&url=https%3A%2F%2Fwww.dgs.ca.gov%2F-%2Fmedia%2FDivisions%2FOSPPR%2FMemos%2FMM15_06.pdf%3Fla%3Den%26hash%3D9C89D2CBF153EFDCE6D4FC196B7DE28FB9D40CEE&usg=AOvVaw2SDBtKgNqffU8VXJwleFZp> [↑](#endnote-ref-8)
9. CA DWR Model Water Efficient Landscape Ordinance, <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance> [↑](#endnote-ref-9)
10. EPA Stormwater Discharges from Municipal Sources, <https://www.epa.gov/npdes/stormwater-discharges-municipal-sources> [↑](#endnote-ref-10)
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14. Cal State LA Facilities Services iService Desk, <http://www.calstatela.edu/facility/iservicedesk> [↑](#endnote-ref-14)