Coast
Appraisal Training
Module 7
Miscellaneous Timber Pricing
Disclaimer: This document is intended for use during appraisal training activities and as a general guide to appraisals. It is not intended as a basis for legal interpretation of the Coast Appraisal Manual (CAM). If there is any discrepancy between these materials and the CAM, the CAM in force on the effective date of the cutting authority is correct. The CAM is posted on Timber Pricing Branch’s website is the official version. If there are any questions about a specific appraisal issue, please contact Coast Area appraisal staff at the Coast Area office.
Introduction

Chapter 7 of the *Coast Appraisal Manual (CAM)* outlines procedures for determining stumpage rates for minor tenures, smaller volumes and specific situations or special forest products. While most of the procedures involve the use of tabular stumpage rate information rather than a full appraisal, there are instances where a full appraisal is still an option. Generally, the stumpage rates are fixed for the year and are re-determined annually on a specific date.
Miscellaneous (Non-Appraised) Timber Pricing Policy

Average Sawlog Stumpage Rates by District and Species

The data set for the Average Stumpage Rates by District and Species, approved by the Director of Timber Pricing Branch in the Coast Average Stumpage Rate Schedule, are derived annually from Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) previous years billing history records for a 12-month period beginning January 1st and ending December 31st of each year. Example of billing period is January 1, 2019 to December 31, 2019.

Only “fully appraised” cutting authorities contribute to the data set. Excluded from the data set are BCTS cutting authorities, non-appraised cutting authorities (such as community forests, woodlots, road permits, etc.). Further exclusions to the data set are private and federal timber marks, waste, deciduous species, all coniferous X & Y grades, hemlock & balsam U grade, and special forest products.

Stumpage rates in the data set include an average cost estimate for all of the operating costs usually found in full appraisals, including forest management administration (overhead), road development and road management, any road use charges and silviculture, for example.

The average stumpage rate for a species is calculated by the total value divided by the total volume based on the district.

Community Forest Agreements and Woodlot Licences

This section outlines procedures for determining stumpage rates for both Community Forests and Woodlot Licence cutting authorities (sawlog, road and salvage permits).

Woodlot Licence stumpage rate may be fully appraised if there is a signed Amortization Agreement (Extended Road Amortization Agreement) with unamortized amount. Contact should be made with Coast Area appraisal staff if there is uncertainty regarding whether a woodlot licence has unamortized road amount left.

The stumpage rates listed in section 7.2 of the CAM are derived from the same data set used to develop the Average Stumpage Rates by District and Species. The average stumpage rates by species is calculated by the total value divided by the total volume based on a north zone (Haida Gwaii, old North Coast TSA, old Mid-Coast TSA) and south zone (all other areas in Coast Area not in north zone) with a 70 percent reduction being applied to each species.

Stumpage rates for cutting authorities under this section are fixed and re-determined annually on March 1st.
Road Permits

This section outlines the procedures for determining the stumpage rates for road permits for major licensees except for those within the Great Bear Rainforest North timber supply area. This section does not apply to BC Timber Sales timber licences, Community Forest Agreements, and Woodlot Licences except as provided for in Section 7.2.1.

The road permit stumpage rates are derived annually from FLNRORD previous years billing history records for a 12-month period beginning December 1\textsuperscript{st} and ending November 30\textsuperscript{th} of each year. Example of billing period is December 1, 2018 to November 30, 2019.

The stumpage rates for each species of “fully appraised” cutting authorities, contribute to the data set. Excluded from the data set are waste billings, deciduous species, all coniferous X & Y grades, hemlock & balsam U grade, and special forest products.

If a road permit mark is associated with road permit(s) harvested exclusively under one mark for one form of agreement (licence) and the licence district average billed coniferous sawlog volume from the previous year is greater than 500 m\textsuperscript{3}, then the road permit mark stumpage rate is that licence’s average billed coniferous sawlog volume.

