

The most current EXCEL Miscellaneous Appraisal Data Submission (Misc ADS) is located at the Coast Area timber pricing public web site located at:

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

When making a submission using the EXCEL Misc ADS the most current version needs to be obtained at the start of each submission from the above web site because;

- ⇒ Any amendments to the Coast Appraisal Manual (CAM) that impact the Misc ADS will be updated in this EXCEL spreadsheet,
- ⇒ Errors or omissions found in the EXCEL Misc ADS will be updated to correct them,
- ⇒ A new Misc ADS is developed annually for March 1st when the CAM directs new Miscellaneous Timber Pricing rates.

Failure to submit the Misc ADS electronically could result incorrect stumpage rates and will result in a returned submission as only electronic submission of the Misc ADS are acceptable!

The Misc ADS has been developed using EXCEL so that appraisal data elements can be transmitted electronically in a systematic format, as well as facilitating Miscellaneous Timber Pricing information being activated by Coast Forest Region appraisal staff.

THEREFORE please do not send the Misc ADS as a pdf!

Instructions can be found on the above website for how to fill-in a Misc ADS.

Electronic Submission Naming Convention

When sending e-mails use the acronym “Misc ADS” and then the cutting authority number in the ‘Subject’ line.

DO NOT use FL, FLTC, TSL or other such tenure acronyms!

Examples

<u>Cutting Authority</u>	<u>Subject Line</u>
A78785	Misc ADS A78785
A12450 CP 66	Misc ADS A12450 CP66
TFL39 CP 187	Misc ADS TFL39 CP187
L44551	Misc ADS L44551
TFL39 R01000	Misc ADS TFL39 R01000

NOTE

- ⇒ cutting authorities must use this naming convention for tracking, timely processing and electronic filing purposes.
- ⇒ Only one cutting authority per e-mail because of electronic filing

1. Forestry (if not a cash sale or bonus bid), Occupant, Master Licence to Cut or Linear Tenure

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Misc ADS. Please see ‘Miscellaneous Appraisal Data Submission – Instructions on Filling Out’ located in the Coast Area timber pricing public website.

NOTE Linear Tenures must obtain prior approval, from the Regional Appraisal Coordinator, to use this method of appraisal if the total volume exceeds 2,500 m³.

- b. To ensure that the requirements of the *Electronic Transaction Act* are met regarding electronic signature, at the time of cutting authority application, a registered forest professional needs to:
 - i. record at the bottom of EXCEL Misc ADS their:
 - I. name, and
 - II. ABCFP registration number.
 - ii. submit, via e-mail, the EXCEL Misc ADS to the appropriate Forest Service district staff using their own e-mail.

NOTE please do not send a pdf or a paper copy of the EXCEL Misc ADS as it contains programmed functionality which must be retained.

- c. The appropriate district staff upon receipt will then:
 - i. request that a TRIM appraisal file (secondary number 46) be created. This is done by sending an e-mail to the regional record staff requesting its creation,
 - ii. file the e-mail from the submitting forest professional that contains the original EXCEL Misc ADS to the TRIM appraisal file (secondary number 46),
 - iii. save a copy of the EXCEL Misc ADS for operational processing onto which they will:
 - I. record the date received at district,
 - II. review and verify that appraisal data elements are accurate, and
 - III. record the effective date of cutting authority once issued.
 - iv. e-mail the Coast Area appraisal section at RCOAppStaff@gov.bc.ca with the following information:
 - I. EXCEL Misc ADS (operational copy),
 - II. tenure document pages containing the
 - A. term dates, and
 - B. timber mark
 - III. cruise information (if appropriate), and
 - IV. appraisal map (if appropriate).
- d. Coast Area appraisal staff will input the required information into General Appraisal System (GAS) to develop the stumpage rates.

2. Forestry Licence to Cut (if a Bonus Bid)

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Misc ADS. Please see ‘Miscellaneous Appraisal Data Submission – Instructions on Filling Out’ located in the Coast Area timber pricing public website.
- b. A registered forest professional, most likely the person who is responsible for developing this tenure for auction, must sign the appraisal data submission. To ensure that the requirements of the *Electronic Transaction Act* are met regarding electronic signature, prior to advertising the tenure, the registered forest professional needs to:
 - i. record at the bottom of EXCEL Misc ADS their;
 - I. name, and
 - II. ABCFP registration number.
 - ii. submit, using their own e-mail, the EXCEL Misc ADS to the Coast Area appraisal officers for upset stumpage rates.

NOTE please do not send a pdf or a paper copy of the EXCEL Misc ADS as it contains programmed functionality which must be retained.

