

Miscellaneous Timber Appraisal Data Submission Procedures

Naming Convention

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

Please ensure you leave at least four spaces between, tenure, cutting permit and the descriptor ‘Misc ADS’. See Examples Below.

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

- (II) Save the EXCEL Misc ADS file using cutting authority number

<u>Cutting Authority</u>	<u>File Name</u>
A78785	A78785.xls
A12450 CP 66	A12450_CP66.xls
L44551	L44551.xls

NOTE that each cutting authority must use this naming convention for tracking, timely processing and monitoring purposes.

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

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Miscellaneous Appraisal Data Submission (EXCEL Misc ADS).

NOTE As new rates are developed each year a new EXCEL form is developed with the new rates. The old form will lock out when the effective date of the cutting authority exceeds the annual date. A new form will then have to be obtained.

- b. The EXCEL Misc ADS must be signed by a registered forest professional either by inputting their name and registration number into the EXCEL Misc ADS.
- c. The EXCEL Misc ADS is sent to district appraisal staff for review and verification. Please do not pdf or use a paper copy of this form, as the EXCEL form has programmed functionality which can only be retained in an electronic submission.
- d. District staff, once review and verification is complete, will forward via e-mail (do not fax or send paper copy via in-house mail) to Roberta Brownlee (Roberta.Brownlee@gov.bc.ca) at the Coast Forest Region the:
- EXCEL Misc ADS,
 - tenure document pages containing the:
 - term dates, and
 - mark
 - cruise information (if appropriate), and
 - appraisal map (if appropriate).
- e. Coast Forest Region appraisal staff will process and send rates to the licensee.

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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.
- b. A Forest Service registered forest professional, who is responsible for developing this tenure for auction, must sign the EXCEL Misc ADS by inputting their name and registration number into the EXCEL Misc ADS. Please do not pdf or use a paper copy of this form, as the EXCEL form has programmed functionality which can only be retained in an electronic submission.

NOTE As new rates are developed each year a new EXCEL form is developed with the new rates. The old form will lock out when the effective date of the cutting authority exceeds the annual date. A new form will then have to be obtained.

- c. The EXCEL Misc ADS is e-mailed to district appraisal staff for review and verification. Within the body of the e-mail the submitting forest professional must indicate that this is a “Bonus Bid” appraisal.
- d. District appraisal staff will complete review and verification e-mail the EXCEL Misc ADS to the appropriate appraisal officer in Coast Forest Region.
- e. Appraisal officer will;
 - i. enter upset stumpage rate information and lock out fields allowing changes only to;
 - (I) effective date, and
 - (II) bonus bid.
 - ii. e-mail the EXCEL Misc ADS, with the upset stumpage rate information, to the district staff member who e-mailed the package from section 2(b),
- f. Once awarded, the district staff who is responsible for developing this tenure for auction will;
 - i. enter 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),
 - ii. ensure the Forest Tenure Application (FTA) contains all required information and status is HI,
 - iii. e-mail (do not fax or send via in-house mail) to Roberta Brownlee (Roberta.Brownlee@gov.bc.ca) at the Coast Forest Region the;
 - I. EXCEL Misc ADS,
 - II. tenure document pages containing the
 - A. term dates, and
 - B. mark
 - iv. cruise information (if appropriate), and
 - v. appraisal map (if appropriate).
- g. Coast Forest Region staff will process and send rates to the licensee.

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3. Cash Sales (Forestry Licence to Cut)

- a. The Regional Appraisal Coordinator will e-mail to a district registered forest professionals authority to use the spread sheet **EXCEL Timber Cash Sale Form (Cash Form)** to calculate the cash amount to be collected for cash sales.

NOTE As of March 1 each year new authority must be obtained for each District registered forest professional to calculate the total cash sales amounts. This authority is specific to the registered forest professional and can not be delegated to another.

- b. The authorized district registered forest professional must ensure that the most current EXCEL Timber Cash Sale Form (Cash Form) is used at all times.

NOTE As new rates are developed each year a new EXCEL form is developed with the new rates. The old form will lock out when the effective date of the cutting authority exceeds the annual date. A new form will then have to be obtained.

ALSO, during the year the Cash Form may be updated with a revised version.

- c. To calculated the cash amount an authorized district registered forest professional:
 - i. inputs all administrative information and appraisal data elements into the Cash Form **(do not fill out by hand)**
 - ii. the completed Cash Form is saved electronically into the appropriate years G drive sub-directory using the following naming convention.

<u>Cutting Authority</u>	<u>File Name</u>
D78785	D78785.xls

- iii. information is entered into the EXCEL Summary Table _Cash Sale

NOTE A year is from March 1 till the end of February. The rates for Miscellaneous Timber Pricing are adjusted annual every March 1st.

- d. It is critical to keep current the information in the EXCEL Summary Table _Cash Sale as this information will be used for information requests from:
 - i. Executive,
 - ii. Freedom of Information requests,
 - iii. Annual Regional Role ups,
 - iv. Etc.

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4. Tabular Rate Tenures - Community Forest Agreements or Woodlot Licences

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Misc ADS.
- b. A licensee representative, with authority to do so, must sign the EXCEL Misc ADS by inputting their name into the EXCEL Misc ADS. Please do not pdf or use a paper copy of this form, as the EXCEL form has programmed functionality which can only be retained in an electronic submission.

NOTE As new rates are developed each year a new EXCEL form is developed with the new rates. The old form will lock out when the effective date of the cutting authority exceeds the annual date. A new form will then have to be obtained.

- c. The EXCEL Misc ADS is e-mailed to district appraisal staff for review and verification. Submission of EXCEL Misc ADS will be done electronically generally at the time of cutting permit application.
- d. District staff, once review and verification is complete, will forward via e-mail (do not fax or send paper copy via in-house mail) to Roberta Brownlee (Roberta.Brownlee@gov.bc.ca) at the Coast Forest Region the:
 - i. EXCEL Misc ADS,
 - ii. tenure document pages containing the:
 - I. term dates, and
 - II. mark
- e. Coast Forest Region appraisal staff will process and send rates to the licensee.

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5. Timber Sale Licence

- a. All required administrative information and appropriate appraisal data elements must be entered into the EXCEL Misc ADS.

NOTE As new rates are developed each year a new EXCEL form is developed with the new rates. The old form will lock out when the effective date of the cutting authority exceeds the annual date. A new form will then have to be obtained.

- b. A registered forest professional must sign the EXCEL Misc ADS by inputting their name and registration number into the EXCEL Misc ADS. Please do not pdf or use a paper copy of this form, as the EXCEL form has programmed functionality which can only be retained in an electronic submission.
- c. E-mail the EXCEL Misc ADS to the Coast Forest Region appraisal officer.
- d. Coast Forest Region appraisal officer will develop upset stumpage rates and will e-mail back, to the BC Timber Sales staff person who sent the EXCEL Misc ADS, the upset rate information. The EXCEL Misc ADS will contain the upset rates, with all but the bonus bid entry spot locked out.
- e. Once the timber sale licence has been issued to the successful applicant, BC Timber Sales staff e-mail (do not fax or send via in-house mail) to Roberta Brownlee (Roberta.Brownlee@gov.bc.ca) at the Coast Forest Region the;
 - i. EXCEL Misc ADS (with the updated information regarding bonus bid)
 - ii. successful bidder bonus bid information,
 - iii. appraisal map (if appropriate), and
 - iv. tenure document pages containing the:
 - (I) term dates, and
 - (II) mark.
- f. Coast Forest Region staff will process and send stumpage rates to the licensee.