If the road permit mark is associated with road permit(s) that have other active road permit mark(s), then all the licensee’s licences within the district billed coniferous sawlog volume from the previous year will contribute to the road permit mark stumpage rate if the billed coniferous sawlog volume from the previous year exceeds 500 m\textsuperscript{3}.

If there is less than 500 m\textsuperscript{3} billed coniferous sawlog volume for the licensee’s licence, then the stumpage rate is the averaged billed volumes of all licences with a similar annual allowable cut within the district. The stumpage rate for a BCTS road permit is the same as the stumpage rate for the section 20 TSL that gave rise to that road permit.

Road permits within the Great Bear Rainforest North (GBRN) stumpage rates are based on the published schedule of average stumpage rates for GBRN timber.

Stumpage rates for road permits under this section are fixed and re-determined annually on February 1\textsuperscript{st}.

Salvage Timber Stumpage Rates

This section outlines procedures for determining stumpage rates for salvage damaged timber and salvage post-harvest material, both of which are defined in the section along with the criteria that applies before using the procedures.

The stumpage rates listed in Coast Average Stumpage Rate Schedule are derived from the same data set used to develop the Average Stumpage Rates by District and Species. The average stumpage rates by species are calculated with the total value divided by the total volume for the total Coast Area. Salvage Damaged Timber are derived by applying a 40 percent reduction to balsam, hemlock and all other coniferous species and a 60 percent reduction to cedar, cypress, Douglas-fir and spruce species. Salvage Post-Harvest are derived by applying a 25 percent reduction to
balsam, hemlock and all other coniferous species and a 40 percent reduction to cedar, cypress, Douglas-fir and spruce species.

An administrative levy may be applied for a cutting authority where the district office has to prepare all the details of a forestry licence to cut for salvage. The administrative levy is equal to the district manager’s estimate of the administrative costs to be incurred by the Crown. If the Crown incurs the silviculture cost to reforest the area, a silviculture levy is added equal to the district manager’s estimate of the silviculture costs to be incurred by the Crown.

Stumpage rates for cutting authorities under this section are fixed and re-determined annually on March 1st.

**Cutting authorities with 2,500 m³ or less Volume**

This section provides the procedures for determining stumpage rates for cutting authorities (excluding CFA’s and woodlots) with small volumes and includes specific criteria for the procedures to be used.

When the cutting authority exceeds 2,500 m³, fully appraised stumpage rates apply. However, the use of stumpage rates in this section may be used under specific circumstances. Prior approval from the statutory decision maker, in the Coast Area Pricing office, in advance of issuance of the cutting authority is required when the cutting authority’s volume exceeds 2,500 m³.

Stumpage rates for cutting authorities under this section are fixed and re-determined annually on March 1st.

**Linear Tenures**

This section outlines the procedure for determining the stumpage rate for a right-of-way issued under an authority other than the Forest Act such as pipe line, highway right-of-way, transmission line, penstock or powerhouse and forestry licences to cut issued under section 47.3 of the Forest Act on conjunction with a BCTS road development contract.

The stumpage rate, if less than 2,500 m³, is the Average Stumpage Rates by District and Species.

Coast Area appraisal section can appraise linear cutting authorities exceeding 2,500 m³ using the Average Stumpage Rates by District and Species in conjunction with cruise-based billing, when prior approval is given by the Regional Appraisal Coordinator. The default for scale-based billing cutting authority exceeding 2,500 m³ is a fully appraised stumpage rate.

Cutting authorities exceeding 2,500 m³ may use the Average Stumpage Rates by District and Species when approved by a statutory decision maker in the Coast Area Pricing appraisal office. Coast Area Pricing must be contacted regarding this approval well in advance of issuance of the linear tenure.

Stumpage rates for cutting authorities under this section are fixed and re-determined annually on March 1st.
Decked Timber & Partially Harvested Timber

This section outlines procedures for determining stumpage rates for decked timber, partially harvested timber or a combination of the two. When the timber is a combination of the two types the stumpage will be determined as if all timber was decked. The stumpage rate determination process will vary on whether the cutting authority has been directly awarded or awarded after a competitive process.

