

Directive No. 2006-04 **Date** May 1, 2006

Subject **Timber and Reforestation Operations Monitoring**

Purpose To clearly outline the requirements for reporting of forest operations by the forest industry to the Department. The intent is to make reporting expectations clear and provide certainty to both the forest industry and the Department.

To establish a common understanding between Public Lands and Forests Division (PLFD) and industry field staff that monitor forest operations to ensure expectations are clear regarding interpretation of field standards outlined in timber harvest planning and operating ground rules.

Policy FMA holders and quota holders (“forest companies”) who harvest more than 30,000 m³/year under tenure are to report their forest operations for compliance with timber harvesting ground rules and the approved Annual Operating Plan.

Reforestation activities are reported through the reforestation program of the company Annual Operating Plan, and submitted electronically to the Alberta Regeneration Information System by May 15 annually, as per the protocols in the *ARIS Industry Operations Manual*.

Forest company timber operations and reforestation reports will be validated by a Registered Forest Practitioner.

Variation from this policy or procedures must be approved by the Executive Director of Forest Management Branch.

Procedure **Forest Company Reporting**

Reporting the status of active timber operations on a regular basis is a mechanism of timely communication between the forest company and PLFD. Periodic reporting also allows PLFD to focus monitoring efforts at appropriate stages of forest operations. Forest companies will report on the status of active timber operations (by disposition or FMA compartment) on a schedule agreed between the forest company and PLFD ‘home’ Area Manager. The minimum reporting timeframe is monthly. The minimum required information in such reports is outlined in the reporting template in **Appendix 1**. A summary report in this format will be submitted to PLFD at the end of the timber year (by May 1 annually).

Variation from this form is acceptable, if approved by the ‘home’ PLFD Area Manager, and if the same information is provided as with the template in **Appendix 1**.

Most forest companies keep a record of their monitoring activities on cutblocks as part of existing self-reporting agreements with the local PLFD Area office or documentation requirements related to forest certification. Operational items requiring field review by the forest company are defined in the applicable timber harvest planning and operating ground rules. The minimum information for inspection of each cutblock is outlined in the form in **Appendix 2**. Variation from this form template is acceptable, if approved by the 'home' PLFD Area Manager, and if the same minimum information is provided. The completed cutblock inspection form must be made available to PLFD staff on request for PLFD inspection and monitoring purposes.

Variations to ground rules and the approved Annual Operating Plan must be reported to the PLFD Area office immediately (within 48 hours) upon discovery. Explanation of the details on items of variance from approved AOP or ground rules (and documentation on the cutblock inspection form) is necessary. Potential non-compliance 'incidents' must be documented on the cutblock inspection form and through phone call, fax, or e-mail explaining:

- 1) What happened and why
- 2) How the incident has or will be actioned
- 3) Preventative measures to avoid similar incidents in the future
- 4) Notification to other government agencies (ie. Alberta Environment) depending on variance issue.

Forest Operations Monitoring

PLFD staff will periodically monitor industry forest operations and verify inspection information received.

The frequency of PLFD field inspections to verify company reports will be determined according to risk-rating protocol assessed for the timber disposition or FMA operating area.

A pre-operations meeting and/ or a joint field inspection shortly after operations commence should occur between the PLFD inspecting officer and forest company supervisor. The purpose of the meeting or joint-inspection is to establish a common understanding regarding field operations expectations in relation to the ground rules and the approved AOP.

Definitions **Skid Clearance** – Phase in harvest operations where all merchantable timber felled has been transferred or ‘skidded’ from the stump to decking sites or landings for further processing and hauling. Date of skid clearance is critical in that it establishes the year in which the reforestation clock starts.

Final Clearance – Phase in harvest operations where the cutblock is complete, merchantable timber has been hauled, variance from ground rules or the approved Annual Operating Plan has been addressed, and reclamation (including interior block roads) is complete unless partial reclamation is necessary for future access.

Reclamation – Seasonal, partial, and total reclamation defined in the ground rules.

Authorities **Section 100 (b) Timber Management Regulation and Forest Management Agreements** – requirements to comply with timber harvest planning and operating ground rules as a standard condition in licences and permits issued, and in FMA documents. Reporting of operations is a requirement in ground rules.

