Small Scale Salvage Professional Applications

Professional reliance is one of the pillars of the Forest and Range Practices Act (FRPA) and an important component of the Small Scale Salvage (SSS) application process. The District Manager, prior to approving an application, must be satisfied the signing professional has proposed a professional quality plan that meets the District Guidelines. Although the professional application is in a template format, professionals are reminded of their obligation to take the necessary steps in both assessing the suitability of the proposed salvage area, and gathering all of the information for an application. Where a signing Professional is unsure of any requirements in the application, they are encouraged to contact the Sunshine Coast District SSS coordinator for clarification.

In addition to the requirements listed in the attached professional application package, the guidelines must also be followed when preparing your application. Note that these guidelines are periodically updated, and you are encouraged to check online to ensure you have the latest version of the guidelines, application, and post-harvest report.

Provincial Guidelines

**PURPOSE**
To establish an application and approval process for small scale timber salvage that is efficient, effective and transparent.

**GUIDELINES**
The Ministry will require a suitable application, signed by the applicant and a Professional, prior to issuing a Forestry License to Cut under authority of Section 47.6(2) (a) of the Forest Act.

The Ministry requires a Post Harvesting Report, signed by a Professional, as documentation that the holder of a Forestry License to Cut has completed operations in compliance with the approved standards, guidelines and license conditions. The Post Harvesting Report does not prevent the Ministry from carrying out inspections or audits as it may deem appropriate.

**SCOPE OF APPLICATION**
1. Province wide
2. Forestry License to Cut is issued without advertising for the purpose of salvaging timber volume between 50 m³ and 2000 m³.

**DEFINITIONS**
1. "Applicant" means the person or company who is the intended licensee for the Forestry License to Cut.
2. "Application" means a written request, submitted to the Ministry in a manner consistent with the procedures and standards outlined below.

4. "Professional" means a member of a professional regulatory body, who is registered to practice in BC, is qualified for the work and can be held accountable by the professional regulatory body.

**PROCESS OVERVIEW**

The core process for small scale salvage applicable throughout the province requires seven (7) basic steps. Each of these steps may have a number of components that may be unique to the particular area or circumstances.

**Step 1 (Pre-application) - Applicant or Professional Forester**
**Step 2 (Application) - Professional Forester**
**Step 3 (Review and Approval) – Small Scale Salvage Coordinator**
**Step 4 (Pre-work) - Small Scale Salvage Coordinator and Licensee/ Professional Forester**
**Step 4 (Operations) - Licensee**
**Step 5 (Post Harvesting Report) - Professional Forester**
**Step 6 (Review and Deposit Release) – Small Scale Salvage Coordinator**
**Step 7 (Closure) - Small Scale Salvage Coordinator**

Provincial SSS website:
http://www.for.gov.bc.ca/hth/timten/small-scale-salvage.htm

**District Guidelines and Procedures**

A Regional Manager or District Manager may establish local guidelines or procedures provided that they are consistent with the purpose of this policy and do not contradict the procedures and standards herein.

- Guidelines may be established to set out small scale salvage priorities based on local forest management objectives and circumstances.
- Local procedures may be established where they are needed to achieve the purpose of this policy.
- Local guidelines or procedures must be made known to potential applicants in an appropriate manner and time.

**General Standards**

**Pre-application planning**

To prepare an application for submission, the applicant, or a professional acting for the applicant must take the necessary steps to assess the area and gather information needed for an application. These activities include, but are not limited to:

1. Determining that the proposed salvage is consistent with the district salvage plan.
2. Confirming that the proposed application area will not be in conflict with an existing tenure or application.
3. Carrying out a referral to major licensee(s) and/or BC Timber Sales if either has a Forest Stewardship Plan (or Forest Development Plan) for the area and obtain written confirmation that they do not dispute the proposed application. NOTE: referrals must be current - within one year of the date that the application is received by the District.
4. Consulting with other tenure holders or agencies where appropriate.
5. Verifying the land status and ownership.
6. Identifying potential conflict with any known archaeological features.

**Application**

**Professional Application**

An application must be submitted in writing to the District Manager. The application must contain the information set out below and in the attached form “Small Scale Salvage Application” and any additional information required by the District Manager in a local procedure or guideline.

