Basic Outline for Organizing a Community Chipping Event

• Select a project coordinator and organizing committee members
• Select a chipping contractor and agree on chipping rates
• Choose an event date(s) and set the event/community boundaries
• Apply for funding by filling out and submitting the Boulder County Community Chipping Application Form

If funded
• Establish the registration process for participating home owners with a clear deadline that is several days in advance of the event
• Publicize the event, recruit residents, and collect names and addresses of participants
• Provide residents with necessary details about the event, including a deadline when material must be in place along the road, information on what material may be chipped, and instructions on where and how to stack this material (see below)
• Send your list of participating home owners to Wildfire Partners for confirmation of program participation five days before the event
• Establish your invoicing and payment procedures with your chipping contractor
• Provide your chipping contractor with a well-organized list of the addresses of participating home owners that identifies Wildfire Partners and non-Wildfire Partners along with a suggested route several days before the event

Best practice
Coordinators should design and implement their projects to avoid having large volumes of material stage along roadsides for extended periods of time as this increases wildfire risk in the short-term.

Examples of accepted material: Negotiate specifics with your contractor
• Green slash is preferred (encouraging proactive fire mitigation)
• Slash between 1 to 10 inches in diameter
• Logs up to 10 in. diameter (cut branches off on larger logs)
• Keep slash in long lengths up to 6 feet
• Cut widely spaced branches in half
• Load material with “fat end” facing the back of the load

Examples of unacceptable material: Make clear that if material cannot be chipped it will be turned away
• No slash with debris, waste, metal, plastic or foreign objects to keep chipper operating efficiently
• No logs or branches over 10 inches
• No rotten material (it can’t be chipped)
• No branches smaller than 1 inch
• No stumps or raked up pine needles