

# 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 e-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:

Licence _____  Timber Supply Area _____  Grade Distribution Level Mark <input style="width: 30px; height: 20px;" type="text"/> Licence TSB <input style="width: 30px; height: 20px;" type="text"/> Licence TSA <input style="width: 30px; height: 20px;" type="text"/>  Total TSB <input style="width: 40px; height: 25px;" type="text"/>	Mark _____  Timber Supply Block _____  Billing Period Starting _____ Ending _____ <div style="text-align: center; font-size: small;"> <span style="margin-right: 100px;">CCYY</span> <span>MM</span> </div> Total TSA <input style="width: 40px; height: 25px;" type="text"/>	Forest District _____  _____  _____  _____  _____
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**NOTE** do not make multiple requests. The above information is to be completed for a single report.

Examples of the standard grade report requests can be found at the end of this documents.

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	<b>DCK</b>	Campbell River	<b>DCR</b>
North Coast	<b>DNC</b>	North Island –Central Coast	<b>DNI</b>
Haida Gwaii	<b>DQC</b>	Squamish	<b>DSQ</b>
South Island	<b>DSI</b>	Sunshine Coast	<b>DSC</b>

iv) Timber Supply Area

Record the appropriate Timber Supply Area code number.

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

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.
- f. TFL-District  
The TFL-District level report is for grades for each species for cutting authorities for a specific TFL within the boundaries of a specific District.
- g. TFL  
The TFL level report is for grades for each species for cutting authorities for a specific TFL within the boundaries of the Coast Forest Region.

ii) Billing Period

Billing periods are done by year and quarter

- a) a two year period is used for most 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	12 - 11
2 <sup>nd</sup>	April 1 to June 30	3 - 2
3 <sup>rd</sup>	July 1 to September 30	6 - 5
4 <sup>th</sup>	October 1 to December 31	9 - 8

EXAMPLE

Effective Date of 2007-03-28

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

Effective Date of 2008-05-14

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

Effective Date of 2005-08-07

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

Effective Date of 1999-12-25

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

- c. when a species does not have sufficient volume at all previous levels a five year grade history occasionally may be required

EXAMPLE

Effective Date of 2008-05-14

Starting	<u>2003</u>	<u>03</u>
Ending	<u>2008</u>	<u>02</u>
	CCYY	MM

# EXAMPLES

The following is a completed form for three grade history reports for a forest licence for 2 year report for 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>          </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"/>		

The following is a completed form for three grade history reports for a Tree Farm Licence for 2 year report for **Total TSA TFL-District** and **TFL**

Licence	<u>A19999</u>	Mark	<u>          </u>	Forest District	<u>DCK</u>
Timber Supply Area	<u>30</u>	Timber Supply Block	<u>          </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 type="checkbox"/>	Total TSA	<input checked="" type="checkbox"/>		

Licence	<u>TFL 75</u>	Mark	<u>          </u>	Forest District	<u>DCK</u>
Timber Supply Area	<u>          </u>	Timber Supply Block	<u>          </u>		
Grade Distribution Level			Billing Period		
Mark	<input type="checkbox"/>	Starting	<u>2007</u>	<u>12</u>	
Licence TSB	<input type="checkbox"/>	Ending	<u>2009</u>	<u>11</u>	
Licence TSA	<input type="checkbox"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input type="checkbox"/>	Total TSA	<input type="checkbox"/>		

Licence	<u>TFL 75</u>	Mark	<u>          </u>	Forest District	<u>ALL</u>
Timber Supply Area	<u>          </u>	Timber Supply Block	<u>          </u>		
Grade Distribution Level			Billing Period		
Mark	<input type="checkbox"/>	Starting	<u>2007</u>	<u>12</u>	
Licence TSB	<input type="checkbox"/>	Ending	<u>2009</u>	<u>11</u>	
Licence TSA	<input type="checkbox"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input type="checkbox"/>	Total TSA	<input type="checkbox"/>		

The following is a completed form for three grade history reports for a 5 year report for  
**TSA** and **TFL**

Licence	<u>                    </u>	Mark	<u>                    </u>	Forest District	<u>  DCK  </u>
Timber Supply Area	<u>                    </u>	30	<u>                    </u>	Timber Supply Block	<u>                    </u>
Grade Distribution Level			Billing Period		
Mark	<input type="text"/>	Starting	<u>  2003  </u>	<u>  03  </u>	
Licence TSB	<input type="text"/>	Ending	<u>  2008  </u>	<u>  02  </u>	
Licence TSA	<input type="text"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input type="text"/>	Total TSA	<input checked="" type="checkbox"/>		

Licence	<u>  TFL 75  </u>	Mark	<u>                    </u>	Forest District	<u>  ALL  </u>
Timber Supply Area	<u>                    </u>		<u>                    </u>	Timber Supply Block	<u>                    </u>
Grade Distribution Level			Billing Period		
Mark	<input type="text"/>	Starting	<u>  2004  </u>	<u>  12  </u>	
Licence TSB	<input type="text"/>	Ending	<u>  2009  </u>	<u>  11  </u>	
Licence TSA	<input type="text"/>		<small>CCYY</small>	<small>MM</small>	
Total TSB	<input type="text"/>	Total TSA	<input type="checkbox"/>		

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