1. The location of the timber proposed for harvest and confirmation of land status.
2. The cause of the timber mortality (e.g. insects, windthrow, fire, disease etc.).
3. The volume and species of the timber proposed for harvest, including and described separately: dead timber, in danger (damaged or infested and expected to be dead within one year), interspersed with dead or endangered, or timber that must be harvested to provide access to the dead or endangered timber.
4. The method of harvest
5. Documentation of referrals to major licensees, BC Timber Sales or others, including how comments were addressed.
6. Such information as is required by the District Manager or Regional Manager for establishment of a stumpage rate.
7. A map showing the boundaries of each harvest area, prepared to quality suitable for use as Exhibit A in the license.
8. Information describing any road use agreements or requirements pertinent to the application.
9. A declaration signed and sealed by a qualified professional, that the application has been professionally prepared.
10. Signature of the applicant or a person authorized in writing by the applicant.

**Review and Approval Criteria**

The Ministry may approve an application made under this policy and issue a license if the following criteria are satisfied:

1. The timber volume applied for does not exceed 2000 m³.
2. The timber applied for in the application is dead, or in the opinion of the Regional Manager or District Manager, meets the definitions set out in Section 47.6(2) of the Forest Act.
3. The application is consistent with the applicable statutes, including the Forest and Range Practices Act and the Forest Planning and Practices Regulation.
4. The application is consistent with the Small-Scale Salvage District Guidelines.
5. In the opinion of the District Manager or the Regional Manager, the applicant is capable of carrying out the salvage in a manner consistent with the objectives and guidelines for the area.
6. The applicant is not in default of another agreement with the Crown.
7. Issuance of a license or cutting permit will not unduly infringe on aboriginal rights and title.
8. The application has been prepared and signed in a manner consistent with this policy.

NOTE: If an application has been returned, or has had a request for information, the applicant has 3 months to provide the requested corrections or information. The application will be considered “withdrawn” if this specification is not met by the applicant. Further, should the applicant wish to proceed with an application that has been deemed “withdrawn”, the applicant will have to provide a new application for review.

Post Harvesting Report

Within 60 days of completion of harvesting, a qualified professional must conduct a site inspection and complete post Harvesting Report attesting to the following:

1. The timber targeted for salvage has been removed in accordance with the approved plan.
2. Measures undertaken to protect soil, water, archaeological features and wildlife habitat have achieved the required results.
3. Access trails, roads and landings have been deactivated to an acceptable standard, or restored to their original condition (including unobstructed ditch lines).
4. In the opinion of the professional, the licensee has completed all on-site obligations under the License.

General Procedures

The following procedures are provided to give general guidance on the steps required to prepare and process an application for a Forestry License to Cut (FLTC) for purposes of small scale salvage.

Salvage Applicant

1. Locate the timber proposed for salvage, including a field assessment
2. Determine that the proposal is not in conflict with other operations proposed for the area
3. Produce a clear and accurate map, including directions to the site
4. Complete the attached referral form from the major licensee(s) and/or BC Timber Sales
5. Acquire a referral letter from the major licensee(s) and/or BC Timber Sales – must be within one year of the date that the application is received by the District.
6. Clearly mark the boundaries of the harvest area(s)
7. Paint mark all trees if single tree selection is proposed over a large area
8. Establish corner posts for the application area and locate with GPS
9. Clearly mark all major trails for harvest access
10. Prepare a tally of trees proposed for harvest
11. Determine road use requirements and obtain safety orientation
12. Retain a qualified professional to prepare the application
**Professional**

1. May carry out any or all of the steps above
2. Carry out a field assessment and document the results (e.g. species, volume, salvage)
3. Prepare a detailed harvest guide to identify constraints and conditions to govern operations
4. Completes consultation with the applicable First Nations
5. Prepare, sign and seal short-form appraisal data sheet
6. Complete the standard application form and identify any other concerns
7. Prepare, sign and seal the application

**Ministry of Forests, Lands and Natural Resource Operations Staff**

1. Receives the application
2. Reviews the application for consistency with the policy
3. Prepares the Forest License to Cut documents
4. Finalizes the license documents and arranges for signing with the applicant
5. Collects the security deposit

**Licensee**

1. Provides the security deposit and signs the license in the manner prescribed
2. Acquires a road maintenance agreement if necessary
3. Harvest the timber in accordance with the license conditions
4. Retain a professional to carry out an assessment and prepare a Post-Harvest Report

