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October 5, 2005

BY EMAIL

To: Regional Managers

From: Bill Howard
Director
Revenue Branch

Re: Amendment No. 6 to the *Scaling Manual*

I hereby approve Amendment No. 6 to the *Scaling Manual*, and attach a copy for your use.

Appendix 7A has been amended by adding Harvest Billing System compliant forms and removing forms which are no longer valid.

This amendment will come into force on October 5, 2005. Further amendments or revisions to this manual require my approval.



Bill Howard
Director
Revenue Branch

Attachment



**BRITISH
COLUMBIA**

Ministry of Forests
and Range



MANUAL REVISION TRANSMITTAL

<p>FOR FURTHER INFORMATION OR IF YOU HAVE A CHANGE OF ADDRESS, PLEASE CONTACT:</p> <p>Jim Crover Scaling Policy Forester Revenue Branch Ministry of Forests and Range 6th Floor - 727 Fisgard Street Victoria, BC V8W 1R8 Phone: 356-1955 PROFS userid: Jim.Crover@gems9.gov.bc.ca FAX: 387-5670</p>	MANUAL TITLE	
	Scaling Manual	
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	MANUAL CO-ORDINATOR	
	Judy Laton Manuals Co-ordinator	
	AUTHORIZATION (Name, Title) W. Howard Director, Revenue Branch	

Please make the following changes to your copy of the above Ministry manual.

ACTION (Remove/Insert)	(VOL.) CHAPTER-SECTION-SUBJECT	PAGE(S)	COMMENTS
	TABLE OF CONTENTS		
REMOVE	Table of Contents	i - xxviii	After Table of Contents Tab
INSERT	Table of Contents	i - xxviii	
REMOVE	Appendix 7A	1 - 2	After Appendix 7A Tab
INSERT	Appendix 7A	1 - 2	
REMOVE	Appendix 7A	3 - 56	After Piece Scale Tab
INSERT	Appendix 7A	3 - 20	
REMOVE	Appendix 7A	57 - 92	After Weight Scale Tab
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Appendix 7A Scale Documentation

1. Piece Scale.
2. Weight Scale.
3. Special Forest Products.
4. Scale and Royalty Invoices.
5. Administrative Documentation.

Scale Documentation

If a licensee is scaling over 500 m³ of timber a year the scale data be submitted electronically to the HBS either by electronic file transfer or entered online in the designated screen(s) on the HBS web site.

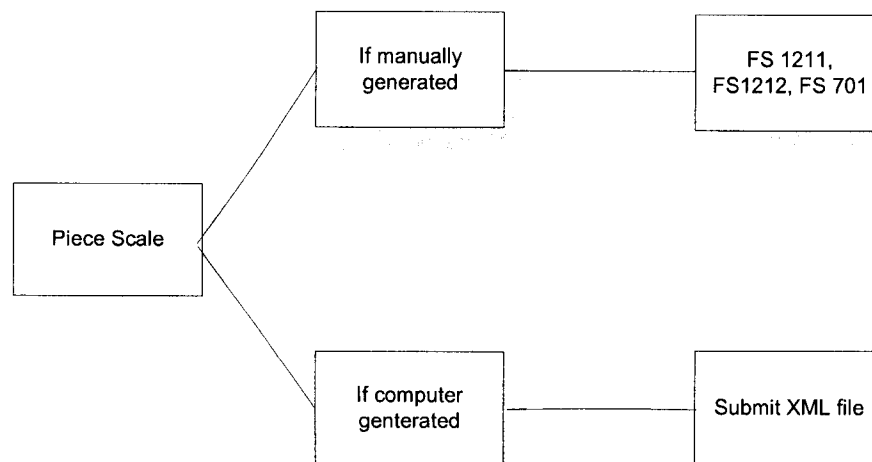
While no paper copies of the scale details are required when they are submitted electronically to the HBS, there are some reports that must be printed out and kept at the scale site or sent to the district as a backup.

If a licensee is scaling less than 500 m³ of timber a year they are permitted to manually record the scale information on the designated MOF paper forms and submit them to their district MOF office. They are then forwarded to Victoria to be manually entered into HBS.

Required documentation may vary slightly by district.

1. Piece Scale Documentation

7A.1 Piece Scale Documentation



Manual/Paper Piece Scale Documentation/Forms

If a licensee is scaling less than 500m³ of timber a year the Regional Manager may allow scale information to be manually recorded on designated MOF paper forms, then submitted to the district MOF office. They are then forwarded to Victoria to be manually entered into the HBS.

