Entry of 2014 Seedling Requests in SPAR
(Seed Planning and Registry system)

Request Entry and Approval Deadlines

1. Deadline for entry and approval of 2014 ministry-funded and administered seedling requests for all species from Coastal region TSO's or districts i.e. TCH, TSG, TST, not including DNC: **Thursday, August 15, 2013.**

2. Deadline for entry and approval of 2014 ministry-funded and administered seedling requests for **'early sow' species and stocktypes is Monday, September 16, 2013**. Seedlings which fall in the 'early sow' category include the following:

   'Early Sow' Stock Types

   - 1 + 0 - Yellow Cedar (Yc) seedlings or cuttings
   - 1 + 0 - White Pine (Pw)
   - 1 + 0 - Amabilis Fir (Ba)
   - 1 + 0 - Subalpine fir (Bl)
   - 1 + 0 - Noble fir (Bn)
   - All species and stocktypes for planting in 2014 summer or 2014 fall

     All species and stocktypes for transplanting in 2014 summer (half year transplants)

2. Deadline for entry and approval of 2014 ministry-funded and administered seedling requests for **all other species and stocktypes is Tuesday, October 15, 2013**.

Funding Source codes

Funding source codes in SPAR for 2014 seedling requests are shown in the following table. Funding source will partially determine availability of reserved seed. Reserved seed owned by BC Timber Sales (BCTS 00) will be available only to BCT funded requests. Reserved seed owned by MOF 01 will be available to all other Ministry funded requests. Reserved seed owned by MOF 27 (south) and MOF 28 (north) will be available only to FTM funded requests. Please ensure seedling requests order seed with the appropriate ownership, when available.

Funding source code table:

SPAR Funding Source Code	Funded by:	Administered by:	Applies to Seedlings grown for:
BCT	BC Timber Sales Program	BC Timber Sales, MFLNRO	BC Timber Sales Program
FTM	Forests for Tomorrow Program	MFLNRO	Forests for Tomorrow program
FRP	MFLNRO	Licensees, including BC Timber Sales	Forest + Range Practices Act section 108 claims
GFS	MFLNRO	MFLNRO	Forest Stand Management Fund
LFP	Licensee Funded Program	Major licensees, other forest licence holders, or consultants	Current reforestation of tenured forest licence areas, including woodlots and other small licenses.
FTL	Forests for Tomorrow Program	Licensees	Forests for Tomorrow program

SPAR Support and Training

Please refer to the SPAR web site at http://www.for.gov.bc.ca/hti/spar/index.htm for information and on-line training. If SPAR support or training is required, please contact Tree Improvement Branch staff for assistance.

For assistance with SPAR, contact Tree Improvement Branch Staff:

Susan Zedel	Susan.Zedel@gov.bc.ca	250-356-1598

Entry of Seedling Requests in SPAR

Entry of Ministry-Funded Seedling Requests for BC Timber Sales

BC Timber Sales seedling requests should be entered with **Funding Source** of **BCT**. The Seedling Request Org Unit should be entered as the District Org Unit of the planting location eg. **DKA** (Kamloops Forest District). The Request **Agency** should be entered as the acronym for the Timber Sales office and local field team eg. **TKA 02** (Kamloops TSO; 100 Mile House Field Team). This will facilitate seedling shipping and storage when needed. Please see BC Timber Sales Client location codes table.

The Nursery Contract Review Board (NCRB) has recommended that a process be established to allow field teams to combine summer and fall plant seedling requests for various species and stocktypes to ensure that the seedlings produced will come from a single nursery. The main reason for this process is to facilitate coordinated delivery of the hot-lift seedlings to allow for mixed species planting.

The key to ensuring that seedling requests are assigned to one nursery is to ensure that they are combined in only one bid group which is subsequently assigned to one nursery in the tendering process. BCTS HQ staff need to be made aware at the time of seedling ordering of any groups of seedling requests that the operational TSO staff want combined.

The process to ensure your sowing requests are combined is as follows:

- Create new seedling requests in SPAR
- Determine which requests will be combined depending on planting stock amounts and allocation, mixed species blocks, remote camps, other unique factors
- Prior to setting the request key status to approved, indicate in the SPAR Additional Criteria / Comment field of each request key the other request keys which will be combined (eg. this request key is to be combined with 2013DPC0005 and 2013DPC0006 for the purpose of tendering in one bid group)
- Send email notification to Patti Kagawa with request key details so combining requests can be done at the time of seedling tender and bid group preparation.

