


# INSTRUCTIONS FOR FILLING OUT A MISCELLANEOUS APPRAISAL DATA SUBMISSION

## IMPORTANT POINTS TO KNOW REGARDING THE MISCELLANEOUS APPRAISAL DATA SUBMISSION

1. The Miscellaneous Appraisal Data Submission (Misc ADS) is a professional document and must be signed and sealed by a forest professional.
2. The Misc ADS process is fully electronic and the requirements of the *Electronics Transaction Act* must be met with regard to record keeping of the signature and sealing by the forest professional.
3. The **red triangles** (circled in fuchsia & highlighted in yellow in Figure 7-2) in the EXCEL Misc ADS provide abbreviated guidance and a list of the appraisal data elements for that particular cell.

Figure 7-2

BRITISH COLUMBIA		MISCELLANEOUS APPRAISAL DATA SUBMISSION					
Reference Type							
Licence	▲	Cutting Permit		Mark			
Natural Resource District		TSA		TSB			
Effective Date		Date Received by District					

4. The Misc ADS is updated periodically. Please check the Coast Area appraisal section internet site for the most current version.

## POPULATING THE MISCELLANEOUS APPRAISAL DATA SUBMISSION

### **Reference Type** (mandatory input by forest professional submitting Misc ADS)

Is the code for the “Type of miscellaneous Stumpage Rate”. If the Misc ADS is appraising any sawlog along with Special Forest Products, then the SAWLOG stumpage rate type (Reference Type) must be entered. The following are the type of stumpage rate codes:

#### **Type of Miscellaneous Stumpage**

Average Stumpage Rates by District and Species  
 Deciduous Stumpage Rate  
 Road Permit  
 Post Harvest Material Stumpage Rates  
 Damaged Timber Stumpage Rates  
 Decked Timber  
 Great Bear Rainforest North  
 Great Bear Rainforest North Road Permit  
 Linear Tenures  
 Special Forest Products

#### **Code**

SR  
 DR  
 RP  
 PH  
 DT  
 DK  
 GBRN  
 GBRN RP  
 LT  
 SFP

## Administrative Information

**Licence** (mandatory input by forest professional submitting Misc ADS)

tenure number ( e.g. A12345, L54321, and TFL 99 ).

Do not fill in **FL** A12345 or **FLTC** A54321.

**Cutting Permit** (mandatory input by forest professional submitting Misc ADS)

- leave blank where there is no cutting permit associated with the cutting authority.
- record cutting permit number when applicable.
- if the 'Reference Type' is RP, "Road Permit Number" will automatically replace "Cutting Permit".

NOTE: Road Permit Number will activate at the top (Cutting Permit field will change to Road Permit Number). The submitting forest professional must provide the Road Permit Number for which a rate is being requested in this field.

**Mark** (mandatory input by forest professional submitting Misc ADS)

the timber mark of the cutting authority.

NOTE: Only *Tree Farm Licence* marks have a slash within the timber mark

### Examples

An 'A' mark

Cutting Authority **A82134**

Mark is **82134**

An 'L' mark

Cutting Authority **L47524**

Mark is **L47524**

A Road Permit mark

Cutting Authority **A53754**

Mark is **FQ30R1**

Cutting Authority **A19201**

Mark is **EA10R1**

Cutting Authority **TFL45**

Mark is **45/0R1**

NOTE: If the road permit mark begins with an 'R' (e.g. R15889) then this is an old mark and must be updated to a new mark

A licence that has cutting permits (which is NOT a TFL)

Cutting Authority **A19201 CP 501**

Mark is **EB5501**

Cutting Authority **T0044 CP G**

Mark is **T0044G**

A Tree Farm Licence

Cutting Authority **TFL 44 CP 9E**

Mark is **44/9E**

**District** (mandatory input by forest professional submitting Misc ADS)

the code for the district in which the cutting authority is located in:

<u>Natural Resource District</u>	<u>Code</u>	<u>Natural Resource District</u>	<u>Code</u>
South Island	DSI	Sunshine Coast	DSC
Chilliwack	DCK	Campbell River	DCR
Coast Mountains	DKM	North-Island Central Coast	DNI
Haida Gwaii	DQC	Sea to Sky (Squamish)	DSQ

**Timber Supply Area (TSA)** (mandatory input by forest professional submitting Misc ADS)  
the code for the Timber Supply Area (see Table 1 below) from Forest Tenure Administration (FTA).