There are two standard piece scale forms:

- FS 1211 - Piece Scale Detailed Log Listing (NET),
- FS 1212 - Beachcomb Piece Scale Detailed Log Listing (NET),
- FS 700 - Volume Estimate - Other,
- FS 701 - Volume Estimate - Field Scale.

7A.1.1 FS 1211 - Piece Scale Detailed Log Listing (NET)

This form is used to record the piece scale details for timber that must be reported to HBS. The main use of this form is to submit scale returns under Section 97 of the Forest Act. It may also be used for SB4 Rescale and Company. Use scale returns if these types of returns will consume a scaler return number.

Figure 7A.1 FS 1211 - Piece Scale Detailed Log Listing (NET).

INSTRUCTIONS FOR COMPLETING THE FS 1211 PIECE SCALE DETAILED LOG LISTING (NET)**Scaler's Responsibility**

This form is to be used to record the piece scale details for timber that must be reported to HBS. The main use of this form will be to submit scale returns under Section 97 of the Forest Act. The form may also be used for SB4 Rescale and Company Use scale returns if these types of returns will consume a scaler return number. Only net dimensions can be recorded using this form. Scaler's must reduce the measured length or radii if there is any rot, hole or charred woods and record measurements that compute the firmwood volume.

Right justify numbers in all the numerical fields and left justify characters in free-form fields, such as: Timber Mark/Brand, Cutblock and Transport ID. Underline the letter "S" and draw a line through the letter "0" to distinguish these letters from the numbers "5" and "0" (zero).

If it is necessary to change the data for a log entry, draw a heavy line through all the fields and enter the log details in another line. Remember to adjust the log count to account for voided log entries.

EVENT TYPE: Record the appropriate 2-character scaling event type code from the table below:

Event Type Code	Name	Description
PS	Primary Scale	Unscaled timber, arriving from the harvest area (Crown or private lands).
FD	From Site Deck	Timber that has been removed from a deck of unscaled timber stored at the scale site, which is not attributable to any specific load.
RT	Red Tag	A load of timber that arrived at a weigh scale, but that was determined to require piece scaling. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale.
RR	Remote Red Tag	As RT above, but the timber is being scaled at a scale site other than the scale site where it was weighed.
4R	SB4 Resale	A load of timber that was scaled previously at another scale site, has been delivered to a receiving site, and is now being rescaled.
CU	Company Use	Any timber that has been previously scaled, which is not attributable to any specific load.

PRIMARY SCALER LICENCE NUMBER: Record the scaling licence number of the scaler taking responsibility for this scale return.

PRIMARY SCALER RETURN NUMBER: Record the primary scaler's return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the scale site.

SECONDARY SCALER LICENCE NUMBER: Record the scaling licence number of an assisting scaler.

SCALE SITE NUMBER: Record the scale site code.

SCALE DATE: Record the date the timber was scaled (e.g. January 15, 2004 = 20040115). If the scaling spans more than one day, enter the day the scaling is completed.

PAGE/OF: For multi-page returns (e.g. for page #1 of a 2 page return, record 1 / 2).

LOG COUNT: Record the total number of logs on all pages.

TIMBER MARK/
TIMBER BRAND: Record the timber mark or scaled timber brand that appears on the timber and on the Load Description Slip.

CUTBLOCK ID: Record the cutblock from the Load Description Slip.

TRANSPORT ID: Record the name and/or number of the transport/carrier that delivered the load to the scale site.

INCOMING LDS NUMBER: Record the serial number from the Load Description Slip delivered with the load.

LOAD ARRIVAL NUMBER: Record the Load Arrival Number that appears on the Scale Site Arrival Ledger (FS 523) for this load.

PARCEL ID: Record the ID number assigned to the parcel at the time of scaling (e.g. if this is the first of a total of 3 parcels, record "1"). NOT FOR USE IN THE INTERIOR.

PARCEL COUNT: Record the total number of parcels split from the original arrival load (e.g. if the load is divided for scaling into 3 smaller parcels, record "3"). This 1 character field is used primarily on the Coast (NOT FOR USE IN THE INTERIOR).

FIELD SCALE FLAG: Record a "Y" if the timber has been field scaled.

FIELD SCALE DECK: Record the deck ID (if any) that was assigned to this timber when it was field scaled.