The Regional Executive Director will set upset stumpage rates on competitive bid timber where no bids have been received or bids are not anticipated.

The total stumpage rate will be fixed for the term of the cutting authority and all extensions.

Figure 7-1 – Decked Timber Flow Diagram

Controlled Recreation Areas

This section outlines the procedures to determine stumpage rates for a Controlled Recreation Area, for operations such as large ski resorts, backcountry commercial recreation operations, etc. The Resort Development Branch of FLNRORD manages these tenures and determines the cutting authority stumpage rates under authority of section 2.1.1(2) of the CAM. The stumpage rate is the average sawlog stumpage rate approved by the director of Timber Pricing Branch every quarter. An alternative to tabular rates is a fully appraised stumpage rate.
Miscellaneous Stumpage Rates

Table 7-1 of this section identifies the stumpage rates for low grade and specific types of coniferous sawlogs and deciduous sawlogs.

Table 7-2 identifies the stumpage rates for special forest products (shake-blocks, cants, etc.).

Great Bear Rainforest North

This section outlines the procedures to determine stumpage rates for cutting authorities and road permits within the Great Bear Rainforest North (GBRN).

The stumpage rates listed in the Coast Average Stumpage Rate Schedule are derived from the same data set used to develop the Average Stumpage Rates by District and Species. These stumpage rates are derived by applying a formula that considers the difference in Coast Area species rates from the previous year.

Stumpage rates for cutting authorities under this section are fixed and re-determined annually on March 1st.
Instructions for Populating a Miscellaneous Appraisal Data Submission (MADS)

Important Points Regarding the MADS

1. The Miscellaneous Appraisal Data Submission (MADS) is a professional document and must be signed and sealed by a registered forest professional.

2. The MADS process is fully electronic, and the requirements of the *Electronics Transaction Act* must be met with regard to record keeping of the signature and sealing by the forest professional.

3. The red triangles (highlighted in yellow in Figure 7-2) in the EXCEL MADS provide abbreviated guidance and a list of the appraisal data elements for that cell.

4. The MADS will produce an error message just under the title of the MADS (text in red Figure 7-3a) and just before where the submitting forest professional (text in red Figure 7-3b).

5. The MADS is updated annually for the March 1st “Coast Average Stumpage Rate Schedule”. Please check the Coast Area Pricing appraisal section internet site for the most current version.
Populating the MADS

Type of Miscellaneous Pricing Policy Stumpage Rate Information

Reference Type (mandatory input by forest professional submitting MADS)

Is the code (outlined in blue Figure 7-4) for the type of miscellaneous stumpage rate. If the MADS is appraising any sawlog along with Special Forest Products, then the SAWLOG stumpage rate type (Reference Type) must be entered. The following are the reference type (type of stumpage rate) codes:

<table>
<thead>
<tr>
<th>Type of Miscellaneous Stumpage</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Stumpage Rates by District and Species</td>
<td>SR</td>
</tr>
<tr>
<td>Damaged Timber Stumpage Rates</td>
<td>DT</td>
</tr>
<tr>
<td>Post-Harvest Material Stumpage Rates</td>
<td>PH</td>
</tr>
<tr>
<td>Road Permit (other than within TSA 46)</td>
<td>RP</td>
</tr>
<tr>
<td>Great Bear Rainforest North – Sawlog Rates</td>
<td>GBR</td>
</tr>
<tr>
<td>Great Bear Rainforest North – Road Permit</td>
<td>GRP</td>
</tr>
<tr>
<td>Special Forest Products</td>
<td>SFP</td>
</tr>
<tr>
<td>Linear Tenures</td>
<td>LT</td>
</tr>
<tr>
<td>Deciduous Stumpage Rate</td>
<td>DR</td>
</tr>
<tr>
<td>Decked Timber Direct Award</td>
<td>DK</td>
</tr>
<tr>
<td>Decked Timber Competitive Award</td>
<td>DKC</td>
</tr>
<tr>
<td>Partially Harvested Timber Direct Award</td>
<td>PHD</td>
</tr>
<tr>
<td>Partially Harvested Timber Competitive Award</td>
<td>PHC</td>
</tr>
<tr>
<td>Decked &amp; Partially Harvested Timber Direct Award</td>
<td>DPD</td>
</tr>
<tr>
<td>Decked &amp; Partially Harvested Timber Competitive Award</td>
<td>DPC</td>
</tr>
</tbody>
</table>