- c. Coast Area appraisal officer will:
 - i. request creation of a TRIM appraisal file (secondary number 46) by regional records staff,
 - ii. file to the TRIM appraisal file (secondary number 46) the submitting forest professional’s e-mail containing the original Misc ADS,
 - iii. save a copy of the Misc ADS for operational purpose to;
 - I. enter date received,
 - II. activate appraisal data elements to develop upset stumpage rate,
 - III. un-hide bonus bid row, and
 - IV. lock-out appropriate cells.
 - iv. e-mail back, to the submitting forest professional, the upset stumpage rate information with all but the effective date and bonus bid entries locked out, and
 - v. file into TRIM appraisal file (secondary number 46) a copy of the e-mail sent.
- d. Once awarded, the district staff who is responsible for developing this tenure for auction will;
 - i. ensure the Forest Tenure Application (FTA) status is HI,
 - ii. enter the effective date (must be same as that in FTA) and the Bonus Bid in the EXCEL Misc ADS (enter 0 if there is no bonus bid received and the tenure is being issued with just the upset stumpage rate) sent by the Coast Area appraisal staff,
 - iii. e-mail (do not fax or send via in-house mail) to the Coast Area appraisal section e-mail at RCOAppStaff@gov.bc.ca the;
 - I. EXCEL Misc ADS,
 - II. tenure document pages containing the
 - A. term dates, and
 - B. timber mark
 - III. cruise information (if appropriate), and
 - IV. appraisal map (if appropriate).
- e. Coast Area appraisal staff will input the required information into GAS.

3. Timber Sale Licence

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Misc ADS. Please see 'Miscellaneous Appraisal Data Submission – Instructions on Filling Out' located in the Coast Area timber pricing public website.
- b. To ensure that the requirements of the *Electronic Transaction Act* are met regarding electronic signature, when preparing the package for advertising, a registered forest professional needs to:
 - i. record at the bottom of EXCEL Misc ADS their;
 - I. name, and
 - II. ABCFP registration number.
 - ii. submit, using their own e-mail, the EXCEL Misc ADS to the Coast Area appraisal officers for upset stumpage rates.

NOTE please do not send a pdf or a paper copy of the EXCEL Misc ADS as it contains programmed functionality which must be retained.

- c. Coast Area appraisal officer will:
 - i. request creation of a TRIM appraisal file (secondary number 46) by regional records staff,
 - ii. file to the TRIM appraisal file (secondary number 46) the submitting forest professional's e-mail containing the original Misc ADS,
 - iii. save a copy of the Misc ADS for operational purpose to;
 - I. enter date received,
 - II. activate appraisal data elements to develop upset stumpage rate,
 - III. un-hide bonus bid row, and
 - IV. lock-out appropriate cells.
 - iv. e-mail back, to the BC Timber Sales office e-mail, the upset stumpage rate information with all but the bonus bid entry spot locked out, and
 - v. file into TRIM appraisal file (secondary number 46) e-mail sent.
- d. Once the timber sale licence has been issued to the successful applicant, BC Timber Sales staff will e-mail (do not fax or send via in-house mail) to the Coast Area appraisal section e-mail at RCOAppStaff@gov.bc.ca the;
 - i. EXCEL Misc ADS (with the updated information regarding bonus bid)
 - ii. successful bidder bonus bid information in the form of the 'Application and Tender Document',
 - iii. tenure document pages containing the:
 - I. term dates, and
 - II. timber mark.
 - iv. appraisal map (if applicable), and
 - v. cruise information (if applicable)

NOTE please make note in e-mail text if a bonus offer and that the bonus offer has been collected.

- e. Coast Area appraisal staff will input the required information into GAS to develop the stumpage rates.

4. Road Permit (NEW)

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Misc ADS. Please see ‘Miscellaneous Appraisal Data Submission – Instructions on Filling Out’ located in the Coast Area timber pricing public website.
- b. To ensure that the requirements of the *Electronic Transaction Act* are met regarding electronic signature, at the time of cutting authority application, a registered forest professional needs to:
 - i. record at the bottom of EXCEL Misc ADS their;
 - I. name, and
 - II. ABCFP registration number.
 - ii. submit, via e-mail, the EXCEL Misc ADS to the appropriate Forest Service district staff using their own e-mail.

NOTE please do not send a pdf or a paper copy of the EXCEL Misc ADS as it contains programmed functionality which must be retained.

- c. The appropriate district staff upon receipt will then:
 - i. request that a TRIM appraisal file (secondary number 46) be created. This is done by sending an e-mail to the regional record staff requesting its creation,
 - ii. file the e-mail from the submitting forest professional that contains the original EXCEL Misc ADS to the TRIM appraisal file (secondary number 46),
 - iii. save a copy of the EXCEL Misc ADS for operational processing by;
 - I. recording the date received at district,
 - II. review and verify that appraisal data elements are accurate, and
 - III. recording the effective date of cutting authority once issued.
 - iv. e-mail the Coast Area appraisal section e-mail at RCOAppStaff@gov.bc.ca with the following information;
 - I. EXCEL Misc ADS (operational copy),
 - II. tenure document pages containing the
 - A. term dates, and
 - B. timber mark
 - v. Coast Area appraisal staff will input the required information into GAS to develop the stumpage rates.

5. Woodlots and Community Forests

Those woodlots and community forests that are on tabular rates under section 7.2 of the Coast Appraisal Manual do not use the Misc ADS.

Please obtain the **Woodlot – Community Forest Tabular Rate Form** on the Coast Area timber pricing public web site listed above. Instructions are also located there.