ORIGINATING SCALE SITE NUMBER (RED TAG ONLY): Record the scale site number of the scale that weighed the load.

WEIGH SLIP NUMBER (RED TAG ONLY): Record the weigh slip number assigned to the load by the weight scale site from which the load originated.

LOG #: Logs are pre-numbered. Record the species, dimensions and grade of the first log scaled as log #1. Record the species, dimensions and grade of the second log scaled as log #2, and so on.

SP (SPECIES): Record the species code.

LENGTH: Record the net length in decimetres (e.g. record a 5.6 meter log as 56; record a 10 metre log as 100).

TOP: Record the net top diameter in rads (e.g. record an 8 rad top as 8; record a 21 rad top as 21).

BUTT: Record the net butt diameter in rads (e.g. record an 8 rad butt as 8; record a 21 rad butt as 21).

GRADE: Record the grade of the log.

COMPANY USE: This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.

COMMENTS (MAX 256 CHARACTERS): Record any comments you want to be keyed and stored in HBS.

COMPANY USE: This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.

SCALER'S SIGNATURE: The signature of one of the scalers who scaled the timber (usually the Primary Scaler).

SIGNING SCALER LICENCE NUMBER: Record if the document is not signed by the Primary Scaler.

HBS DOCUMENT NUMBER: If the data on this form has been entered into HBS online, record the HBS Document Number that appears on the screen once the record has been saved.

FS 1211 HBS HVA 05/10

Figure 7A.2 FS 1211 - Instructions for Completing the Piece Scale Detailed Log Listing (NET).

7A.1.2 FS 1212 - Beachcomb Piece Scale Detailed Log Listing (NET)

This form is to be used to record the scale details of Marine Salvage timber only. Only net dimensions can be recorded using this form. Scaler's must reduce the measured length or radii if there is any rot, hole or charred wood and record measurements that compute the firmwood volume.

BRITISH COLUMBIA		Ministry of Forests and Range		BEACHCOMB PIECE SCALE DETAILED LOG LISTING (NET)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Form Website: http://www.for.gov.bc.ca/pecripts/ISLFORMS/fores.asp		EVENT TYPE		PRIMARY SCALER LICENCE NUMBER		PRIMARY SCALER RETURN NUMBER		SECONDARY SCALER LICENCE NUMBER		SCALE SITE NUMBER		SCALE DATE		PAGE/OF		LOG COUNT		SOURCE/TIMBER MARK		CUTBLOCK ID																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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FS 1212 HBS HVA 05/10 Please be advised that this information may be released under the Freedom of Information and Protection of Privacy Act.

Figure 7A.3 FS 1212 - Beachcomb Piece Scale Detailed Log Listing (NET).

INSTRUCTIONS FOR COMPLETING THE FS 1212 BEACHCOMB PIECE SCALE DETAILED LOG LISTING (NET)**Scaler's Responsibility**

This form is to be used to record the scale details of Marine Salvage timber only. Only net dimensions can be recorded using this form. Scaler's must reduce the measured length or radii if there is any rot, hole or charred wood and record measurements that compute the firmwood volume.

Right justify numbers in all the numerical fields and left justify characters in free-form fields, such as: Timber Mark/Brand, Cutblock and Transport ID. Underline the letter "S" and draw a line through the letter "ø" to distinguish these letters from the numbers "5" and "0" (zero).

If it is necessary to change the data for a log entry, draw a heavy line through all the fields and enter the log details in another line. Remember to adjust the log count to account for voided log entries.

EVENT TYPE: Record the appropriate 2-character scaling event type code from the table below:

Event Type Code	Name	Description
PS	Primary Scale	Marine Salvage Timber (For Beachcomb FS 1212 only).

PRIMARY SCALER LICENCE NUMBER: Record the scaling licence number of the scaler taking responsibility for this scale return.

PRIMARY SCALER RETURN NUMBER: Record the primary scaler's return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the scale site.

SECONDARY SCALER LICENCE NUMBER: Record the scaling licence number of an assisting scaler.

SCALE SITE NUMBER: Record the scale site code.

SCALE DATE: Record the date the timber was scaled (e.g. January 15, 2004 = 20040115). If the scaling spans more than one day, enter the day the scaling is completed.

PAGE/OF: For multi-page returns (e.g. for page #1 of a 2 page return, record 1 / 2).