BC Timber Sales Client Location codes table

Business Area	TSO Location	Field Team location
Babine (TBA)	Burns Lake (00)	01: Burns Lake 02: Houston 03: Smithers
Cariboo-Chilcotin (TCC)	Williams Lake (00)	01: Quesnel 02: Williams Lake
Chinook (TCH)	Chilliwack (00)	01: Squamish 02: Queen Charlotte

Kamloops (TKA)	Kamloops (00)	01: Kamloops 02: 100 Mile House 03: Clearwater 04: Cascades
Kootenay (TKO)	Nelson (00)	01: Boundary 02: Arrow 03: Kootenay Lake 04: East Kootenay
Okanagan Columbia (TOC)	Vernon (00)	01: Revelstoke 02: Okanagan North Zone 03: Okanagan South Zone
Peace-Liard (TPL)	Dawson Creek (00)	01: South Peace 02: North Peace 03: Fort Nelson
Prince George (TPG)	Prince George (00)	01: Prince George 02: Mackenzie
Seaward-tlasta (TST)	Port McNeill (00)	01: Mid Coast
Skeena (TSK)	Terrace (00)	01: Terrace 02: Hazelton 03: North Coast
Strait of Georgia	Campbell River (00)	01: Sunshine Coast 02: Port Alberni
Stuart-Nechako	Vanderhoof (00)	01:Vanderhoof 02: Fort St. James

Sample email to BCTS HQ:

Peace-Liard Business Area has now completed their early sow seedling requests for 2014 summer planting. We ask that the following groups of requests be combined in bid groups to ensure that the groups of requests are awarded to just one nursery. Thanks for your attention to this!

Dawson Creek field team - total number of seedlings in bid group…… 607,000

2013DPC0015	Pli	21,000 seedlings
2013DPC0016	Pli	389,000 seedlings
2013DPC0017	Sx	10,000 seedlings
2013DPC0018	Sx	187,000 seedlings

BCTS Seedling Services staff reserve the right to limit the numbers and types of seedlings in any one bid group. The maximum number of seedlings in any one bid group is one million seedlings for summer plant. For spring planting, seedling request size should be limited to a maximum of 400K for risk management reasons.

Contact Patti Kagawa or Frank McAllister (TPL) if you have any questions or comments on the above process.

Entry of Ministry-Funded Seedling Requests for Forests For Tomorrow

Ministry-Funded Seedling Requests including those for ITSLs should be entered with Funding Source of **FTM** (Forests for Tomorrow). The Seedling Request Org Unit should be entered as the District Org Unit of the planting location eg. **DKA**. The Request Agency should be entered as the client acronym for the Ministry of Forests, Lands and Natural Resource Operations (**MOF**). Client Location codes have been added for each Forest District for FFT funded seedling requests. Use these location codes for 2014 eg MOF 44 for FFT-DPG.

Client Location	Client Location Name	District Org Unit
33	FFT-DRM	DRM
34	FFT-DKL	DKL
35	FFT-DAB	DAB
36	FFT-DOS	DOS
37	FFT-DCO	DCO
38	FFT-DCS	DCS
39	FFT-DKA	DKA
40	FFT-DHW	DHW
41	FFT-DMH	DMH
42	FFT-DCC	DCC
43	FFT-DQU	DQU
44	FFT-DPG	DPG
45	FFT-DVA	DVA
46	FFT-DJA	DJA
47	FFT-DMK	DMK
48	FFT-DPC	DPC
49	FFT-DFN	DFN
50	FFT-DND	DND
51	FFT-DSS	DSS
52	FFT-DKM	DKM
53	FFT-DSC	DSC
54	FFT-DSQ	DSQ
55	FFT-DCK	DCK
56	FFT-DNI	DNI
57	FFT-DCR	DCR
58	FFT-DSI	DSI
59	FFT-DQC	DQC

Entry of Ministry-Funded Seedling Requests for the Forest Stand Management Program

Seedling Requests funded by the Forest Stand Management Fund should be entered with Funding Source of **GFS**. The Seedling Request Org Unit should be entered as the District Org Unit of the planting location eg. **DKA**. The Request Agency should be entered as the acronym for the District Org Unit eg. **DKA 00**.

Entry of Seedling Requests funded with FRP Section 108 claim

Seedling Requests funded by the Forest and Range Practices Act Section 108 should be entered with Funding Source of **FRP**. The Seedling Request Org Unit should be entered as the District Org Unit of the planting location eg. **DKA**. The Request Agency should be entered as the BCTS acronym i.e. **TKA 01**.

For assistance with BCTS seedling request overrides, seed purchases, nursery contracting or other questions, contact BCTS HQ staff:

Contact	Email address	Phone
Patti Kagawa	Patti.Kagawa@gov.bc.ca	250-387-8949

For assistance with stocktypes, please contact BCTS Seedling Services staff:

Alan Rasmussen	Alan.Rasmussen@gov.bc.ca	250 558-1740
Bob Merrell	Bob.Merrell@gov.bc.ca	604 586-4347

For assistance with Forests for Tomorrow and non-BCTS seedling requests, please contact a Regional Silviculture Specialist or FFT Coordinator.

Anna Monetta	Anna.Monetta@gov.bc.ca	250 565-4295
Bernie Peschke	Bernie.Peschke@gov.bc.ca	250 828-4590
Allan Powelson	Allan.Powelson@gov.bc.ca	250 812-5054
Nola Daintith	Nola.Daintith@gov.bc.ca	250 398-4645
Larry Hanlon	Larry.Hanlon@gov.bc.ca	250 825-1146
Craig Wickland	Craig.Wickland@gov.bc.ca	250 751-7094