

Instructions to Fill In a Miscellaneous Timber Appraisal Data Submission Form

Please also review the Miscellaneous Timber Appraisal Data Submission Procedures which provides more detail on different tenure type procedures. This document is located at the Coast Forest Region appraisal section public web site located at:

<http://www.for.gov.bc.ca/rco/revenue/>

The Miscellaneous Timber Appraisal Data Submission (Misc ADS) must be submitted as an EXCEL spreadsheet by a forest professional.

ADMINISTRATIVE INFORMATION

Licence (mandatory input by forest professional submitting Misc ADS)

tenure number (e.g. A12345, L54321, TFL 99). Do not put in FL A12345 or FLTC A88788

Cutting Permit or Road Permit Number (mandatory input by forest professional submitting Misc ADS)

- ⇒ leave blank where there is no cutting permit associated with the cutting authority.
- ⇒ record cutting permit number when applicable.
- ⇒ record road permit number if submission is for a road permit (see Road Permit section below for more).

NOTE *Road Permit Number* will activate when 'Type of Stumpage Rate' is RP.

Mark (mandatory input by forest professional submitting Misc ADS)

the mark of the cutting authority.

NOTE only Tree Farm Licence marks have a slash within the mark

Examples

An 'A' mark

Cutting Authority A82134

Mark is 82134

An 'L' mark

Cutting Authority L47524

Mark is L47524

A Road Permit mark

Cutting Authority R93913

Mark is R93913

Cutting Authority A19201

Mark is EA10R1

Cutting Authority TFL45

Mark is 45/0R1

A licence that has cutting permits (which is NOT a TFL)

Cutting Authority A19201 CP 501

Mark is EB5501

Cutting Authority T0044 CP G

Mark is T0044G

A Tree Farm Licence

Cutting Authority TFL 44 CP 9E

Mark is 44/9E

Forest District (mandatory input by forest professional submitting Misc ADS)

the district code for the district in which the cutting authority is located in:

<u>Forest District</u>	<u>Code</u>	<u>Forest District</u>	<u>Code</u>
South Island	DSI	Sunshine Coast	DSC
Chilliwack	DCK	Campbell River	DCR
North Coast	DNC	North-Island Central Coast	DNI
Squamish	DSQ	Haida Gwaii	DQC

Timber Supply Area (TSA) (mandatory input by forest professional submitting Misc ADS)

the code for the Timber Supply Area (see table 1 below).

NOTE: required appraisal data element as the TSA generates what rates apply for a district, thus enter the TSA code even if the cutting authority is within a Tree Farm Licence area.

Timber Supply Block (TSB) (mandatory input by forest professional submitting Misc ADS)

the code for the Timber Supply Block (see Table 1 below).

NOTE: leave blank if within a Tree Farm Licence area
if within a TSA it is a required data element.

Table 1 - Timber Supply Area and Block Codes

Arrowsmith	38	Mid-Coast	19	Soo	31
Barkley	A	Outer Coast	A	Squamish	A
Nanaimo	B	Ocean Falls	B	Port Douglas	B
Cowichan	C	Dean	C	Pemberton	C
		Bella Bella	D		
Fraser	30	River Inlet	E	Strathcona	37
Chilliwack	B	Owikeno	F	Sayward	A
Harrison	C			Kyuquot	B
Yale	D			Loughborough	D
Stave	F	North Coast	21		
Nahatlatch	E	Stewart	A	Sunshine Coast	39
Upper Pitt	G	Alice Arm	B	Sechelt	B
Maple Ridge	H	Skeena	C	Powell River	C
		Outer Coast	D		
Kingcome	33	Douglas	E		
Brooks	A				
Cape Scott	B				
Seymour	C	Haida Gwaii	25		
Broughton	D	West Graham Island	A		
Klinaklini	F	East Graham Island	B		

Effective Date (mandatory input by district appraisal staff)

the date that cutting authority comes into effect (YYYY/MM/DD). Forest Service staff are responsible for entering this information. This date **must** be the same as the effective date in the tenure document and it **must** be recorded on the Misc ADS.