**Ministry of Forests, Lands and Natural Resource Operations Staff**

1. Issues Forestry License to Cut to licensee
2. Activates timber mark in the Forest Tenure Administration system (FTA)
3. Forwards Stumpage Rate Request form to Coast Area Timber Pricing

**Licensee**

1. Harvest the timber in accordance with the license conditions
2. Retain a professional to carry out an assessment and prepare a Post-Harvest Report

**Submitting Professional**

1. Carry’s out a post-harvest assessment and submits a Post-Harvest Report

**Ministry of Forests, Lands and Natural Resource Operations Staff**

1. Prepare the license for closing
2. Check for outstanding compliance or enforcement issues
3. Check for completion of license obligations
4. Release partial or full deposit
SMALL SCALE SALVAGE PROGRAM GUIDELINES
Sunshine Coast Natural Resource District

Specific Guidelines

Program Focus
The program focus is to harvest dead and/or dying timber that would otherwise not be harvested by other tenures within the shelf-life period. The Sunshine Coast Natural Resource District has developed a scope of the program. These criteria are used to evaluate the appropriateness of an application.

Program Criteria
It is the signing professional’s responsibility to ensure all aspects of the program criteria are met prior to submitting an application.

The following criteria are used to evaluate a proposed SSS application. These criteria form the Sunshine Coast Natural Resource District Small Scale Salvage Guidelines as directed by the District Manager.

- A single FLTC up to 2000m3 must be able to address the salvage for a particular area, and therefore it is not acceptable to submit multiple SSS permits adjacent to each other.
- Shelf-life is defined as the length of time after death that the tree will be useable considering the current merchantability specifications for salvage timber. Note that this must be addressed in the major licensee / BCTS referral (see Clearances and Referrals). SSS is not intended to address the salvage of large volumes of dead or damaged timber.
- Requirement of dead and down material only (No dead standing): The DSC will no longer allow the harvesting of dead standing trees. This will preclude any live trees requiring removal or damage as a result of SSS. Also, the harvesting of standing dead trees is a significant safety risk to SSS operators who often do not possess the necessary qualifications to conduct this work safely. The exception to this would be the need to salvage due to forest health concerns (ie: Douglas-fir Bark beetle attack areas to be removed to prevent further spread).

- Professional harvest plans will require a data inventory collection of salvage area: As part of the pre-harvest plan, a requirement to conduct a basic data inventory collection of salvage harvestable material will be required. The inventory should identify the following basic information:
  1) GPS location
  2) Species
  3) Product (logs, shingle, bolts, etc)
  4) Volume

The inventory may be done in the form of a line transects survey, where information is gathered as the salvager intercepts harvestable volume. This information will be required when salvagers request larger or isolated areas where quality control over an FLTC can be a challenge for DSC recourses.
Overlapped Applications
All applications are processed on a first come first served basis. Should one application overlap another, the application with the earlier submission date will prevail.

Three Sale Limit
An applicant may only hold a combination of applications and licenses not exceeding three at any time. Once logging is completed on a sale (i.e. all felling and hauling) this will no longer count toward the limit.

Clearances and Referrals
A Forestry License to Cut can only be issued on vacant Crown land. To ensure this, it is imperative that ALL potential land status conflicts are checked prior to submitting your application. Checking “YES” on the relevant sections of this application indicates these checks have been done to a complete and professional standard.

- Private land, Tree Farm Licenses, Community Forests, Wood Lots, Indian reserves, Settlement Reserve Areas, and parks or protected areas are examples of areas that will NOT be considered for Small Scale Salvage.
- The proposal MUST also be referred to the appropriate major licensee or BCTS if within their operating area. It is a requirement to complete and include this with all submissions.
- A supportive referral from the major licensee or BCTS indicates that they have no intentions for a particular area within the shelf-life of the timber in that area.
- A supportive referral from the major licensee or BCTS must be current; within one year of the date that the application for small scale salvage is received by the District.

