

# Instruction for Completing a Request for Historical Grade Distribution Report

This request should be made by e-mail to one of the appraisal officers in the Coast Forest Region. It may take up to 30 working days for a report to be returned to you by e-mail as a pdf file from the date of receipt of the-mail, containing a correctly completed request for Historical Grade Distribution Report, requesting the grades.

I) Contact Information

Fill in contact information, name and e-mail address are mandatory.

II) Grade History Report Request

Each page has the ability to request three separate Grade History Reports. The following portion of the request form is for one grade history report:

<b>Licence</b> _____	<b>Mark</b> _____	<b>Forest District</b> _____
<b>Timber Supply Area</b> _____	<b>Timber Supply Block</b> _____	
<b>Grade Distribution Level</b>		<b>Billing Period</b>
Mark	<input type="checkbox"/>	Starting _____
Licence TSB	<input type="checkbox"/>	Ending _____
Licence TSA	<input type="checkbox"/>	CCYY                      MM
<b>Total TSB</b>	<input type="checkbox"/>	<b>Total TSA</b>
		<input type="checkbox"/>

III) Filling In Required Information

i) Licence

Licence information does NOT contain tenures abbreviations like TL, FLTC, WL, FL, TFL and such. The following is an example of the correct recording of tenure licence numbers

T0843	A78546	W1986
A19200	TFL 69	

The following are incorrect tenure licence numbers and should never be used in submission to the appraisal section at any time not just a request for Grade History Reports

TL T0843	FLTC A78546	WL W1986
FL A19200		

ii) Mark

Marks should not contain slashes unless they are a TFL mark. No letters should present within marks unless they are direct award D marks or L marks.

EXAMPLES

An 'A' mark

Cutting Authority A82134 Mark is 82134

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

iii) Forest District

Record the appropriate Forest District code number.

<u>District</u>	<u>Code</u>	<u>District</u>	<u>Code</u>
Chilliwack	DCK	Campbell River	DCR
North Coast	DNC	North Island –Central Coast	DNI
Queen Charlotte Island	DQC	Squamish	DSQ
South Island	DSI	Sunshine Coast	DSC

iv) Timber Supply Area

Record the appropriate Timber Supply Area code number.

Chilliwack FD	Fraser	30
Campbell River FD	Kingcome	33
North Coast FD	North Coast	21
North Island – Central Coast FD		
Old Port McNeil FD	Kingcome	33
Old Mid-Coast FD	Mid-Coast	19
Queen Charlotte Island FD	Queen Charlotte	25
Squamish FD	Soo	31
South Island FD	Arrowsmith	39
Sunshine Coast FD	Sunshine Coast	39

v) Timber Supply Block

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

IV) Filling In Individual Grade History Request

i) Level of Report

a. Mark

The mark level report gives grades for each species for a specific mark

b. Licence TSB

The Licence TSB level report is for grades for each species for a specific licence within a specific timber supply block.

c. Licence TSA

The Licence TSA level report is for grades for each species for a specific licence within a specific timber supply area.

d. Total TSB

The Total TSB level report is for grades for each species for all licenses within a specific TSB.

e. Total TSA

The Total TSA level report is for grades for each species for all licenses within a specific TSA.

NOTE that if TFL grades are requested then enter in the "Licence" the TFL number and check off this box.

ii) Billing Period

Billing periods are done by year and quarter

- a) a two year period is used for grades sources
- b) based upon the effective date of the cutting authority the quarter is determined as follows.

<u>Quarter</u>	<u>Calendar Months</u>	<u>Month Code</u>
1 <sup>st</sup>	January 1 to March 31	<b>12 - 11</b>
2 <sup>nd</sup>	April 1 to June 30	<b>3 - 2</b>
3 <sup>rd</sup>	July 1 to September 30	<b>6 - 5</b>
4 <sup>th</sup>	October 1 to December 31	<b>9 - 8</b>

EXAMPLE

Effective Date of 2007-03-28

Starting	<u>2004</u>	<u>12</u>
Ending	<u>2006</u>	<u>11</u>
	<small>CCYY</small>	<small>MM</small>

Effective Date of 2008-05-14

Starting	<u>2006</u>	<u>03</u>
Ending	<u>2008</u>	<u>02</u>
	<small>CCYY</small>	<small>MM</small>

Effective Date of 2005-08-07

Starting	<u>2003</u>	<u>06</u>
Ending	<u>2005</u>	<u>05</u>
	<small>CCYY</small>	<small>MM</small>

Effective Date of 1999-12-25

Starting	<u>1997</u>	<u>09</u>
Ending	<u>1999</u>	<u>08</u>
	<small>CCYY</small>	<small>MM</small>

# EXAMPLE

The following is a request for three grade reports. Licence TSB, Licence TSA, and Total TSB

Licence	<u>A19999</u>	Mark	<u>          </u>	Forest District	<u>DCK</u>
Timber Supply Area	<u>30</u>			Timber Supply Block	<u>C</u>
Grade Distribution Level			Billing Period		
Mark	<input type="checkbox"/>	Starting	<u>2006</u>	<u>03</u>	
Licence TSB	<input checked="" type="checkbox"/>	Ending	<u>2008</u>	<u>02</u>	
Licence TSA	<input type="checkbox"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input type="checkbox"/>	Total TSA	<input type="checkbox"/>		

Licence	<u>A19999</u>	Mark	<u>          </u>	Forest District	<u>DCK</u>
Timber Supply Area	<u>30</u>			Timber Supply Block	<u>C</u>
Grade Distribution Level			Billing Period		
Mark	<input type="checkbox"/>	Starting	<u>2006</u>	<u>03</u>	
Licence TSB	<input type="checkbox"/>	Ending	<u>2008</u>	<u>02</u>	
Licence TSA	<input checked="" type="checkbox"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input type="checkbox"/>	Total TSA	<input type="checkbox"/>		

Licence	<u>A19999</u>	Mark	<u>          </u>	Forest District	<u>DCK</u>
Timber Supply Area	<u>30</u>			Timber Supply Block	<u>C</u>
Grade Distribution Level			Billing Period		
Mark	<input type="checkbox"/>	Starting	<u>2006</u>	<u>03</u>	
Licence TSB	<input type="checkbox"/>	Ending	<u>2008</u>	<u>02</u>	
Licence TSA	<input type="checkbox"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input checked="" type="checkbox"/>	Total TSA	<input type="checkbox"/>		