LOG COUNT: Record the total number of logs on all pages.

SOURCE/TIMBER MARK: Record (after BCOMB): 1 for Vancouver Log Salvage District, 2 for West Coast of Vancouver Island, Central Coast and Queen Charlotte Islands, 3 for North Coast.

CUTBLOCK ID: Record the cutblock from the Load Description Slip.

TRANSPORT ID: Record the name and/or number of the transport/carrier that delivered the load to the scale site.

INCOMING LDS NUMBER: Record the serial number from the Load Description Slip delivered with the load.

LOAD ARRIVAL NUMBER: Record the Load Arrival Number that appears on the Scale Site Arrival Ledger (FS 523) for this load.

PARCEL ID: Record the ID number assigned to the parcel at the time of scaling (e.g. if this is the first of a total of 3 parcels, record "1"). NOT FOR USE IN THE INTERIOR.

PARCEL COUNT: Record the total number of parcels split from the original arrival load (e.g. if the load is divided for scaling into 3 smaller parcels, record "3"). This 1 character field is used primarily on the Coast (NOT FOR USE IN THE INTERIOR).

LOG #: Logs are pre-numbered. Record the species, dimensions and grade of the first log scaled as log #1. Record the species, dimensions and grade of the second log scaled as log #2, and so on.

SP (SPECIES): Record the species code.

LENGTH: Record the net length in decimetres (e.g. record a 5.6 meter log as 56; record a 10 metre log as 100).

TOP: Record the net top diameter in rads (e.g. record an 8 rad top as 8; record a 21 rad top as 21).

BUTT: Record the net butt diameter in rads (e.g. record an 8 rad butt as 8; record a 21 rad butt as 21).

GRADE: Record the grade of the log.

TIMBER MARK: Record any timber mark that can be read on the log. If none, leave blank.

COMMENTS (MAX 256 CHARACTERS): Record any comments you want to be keyed and stored in HBS.

COMPANY USE: This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.

SCALER'S SIGNATURE: The signature of one of the scalers who scaled the timber (usually the Primary Scaler).

SIGNING SCALER LICENCE NUMBER: Record if the document is not signed by the Primary Scaler.

HBS DOCUMENT NUMBER: If the data on this form has been entered into HBS online, record the HBS Document Number that appears on the screen once the record has been saved. To enter a Beachcomb scale return online, the "Beachcomb" check box on the header screen must be checked.

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Figure 7A.5 FS 1212 - Instructions for Completing the Beachcomb Piece Scale Detailed Log Listing (NET).

7A.1.3 FS 701 - Volume Estimate - Other

All special forest products must be summarized onto a FS 701. The FS 701 must then be attached to the FS 222 or FS 200 and sent to the Ministry of Forests and Range office required in the scale site authorization.

[illegible]

Figure 7A.6 FS 701 - Volume Estimate - Other.

INSTRUCTIONS FOR COMPLETING THE FS 701 VOLUME ESTIMATE - OTHER

This form is to be used to record timber volumes whenever a more specific volume estimate form (Waste, Cruise, Field Scale) is not appropriate, and whenever a Detail Scale Return Form cannot be used.

Right justify numbers in all the numerical fields and left justify characters in free-form fields, such as: Timber Mark. Underline the letter "S" and draw a line through the letter "b" to distinguish these letters from the numbers "5" and "0" (zero).

SCALER LICENCE:	Record the scaling licence number of the scaler taking responsibility for this scale return.
TIMBER MARK:	Record the timber mark.
SCALER RETURN NUMBER:	Record the scaler's return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the scale site.
SCALE SITE NUMBER:	Record the scale site code.
SCALE DATE:	Record the date this scale return was completed (e.g. January 15, 2004 = 20040115).
LOG COUNT:	Record the total number of pieces.
COMMENTS (MAX 256 CHARACTERS):	Record any comments you want to be keyed and stored in HBS.
NOTATIONS (MAX 60 CHARACTERS PER LINE):	Text in this field will appear on the invoice.
SP (SPECIES):	Record the species code.
PRODUCT:	Record the appropriate product code, if any (e.g. CA - cants, MT - mining timbers).
GRADE:	Record the grade.
PIECES:	Record the number of pieces for this line.
VOLUME:	Record the volume in cubic metres.
COMPANY USE:	This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.
SCALER'S SIGNATURE:	The signature of the scaler who completed this scale return.

