

## How E-Paperwork and PCTAConnect Work Together

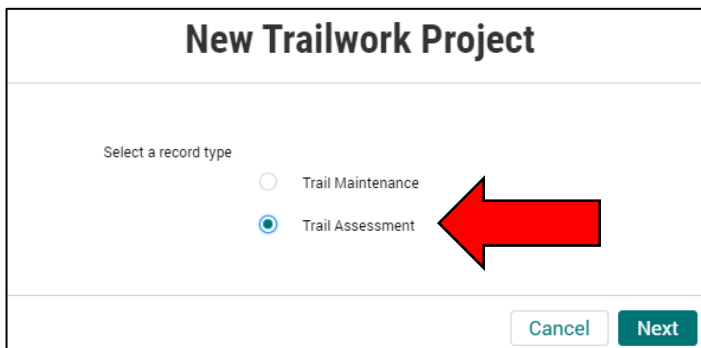
In response to the Covid-19 pandemic, PCTA moved volunteer Sign-in Sheets, Job Hazard Analyses (JHA's), Risk Assessment Worksheets (RAW's) and Covid-19 Release of Liability Forms online. This ensured volunteers still received critical safety information and coverage, eliminated the need to pass pens/papers/clipboards between volunteers and reduced the number of required signatures. In June 2021, we integrated this e-paperwork with PCTA's online volunteer platform, PCTAConnect.

### How is e-paperwork created?

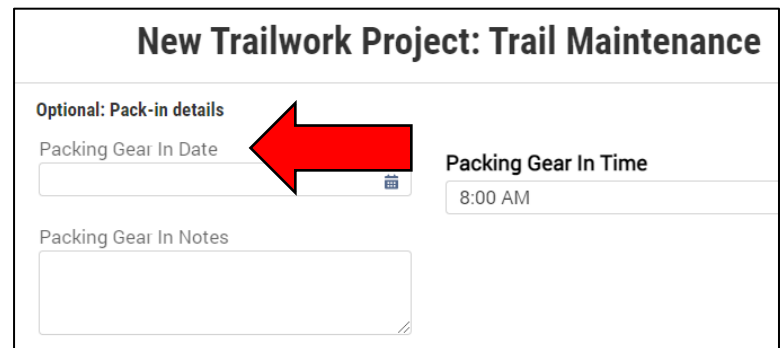
When leaders plan upcoming projects in PCTAConnect, project-specific e-paperwork will automatically be generated, including a Sign-in Sheet, JHA(s) and Covid-19 Release. Forms will be pre-filled with the volunteer's name, project name and project date.

#### For JHA's:

- If the leader plans a "Trail Assessment" project, a Trail Survey JHA will be included
- In all other cases, a Trail Maintenance JHA will be included
- If the leader fills the "Pack in Gear Date" field on their planning form, a Livestock Operations JHA will be included in addition to the Trail Survey or Trail Maintenance JHA



The screenshot shows a form titled "New Trailwork Project". Under the heading "Select a record type", there are two radio button options: "Trail Maintenance" and "Trail Assessment". The "Trail Assessment" option is selected, indicated by a blue dot and a red arrow pointing to it. At the bottom of the form are "Cancel" and "Next" buttons.



The screenshot shows a form titled "New Trailwork Project: Trail Maintenance". Under the heading "Optional: Pack-in details", there are three fields: "Packing Gear In Date", "Packing Gear In Time", and "Packing Gear In Notes". A red arrow points to the "Packing Gear In Date" field. The "Packing Gear In Time" field contains the value "8:00 AM". The "Packing Gear In Notes" field is a text area.

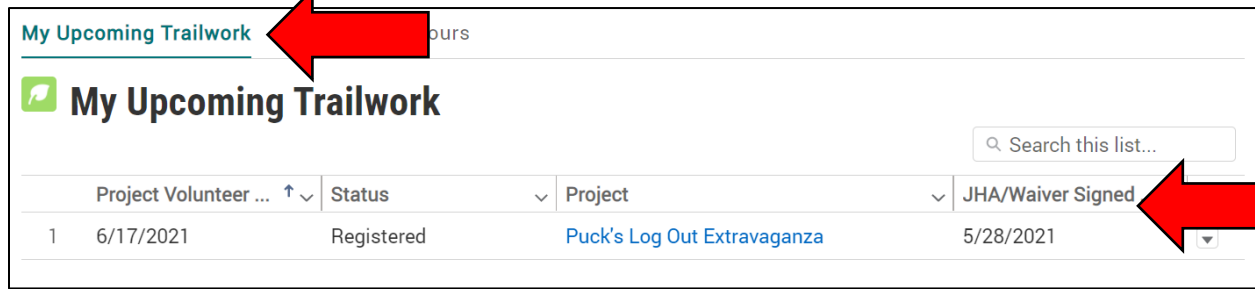
### How is e-paperwork shared with volunteers?