NOTE: This is a required appraisal data element as the TSA generates which rates apply for a district.

**Table 7-1 - Timber Supply Area (TSA) and Timber Supply Block (TSB) Codes**

<b>TSA 25 – (Queen Charlotte)</b>		<b>TSA 46 – (Great Bear Rainforest North)</b>	
<b>Haida Gwaii NRD</b>		<b>North Island Central Coast NRD</b>	
All of Haida Gwaii		<b>(Old Mid-Coast district)</b>	
	25E	Outer Coast	46A
		Ocean Falls	46B
		Dean	46C
		Bella Coola	46D
		River Inlet	46E
		Klinaklini	46F
<b>TSA 30 – (Fraser)</b>		<b>Coast Mountains NRD</b>	
<b>Chilliwack NRD</b>		<b>(Old North Coast district)</b>	
Chilliwack	30B	Stewart	46G
Harrison	30C	Alice Arm	46H
Yale	30D	Skeena	46I
Nahatlatch	30E	Outer Coast	46J
Stave	30F	Douglas	46K
Upper Pitt	30G		
Maple Ridge	30H		
<b>TSA 31 – (Soo)</b>		<b>TSA 47 – (Great Bear Rainforest South)</b>	
<b>Sea to Sky NRD</b>		<b>North Island Central Coast NRD</b>	
Port Douglas	31B	<b>(Mainland Old North Island district)</b>	
Squamish - Pemberton	31D	Seymour	47A
		Broughton (mainland ONLY)	47B
		Klinaklini	47C
<b>TSA 38 – (Arrowsmith)</b>		<b>Campbell River NRD</b>	
<b>South Island NRD</b>		<b>(Mainland Campbell River NRD)</b>	
Barkley	38A	Loughborough	47D
Nanaimo	38B		
Cowichan	38C		
<b>TSA 39 – (Sunshine Coast)</b>		<b>TSA 48 – (North Island)</b>	
<b>Sunshine Coast NRD</b>		<b>North Island Central Coast NRD</b>	
Sechelt	39B	<b>(Island Old North Island district)</b>	
Powell River	39C	Brooks	48A
		Cape Scott	48B
		Broughton (Island ONLY)	48C
<b>TSA 44 – (Pacific)</b>		<b>Campbell River NRD</b>	
All Coastal NRD	44Z	<b>(Island Campbell River NRD)</b>	
		Sayward	48D
		Kyuquot	48E

**Timber Supply Block (TSB)** (mandatory input by forest professional submitting Misc ADS)  
the code for the Timber Supply Block (see Table 1 above).

NOTE: Leave blank if within a TFL area. If within a TSA it is a required data element.

**Effective Date** (mandatory input by district appraisal staff)

the date that the cutting authority comes into effect with a format of YYYY/MM/DD. Natural Resource District (NRD) staff are responsible for entering this information. This date MUST be the same as the effective date in the tenure document and in FTA.

**Date Received by District** (mandatory input by district appraisal staff)

the date that the Misc ADS was received at the NRD office and is entered by NRD appraisal staff with a format of YYYY/MM/DD.

**Reference Type of Stumpage Rate** (mandatory input by forest professional submitting Misc ADS)

the code for the “Type of miscellaneous Stumpage Rate”. If the Misc ADS is appraising any sawlog along with Special Forest Products, then the SAWLOG stumpage rate type must be entered. The following are the type of stumpage rate codes:

<u>Type of Miscellaneous Stumpage</u>	<u>Code</u>
Average Stumpage Rates by District and Species	SR
Deciduous Stumpage Rate	DR
Road Permit	RP
Post Harvest Material Stumpage Rates	PH
Damaged Timber Stumpage Rates	DT
Decked Timber	DK
Great Bear Rainforest North	GBRN
Linear Tenures	LT
Special Forest Products	SFP

## **Sawlog Section**

**Volume [by species]** (mandatory input by forest professional submitting Misc ADS)

the best estimate of each species volume if the “Reference Type” is:

- Sawlog Rate by District and Species
- Damaged Timber Average Sawlog Rate
- Post Harvest Material Average Sawlog Rate
- Decked Timber
- Great Bear Rainforest North
- Great Bear Rainforest North - Road Permit
- Linear Tenures

NOTE: Enter at least one cubic metre of volume per species as long as the species is not specifically excluded by the cutting authority document OR if all species are authorized for harvest.