File Type (mandatory input by forest professional submitting Misc ADS)

the File Type is from Forest Tenure Administration (FTA) please select one of the following or if a non-Forest Service person please contact the appropriate district. The following are the most common File Types used in a Misc ADS:

Forestry Licence to Cut	B07	Tree Farm Licence	A02
Occupant Licence to Cut	B05	Forest Licence	A01
Non-Replaceable Forest Licence	A01	Road Permit	B01
SB TSL S20 single mark	B20		

Date Received by District (mandatory input by district appraisal staff)

entered by Forest Service staff and is the date that the Misc ADS was received at the district office (YYYY/MM/DD). This must be recorded.

Total Area (mandatory input by forest professional submitting Misc ADS)

area of the cutting authority.

NOTE that if there is no area, such as with decked timber, then the area must be entered as 0.1. Area is a required element in the General Appraisal System (GAS).

Total Volume

this field auto-populates in the EXCEL spreadsheet.

Type of Stumpage Rate (mandatory input by forest professional submitting Misc ADS)

the code for the type of miscellaneous stumpage rate. If the Misc ADS contains Special Forest Products as well as any of the other following codes, use the code other than the Special Forest Products code.

<u>Type of Miscellaneous Stumpage</u>	<u>CAM Section</u>	<u>Code</u>
Average Stumpage Rates by District and Species	7.1	SR
Road Permit	7.3	RP
Post Harvest Material Stumpage Rates	7.4(1)(a)	PH
Damaged Timber Stumpage Rates	7.4(1)(b)	DT
Decked Timber	7.6(1)	DK
Competitive Decked Timber	7.6(2)	DKC
Linear Tenures	7.7	LT
Deciduous Stumpage Rate	7.9(1)	DR
Special Forest Products	7.9(2)	SFP

Bonus Bid

this field is defaulted to NO, change to YES if the cutting authority is being offered competitively and the stumpage rate may include a bonus bid as a result.

NOTE that if this is a bonus offer situation then this field remains NO.

The reason for this is that a bonus offer is collected at time of tenure issuance and if a per cubic metre amount is recorded double billing will occur.

SAWLOG SECTION

Volume [by species] (mandatory input by forest professional submitting Misc ADS)

enter the best estimate of each species volume if the “Type of Stumpage Rate” is:

- Sawlog Rate by District and Species
- Damaged Timber Average Sawlog Rate
- Post Harvest Material Average Sawlog Rate
- Decked Timber
- Competitive Decked Timber Stumpage Rates
- Linear Tenures

NOTE put at least one cubic metre per species as long as the species is not specifically excluded by the cutting authority document.

Bonus Bid (if applicable)

enter the \$ value per cubic metre for each species. Please enter a zero if species does not receive a bonus bid (do not leave blank). Also leave blank if a bonus offer.

This field will only appear if **YES** has been selected for bonus bid in the administration section.

Note bonus bid cannot be entered until the Misc ADS has been processed by a Coast Area appraisal officer. Please refer to the “Miscellaneous Timber Pricing Process” for more details, this document can be found on the Coast Area public website.

Levies Section

These fields apply to section to 7.4.1 of the CAM, and need only be filled out for Salvage Forestry Licenses to Cut when levies are added based on section 7.4.1.

Administration Levy

enter the total \$ value for the administration levy and the spreadsheet will calculate the $\$/m^3$ based on the total value in the administration section and the total sawlog volume in the Sawlog Section.

Silviculture Levy

enter the total \$ value for the silviculture levy and the spreadsheet will calculate the $\$/m^3$ based on the total value in the administration section and the total sawlog volume in the Sawlog Section.