Figure 7-4 –MADS

Forest Zone

This appraisal data element (outlined in red Figure 7-4) is automatically populated based upon inputs into the Reference Type, Natural Resource District and TSA (timber supply area) appraisal data elements.
Administrative Information

**Licence** *(mandatory input by forest professional submitting MADS)*

tenure number (e.g. A12345, L54321, and TFL 99).

Do not fill in **FL** A12345 or **FLTC** A54321.

**Cutting Permit** *(mandatory input by forest professional submitting MADS)*

- leave blank where the cutting authority does not have a cutting.
- record cutting permit number when applicable.
- if the ‘Reference Type’ is RP (road permit) or GRP (road permit within the Great Bear Rainforest North TSA) then “Road Permit Number” will automatically replace “Cutting Permit”.

NOTE: The submitting forest professional must provide the Road Permit Number of the road permit mark that is being appraised.

**Mark** *(mandatory input by forest professional submitting MADS)*

the timber mark of the cutting authority.

NOTE: Only *Tree Farm Licence* marks have a slash within the timber mark

**Examples**

<table>
<thead>
<tr>
<th>Cutting Authority</th>
<th>Mark is</th>
</tr>
</thead>
<tbody>
<tr>
<td>A82134</td>
<td>82134</td>
</tr>
<tr>
<td>L47524</td>
<td>L47524</td>
</tr>
<tr>
<td>A53754</td>
<td>FQ30R1</td>
</tr>
<tr>
<td>A19201</td>
<td>EA10R1</td>
</tr>
<tr>
<td>TFL45</td>
<td>45/0R1</td>
</tr>
</tbody>
</table>

**District** *(mandatory input by forest professional submitting MADS)*

the code for the district in which the cutting authority is in:

<table>
<thead>
<tr>
<th>Natural Resource District</th>
<th>Code</th>
<th>Natural Resource District</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Island</td>
<td>DSI</td>
<td>Sunshine Coast</td>
<td>DSC</td>
</tr>
<tr>
<td>Chilliwack</td>
<td>DCK</td>
<td>Campbell River</td>
<td>DCR</td>
</tr>
<tr>
<td>Coast Mountain</td>
<td>DKM</td>
<td>North-Island Central Coast</td>
<td>DNI</td>
</tr>
<tr>
<td>Haida Gwaii</td>
<td>DQC</td>
<td>Sea to Sky (Squamish)</td>
<td>DSQ</td>
</tr>
</tbody>
</table>
Timber Supply Area (TSA) (mandatory input by forest professional submitting MADS)

the code for the Timber Supply Area (Figure 7-5) from Forest Tenure Administration (FTA).

NOTE: This is a required appraisal data element as the TSA generates which rates apply for a district.

Figure 7-5 - Timber Supply Area (TSA) and Timber Supply Block (TSB) Codes

**TSA 25 – (Queen Charlotte)**
**Haida Gwaii NRD**
- All of Haida Gwaii 25E

**TSA 30 – (Fraser)**
**Chilliwack NRD**
- Chilliwack 30B
- Harrison 30C
- Yale 30D
- Nahatlatch 30E
- Stave 30F
- Upper Pitt 30G
- Maple Ridge 30H