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Figure 7A.7 FS 701 - Instructions for Completing the Volume Estimate - Other.

7A.1.4 FS 701 - Volume Estimate - Field Scale

This form is to be used to record the summary of timber volumes for a field scale of log decks or Special Forest Products.

[illegible]

Figure 7A.8 FS 700 - Volume Estimate - Field Scale.

INSTRUCTIONS FOR COMPLETING THE FS 700 VOLUME ESTIMATE - FIELD SCALE

This form is to be used to record timber volumes for a field scale.

Right justify numbers in all the numerical fields and left justify characters in free-form fields, such as: Timber Mark. Underline the letter "S" and draw a line through the letter "O" to distinguish these letters from the numbers "5" and "0" (zero).

SCALER LICENCE:	Record the scaling licence number of the scaler taking responsibility for this scale return.
TIMBER MARK:	Record the timber mark.
SCALER RETURN NUMBER:	Record the scaler's return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the scale site.
SCALE SITE NUMBER:	Record the scale site code.
SCALE DATE:	Record the date the timber was scaled (e.g. January 15, 2004 = 20040115). If the scaling spans more than one day, enter the day the scaling is completed.
LOG COUNT:	Record the total number of pieces.
DECK ID:	Record the deck ID (if any) that was assigned to this timber.
COMMENTS (MAX 256 CHARACTERS):	Record any comments you want to be keyed and stored in HBS.
NOTATIONS (MAX 60 CHARACTERS PER LINE):	Text in this field will appear on the invoice.
SP (SPECIES):	Record the species code.
PRODUCT:	Record the appropriate product code, if any (e.g. CA - cants, MT - mining timbers).
GRADE:	Record the grade.
PIECES:	Number of pieces for this line.
VOLUME:	Record the volume in cubic metres.
COMPANY USE:	This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.
SCALER'S SIGNATURE:	The signature of the scaler who completed this scale return.

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Figure 7A.9 Instructions for Completing the Volume Estimate - Field Scale.

7A.1.5 Electronic Piece Scale Documentation/Reports

If a licensee is scaling over 500 m³ of timber a year the Regional Manager may direct that scale data be submitted electronically to the HBS either by electronic file transfer or entered online in the designated screen(s) on the HBS web site.

If loads are being recorded in a handheld computer the header screen must capture all of the required information and use the appropriate event type. When complete, the load is to be digitally signed then transmitted to the HBS. There are three required reports for piece scale sites using electronic data submission:

Report Name	Report Purpose	Disposition
Species Grade Summary Report	Recreate the scale information in the event of computer breakdown and provide a summarized record of scale for check scale comparisons	Retained for period at scale site
Log Tally	Recreate the scale information in the event of computer breakdown	Retained for period at scale site
Daily Load Listing	Printed daily and matched to paper LDS documents	Submitted to the Ministry

The first two are interchangeable. The ministry prefers that the Species Grade Summary Report is used. However, if this report is not supported by the scale site software, log tallies must be printed after every load is finished.

Species Grade Summary Report

Scale Site		Site Name		Scale Date	
15CX		Desolation Site		2002-04-10	

Load Number	Load Arrival		LDS Number	Transport Identifier	Timber Mark or Brand	Cut Block	Field Scale		PSY	Site	Weigh Slip	Scaler		Hash Total
	Parcel	Time					Y/N	Deck				Licence	Return	
80001	1	0945	0123456	MEV315	ER1234	3	N					Species	Grade	Volume
												7485	0100	8765490
												SP	D	11 21.233
												CE	X	3 2.222
												HE	H	10 20.235
												FI	Y	19 5.338
												Total		49.028
80001	2	1545	0123456	MEV315	ER1234	3	N					7485	0101	9876355
												SP	D	1 2.233
												CE	X	3 2.222
												HE	H	15 30.565
												FI	Y	19 5.338
												Total		40.358

Software Product: Tally2002 1 2	Page m	Date: 2002-04-10
Ministry Report Number: PS002		Time: 1945

Figure 7A.10 Piece Scale Species Grade Summary Report.

Species Grade Summary Report Definition

This report contains a record of all events that occur at the scale site in CHRONOLOGICAL order. It is expected that the record of events is printed AT THE TIME THE HANDHELD IS UPLOADED TO THE SCALE SITE COMPUTER. The purpose of this report is to be able to recreate the scale information in the event of computer breakdown and to provide the necessary summarized data for check scale comparisons. If the Species Grade Summary Report is being used then log tallies will not be expected to be printed.