SPECIAL FOREST PRODUCTS SECTION

Special Forest Products Code ([mandatory input by forest professional submitting Misc ADS](#))

if there is special forest products (except for Christmas trees) associated with the cutting authority, enter the following codes:

<u>Special Forest Product</u>	<u>Code</u>
Root buck	RB
Beachcomb	BC
Deadhead logs	DH
Wahleach Island Catchment Basin Deadhead logs	DHW
Cants (dead and down post-logging residue)	CA
Firewood (round or split) - max length 1.2 m	FW
Mining Timbers - maximum length 2.4 m	MT
Posts and Rails (split and round)	PR
Posts and Rails Cedar (split and round)	PRC
Shake and Shingle Bolts, Blocks and Blanks	SB
Shakes	SK
Stakes and Sticks	SS
Woodchips	CH
Hogged tree material	HF

Special Forest Products Volume ([mandatory input by forest professional submitting Misc ADS](#))

if there is special forest products then enter the estimated volume of each special forest product (except for Christmas trees) for which a code has been entered in the Misc ADS.

Christmas Tree ([mandatory input by forest professional submitting Misc ADS](#))

if there is the special forest product 'Christmas Tree' in this the cutting authority enter the following:

Code – enter XM

Species – enter the following appropriate species code for trees expected to be harvested;

FD – douglas fir

CE – cedar

BA – balsam

HE – hemlock

CY – cypress

SP – spruce

PL – pine

Grade - enter the appropriate grade code for each of the above species

(there may be more than one grade for a species);

3 – less than 3 metres in height

2 - between 3 to 5 metres in height

1 - greater than 5 metres in height

Signature Section

Registered Forest Professional (mandatory input by submitting forest professional)

type in the name of the registered forest professional whose appraisal data submission this is

Registered Forest Professional (mandatory input by submitting forest professional)

type in the name of the registered forest professional whose appraisal data submission this is

RPF# (mandatory input by submitting registered professional forester)

type in the registered professional forester (RPF), whose appraisal data submission this is, Association of British Columbia Forest Professional registration number.

RFT# (mandatory input by submitting registered forest technologist)

Type in the registered forest technologist (RFT), whose appraisal data submission this is, a Association of British Columbia Forest Professional registration number.

NOTE the submitting forest professional whose name is on the Misc ADS must have the Misc ADS attachment in an e-mail from their own e-mail address.

E-mail Address to which Stumpage Advisory Notice is to be Sent (optional)

currently there is a pilot in place to send the Stumpage Advisory Notice out electronically to an authorized recipient of the tenure holder. This recipient MUST BE;

- Owner
- employee of the tenure holder who has been authorized to receive these notices
- contractor duly authorized and on file with Coast Area timber pricing section to specifically receive stumpage advisory notices

The EXCEL spreadsheet is time sensitive as a new one is created each year for March 1st because Coast Appraisal Manual direction for new stumpage rates.

The following error message appears when the Miscellaneous Appraisal Data Submission form is older than that date:

This appraisal form is no longer valid, obtain a new form from the Coast Area Revenue public Web Site.

NOTE If the effective date of the new cutting authority is prior to March 1st of the year, then submit the EXCEL spread sheet even though the error message is present.

TIP In the EXCEL Misc ADS the cells with red triangles in the corner have comment boxes for instruction to assist while using the spreadsheet on what is to be entered into that cell.

Instructions on saving a File Electronically

1. Obtain the Misc ADS form (an EXCEL spread sheet) from Coast Area Revenue section public web site each time you wish to submit as it may be updated without warning.
2. When saving in Misc ADS electronically use the following naming convention:

<u>Cutting Authority</u>	<u>File Name</u>
A19555	A19555.xlsx
A12450 CP 66	A12450_CP66.xlsx
TFL39 CP 187	TFL39_CP187.xlsx
TFL39 R01000	TFL39_R0100.xlsx
L44551	L44551.xlsx

DO NOT use FLT, TSL or other such tenure acronyms!

3. This electronic naming convention must also be used by non-Forest Service staff for consistency reasons.
4. In subject line of e-mail enter 'Misc ADS A12450 CP66'

NOTE that each cutting authority must use this naming convention for tracking, monitoring and electronic filing purposes!