The following tools are available for checking land status:

- A map showing the operating areas of all Major Licensees and BCTS is available for viewing at the District Office in the main entrance. This map will show the applicant the necessary licensee they must refer to. For all referrals, the SSS referral form (included with this application package) must be included when submitting the application.
- Potential private land conflicts can be checked at www.bconline.gov.bc.ca or with the Government Agent at any BC Access Centre. iMap BC (http://maps.bcgov)identifies district lots, subdivisions, and encumbrances. Tantalis GATOR (https://tantalis.clrs.gov.bc.ca/) provides all Crown Land information.
- Clients are advised to consider the Regional District Official Community Plans (http://www.powellrivrerrd.bc.ca/online-mapping/) or (http://www.scrd.ca/web-maps)
Small Scale Salvage Program Guidelines

Sunshine Coast Natural Resource District

Stumpage Rates
Currently, stumpage rates for Small Scale Salvage Forestry Licenses to Cut are determined using various Table Rates that can be found in Section 6 of the Coast Appraisal Manual, and are adjusted from time to time. The most current version of the Coast Appraisal Manual (CAM) can be found at, [http://www.for.gov.bc.ca/hva/manuals/interior.htm](http://www.for.gov.bc.ca/hva/manuals/interior.htm). Stumpage rates are determined based on the day the license is issued and are fixed for the term of the license.

Deposits
The Sunshine Coast Natural Resource District requires a deposit that is equal to 10% of the stumpage from your volume estimate, or $500, whichever is greater. This deposit must be in one of the following: certified bank draft, money order, cash, safe keeping agreements, or a letter of credit.

Appraisal Data
A Miscellaneous Appraisal Data Submission Form must be completed as per the attached rate form memorandum, and signed and sealed by a RPF and included with the application.

https://www.for.gov.bc.ca/rco/revenue/Documents/WORD-EXCEL/Miscellaneous%20Appraisal%20Data%20Submission.xlsx

License Closures
Please review the information within this package on Post-Harvest Reports. The deposit cannot be returned to the licensee until the contractual obligations within the license document have been met, as per the Post Harvest Report. If, due to extenuating circumstances, the licensee cannot meet certain contractual obligations within the license document (e.g., hazard abatement), a request for a partial return of the deposit may be made. In these cases, the Forest Service will withhold the deposit or $1000 of the original deposit, whichever is greater, and request that the licensee surrender their license documents.

Ministry Review
Once the application is received, a field inspection may be completed on the site to ensure District expectations are being met. Once the license is issued, the licensee is required to comply with the obligations set out in the license document as well as the district policy discussed here. This may be accomplished by a pre-work carried out by the signing Professional Forester.

Archaeological Information and Review
Archaeological information cannot be released. However, potential conflicts with proposed harvesting may be ascertained through discussion with the Sunshine Coast Natural Resource District Aboriginal Liaison Officer. Note that any CMTs or archaeological resources found on site must be recorded, and discussed with District Staff.

All applications must undergo a 60 day consultation period, carried out by District Staff. The consultation period will not commence until the application has been reviewed and is considered complete.
Specific Standards

Road Use
No new roads may be constructed under the Small Scale Salvage Program. However, if a road needs to be used to access the salvage area, the following applies:

- Safe use of forest roads is imperative. Therefore all applicants are required to obtain a safety orientation from all primary users of the roads they are planning to use. Applicants are also encouraged to thoroughly review the Forest Road Procedures and Management System Documents that are attached to these guidelines.
- With a few exceptions, "minor salvage operations" do not have to apply for Road Use Permits, or Road Permit Exemptions. Some examples of exceptions include: (1) use of a non-status road where a minor upgrade is required to facilitate a stream crossing; (2) use of a non-status road that requires maintenance to a stream bank to use the road; (3) the use of the road will materially affect the use of the road by others; and (4) the use of the road will materially impact forest resources. Refer to s 22.1 of the Forest and Range Practices Act (FRPA) and s. 79.1 of the Forest Planning and Practices Regulation (FPPR) for more information.
- For Permit Roads or Forest Service Roads, proper notification to the Road Permit holder or the person(s) responsible for maintaining the road is required. Refer to s. 80.1 of the FPPR. Applicants are encouraged to enter into a Road Use Agreement as it will assist them in fulfilling their legislative requirements.
- All roads that will be utilized for hauling, including, road kilometres must be indicated on the application in the “Transportation Information” section. (e.g. 15-25 km on the 100 Road) and road status (i.e., FSR, road permit, Ministry of Transportation and Highways).
- Ministry of Transportation and Highways has specific requirements where joining a public road or highway. These can be checked at:

Mapping
Two (2) colour copies of a 1:10,000 scale computer generated map and (2) colour copies of a location map (1: 50,000) must be attached to the application. Please follow the attached Mapping Standards included in this package. Applications that do not meet this standard will be placed on hold until the appropriate edits are made.