Standard Case

The Species Grade Summary Report is printed on a continuous basis. This means that for every load scaled, a report section is generated on the report AS THE EVENT IS UPLOADED TO THE SCALE SITE COMPUTER. This means that two printers may be required at a scale site that also prints log tallies for their own purposes. If two printers are not available then option "Log Tally" would be suitable, so long as the summarized data is available immediately from the software upon request of a forest officer for check scale purposes.

Species Grade Summary Report Submission and Retention Expectations

When used, the paper Species Grade Summary Report is NOT expected to be submitted to the ministry. When used, the paper Species Grade Summary Report is expected to be retained by the scale site operator for a period of six months. During this time this report must be provided to a forest officer upon request.

Log Tally

		Province of British Columbia	Ministry of Forests	Computer Generated Piece Scale Detailed Log Listing						
Scale Date	2001-11-15	Company Use								
Scale Site	15CX – Desolation Site									
Scaler Licence	531X – Mike Smith									
Scaler Return Number	1192									
Timbermark	44/16C									
Cutblock/Setting	0189									
Transport Identifier	TR155									
Load Description Slip Number	AB1234									
Load Arrival Number	00922									
Parcel Count	1									
Parcel Identifier	1									
Field Scale / Deck	N									
Originating Site										
Originating Site Weigh Slip										
Comments										
Secondary Scaler										
Signed By: (P or S)	531X									
Log #	Mark	Species	NMV	Grade	Len (m)	Top	Butt	Volume	Defect Description	Net Volume
1		CE		X	10.0	20	30	2.042		2.042
2		HE	Y	Y	10.2	15	30	1.802		1.802
3		HE		J	5.0	10	30	.785		.785
Total								4.630		4.630
EC – Detail Document Number		WE78ET3478W4R			Software Product			Tally2002 1 2		
EC – Document Version		1								
EC – Hash Total		2896880								
EC – Digital Signature		7654892			Ministry Report Number			PS001		
Event Type		PS – Primary Scale			Date Printed			2001-11-15		
Log Count		3			Page			1 of 1		

Figure 7A.11 Log Tally Example - Piece Scale.

Log Tally Definition

The Log Tally contains all elements defined in the document **HBS Phase 2B - Appendix B: Submitted Scale Document Composition** field lists. It is recognized that there will be company use information included on the documents as well. The purpose of this report for the ministry is to be able to recreate the scale information in the event of computer breakdown.

Log Tally Print Expectations

Appendix B contains 9 Event Types of log Tally documents that are classified into 3 broad groupings:

- *Piece Scale*

The log tally document is used as the basis for billing. A full set of scale measurements is expected to be printed.

- *Sample Scale*

The log tally document is used as the basis for weight scale sampling. A full set of scale measurements is expected to be printed.

- *Piece Scale – Other*

The log tally document is used for company use. A partial record of the scale measurement is expected to be printed.

Log Tally Corrections

At any point after measuring, a scaler may correct data. The log tally is expected to be 'printed and physically signed' after corrections.

Log Tally Digital Signing

There are provisions in the data model to include the license number of a secondary scaler on the log tally. Each electronic log tally submitted will be digitally signed by either the primary scaler or the secondary scaler. The paper log tally is NOT expected to be 'printed and physically signed' after the digital signing event.

Log Tally Submission and Retention Expectations

The paper log tally is NOT expected to be submitted to the ministry. The paper log tally is expected to be retained by the scale site operator for a period of six months. During this time this report must be provided to a forest officer upon request.

Daily Load Listing

Scale Site		Site Name		Scale Date											
15CX		Desolation Site		2002-04-10											
Load Number	Parcel	Time	LDS Number	Transport Identifier	Timber Mark or Brand	Cut Block	Y/N	Deck	PSY	Site	Weight Slip	Licence	Return	Secondary	Hash Total
80001	1	0945	0123456	MEV315	ER1234	3	N					7485	0100		8765490
80001	2	1545	0123456	MEV315	ER1234	3	N					7485	0101		9876355
80002		1048	084752	MEV315	ER1234	3	N					7485	0102	8219	7634566
80003		1048	084752	MRV123	ER2114	6	N					7485	0103		7634566
80004		1600	0123456	MRV123	ER2114	6	N		30120203	15W	809675	7485	0104		9876355

Software Product: Tally2002 1.2
 Ministry Report Number: PS003

Page m of n

Date: 2002-04-10
 Time: 1945

Figure 7A.12 Piece Scale Daily Load Listing.

