

INSTRUCTIONS FOR COMPLETING SCALE SITE DEPARTURE LEDGER

SCALE SITE DEPARTURE LEDGER (Site owner/operator's responsibility)

SCALE SITE NUMBER:	Record the scale site code.
FROM DATE:	Record the ledger start date (e.g. April 1, 2004 must be recorded as 20 040401).
TO DATE:	Record the ledger end date (e.g. April 30, 2004 must be recorded as 20 040430).
LOAD DEPARTURE NUMBER:	Record the number associated with each load of timber's departure. As of January 1, 2004, start at 1 and continue to assign consecutively for the duration of the site's existence. All departing loads must be recorded.
DEPARTURE DATE:	Record the date the load departed (e.g. 20 040415).
LDS NUMBER:	Record the serial number from the load description slip completed to accompany the departing load.
TRANSPORT ID:	Record the name and/or number of the transport/carrier company that took the load.
DESTINATION SCALE SITE:	Record the 4-character scale site code for the site to which the load is being delivered (e.g. 35A must be recorded as 035A). May be left blank if the load is not destined for a scale site.
COMMENTS:	Record the receiver's name and/or physical address (include province or state/country if load is being exported from BC) if the load is not destined for a scale site. This field may be used for additional information to a maximum of 256 characters.
SCALE SITE NAME:	Record the name of the scale site as it appears on the Scale Site Authorization document.
DISTRICT NAME:	Record the name of the district in which the scale site is located.
SITE OWNER/OPERATOR SIGNATURE:	Sign your name certifying the completeness and accuracy of the information recorded on the ledger.
DATE SIGNED:	Record the date signed (e.g. April 30, 2004 must be recorded as 20 040430).
DATE OF ONLINE ENTRY INTO HBS:	If entering ledger data online into HBS, record the date the data was entered.