

Instruction on Filling In Miscellaneous Timber Pricing Appraisal Data Submission Form

The EXCEL Miscellaneous Timber Pricing Appraisal Data Submission Form (Misc ADS) is to be used when submitting appraisal information in the Coast Forest Region for those cutting authorities and situations described in Chapter 7 and 6 of the *Coast Appraisal Manual*.

The Misc ADS must be submitted by a forest professional except in for when it is used for a Community Forest Agreement or Woodlot Licence tabular rates

ADMINISTRATIVE INFORMATION

Licence (mandatory input by person submitting)

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

Cutting Permit (mandatory input by person submitting)

leave blank where there is no cutting permit associated with the cutting authority.

Mark (mandatory input by person submitting)

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 'D' mark		
Cutting Authority	D83213	Mark is D83213
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
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 person submitting)

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	Queen Charlotte Islands	DQC

Timber Supply Area (TSA) (mandatory input by person submitting)

the code for the Timber Supply Area (see table 1 below). This is a required data element.

(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 person submitting)

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

(NOTE: leave blank if within a Tree Farm Licence area)

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	Queen Charlotte	25		
Broughton	D	West Graham Island	A		
Klinaklini	F	East Graham Island	B		

Effective Date (mandatory input by Forest Service 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 person submitting)

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:

Forestry Licence to Cut	B07	Tree Farm Licence	A02
Occupant Licence to Cut	B05	Woodlot Licence	A04
Non-Replaceable Forest Licence	A01	Forest Licence	A01
Community Forest Licence	A28	Road Permit	B01
SB TSL S20 single mark	B20		

Date Received by District (mandatory input by Forest Service 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 person submitting)

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 person submitting)

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>Code</u>
Sawlog Rate by District and Species	SR
Damaged Timber Average Sawlog Rate	DT
Post Harvest Material Average Sawlog Rate	PH
Special Forest Products	SFP
Decked Timber	DK
Competitive Decked Timber	DKC
Linear Tenure	LT
Deciduous Rate	DR
Road Permit	RP
Community Forest Licence	CF
Woodlot	WL

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.

SAWLOG SECTION

Volume [by species] (mandatory input by person submitting)

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
- Community Forest Licence
- Woodlot

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

Bonus Bid (if applicable)

enter the \$ value/m³ for each species. Please enter a zero if species does not receive a bonus bid (do not leave blank).

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 an regional appraisal officer. Please refer to the miscellaneous timber pricing process document for more detail.

Levies Section

These fields apply to section 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 \$/m³ 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 \$/m³ 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 person submitting)

If there is special forest products 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 person submitting)

enter the volume of the special forest product.

ROAD PERMIT SECTION

Road Permit Number

copy the road permit number as per the Road Permit document.

Primary Road Permit Mark

the timber mark used for the road permit right of way timber.

(NOTE while only a Tree Farm Licence mark has a slash within the mark format this does not mean that a road permit mark for a TFL has a slash)

Licence

the tenure that authorizes the issuance of the road permit.

Signature Section

Woodlots and Community Forests(mandatory input by person submitting)

the name of the person whom is submitting the appraisal data submission

All other submissions

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 originate off of their e-mail

The EXCEL spreadsheet is time sensitive as a new one is created each year for March 1st, or when new information that changes the ADS form becomes available. The following error message will appear when the Miscellaneous Appraisal Data Submission form expires

This appraisal form is no longer valid, obtain a new form from the Revenue Branch Web Site

Review carefully if a new Misc ADS must be obtained by checking the effective date on the cutting authority document. If the effective date is prior to March 1st of the year, then use the EXCEL spread sheet even though the error message is present.

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

Instructions on saving a File Electronically

1. Obtain the form (an EXCEL spread sheet) from Revenue Branch Web site
(it is suggest that a blank form be retained on your C drive or your offices G drive)
2. Save in an electronic G:/drive file using the following naming convention:

<u>Cutting Authority</u>	<u>File Name</u>
A19555	A19555.xls
A12450 CP 66	A12450_CP66.XLS
L44551	L44551.xls
3. This electronic naming convention must also be used by non-Forest Service staff for consistency reasons.

NOTE that each cutting authority must use this naming convention for tracking and monitoring purposes