Daily Load Listing Definition

This report will contain a record of all scaled loads at the scale site in LOAD ARRIVAL NUMBER order. It is expected that the last version of the data on the load listing will match the data submitted. For small sites (less than 50 loads month) this report should be selectable by month as opposed to selectable by day.

Daily Load Listing Print Expectations*Standard Case*

The Daily Load Listing is printed on a nightly basis from the scale site computer or licensee's computer system or the HBS. The report is sorted in load arrival number order and shows the final state of the scale documentation submitted electronically to the HBS.

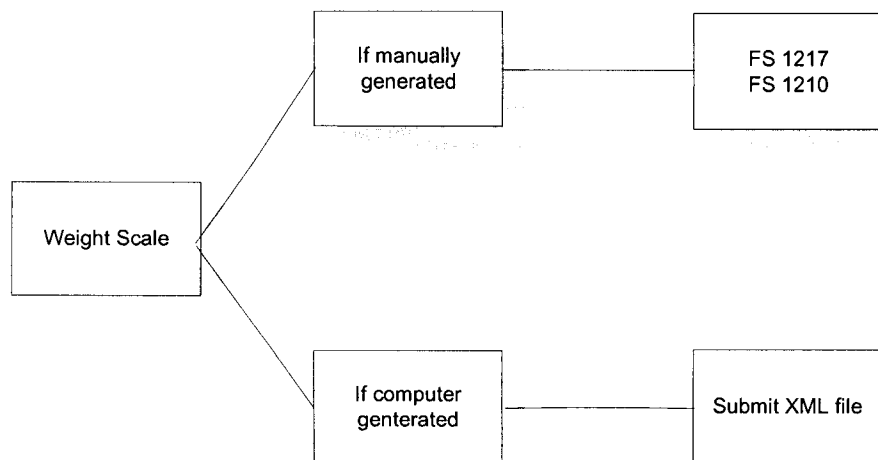
Daily Load Listing Submission Expectations

This report may be replaced with a copy of the piece scale site's Site Ledger document or an HBS generated load listing. This report is expected to be submitted to the ministry. As stated previously, it is expected that the report will be printed once a day. All signed paper LDS original forms will be attached to this report in chronological order for the original date of scale and also submitted.

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2. Weight Scale Documentation

7A.2 Weight Scale Documentation



Manual/Paper Weight Scale Documentation/Forms

If a licensee is scaling less than 500m³ of timber a year the Regional Manager may allow scale information to be manually recorded on the designated MOF paper forms, then submitted to the district MOF office. They are then forwarded to Victoria to be manually entered into the HBS.

There are two standard weigh scale forms:

- FS 1217 - Weigh Slip
- FS 1210 - Sample Scale Detailed Log Listing (NET)

This form is used to record the details of a weight scale transaction.

[illegible]

Figure 7A.13 FS 1217 - Weigh Slip.

INSTRUCTIONS FOR COMPLETING THE FS 1217 WEIGH SLIP

This form is to be used to record the details of a weigh scale transaction.

Right justify numbers in all the numerical fields and left justify characters in free-form fields, such as: Timber Mark. Underline the letter "S" and draw a line through the letter "0" to distinguish these letters from the numbers "5" and "0" (zero).

EVENT TYPE: Record the appropriate 2-character scaling event type code from the table below:

Event Type Code	Name	Description
PS	Primary Scale	A load of unscaled timber, arriving from the harvest area (Crown or private lands). This is the default code.
SS	Sample Scale	A load of timber that has been selected as an MOF sample.
RS	Remote Sample Scale	A load of timber that was selected to be an MOF sample, but which is being scaled at a different scale site than the weighing site.
PD	Primary Departure	A load of unscaled timber, arriving from the harvest area (Crown or private land), which is being weighed through and will be delivered to a different district scale site.
RT	Red Tag	A load of timber that the scaler has determined will require piece scaling. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale.
RR	Remote Red Tag	A load of timber, arriving from a weight scale site, that the scaler determined will require piece scaling, but which has been approved to be piece scaled at a different scale site than the weighing site. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale.
4R	RS4 - Rescale	A load of scaled timber arriving from another scale site. These loads arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. This code shall also be used for loads that have been previously scaled (e.g. Forestry Licenses 10 Cut - Clear Sales (timber)) and for loads originating from out-of-province.
DP	Departure	A load of timber being shipped out of the weigh scale site.
CU	Company Use	Any timber that has been previously scaled, which is not attributable to any specific load.

