

Directive No. 97-08 **Date** July 29, 1997

Subject

Use of Forms TM 9, TM 9A, TMPL 1, and TMPL 2

Purpose

To monitor and track the movement of timber produced from both crown and private land sources, and account for private timber volumes being exported out of the province.

To ensure that Crown dues, based upon either timber production or sales, can be accurately calculated.

Policy

The use of TM 9, TM 9A, TMPL 1 and TMPL 2 forms is established under the Timber Management Regulation. Applicable forms must accompany shipments of all primary timber products transported on any public roadway. They are critical in monitoring the movement of primary timber products within Alberta. Form TM 9 can be replaced by a substitute form, but only upon Departmental approval.

It is important that these forms be properly completed and used so that the harvest source can be determined and timber volumes are accounted for, ensuring that sustainable harvest levels are maintained. This directive explains the form requirements and the exceptional situations where a form need not be used.

A separate haul form is required for each load transported. Normally, Crown timber and private timber should be transported in separate loads. Where there would otherwise be two partial loads a Forest Officer may authorize timber originating from Crown land to be combined with timber originating from private land within the same load. The forms must clearly indicate all necessary information as if there were two separate loads.

All haul forms are accounted for and tracked using their form number. Section 120 of the Timber Management Regulation requires the shipper, vendor, purchaser and carrier to retain used forms for a period of 5 years for audit purposes.

Form TM 9

This form is to be used for shipments to destinations within the province of the following primary timber products:

- unmanufactured Crown timber;
- deciduous timber originating from private land;
- all manufactured timber products from either Crown or private land, unless purchased from a bona fide retail outlet; and
- coniferous timber originating from private land where the volume has been accounted for using an approved weigh scale site provided the timber is remaining within Alberta.

Forms are available at Land & Forest Division offices, free of charge, to disposition holders, shippers of primary timber products, mills and private land owners. Forest Area staff must track the issuance of a form using Form TM 75.

Form TM 9A

This form is used for shipments to destinations outside the province of the following forest products:

- all unmanufactured deciduous or coniferous timber originating from Crown lands and for which an export permit has been issued; and
- unmanufactured deciduous timber originating from private land; and
- unmanufactured coniferous timber originating from private land where the volume has been accounted for using an approved weigh scale site.

Issuance and tracking of this form is the same as for the TM 9.

Form TMPL 1

This forms is to be used for shipments of coniferous trees or logs greater than 2.2 meters in length, originating from private land, Indian Reservations and Metis settlements to destinations both within and outside the province. These permits are valid for no more than 90 days from the date of issuance. Roundwood less than 2.2 meters in length, transplants, and Christmas trees originating from private land for personal use do not require this form for transport. Registered land owners (or council member if the timber is from a Metis settlement) may be issued these forms. As Indian Reservations fall under the jurisdiction of the federal government, any timber removed from a Reservation requires the approval of the federal Department of Indian & Northern Affairs. Land and Forest Division (LFD) office will be contacted if timber harvest from Reservation is approved by the federal Department.

This form may be obtained from any Fish & Wildlife Officer, Forest Officer, or any LFD office for a fee of \$10 per form, and may only be issued to the registered land owner. Proof of land ownership must be shown prior to issuance. All unused copies of forms and the 'green' copy of all used forms must be returned to any issuing office within 30 days of the expiration date indicated on the form, as required by s.117.2(1) of the Timber Management Regulation. Failure to return these copies may result in a penalty under Schedule 2 of the Regulation.

Form TMPL 2

Two copies of this form are issued in connection with a TMPL 1. The TMPL 2 is simply a placard with a bar code which matches the TMPL 1 number. Both copies of the form are to be attached to the load in a conspicuous, easy to see location, as described in Section 117.3(1)(c & d) of the Timber Management Regulation.

Procedure

Completing Form TM 9

The date that the forest product was shipped from the harvest location or deck site is to be used. Complete names and mailing addresses must be included for the shipper / vendor, the Receiver and the Hauler. The name of the contractor, trucker driver, employee, etc is not acceptable.

The description must indicate the number of pieces of each dimension, species or product. Average butt diameter and average length (if roundwood timber) for each variation (i.e. coniferous vs. deciduous, short log vs. tree length, etc.) should also be indicated in the case of manufactured products. Volumes must be noted for each product dimension.

The Crown disposition number and/or legal land description (to the quarter section) must be indicated in the Declaration. This applies for both unmanufactured and manufactured timber products. The form must be signed at the time of hauling by the holder of the disposition or by their agent.

Completing Form TM 9A

The date, shipper / vendor, Receiver, Hauler, licence number(s), description of pieces, and Declaration are to be completed as indicated for the TM 9. The species and product description (i.e. conifer, short-log 2.6m, etc.) must be recorded, preferably above "For Export Only".

Weigh scale data may be left blank if the load is going to a pre-authorized weigh scale yard. The weigh scale operator must then complete this information and forward it to Forest Business Branch (FBB), Edmonton. If the load is not going to a pre-authorized weigh scale yard the cubed scale volume section must be completed and signed by a registered Alberta scaler.

Completing Form TMPL 1

This form is completed in two stages. Upon application, the complete name and mailing address of the registered owner or council member is recorded where appropriate. The private land location, Indian Reservation number or the name of the Metis Settlement must be indicated. The land owner must sign and date the form. The Issuing Officer must clearly print his/her name, followed by their signature, and the form's expiration date.

Prior to shipping the land owner must determine whether a Department approved weigh scale will receive the load. If the destination has an approved weigh scale, the scale information will be completed and forwarded to FBB by the weigh scale operator upon load scaling. Coniferous timber, originating from private land, that proceeds to a approved weigh scale will require a TMPL 1. When the load leaves the weigh scale it will require either a TM 9 or TM 9A for further shipment, whichever is appropriate.

Where the coniferous timber is not being transported to an approved weigh scale site the load must be scaled on-site prior to shipping by a registered Alberta scaler. The scaler must complete the 'Hand Scaled' description and sign in the appropriate area. The permit holder then completes the 'Receiver'

and 'Hauler' sections, with complete addresses and phone numbers. The permit holder must sign the form and provide the actual date of hauling.

Completing Form TMPL 2

All applicable sections of the TMPL 2 must be completed prior to the load being transported.

Authorities

Sections 116(1), 117 and 117.1 of the Timber Management Regulation - requires forms to be used when transporting or selling forest products.

Sections 116(1.1) and (2) of the Timber Management Regulation - outline the situations where neither TM 9 or TMPL 1 are required.

Section 117.2 of the Timber Management Regulation - requires TMPL 1 & 2 to be returned within 30 days of the indicated expiry date.

Section 117.1(4) of the Timber Management Regulation - authorizes a \$10 fee to be charged for issuance of forms TMPL 1 and TMPL 2.

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