Manufactured Forest Products Regulation (MFPR)
and the
Log Exemption Information System

_____

Operating Manual – Client Users v2

Updated January 10, 2024

Contents

How to Use LEXIS for the
MFPR Exemptions and Permits

What you need to know before you begin …

The various levels of manufacturing will be represented as 'timber marks' in LEXIS, as follows:
- COAST regions:
  - TAZELL – 0 processes, cedar and cypress species @ 100% fee in lieu
  - TAZEMM – 1 process, cedar and cypress species @ 2/3 fee in lieu
  - TAZENN – 2 processes, cedar and cypress species @ 1/3 fee in lieu
  - TAZEPP – all species except cedar and cypress and lumber greater than $0.1m^2$ @ $1.00/m^3$
- SOUTHERN INTERIOR regions:
  - TAZFBB – 0 processes, cedar and cypress species @ 100% fee in lieu
  - TAZFGG – 1 process, cedar and cypress species @ 2/3 fee in lieu
  - TAZFNN – 2 processes, cedar and cypress species @ 1/3 fee in lieu
  - TAZFZZ – all species except cedar and cypress and lumber greater than $0.1 \ m^2$ @ $1.00/m^3$
- NORTHERN INTERIOR regions:
  - TAZGBB – 0 processes, cedar and cypress species @ 100% fee in lieu
  - TAZGNN – 1 process, cedar and cypress species @ 2/3 fee in lieu
  - TAZGZZ – 2 processes, cedar and cypress species @ 1/3 fee in lieu
  - TAZGFF – all species except cedar and cypress and lumber greater than $0.1 \ m^2$ @ $1.00/m^3$

For the purposes of the MFPR, please only use 'Grade Z' for all species, regardless of level of manufacturing and region. For species list, see Code List for Species in LEXIS.

Obtaining Access to LEXIS

To enter your exemption applications and permits on-line into the Log Exemption Information System (LEXIS), you must be granted access to LEXIS.

To gain access, email the following information to Provincial.Log.Export.Analyst@gov.bc.ca:
1. **The BCeID used to login to LEXIS.** Some industry users will already have a Business BCeID for use with other ministry on-line applications such as HBS, RESULTS or ECAS in which case you can also use it for LEXIS. If not, you can search for your company within the BCeID Online Business Directory. Then, contact the Profile or Account Manager listed for your company to request access. If your company is not found, follow the registration process to obtain a Business BCeID. More info available at www.bceid.ca.
2. **The name, email address and telephone number**, to confirm the correct BCeID.
3. **The company name and ministry client number for the company to be linked to the BCeID**. Some applicants will already have a client number, in which case it can also be used for LEXIS. Client numbers are up to 8 digits long. If you are unsure about this, please contact Provincial.Log.Export.Analyst@gov.bc.ca to confirm.

Once the above information is processed you will receive an email notice confirming your access to LEXIS is active.

Note that if you are a company acting on behalf of the manufacturing mill (i.e., the Agent), then you will also require a BCeID, that must then be linked to the mill company's BCeID (i.e., the Owner).

Introduction to the MFPR Exemption and Permitting Process

The export permit we use to track the level of manufacturing and species of lumber covered by the Manufactured Forest Products Regulation (MFPR) must be tied to an exemption. Exemption volumes must be applied for in LEXIS, this is called an 'application for exemption.' An approved exemption is valid for six months. Exemptions are approved on behalf of the Minister of Forests by senior management. After a ministerial exemption is approved, the client may request a permit to export the lumber against that exemption, provided all the necessary details are supplied. Permits are then reviewed and issued by staff, who also prepare the corresponding invoice for any Fee in Lieu of Manufacturing owed to the government. The invoices are tracked by the Ministry of Finance, and all payments are made to them. All invoices related to a permit will be listed on the GBMS tab of the permit.
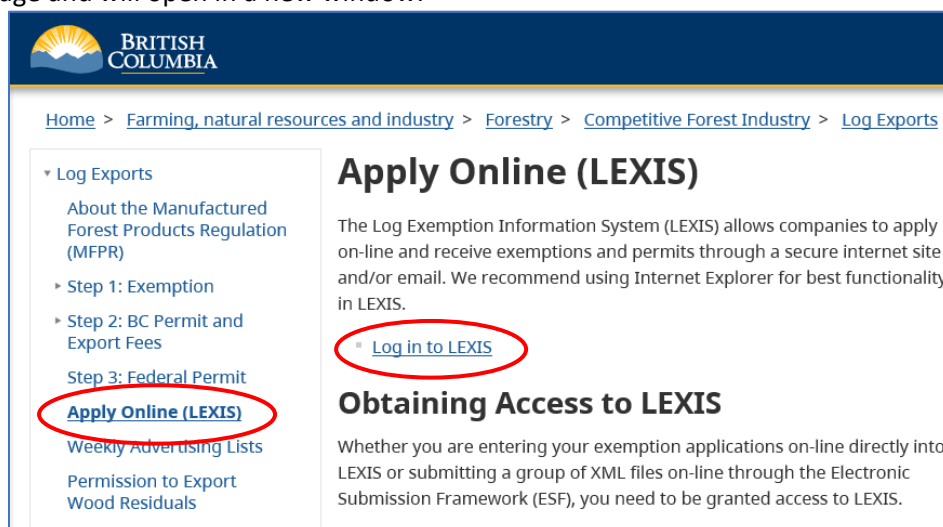
Login to the Log Exemption Information System (LEXIS)

To begin, **login** with your BCeID to LEXIS using either:

1. Bookmark for easier access - https://apps.nrs.gov.bc.ca/ext/lexis/showWelcome.do

2. Search your browser for BC Log Exports, select the 'gov.bc.ca' link to take you to the Log Exports landing page.
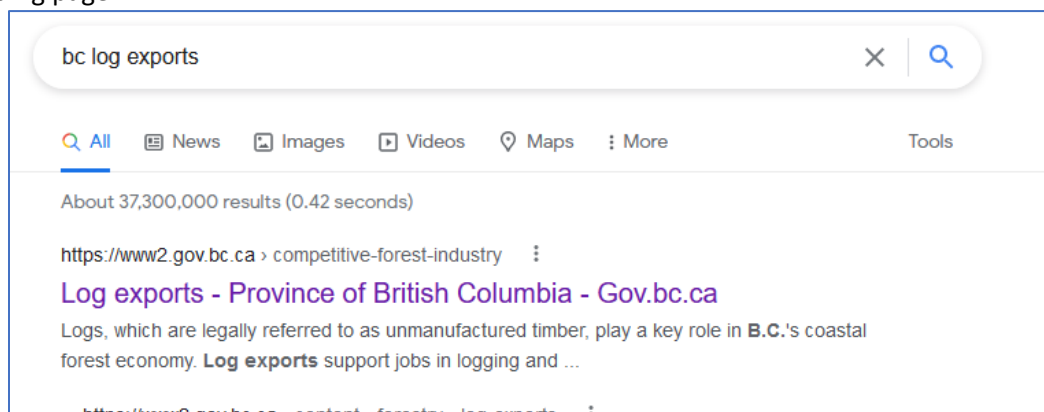
Next, select Apply Online (LEXIS) from the menu on the left. A link to LEXIS appears near the top of the page and will open in a new window.

3. Go to the Apply Online (LEXIS) webpage at https://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/log-exports/apply-online-lexis and look for the 'Log in to LEXIS' link.

4. On the webpage "About the Manufactured Forest Products Regulation (MFPR)", scroll down to the heading "How to implement changes effective September 2020", then select the "Process and Forms" dropdown, and the 2nd bullet point has a link to LEXIS

How to implement changes effective September 2020 and February 2024

Expand All | Collapse All

Products requiring an exemption and permit:	⌄
Fee in Lieu of Manufacture (FIL):	⌄
Process and Forms:	⌃

- Companies applying for a permit will be required to submit a declaration (FS 1491 (PDF, 131KB)) that confirms the processes applied to the lumber, the volume and total value of the shipments. In addition, companies will be required to submit an annual report (FS 1492 (PDF, 141KB)) that may be used for reconciliation and audit purposes
- Exemptions and permits will be applied for and issued online through LEXIS
- Training manual: Exemption and permitting process in LEXIS (PDF, 993KB)
- Training videos: Application for Exemption (MP4, 34MB) and Permit Request (MP4 44MB)

5. Once you see this window, enter your BCeID and password:

Log in with BCeID

User ID
Use a Business, Personal or Basic BCeID

Password

Continue

Forgot your user ID or password?

No account?
Register for a BCeID

Or log in with:

Log in with IDIR

Need help?
Contact the BCeID Help Desk

6. If your BCeID is valid for more than one client number, you will be presented with a WebADE Organization Selector screen, where you must select one client name from the dropdown menu.

WebADE Organization Selector

We have detected that you have the ability to act on behalf of multiple organizations.

From this screen you can choose which organization you are going to do work on behalf of for this session. Once you have selected an organization from the list, choose **"Continue"** and you will be acting on behalf of that organization for the entire session. In order to change to another organization, simply close the browser and restart your session with this application and you will be prompted with this dialog again.

    00001074 - NORSKE SKOG CANADA LIMITED ▾

Set as Default: ☑   [Continue]
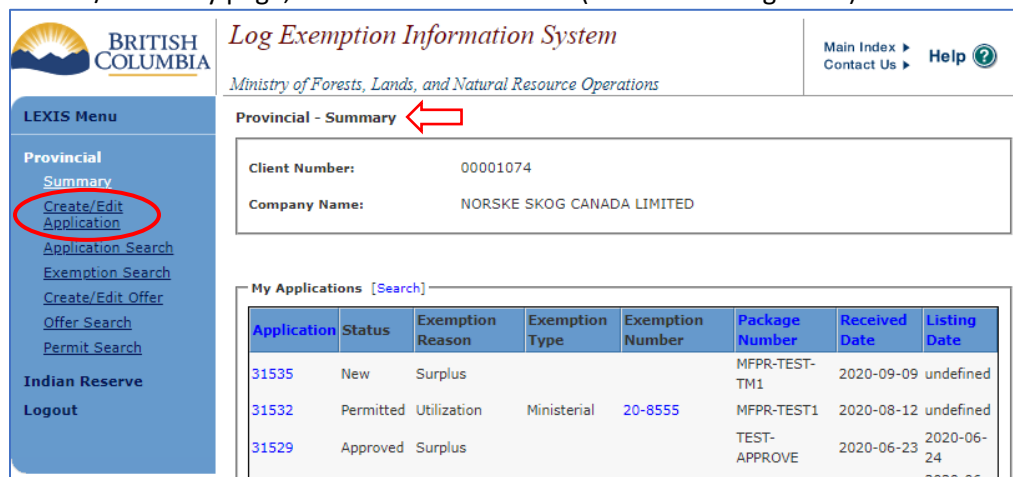
Method to Use for MFPR Exemptions and Permits

Some clients only periodically export volumes of unmanufactured timber and other clients process several shipments in a week. While the overall process remains the same regardless of the number of shipments or the volume quantities, there is a process for frequent shipments/permits against one larger exemption.

Create the EXEMPTION APPLICATION

Log in to LEXIS with your BCeID.

From your Home/Summary page, look to the LEXIS Menu (with blue background) on the left-hand side:

Select *Create/Edit Application* by clicking on it and the *Provincial – Application Details* module will open to a new blank Application.

Each new application will have 5 tabs –
- *Owner* tab for contact details of the owner of the lumber
- *Application* tab with a summary of the region and application date
- *Items* tab for a description of the lumber and it's location, and the line-by-line description
- *Documents* tab for attaching all documents relevant to the request
- *Offers* tab (for log exports only)

Owner tab:

- **Client number**, mandatory: Your login client number will automatically appear
- **Client Location Code**, mandatory: Default is '00' but some clients have one specifically for export or different locations within the company, to be selected from dropdown. (Note – a new location code can be requested via email from Provincial.Log.Export.Analyst@gov.bc.ca)
- **I'm an agent:** Tick this box if you have been set up to act on behalf of the manufacturing mill. If so, you will require your own BCeID that has been linked to the mill's BCeID. Please contact Provincial.Log.Export.Analyst@gov.bc.ca to assist with this.

Application Tab:
- **Region**, mandatory: Highlight the region where mill is located
- **Product Type**, mandatory: Select **Unmanufactured** from the dropdown
- **Exemption Reason**, mandatory: Select **Economic** from the dropdown
- **Application Date**, mandatory: this will default to today's date
- **Advertising List Date**: n/a but it will default to the next Log Export List Date – **please ignore, as does not apply, and will be blanked out by staff**
- **Exemption Term**, mandatory: 180 days is the default for all ministerial exemption requests

Items tab, in the top half:
- **Location of Logs**, mandatory: Use address of manufacturing plant
- **Age Class**, mandatory: Old Growth is the default, Second Growth is the option on dropdown
- **Average Log Volume**, mandatory: Please enter **1.0 m³** (to 1 decimal place)
- **Application Volume**, mandatory: Enter **total volume** (in cubic metres to 1 decimal place) for all species. Conversion is 1MMBF = 2360 m³. Maximum application volume is 15,000 m³.
  Note that if this exemption is to cover only one shipment, then the Application Volume should be for that volume. If this exemption is to cover many shipments over the 6-month exemption period, then the volume should be an estimated volume (up to a maximum of 15,000 m³).
- **Species List**, mandatory: Select from dropdown list (see Species Code List)
- **End Use**, mandatory: Select only "**Sawlog**" from the dropdown
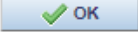
Documents tab:
- Optional

Offers tab:
- n/a

Save the application by selecting the [Save] in the bottom right-hand corner. You are <u>required</u> to save the application at this point and will get an error if you do not. Saving will generate a system-generated application number, shown at the bottom.

A small window will open asking you for confirmation:
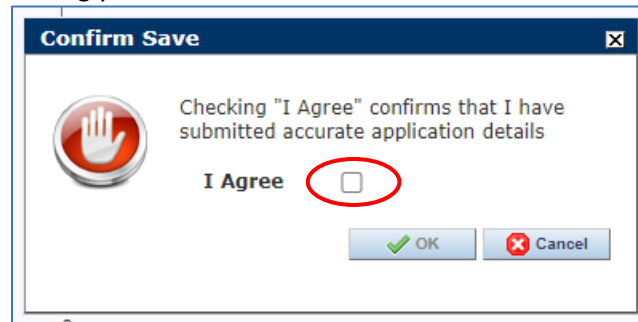
Select the box beside 'I Agree' then the [OK] button will be available to select and close the window.

You will then get a confirmation of the Save in a new window, or an error if something is missing/wrong. **Close** by selecting OK button:
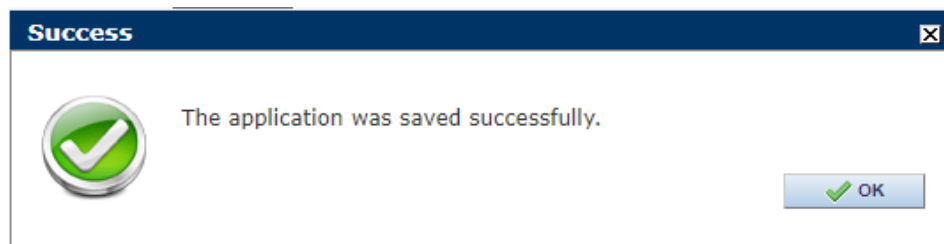
When that window closes the application will refresh with an assigned Application Number. The number will now display in the bottom left corner of the page:

Application Number:

31536
Status:

New
Author:

BCEID\LEXISEXT
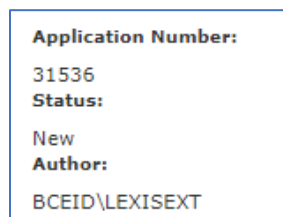
For permits to be created after an Application for Exemption has been approved, the specifics of your shipments must be detailed by groups that are called 'Packages' in LEXIS. The Package must be part of the application before it can be attached to a request for a permit.

For a single shipment and when the details are known, you can enter the detailed package information on the Items tab at this time. To continue adding package information now, go to section: Add PACKAGE Information to Application.

If you are requesting an exemption to cover many shipments over 6 months and will add the individual packages later when a permit is required, you can proceed to section: Submit EXEMPTION Request.
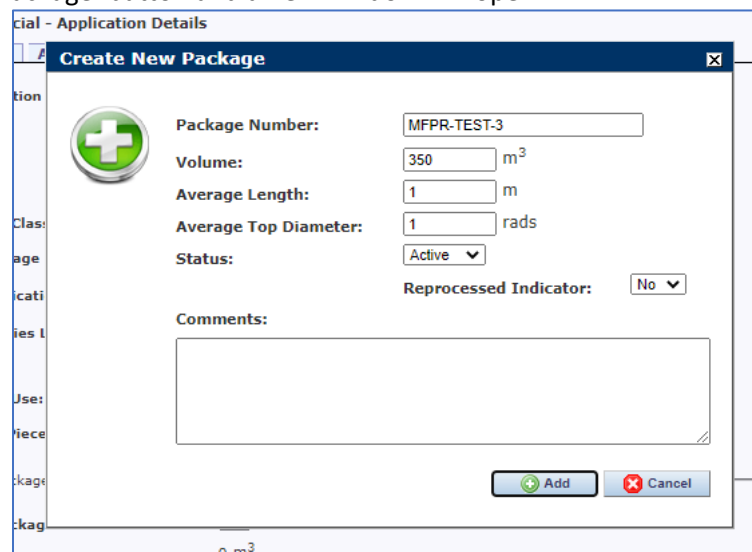
Add PACKAGE Information to Application

> *Background Information*:
>
> Each application must include a description of the unmanufactured lumber by package in LEXIS. Each 'package' requires a unique label for identification of that group of lumber and the label/name is determined by the applicant.
>
> Each Package <u>must</u> have a Summary of Scale attached to it where *each line of scale represents a level of manufacturing per species*. You cannot enter more than one line for each combination of level of manufacturing and species, where level of manufacturing is represented by a different timber mark.
>
> Please refer to the first page of this document (What you need to know before you begin …) for the levels of manufacturing and the corresponding timber marks and grades designated to utilize for MFPR shipments.

Select the Items tab of your new Application
Select the 'Create New Package' button and a new window will open:

For each Package, complete the following:
- **Package Number**, mandatory: must be **UNIQUE** (free text where numbers, letters, symbols and spaces okay)
- **Package Volume**, mandatory: to 1 decimal place in cubic metres.
- **Average Length**, mandatory: Please enter **1.0 m³**
- **Average Top Diameter**, mandatory: Please enter **1.0 m³**
- **Package Status**, mandatory: default is Active, leave as is
- **Reprocessed**, mandatory: default is N, leave as is
- **Package Comment**: free text, optional

Select the [Add] button to save Package Details

Sample scale detail:
In one package, there were 100 pcs of Cedar at 0 processes, 50 pcs Cedar at 1 process, 100 pcs of Cedar at 2 processes, and 100 pcs of Spruce at greater than 0.1 m^2. The lines of scale would be:
- TAZELL, 100 pcs, Cedar, Grade Z, 100 m^3
- TAZEMM, 50 pcs, Cedar, Grade Z, 50 m^3
- TAZENN, 100 pcs, Cedar, Grade Z, 100 m^3
- TAZEPP, 100 pcs, Spruce, Grade Z, 100 m^3

Once saved, the Package Details section (above Summary of Scale) would display the Total Scale Volume as 350 m^3 and Total Pieces as 350.

To complete the Summary of Scale section, **select** the 'Add Item' icon from the right-hand side and a small new window will open.

For each line of scale, complete the following:
- **Timber mark**, mandatory: enter the timber mark to represent the appropriate level of manufacturing (see What you need to know before you begin …)
- **Pieces**, mandatory: enter actual number pieces per species grouped by manufacturing level
- **Species**, mandatory: select the species code from dropdown
- **Grade**, mandatory: please only select **Grade Z** from dropdown
- **Volume**, mandatory: enter the actual total volume in cubic metres per species grouped by manufacturing level

LEXIS will add up the volume and pieces listed in all lines of scale for the package and display it as Total Scale Volume and Total Pieces for the Package.

Please double-check Scale Volume equals Package Volume before proceeding. If different, please make any corrections now.

If a mistake is made on any line, this can be corrected by deleting the incorrect line and replacing it with a new line with the correct information.

To delete a line, select the red 'X' icon in the delete column to delete that line, then re-select the *Add Item* icon to add the corrected information. Do this for each incorrect line.

Once again, double-check the totals at the top match when finished.

If you are adding a package to complete an application for a permit, you may now return to your newly created Permit number to add the application number to the permit. See section 'Create and Submit Request for PERMIT' to finish the application.
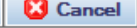
Submit EXEMPTION Request

When you are satisfied all the information is included and accurate, you will need to notify the office that your exemption application is ready for review/approval. You will not be prompted for this step in LEXIS.

IMPORTANT

Notify LogExportPolicy@gov.bc.ca that you have submitted a request(s), including Application number(s) via email. Your notification will signal an exemption needs to be created and approved.

Exit the application for exemption by selecting the button in the bottom right corner or select Logout from the LEXIS Menu on the left-hand side.

You will be notified by email once your exemption has been approved. From there, you will be ready to apply for the permit(s). See next section: Create and Submit Request for PERMIT.

Create and Submit Request for PERMIT

After the Exemption is approved, applicants will receive a notification by email to confirm the approval and can now apply for a permit against that Exemption Number.

Log in to LEXIS with your BCeID

Search for the exemption number confirmed in the email notification using one of two methods:
1. *Exemption Search* on the LEXIS Menu when you know the exemption number:

2. Or, on your Home/Summary page and scroll down to the *My Exemptions* table, where the most recent exemptions will list near the top:

Exemption	Type	Owner Client Number	Agent Client Number	Status	Approved Volume (m³)	Balance Remaining (m³)	Approval Date	Expiry Date
20-8558	Ministerial	00001074	N/A	Active	350.0	350.0	2020-09-11	2021-03-10
20-8555	Ministerial	00001074	N/A	Active	525.0	0.0	2020-08-12	2021-02-08
20-8550	Ministerial	00001074	N/A	Active	955.1	955.1	2020-04-06	2020-09-19
20-8548	Ministerial	00001074	N/A	New	0.0	0.0		

Select the Exemption Number to open it
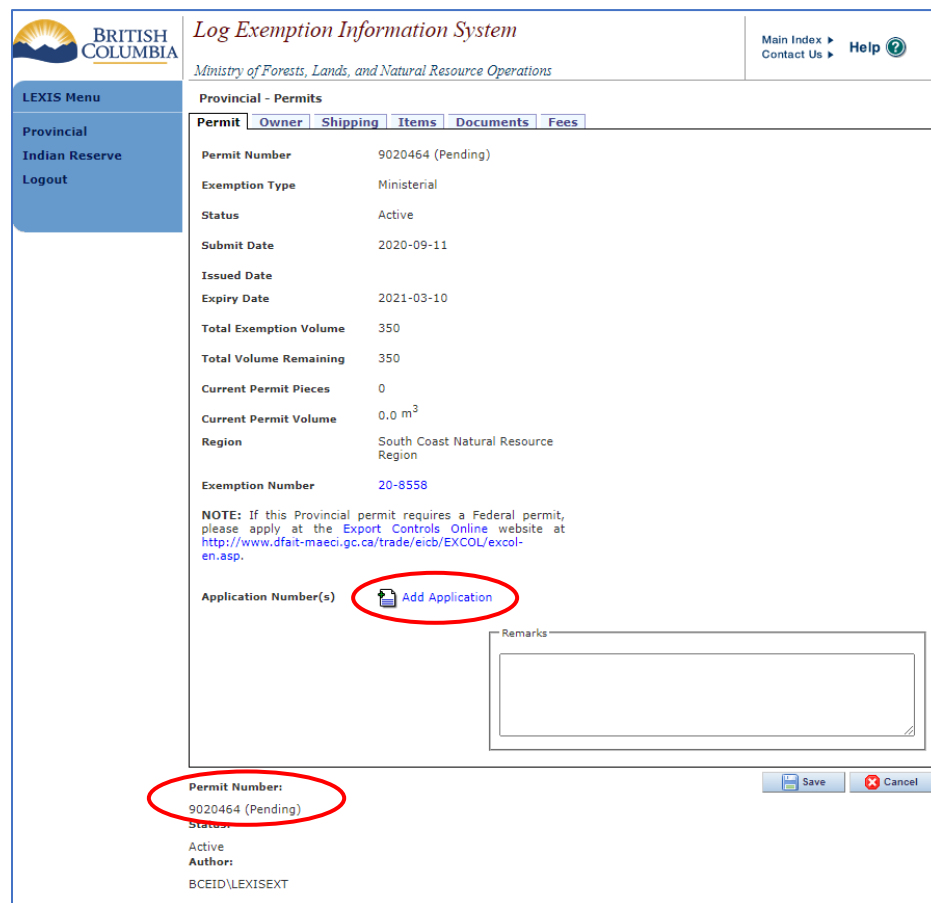
Select the *Permits* tab

Select the Apply For New Permit icon and a small window will open
Select the Create button to confirm and the small window will close
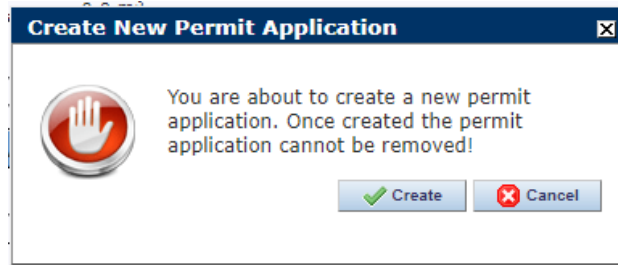

With that confirmation, the *Provincial - Exemption Details* module will close and the *Provincial - Permit Details module* will open to a new 'pending' permit number and status of Active.

Each new Permit will have 6 tabs –
- *Permit* tab for a summary of the entire permit – including the associated exemption number
- *Owner* tab for contact details of the owner of the lumber carried over from the application and exemption
- *Shipping* tab with details of the shipping info and estimate shipping date
- *Items* tab for a description of the lumber included on this permit
- *Documents* tab for attaching all documents relevant to this permit
- *Fees* tab for the total Fee in Lieu of Manufacturing values

Select the ![Add Application icon] icon on the *Permit* tab

A small new window will open listing eligible application number(s)
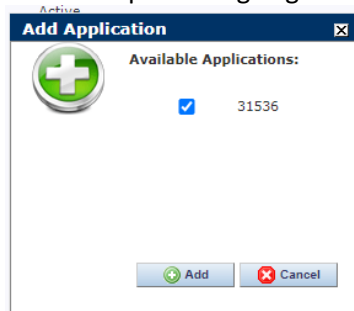
Select the tick box beside each application number to be included on this permit
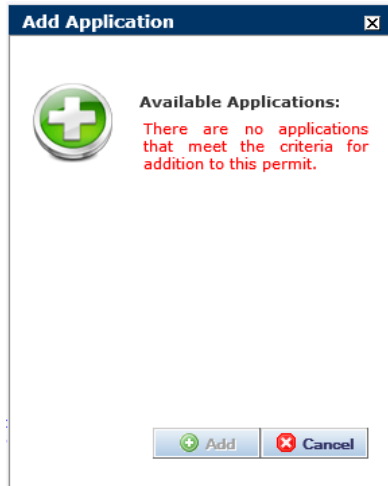
Select the ![Add button] button to add the application number(s) selected

If successful, you can **confirm** the application was added a couple of different ways:

1. Once added, the permit will populate with the volume/pieces from the application(s). Shown as Current Permit Pieces and Current Permit Volume

2. Application number will be listed underneath the Add Application icon

If no application number displays, it is because the application(s) cannot be added to the permit for some reason and an error message will display.

To correct, first select the Cancel button to close the error message, then select **Save** in the bottom corner. Next, return to original application(s) to add package detail, then return to finish the permit request on the *Permit* tab. See 'Add PACKAGE Information to Application' section.

Return here when done.

- Remarks field: **Enter** the total permit export value in CAD. The permit cannot be processed without this information.


Owner tab:
-    **Confirm** the info is correct

Shipping tab requires entry of info:
- **Purchaser**, mandatory: Name of company product being sold to
- **Final Destination Country**, mandatory: Select from dropdown list of countries
- **Transport Type**, mandatory: Select from dropdown list
- **Transport Name**, mandatory: Name of shipping/trucking company
- **Estimated Shipping Date**, mandatory: Enter as YYYY-MM-DD or select from calendar icon
- **Customs Port of Export**, mandatory: Select from dropdown list of options for Canadian port of exit, can select 'Other' if actual export point is not on list
- **Other Port of Export**, mandatory: Required only if 'Other' selected

Documents tab:
- Add any supporting documents.
- A completed and signed MFPR Declaration form (FS1491) MUST be added
- Select icon
- A new window will open
- Select Choose File box to located saved Declaration form
- Type a brief description of the document in Document Description box
- Select Add (or select 'Cancel' to redo)
- A "File Successfully Uploaded" message will appear in green, or error message in red
- Small window will stay open for additional documents
- When completed, select the Close button
- All added document(s) will list showing File Name, Description, Type and a 'delete' icon for corrections
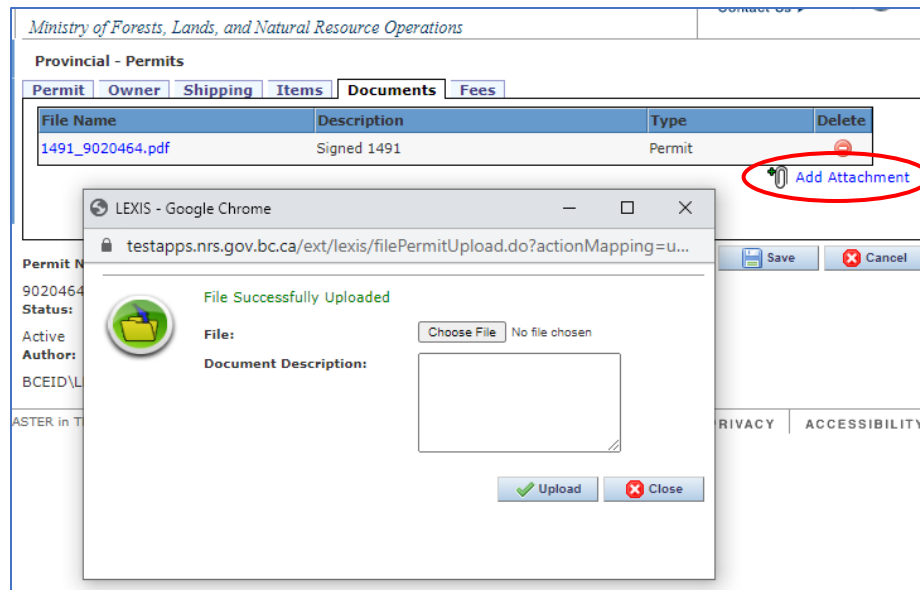
Fees tab:

- The default fees shown will NOT be correct for the MFPR policy. Staff will verify fees when they approve the permit request.

Save the permit request when you are satisfied all the information has been added and is accurate. If no shipping info was included, an error message will display to remind you. Selecting the OK button will close the error window and the permit will be saved without it.
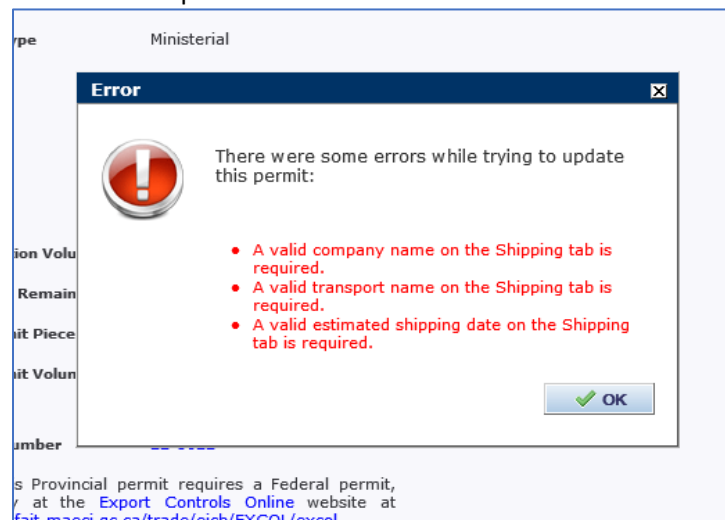

If there is no application attached, or if the attached application has no package and scale information, only the save will be acknowledged with a confirmation message window.
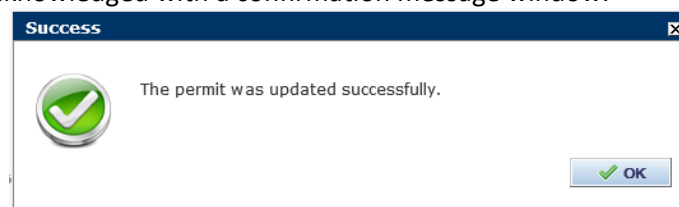
However, if both shipping information and an application has been attached, a new window will open to confirm the save and indicate the system is ready to send an email to the regional office. However, as the notifications were set up to notify the regional export office for log exports, this is not the office that processes MFPR permit requests, please **cancel the email notification** from being sent by selecting the 'No' button.
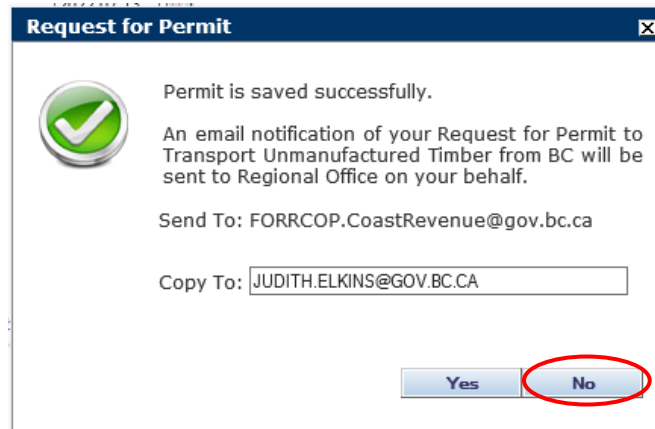
Selecting the No button will close the window and another small window will open reminding you that the office must be advised outside of LEXIS.
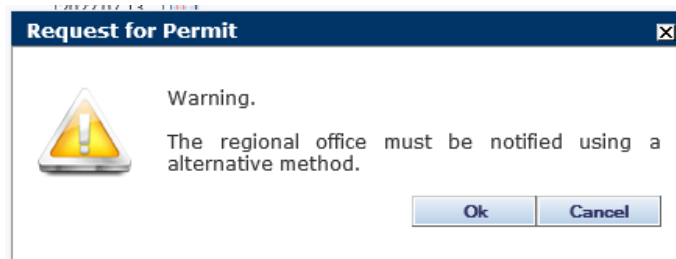
Close the warning message window by selecting the OK button. To exit the Permit, select the Cancel button in the bottom right corner.