E-paperwork will automatically be emailed to each registered volunteer seven days before the start of a project. If a project is planned or a volunteer signs up within seven days of a project, this email will be sent immediately. If volunteers haven't completed the e-paperwork three days before a project, they will receive a second automatic email and the leader will be CC'ed.

### How can I view e-paperwork in PCTAConnect?

Once e-paperwork is completed, the date will appear in PCTAConnect. Volunteers can view this in "My Volunteering – My Upcoming Trailwork" while leaders can view the status for their entire crew in their project roster.

Volunteer view:



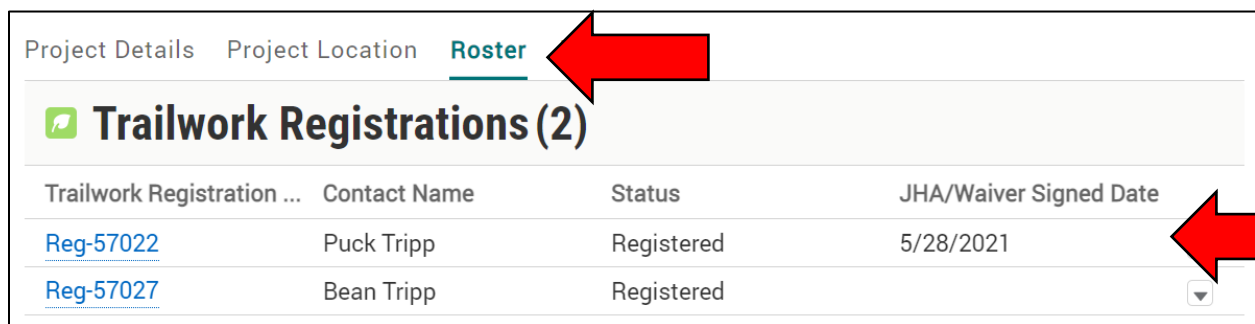
My Upcoming Trailwork

My Upcoming Trailwork

Search this list...

Project Volunteer ...	Status	Project	JHA/Waiver Signed
1 6/17/2021	Registered	<a href="#">Puck's Log Out Extravaganza</a>	5/28/2021

Leader view:



Project Details Project Location **Roster**

Trailwork Registrations (2)

Trailwork Registration ...	Contact Name	Status	JHA/Waiver Signed Date
<a href="#">Reg-57022</a>	Puck Tripp	Registered	5/28/2021
<a href="#">Reg-57027</a>	Bean Tripp	Registered	

**What if I don't use PCTAConnect?**

Paper copies of these forms are still available. Please visit PCTA's Crew Leader Center at [www.pcta.org/volunteer/crew-leader-center](http://www.pcta.org/volunteer/crew-leader-center) and return the forms (original or scanned copy) to PCTA's Sacramento office.

**Why are these forms required?**

Volunteers must complete their sign-in sheet, JHA(s) and Covid-19 Release before each outing, including scouting, trainings and trail maintenance projects.

A volunteer working on the Pacific Crest National Scenic Trail (PCT) is officially a volunteer of the U.S. Forest Service (USFS), the Bureau of Land Management (BLM) or the National Park Service (NPS), and is entitled to certain protections when safety requirements and current volunteer agreements are in place. These volunteer protections are especially important in case of an injury involving a PCT volunteer.

A PCT volunteer worker must be authorized as a volunteer in writing by the NPS, the BLM or the USFS. All agencies use one standard form for this Volunteer Services Agreement for Natural Resource Agencies (OMB 0596-0080). It can be done either as an individual, or as a member of a group (sponsored). For more information on volunteer agreements, contact the PCTA's Director of Trail Operations.

Most traditional PCT volunteers are covered by a sponsored group agreement between their local PCT volunteer group and the NPS, BLM or USFS. Workers must be listed as a participant

on and sign the PCTA Volunteer Sign-In Sheet. The Sign-In Sheet and appropriate JHA(s) must be reviewed and signed prior to the beginning of the work trip. It is considered an extension of the group agreement.

PCTA's Covid-19 Release of Liability Form was introduced in June 2020. Through this form, volunteers waive, release, and discharge the association from any and all liability for contracting Covid-19 through volunteering, acknowledge that volunteering may involve interaction with other volunteers and the public who may unknowingly have Covid-19, certify they have read the CDC guidelines regarding underlying conditions, will complete a Covid-19 self-evaluation before attending a PCTA volunteer project, acknowledge they are willing to abide by PCTA's Covid-19 policies and more.