



# INSTRUCTIONS FOR COMPLETING SCALE SITE ARRIVAL LEDGER

## SCALE SITE ARRIVAL LEDGER (Site owner/operator's responsibility)

Right justify numbers in all the numerical fields and left justify characters in the free-form fields (Timber Mark/Brand, Cutblock and Transport ID).

<b>SCALE SITE NUMBER:</b>	Record the scale site code
<b>FROM DATE:</b>	Record the ledger start date (e.g. April 1, 2004 must be recorded as <b>20040401</b> )
<b>TO DATE:</b>	Record the ledger end date (e.g. April 30, 2004 must be recorded as <b>20040430</b> ).
<b>LOAD ARRIVAL NUMBER:</b>	Record the number associated with each load of timber's arrival. As of January 1, 2004, start at 1 and continue to assign consecutively for the duration of the site's existence. All arriving loads must be recorded regardless of Event Type (e.g. loads originating out-of-province, Forestry Licenses To Cut, etc.).
<b>ARRIVAL DATE:</b>	Record the date the load arrived (e.g. <b>20040415</b> ).
<b>LDS NUMBER:</b>	Record the serial number from the load description slip delivered with arriving load
<b>EVENT TYPE:</b>	Record the appropriate 2-character scaling event type code from the table below:

Event Type Code	Name	Description
<b>PS</b>	Primary Scale	A load of unscaled timber, arriving from the harvest area (Crown or private lands), that shall be scaled with the load integrity intact. <i>This is the default code.</i>
<b>B4</b>	Previously Scaled	A load of scaled timber arriving from another scale site. These loads shall arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. This code shall also be used for loads that have been previously billed (e.g. Forestry Licenses To Cut - <i>Cash Sales</i> and cruise-based tenures) and for loads originating from out-of-province.
<b>RS</b>	Remote Sample Scale	A load of timber, arriving from a weight scale site, that was selected to be an MFLNRO sample, but which has been approved to be sample scaled at this scale site rather than the weighing site. Record the Originating Scale Site code and Weigh Slip Number in the corresponding ledger fields.
<b>RR</b>	Remote Red Tag	A load of timber, arriving from a weight scale site, that was determined to require piece scaling, but which has been approved to be piece scaled at this scale site rather than the weighing site. Red Tag loads occur when the species/grade profile of the load does not meet any of the weight scale's available strata requirements. Record the Originating Scale Site code and Weigh Slip Number in the corresponding ledger fields.
<b>TD</b>	To Site Deck	A load of unscaled timber, arriving from the harvest area that is being added to an unscaled storage deck (surge pile) of the same timber mark. Approval from the MFLNRO must be granted before proceeding with this practice as the integrity of individual loads is lost.
<b>4R</b>	SB4 - Rescale	A load of scaled timber arriving from another scale site. These loads shall arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. This code shall also be used for loads that have been previously billed (e.g. Forestry Licenses To Cut - <i>Cash Sales</i> and cruise-based tenures) and for loads originating from out-of-province. Timber coded 4R differs from B4 in that the site owner/operator is choosing to rescale the timber and submit the detail scale data to the Harvest Billing System (HBS); these loads will consume a scaler return number.
<b>FD</b>	From Site Deck	Timber removed from a storage deck (surge pile, see TD event type) and spread for scaling.

<b>TIMBER MARK/ BRAND:</b>	Record the timber mark or scaled timber brand that appears on the load of timber and on the load description slip.
<b>CUTBLOCK:</b>	Record the cutblock written on the load description slip. This may be alpha or numerical for tenures (no symbols). This field is not applicable to private timber marks, timber brands or tenures without multiple blocks.
<b>TRANSPORT ID:</b>	Record the name and/or number of the transport/carrier company that delivered the load.
<b>FIELD SCALE FLAG:</b>	Check marks ( ✓ ) if load has been identified as coming from a field scale deck (infrequently used).
<b>FIELD SCALE DECK:</b>	Record the deck number written on the load description slip if load has been flagged as previously field scaled (see "FIELD SCALE FLAG").
<b>ORIGINATING SCALE</b>	Record the scale site code from where the load originated if the load was previously scaled elsewhere, remotely red-tagged, or remotely sampled.
<b>WEIGH SLIP NO.</b>	Record the weigh slip number assigned to the load by the weight scale site from which the load originated. A copy of the weigh slip may be considered equivalent to a load description slip (written record) if it complies with the Timber Marking & Transportation Regulation.
<b>SCALE SITE NAME:</b>	Record the name of the scale site as it appears on the Scale Site Authorization document.
<b>DISTRICT NAME:</b>	Record the name of the district in which the scale site is located.
<b>SITE OWNER/OPERATOR SIGNATURE:</b>	Sign your name certifying the completeness and accuracy of the information recorded on the ledger
<b>DATE SIGNED:</b>	Record the date signed (e.g. April 30, 2004 must be recorded as <b>20040430</b> )
<b>DATE OF ONLINE ENTRY INTO HBS:</b>	If entering ledger data online into HBS, record the date the data was entered.

## TO BE COMPLETED BY SCALER (Scaler's responsibility)

<b>SCALER LICENCE NUMBER:</b>	Record your 4-character scaler licence number.
<b>SCALER RETURN NUMBER:</b>	Record your return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the scale site at which you are employed or the scale event type performed. When 9999 is reached, restart at 1.
<b>SCALE DATE - YYYY:</b>	Record the year the timber was scaled (e.g. <b>2004</b> ).
<b>SCALE DATE - MM:</b>	Record the month the timber was scaled (e.g. 01).
<b>SCALE DATE - DD:</b>	Record the day the timber was scaled (e.g. 15). If the scaling spans more than one day, enter the day the scaling is completed.
<b>PARCEL ID:</b>	Record the identification number assigned to the parcel at the time of scaling (e.g. if the parcel is the first of the total of 3, record "1", if it's the second, record "2", and if it's the third, record "3"). This field is used primarily on the Coast (NOT FOR USE IN THE INTERIOR).