Forests Act 29 (1) and Section 143.2 Timber Management Regulation – requirements to report reforestation operations.

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Approved _____
D.(Doug) A. Sklar
Executive Director
Forest Management Branch

Appendix 1 – Monthly Reporting Form

Date Submitted		{Insert Forest Company Name Here}						
Name of Submitting RFP and RFP #								
Name of field inspector (if different from above)								
Disposition/ Operating Unit								
Block / Road #	Approval Date (AOP approval or amendment date)	Cutblock Status (check one)			Road Reclamation Status (check one)			Variance from AOP? If yes, describe in comments referencing specific block or road
		In Progress	Skid Clearance	Final Clearance	Seasonal	Partial	Total	
Comments:								

Appendix 2 – Cutblock Inspection Form

FIELD OPERATIONS INSPECTION

Company _____
 Cutblock Field #: _____
 Inspector: _____
 RFP #: _____

Disposition/ FMA Compartment _____
 Clearance Status: _____
 (not started, in progress, skid cleared, final cleared)

[Check inspected items]

A	AOP General	B	Riparian Areas	C	Watercourse Crossings
<input type="checkbox"/>	1. Activity authorized	<input type="checkbox"/>	1. Buffer acceptable	<input type="checkbox"/>	1. Bank disturbance
<input type="checkbox"/>	2. Cutting within block boundary	<input type="checkbox"/>	2. Deleterious Material	<input type="checkbox"/>	2. Approved structure
<input type="checkbox"/>	3. Cutblock layout per AOP	<input type="checkbox"/>	3. Decking	<input type="checkbox"/>	3. Functioning structure
<input type="checkbox"/>	4. Approval conditions followed	<input type="checkbox"/>	4. Bank disturbance	<input type="checkbox"/>	4. Erosion control
<input type="checkbox"/>	5. Refor treatment as approved			<input type="checkbox"/>	5. Equipment crossing points
				<input type="checkbox"/>	6. Water Act Crossings
D	Roads	E	Utilization - Standard:	F	Soils
<input type="checkbox"/>	1. Widths acceptable	<input type="checkbox"/>	1. Tree utilization	<input type="checkbox"/>	1. Road & landing disturbance
<input type="checkbox"/>	2. Location	<input type="checkbox"/>	2. Piece utilization	<input type="checkbox"/>	2. Rutting
<input type="checkbox"/>	3. Soil stability (sloping, etc.)	<input type="checkbox"/>	3. Bucking practices (butts, etc.)	<input type="checkbox"/>	3. Ops cessation-saturated soils
<input type="checkbox"/>	4. Erosion control (re-veg, etc.)	<input type="checkbox"/>	4. Stump heights	<input type="checkbox"/>	4. Site prep & water erosion
<input type="checkbox"/>	5. Reclamation (partial/ total)				
<input type="checkbox"/>	6. Access control (if req'd)				
G	Forest Protection	H	Structure Retention	J	Integration - Values/ Users
<input type="checkbox"/>	1. Insect/ Disease tactics	<input type="checkbox"/>	1. Structure retention	<input type="checkbox"/>	1. Wildlife sites protected (licks etc)
<input type="checkbox"/>	2. Weed tactics	<input type="checkbox"/>	2. Understorey protection	<input type="checkbox"/>	2. Historic/ cultural site
<input type="checkbox"/>	3. Slash pile disposal			<input type="checkbox"/>	3. Recreation site/ trail
<input type="checkbox"/>	4. AOP tactics followed	I	Camps and Facilities	<input type="checkbox"/>	4. Aesthetics tactics
<input type="checkbox"/>	5. Slash free zone	<input type="checkbox"/>	1. Garbage / Food storage	<input type="checkbox"/>	5. Timing req'ts (ie. caribou)
<input type="checkbox"/>	6. Pile free zone	<input type="checkbox"/>	2. Fuel location / containment	<input type="checkbox"/>	6. Grazing tactics
		<input type="checkbox"/>	3. Camp location	<input type="checkbox"/>	7. Grazing infrastructure protected
		<input type="checkbox"/>	4. Appropriate disposition	<input type="checkbox"/>	8. Trapline/ trapper concerns

Variance(s) from AOP or ground rules:

Item #	Description	Follow-up Action

Company Representative:
 Printed Name:
 Date: