



Electronic Load Description Slip Requirements

This Requirements document must be used by software developers that will create Electronic Load Description Slips (eLDS) for Industry use and by Scale Sites using the eLDS process. Each type of eLDS software must meet all of the requirements below and be Approved for use by Timber Pricing Branch. If an update to the software is made it must be retested to ensure all requirements are met and there are no unintended consequences because of this update.

This document must be followed when electronic means are used to satisfy the requirements of the Timber Marking and Transport Regulations for Land transport and the Forest Act.

1. Requirement to produce records

- eLDS must be able to be produced for inspection while enroute to the place it will be scaled and must be able to be disseminated in a consistent manner to those parties with an interest in inspection or audit.

2. Requirement to retain Electronic Load Description Slips for a period of time

- An eLDS must be retained by each person required to retain a copy for a minimum of 6 years as per the retention requirements outlined in the Forest Act (s. 142.3) and the Scale Site Authorization. It is not acceptable for a person or entity required to carry or retain a record, to rely on another person or entity in order produce records for inspection but must be able to do so independently.

3. Requirement for Versioning and Corrections

- The first version (Version 1) of the eLDS is considered to be the original. The version number must be displayed on the eLDS document and this document must be signed by the transport operator before leaving the harvest area.
- The software must ensure that a new version of the eLDS is created upon editing. If an edit must be made to eLDS the Transport Operator must re-sign to indicate their verification of the change.
- eLDS must be saved sequentially. If more than one version of the eLDS exists, subsequent versions of the eLDS must be recorded as Version 2, Version 3, etc. and retained as directed by regulation. This will ensure that the integrity and history of the eLDS will be maintained for audit.



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4. Requirement for Signatures

- An electronic signature must be verifiable by identification if requested. Transport Operators must accept the eLDS into their device which constitutes agreement with the eLDS data.

5. Requirement for Scale Sites where eLDS will be used

- Scale Site Authorizations must use the specific Scale Control System eLDS Condition in their Scale Site Authorization. That is: eLDS software must meet all of the Requirements for eLDS and must be approved by Timber Pricing Branch

6. Requirement to use eLDS

- If electronic load description slips are the format chosen to satisfy the requirements of the TMTR, they must be used for the entire transport process, from harvest site to the place of scaling. A person may change between electronic and paper load descriptions slips only where extenuating circumstances exist and this change should be documented on the paper LDS and include the unique serial number of the original eLDS.

7. Expansion of the eLDS program

- Currently the eLDS program is only to be used for land transport of timber to scale sites where there is infrastructure for eLDS at the site. Water transport is also under consideration, depending on uptake and the ability for auditability equal to current practises.