Silviculture Considerations
The prescribing professional must carefully consider the impacts of harvesting the site. The responsibility to carry out silviculture obligations rests on the Crown and silviculture considerations are a critical part of the application process. SSS applications should not be proposed on sites where silviculture tending will be required. For SSS, silviculture is defined as any site preparation activity or planting activity that may be required. It is unacceptable to propose salvage on a site that will be tough to regenerate as a result of any SSS operation.
SMALL SCALE SALVAGE PROGRAM GUIDELINES  
Sunshine Coast Natural Resource District

Incidental Harvest

For salvage operations the maximum total allowable harvest of non-target trees is 1% and should be minimized wherever possible. Therefore, the applicant and professional must consider the operational constraints of their logging equipment and expertise prior to completing the layout and application for small scale salvage.

Blowdown/Windthrow

SSS operations must not increase the potential for blowdown/windthrow. Professionals must evaluate potential retention levels for blowdown/windthrow against suitability for the program and good forest management. Additionally, salvage applications will not be approved where it is proposed to harvest potential future blowdown/windthrow.

MAPPING STANDARDS

The following describes the minimum standards for a map that must accompany a Small Scale Salvage Application (Forestry License to Cut). Applications that fail to meet this standard will not be accepted and sent back for clarification.

1. Scale 1:10000
2. Reference to appropriate 1:20000 forest cover map sheet number
3. Geographic description (name of nearest known feature)
4. Description of access from nearest town or well-known point
5. GPS Information: UTM coordinates or latitude and longitude
6. Legend
7. Boundaries of private land, Indian reserve, parks, woodlot license, or other tenures
8. Boundary of the area proposed for harvesting under the Forestry License to Cut
9. Significant topographic features within the application area, including streams, wetlands and lakes
10. Resource features, as defined by legislation, in the vicinity of the salvage area
11. Clear cut areas, including plantations adjacent to the areas proposed for salvage
12. Access roads and trails to or between harvest sites (not including dispersed skid routes to conduct single tree removal within the area)
13. Landings to be utilized on or off the proposed salvage area
14. Stream crossings and machine free zones
15. Domestic water supply intakes and water supply infrastructure
16. Government approved experimental projects, growth and yield plots, operational trials and research installations
17. Range improvements, including structures, excavations or constructed livestock trails
18. Trapping cabins, identified trapping sites and access trails
19. Recreation sites and known features
20. Cultural heritage resource features
21. Critical wildlife habitat and Old growth management areas

Useful Links:

Provincial Small Scale Salvage Website:  
http://www.for.gov.bc.ca/hth/timten/small-scale-salvage.htm
SSS Application Guidance

The following sections provide some guidance to the SSS Application. If you are unsure of any of the requirements in the application or the application process, please contact the Small Scale Salvage Coordinator.

Please remember that if an application package is substantially incomplete it will be returned.

A) Provide the required contact information

B) Site information:
   i. Provide the required information for location (Map sheets, geographic location, road name and road km)
   ii. Timber proposed for removal – detail the volume and species of timber to be harvested, distinguishing between the categories. The totals should be accurate and not a fudge factors.
   iii. Total volume requested on license – This volume will be used in the creation of the license. Use a 15% volume factor to account for issues with scale and conversions. Keep in mind the maximum volume for SSS is 2000 m³.
   iv. Specify the harvest method proposed and any other relevant Information.

C) Transportation Information: Clearly indicate the road systems to be used for hauling timber. Example: 10km to 0km 14000Rd on to 14km Pelican, down to Clear Lake Mill.

D) LAND STATUS, FOREST PLANNING, MAPPING AND REFERRALS: These are common land status checks that should be familiar to most professionals. If there are any issues or if a prescription is being made, attach supporting documentation to the application. These are check box indicators and the list should not be considered exhaustive, therefore a high level of professional reliance is expected.

E) Consult SSS Coordinator if you have questions.

Application Checklist
1. Completed Major Licensee Referral form – MUST BE CURRENT (within a year of the date that the application is received by the District)
2. Completed FLTC Application
3. Completed Miscellaneous Appraisal Data Submission
4. Completed Client form for new participants
5. 2 colour maps 1:10,000
6. 2 colour maps 1:50,00