Send an email request to have your permit approved to the generic email address for the branch office.

IMPORTANT

Notify LogExportPolicy@gov.bc.ca that you have submitted a request(s), including Permit Number(s) via email. Your notification will signal a Permit needs to be approved.

Once approved, you will be notified by email.
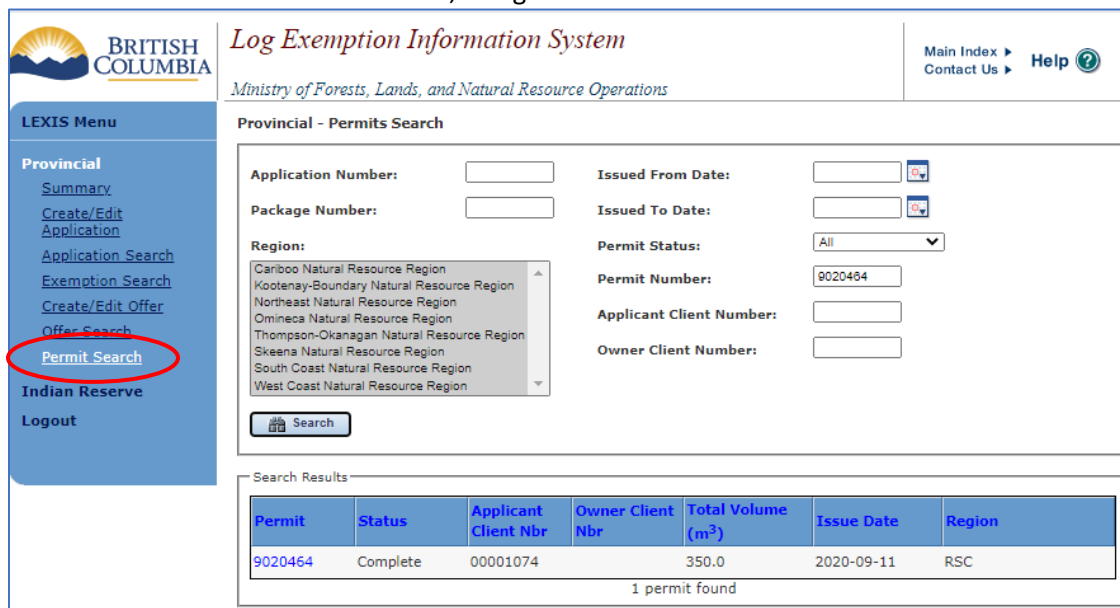You can then see your Permit and invoice info in LEXIS.

How to check your PERMIT in LEXIS

You will be notified via email after the permit has been issued and status is Complete. A PDF of your Permit will be attached and will also be attached to the Permit on the *Documents* tab.

Log in to LEXIS

Search for the permit number(s) from either:
1. *Permit Search* on the LEXIS Menu, using the Permit Number:

2. Or, on your Home/Summary page and scroll down to the My Permits table:

Select the Permit Number to open it.

Editing the Shipping Information

After the permit has been issued and is in complete status, some shipping information can be edited without changing the status of the permit.

Only the Transport Name and Estimated Shipping Date fields can be edited without changing the status of a permit with Complete status.

After the changes have been made, select the Update button to save. Once saved, these changes will be evident on the printed PDF of the permit.

Should other changes be required, please contact the MFPR export staff. A cancelling permit and invoice may have to be created, as well as a replacement for the permit or invoice. All cancelling/replacing invoices will be listed on the *GBMS* tab and will be listed chronologically.

Species Code List

Coastal regions:	Interior Regions:
CE = Western red cedar, cedar	AL = Alder
CY = Cypress, yellow cedar	AS = Aspen
FI = Douglas fir	BI = Birch
BA = Balsam fir	CO = Cottonwood
HE = Hemlock	FI = Douglas fir
WH = White pine	LA = Larch
LO = Lodgepole pine	HE = Hemlock
SP = Spruce	BA = Balsam fir, Grand fir
AL = Alder	SP = Spruce
MA = Maple	LO = Lodgepole pine, other pines
BI = Birch	WH = White pine
CO = Cottonwood	YE = Yellow (Ponderosa) pine
	CE = Western red cedar, cedar