**TSA 31 – (Soo)**
**Sea to Sky NRD**
- Port Douglas 31B
- Squamish - Pemberton 31D

**TSA 38 – (Arrowsmith)**
**South Island NRD**
- Barkley 38A
- Nanaimo 38B
- Cowichan 38C

**TSA 39 – (Sunshine Coast)**
**Sunshine Coast NRD**
- Sechelt 39B
- Powell River 39C

**TSA 44 – (Pacific)**
**All Coastal NRD**
- All Coastal NRD 44Z

**TSA 46 – (Great Bear Rainforest North)**
**North Island Central Coast NRD**
*(Old Mid-Coast district)*
- Outer Coast 46A
- Ocean Falls 46B
- Dean 46C
- Bella Coola 46D
- River Inlet 46E
- Klinaklini 46F

**Coast Mountains NRD**
*(Old North Coast district)*
- Stewart 46G
- Alice Arm 46H
- Skeena 46I
- Outer Coast 46J
- Douglas 46K

**TSA 47 – (Great Bear Rainforest South)**
**North Island Central Coast NRD**
*(Mainland Old North Island district)*
- Seymour 47A
- Broughton (mainland ONLY) 47B
- Klinaklini 47C

**Campbell River NRD**
*(Mainland Campbell River NRD)*
- Loughborough 47D

**TSA 48 – (North Island)**
**North Island Central Coast NRD**
*(Island Old North Island district)*
- Brooks 48A
- Cape Scott 48B
- Broughton (Island ONLY) 48C

**Campbell River NRD**
*(Island Campbell River NRD)*
- Sayward 48D
- Kyuquot 48E
Timber Supply Block (TSB) (mandatory input by forest professional submitting MADS)
the code for the Timber Supply Block (see Table 7-5 above).
NOTE: Leave blank if within a TFL area. If within a TSA it is a required data element.

Effective Date (mandatory input by district appraisal staff)
the date that the cutting authority comes into effect with a format of YYYY/MM/DD.
Natural Resource District (NRD) staff are responsible for entering this information. This
date MUST be the same as the effective date in the tenure document and in FTA.

Date Received by District (mandatory input by district appraisal staff)
the date that the MADS was received at the NRD office and is entered by NRD appraisal staff with
a format of YYYY/MM/DD.

Reference Type of Stumpage Rate (mandatory input by forest professional submitting MADS)
the code for the “Type of Miscellaneous Stumpage Rate”. If the MADS is appraising any
sawlog along with Special Forest Products, then the SAWLOG stumpage rate type must be
entered. The following are the type of stumpage rate codes:

<table>
<thead>
<tr>
<th>Type of Miscellaneous Stumpage Rate</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Stumpage Rates by District and Species</td>
<td>SR</td>
</tr>
<tr>
<td>Deciduous Stumpage Rate</td>
<td>DR</td>
</tr>
<tr>
<td>Road Permit</td>
<td>RP</td>
</tr>
<tr>
<td>Post-Harvest Material Stumpage Rates</td>
<td>PH</td>
</tr>
<tr>
<td>Damaged Timber Stumpage Rates</td>
<td>DT</td>
</tr>
<tr>
<td>Decked Timber</td>
<td>DK</td>
</tr>
<tr>
<td>Great Bear Rainforest North</td>
<td>GBRN</td>
</tr>
<tr>
<td>Great Bear Rainforest North - Road Permit</td>
<td>GBRN RP</td>
</tr>
<tr>
<td>Linear Tenures</td>
<td>LT</td>
</tr>
<tr>
<td>Special Forest Products</td>
<td>SFP</td>
</tr>
</tbody>
</table>

Sawlog Section

Volume [by species] (mandatory input by forest professional submitting MADS)
the best estimate of each species volume if the “Reference Type” is:
- Sawlog Rate by District and Species
- Damaged Timber Average Sawlog Rate
- Post-Harvest Material Average Sawlog Rate
- Decked Timber
- Great Bear Rainforest North
- Great Bear Rainforest North - Road Permit
- Linear Tenures

NOTE
- GBRN cutting authorities enter the Total Net Cruise Volume for each species
  present in the cruise compilation. Leave blank any species which is not in the
  cruise compilation.
- For all other types of miscellaneous appraisal policy stumpage rates, enter at
  least one cubic metre of volume per species as long as the species is not
  specifically excluded by the cutting authority document.
Silviculture Adjustment

The silviculture adjustment cost is only applicable to Linear Tenure cutting authorities. The cost estimate can be obtained from section 7.7 of CAM.

Decked Timber Appraisal Data

The wording of this section is subject to change depending on the updates in the Misc ADS spreadsheet and web applications.

Where applicable, indicate the administrative and or silviculture levy. When the decked timber is sold through a competitive bidding process by BCTS, indicate the upset stumpage rate and the bonus bid.

Levies Section

These fields apply to Salvage cutting authorities and are provided by and at the discretion of the district manager.

Administration Levy

- enter the total $ value for the administration levy and the spreadsheet will calculate the $/m³ based on the total value in the administration section and the total sawlog volume in the Sawlog Section

Silviculture Levy

- enter the total $ value for the silviculture levy and the spreadsheet will calculate the $/m³ based on the total value in the administration section and the total sawlog volume in the Sawlog Section.

Special Forest Products Section

Special Forest Products Code (mandatory input by forest professional submitting MADS)

- if there are “Special Forest Products” (except for Christmas trees) associated with the cutting authority, enter the following codes (one per line) in the MADS:

<table>
<thead>
<tr>
<th>Special Forest Product</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root buck</td>
<td>RB</td>
</tr>
<tr>
<td>Beachcomb</td>
<td>BC</td>
</tr>
<tr>
<td>Deadhead logs</td>
<td>DH</td>
</tr>
<tr>
<td>Wahleach Island Catchment Basin Deadhead logs</td>
<td>DH</td>
</tr>
<tr>
<td>Cants (dead and down post-logging residue)</td>
<td>CA</td>
</tr>
<tr>
<td>Firewood (round or split) - max length 1.2 m</td>
<td>FW</td>
</tr>
<tr>
<td>Mining Timbers - maximum length 2.4 m</td>
<td>MT</td>
</tr>
<tr>
<td>Posts and Rails (split and round)</td>
<td>PR</td>
</tr>
<tr>
<td>Posts and Rails Cedar (split and round)</td>
<td>PRC</td>
</tr>
<tr>
<td>Shake and Shingle Bolts, Blocks and Blanks</td>
<td>SB</td>
</tr>
<tr>
<td>Shakes</td>
<td>SK</td>
</tr>
<tr>
<td>Stakes and Sticks</td>
<td>SS</td>
</tr>
<tr>
<td>Woodchips</td>
<td>CH</td>
</tr>
<tr>
<td>Hogged tree material</td>
<td>HF</td>
</tr>
</tbody>
</table>
Special Forest Products Volume (mandatory input by forest professional submitting MADS)
if there are special forest products then enter the estimated volume of each Special Forest Product (except for Christmas trees) for which a code has been entered in the MADS.

Christmas Tree (mandatory input by forest professional submitting MADS)
if the special forest product is ‘Christmas Tree’ in this cutting authority enter the following:

  Code – enter XM
  Species – enter the following species codes for trees expected to be harvested:
    FD – Douglas fir
    CE – cedar
    BA – balsam
    HE – hemlock
    CY – cypress
    SP – spruce
    PL – pine
  Grade - enter the appropriate grade code for each of the above species (there may be more than one grade for a species):
    3 - less than 3 metres in height
    2 - between 3 to 5 metres in height
    1 - greater than 5 metres in height

Signature Section

Registered Forest Professional (mandatory input by forest professional submitting MADS)
enter the name of the registered forest professional completing the appraisal data submission

RPF# or RFT# (mandatory input by forest professional submitting MADS)
enter the submitting forest professional registration number that completed the appraisal data submission

Date of Submission (mandatory input by forest professional submitting MADS)
enter the date that the submitting forest professional signs the MADS

Email and Phone Number
enter the contact information of the submitting forest professional

NOTE: The submitting forest professional whose name is on the MADS must have the MADS attachment in an e-mail from their own e-mail address.
INSTRUCTIONS FOR SUBMITTING A MISCELLANEOUS APPRAISAL DATA SUBMISSION

1. As per Section 2.3.2(1)(b) of the Coast Appraisal Manual (CAM), a Miscellaneous Timber Appraisal Data Submission (MADS) is one of the methods of appraisal data submission and is a professional document. The MADS is the method of submitting the appraisal data for cutting authorities which are being appraised using Chapter 7 - Miscellaneous Timber Pricing Policies.

2. Ensure that the most current MADS is used for each submission! The most current MADS is obtained at http://www.for.gov.bc.ca/rco/revenue/. The reason for this is:
   a. The MADS has been developed using EXCEL so that appraisal data elements can be transmitted electronically in a systematic format.
      - The EXCEL spreadsheet is password protected for security. If the password is discovered to be busted it will be returned as it is deemed to be unsecure and an incomplete submission.
      - ONLY submit as an EXCEL spreadsheet. Submission of another format is not acceptable.
   b. Any amendments to the CAM that impact the MADS will require an update to the MADS document.
   c. Errors or omissions found in a MADS during the year will be updated as soon as possible.
   d. To ensure the most current version compare the year and version numbers at the bottom of the MADS with one you already possess.

3. Naming convention for all cutting authorities:
   - Save the EXCEL MADS file using cutting authority number:
     
     | Cutting Authority | File Name |
     |-------------------|-----------|
     | A78785            | A78785.xlsx |
     | A12450 CP 66      | A12450_CP66.xlsx |
     | L44551            | L44551.xlsx |

   - When sending emails in the ‘Subject’ line use the cutting authority number and then the acronym “MADS” in the only:
     
     | Cutting Authority | Subject Line |
     |-------------------|--------------|
     | A78785            | MADS (or Misc ADS) & Document – A78785 |
     | A12450 CP 66      | MADS (or Misc ADS) & Document – A12450 CP66 |
     | L44551            | MADS (or Misc ADS) & Document – L44551 |

   NOTE do not use the following tenure short hand

   | FL A12450 CP66  | TSL A78785  | LtoC L44551 |
4. The SFP must submit a single email for each cutting authority.

5. Electronic transfer of a MADS from a submitting forest professional (SFP) to a natural resource district (NRD) office must ensure the following:
   a. MADS remains an EXCEL spreadsheet. It must not be converted to pdf or some other format.

   b. “Submitting Forest Professional Name” (Figure 7-4) must match the Signature Block of the email that the MADS is attached to.

      NOTE If two or more parties collaborate on the MADS document, at the discretion of the lead (SFP) whose signature is on MADS, a separate document may be submitted that includes a statement regarding the shared accountability as well as the above noted information in the Signature Section.

   c. “Date of Submission” (Figure 7-3) must match the date the email is sent to the NRD.

   d. “Forest Professional Number” matches SFP whose name appears on MADS is recorded.

6. The email that the MADS is attached to with the SFP name and forest professional number, must be filed in TRIM in the cutting authority appraisal (secondary number 46) as it is received by the NRD. This will ensure that this original submission is saved as required under the Electronic Transaction Act.

7. Submissions from NRD offices to the Coast Area appraisal section, for each cutting authority (do not submit more than one cutting authority per email) consist of the following:
   a. MADS (that includes the correct effective date and date of submission to the NRD that is inputted by district staff).

      REMINDER only one cutting authority per email.

      This is for TRIM filing purposes and to ensure each cutting authority is appraised

   b. Cutting authority document.

   c. Cruise compilation must be attached for cruise based billing cutting authorities of the cruise only of the cutting authority area.

   d. Subject Line of email MADS and Document – A####

   e. E-mail submission to RCOAppStaff@gov.bc.ca in-box.
WOODLOT & COMMUNITY FOREST FORM

The Woodlot & Community Forest form is available on the CAP appraisal website along with instruction on how to populate and submit.