

Directive No. 99-02 **Date** August 16, 1999

Subject **Timber Production Monitoring (previously 98-05)**

Purpose To ensure timber production is maintained within sustainable levels through data reporting and an effective monitoring program.

To identify and correct improper production processes, data reporting and record keeping.

Policy The Land and Forest Division (LFD) is responsible for the stewardship of timber on Crown lands. The Department's 1998/2001 Business Plan and 1997/98 Operational Plan outlines the timber sustainability objectives that the LFD must meet. To meet this requirement, Forest Business & Policy Branch (FBB) and Regional staff have developed a Timber Production Monitoring schedule, describing monitoring activities and the minimum frequency required.

The effective monitoring of timber production processes helps fulfil the LFD's stewardship role. Minimum standards, including frequency, are required to ensure this monitoring provides an accurate reflection of a disposition holder's operations. Attached is a flowchart that describes the timing of monitoring to be completed by LFD staff.

These requirements will be effective on May 1, 1998, the commencement of the new timber year. The first plan must be submitted prior to April 30, 1999.

Procedure This monitoring program contains different inspections and checks to be completed by Area staff. Every year a list of all mills within the Area will be compiled by Area staff to facilitate timber tracking and monitoring priorities. The Area will also establish an annual Timber Production Monitoring plan that is consistent with the objectives outlined in the Department's Business Plan. This plan will help frame and streamline the monitoring workload for that Area. Both the mill list and the Monitoring plan are to be established for each timber year and must be submitted annually to FBB by April 30.

Below are detailed descriptions of each check or inspection, explaining the purpose of each. Also include are the regulatory references from the Forests Act (the 'Act') and Timber Management Regulation (the 'Regulation') which provide the authority for each aspect of monitoring.

Truck Checks - s.29 & 31 of the Act and s.116, 117, 117.3, 118 & 164.1 of the Regulation, LFD Enforcement Framework and FMD Directive 97-11
These checks are aimed at minimizing unauthorized harvesting and ensuring the proper application and completion of haul forms (TM 9 and 9A, TMPL 1), including the identification of harvest location and load volume. Truck checks are also an important tool in preventing unauthorized Crown timber export from

Alberta. Where timber is being transported into the province, these checks help protect Alberta's forests from imported insects and diseases. No logs or other forest products with bark attached and cut from coniferous trees may be imported in to Alberta without proper authorization.

Where logs or roundwood are being hauled (including block to mill and mill transfers or exchanges), a minimum of one check program per month, during the active hauling season, is to be completed on each FMA or quota holder. **Community Timber Permit (CTP) program** and private land operations are to be checked at least twice per month. Those operators hauling volumes in forms other than logs or roundwood (including sales to customers, transfers to mills, rail sidings or remanufacturing plants) are to be checked at least three times annually.

Weigh Scale Mill Yards, Log Storage and Off-Site Area Checks - s.29 of the Act and s.2, 116, 117(1) & 118 of the Regulation

Checks are completed on these sites to ensure excessive breakage and wastage is avoided. All logs are to be manufactured and processed progressively (i.e. first log in, first log processed). Inspections are to occur at least once per year.

Manufacturing Inspections - s.29 of the Act and s.100(e), 112, 113, 114, 115, & 120 of the Regulation

Inspections are made to ensure that proper segregation of logs and record keeping are maintained. Records (Forms AFS 196, TM 65 and 97) must be reviewed for accuracy, completeness, and where required, production and sales reported to the Department on Timber Returns (Form TM 9). These inspections are also used to ensure that lumber is being manufactured within allowable tolerances and that excessive wastage is not occurring during the manufacturing process. Those non-scale mills whose volume of Crown timber processed annually:

- ◆ exceeds 1,000m³, operating more than 4 months per year, a minimum of 1 inspection for every 2 months of operations;
- ◆ exceeds 1,000m³, operating less than 4 months per year, a minimum of 2 inspections per year; or
- ◆ is equal to or less than 1,000m³, a minimum of 2 inspections per year.

The publication "Guidelines for Manufacturing Inspections" describes the inspection process to be used. Ideally, inspections should be spaced so that data is obtained from early in the production year and near the end of the year.

Weigh Scale Inspections and Check Scaling - s.99, 112 & 114 of the Regulation, the Alberta Scaling Manual and LFD Directive 97-11

Weigh scales used by disposition holders to determine load weights, and subsequently volumes, must operate within the tolerances established by the Department and federal Weights and Measures Act requirements to ensure accuracy. Sample loads must be correctly selected, with all data complete and accurately recorded. All scalers must hold a valid Scaling Permit.

The weigh scale itself must be checked annually to ensure proper operation and

accuracy. Weigh scale records (forms TM 32, 35 and 44) must be checked once per month. Minimum check scale frequencies are based on the operators' **annual allowable cut (AAC)**. Those frequencies can be found in LFD Directive 97-11. These frequencies and intervals are the minimum acceptable to provide statistically accurate results.

Mill Studies - s.100(e) of the Regulation

Studies are completed in an effort to avoid excessive wastage at time of manufacturing and to identify poor practices, with the intent of improving these practices. Weigh scale operators will require mill studies if the Department suspects excessive waste. All non-weigh scale mills will have a mill study conducted within 3 years of the commencement (May 1, 1999) of this Monitoring program. Where a study of a non-weigh scale operator identifies poor sawmilling practices, the mill is to be visited again the following month to confirm the problems have been rectified.

Purchase Checks - s.29(2) of the Act and s.112, 119 & 120 of the Regulation

In order to monitor disposition holders reporting of all sales volumes and payment of all applicable timber dues, one purchase check is to be completed annually by the Area.

Definitions	Community Timber Permit (CTP) program - a program managed by the government and reserved to provide timber for operators who harvest small volumes of timber each year.
Authorities	The above cited sections of the Forests Act and Timber Management Regulation establish the authority for each of the outlined activities.
Cross - Reference	<ul style="list-style-type: none">• Alberta Sustainable Resource Development Business Plan• Alberta Scaling Manual• LFD Directive 97-08 "<u>Use of Forms TM 9, TM 9A, TMPL 1 & 2</u>"• LFD Directive 97-11 "<u>Checking Weigh Scale Operations</u>"• Framework for LFD Enforcement Actions• Guidelines for Manufacturing Inspections• Guidelines for Sawmill Studies
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