## **Silviculture Adjustment**

The silviculture adjustment cost is only applicable to Linear Tenure cutting authorities. The cost estimate can be obtained from section 7.7 of CAM

## **Levies Section**

These fields apply to Salvage cutting authorities and are provided by and at the discretion of the district manager.

### **Administration Levy**

enter the total \$ value for the administration levy and the spreadsheet will calculate the \$/m<sup>3</sup> based on the total value in the administration section and the total sawlog volume in the Sawlog Section

### **Silviculture Levy**

enter the total \$ value for the silviculture levy and the spreadsheet will calculate the \$/m<sup>3</sup> based on the total value in the administration section and the total sawlog volume in the Sawlog Section.

## **Special Forest Products Section**

### **Special Forest Products Code** (mandatory input by forest professional submitting Misc ADS)

if there are “Special Forest Products” (except for Christmas trees) associated with the cutting authority, enter the following codes (one per line) in the Misc ADS:

<b><u>Special Forest Product</u></b>	<b><u>Code</u></b>
Root buck	RB
Beachcomb	BC
Deadhead logs	DH
Wahleach Island Catchment Basin Deadhead logs	DH
Cants (dead and down post-logging residue)	CA
Firewood (round or split) - max length 1.2 m	FW
Mining Timbers - maximum length 2.4 m	MT
Posts and Rails (split and round)	PR
Posts and Rails Cedar (split and round)	PRC
Shake and Shingle Bolts, Blocks and Blanks	SB
Shakes	SK
Stakes and Sticks	SS
Woodchips	CH
Hogged tree material	HF

### **Special Forest Products Volume** (mandatory input by forest professional submitting Misc ADS)

if there are special forest products then enter the estimated volume of each Special Forest Product (except for Christmas trees) for which a code has been entered in the Misc ADS.

**Christmas Tree** (mandatory input by forest professional submitting Misc ADS)

if the special forest product is 'Christmas Tree' in this cutting authority enter the following:

**Code** – enter XM

**Species** – enter the following species codes for trees expected to be harvested:

**FD** – douglas fir

**CE** – cedar

**BA** – balsam

**HE** – hemlock

**CY** – cypress

**SP** – spruce

**PL** – pine

**Grade** - enter the appropriate grade code for each of the above species (there may be more than one grade for a species):

**3** - less than 3 metres in height

**2** - between 3 to 5 metres in height

**1** - greater than 5 metres in height

## **Signature Section**

**Registered Forest Professional** (mandatory input by forest professional submitting Misc ADS)

enter the name of the registered forest professional completing the appraisal data submission

**RPF# or RFT#** (mandatory input by forest professional submitting Misc ADS)

enter the submitting forest professional registration number that completed the appraisal data submission

**Date of Submission** (mandatory input by forest professional submitting Misc ADS)

enter the date that the submitting forest professional signs the Misc ADS

**Email and Phone Number**

enter the contact information of the submitting forest professional

**NOTE:** The submitting forest professional whose name is on the Misc ADS must have the Misc ADS attachment in an e-mail from their own e-mail address.

## Additional Information for Submitters

1. The EXCEL spreadsheet may require updating due to Coast Appraisal Manual amendments. Please check the Coast Area Timber Pricing public internet site for updates to the Misc ADS form, Misc ADS Instructions and Misc ADS Procedures.

<http://www.for.gov.bc.ca/rco/revenue>

2. For Woodlot and Community Forest tabular rates use the 'Woodlots – Community Forests Tabular Rate Form' available at

<http://www.for.gov.bc.ca/rco/revenue>

3. Instructions on saving a File Electronically:

- a. Obtain the Misc ADS form (an EXCEL spread sheet) from Coast Area Timber Pricing public internet site each time you wish to submit as it may be updated without warning.
- b. When saving in Misc ADS electronically use the following naming convention:

<u>Cutting Authority</u>	<u>File Name</u>
A19555	A19555.xlsx
A12450 CP 66	A12450_CP66.xlsx
TFL39 CP 187	TFL39_CP187.xlsx
TFL39 R01000	TFL39 R0100.xlsx
L44551	L44551.xlsx

Do not use the following red coloured abbreviations  
**FL** A12345 or **FLTC** A54321 in the file name

- c. This electronic naming convention must also be used by clients, for consistency.
- d. In the subject line of the e-mail enter 'Misc ADS A12450 CP66'

**NOTE:** Each cutting authority must use this naming convention for tracking, monitoring and electronic filing purposes.