SCALE SITE NUMBER: Record the scale site code.

SCALE DATE: Record the date the timber was scaled (e.g. January 15, 2004 = 20040115).

TIME: Record the time the loaded truck weighed in.

PRIMARY SCALER LICENCE NUMBER: Record the scaling licence number of the scaler who weighed and stratified the loaded truck.

SECONDARY SCALER LICENCE NUMBER: Record the scaling licence number of the scaler who weighed the empty truck (if different than the primary scaler).

POPULATION STATUTORY YEAR: Record the appropriate population/stratum/year.

WEIGH SLIP NUMBER: Record the sequential number for each weigh slip to be submitted. As of January 1, 2004, start at 1 and continue to assign consecutively throughout the site's existence.

COMPANY/STRATUM: Optional Field. Nothing recorded here will be keyed or stored in HBS.

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TIMBER MARK/ TIMBER BRAND: Record the timber mark or scaled timber brand that appears on the timber and on the Load Description Slip.

CUT/BLOCK ID: Record the cut/block from the Load Description Slip.

TRANSPORT ID: Record the name and/or number of the transporter that delivered the load to the scale site.

INCOMING LDS NUMBER: Record the serial number from the Load Description Slip delivered with the load.

SAMPLE TYPE: For event types "SS" (Sample Scale) or "RS" (Remote Sample) record either "F" (Forced) or "R" (Random). For all other event types record either "N" (None) or "C" (Company Use).

FIELD SCALE FLAG: Record a "Y" if the timber has been field scaled.

FIELD SCALE DECK: Record the deck ID (if any) that was assigned to this timber when it was field scaled.

GROSS WEIGHT: Record the weight of the loaded truck.

TARE WEIGHT: Record the weight of the empty truck.

NET WEIGHT: Record the weight of the timber by subtracting the tare weight from the gross weight.

GRAPPLE WEIGHT: For approved grapple sampling only - record the weight of timber to be sampled.

OUTGOING LDS NUMBER: For PD and DP event types.

DESTINATION SITE: For PD and DP event types.

DESTINATION: For PD and DP event types.

COMMENTS: Record comments to be keyed and stored on the HBS.

SIGNING SCALER LICENCE NUMBER: Record if the document is not signed by the Primary Scaler.

SCALER'S SIGNATURE: The signature of one of the scalers who scaled the timber (usually the Primary Scaler).

TRANSPORT OPERATOR SIGNATURE: The signature of the transport operator.

COMPANY USE SECTION: These fields can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.

Figure 7A.14 FS 1217 - Instructions for Completing the Weigh Slip.

7A.2.2 FS 1210 - Sample Scale Detailed Log Listing (NET)

This form is used to record the scale details of a sample load.

EVENT TYPE		PRIMARY SCALER LICENCE NUMBER	PRIMARY SCALER RETURN NUMBER	SECONDARY SCALER LICENCE NUMBER	SCALE SITE NUMBER	SCALE DATE			PAGE/OF	LOG COUNT	TIMBER MARK	WEIGH SLIP NUMBER								
						YEAR	MO.	DAY												
						20														
POPULATION STRATUM YEAR		SAMPLE WEIGHT (KG)		TRANSPORT ID (REMOTE ONLY)		INCOMING LOG NUMBER (REMOTE ONLY)		LOAD ARRIVAL NUMBER (REMOTE ONLY)		ORIGINATING SCALE SITE NUMBER (REMOTE ONLY)										
20																				
LOG #	SP	LENGTH	TOP	BUTT	GRADE	COMPANY USE	LOG #	SP	LENGTH	TOP	BUTT	GRADE	COMPANY USE	LOG #	SP	LENGTH	TOP	BUTT	GRADE	COMPANY USE
01							34							67						
02							35							68						
03							36							69						
04							37							70						
05							38							71						
06							39							72						
07							40							73						
08							41							74						
09							42							75						
10							43							76						
11							44							77						
12							45							78						
13							46							79						
14							47							80						
15							48							81						
16							49							82						
17							50							83						
18							51							84						
19							52							85						
20							53							86						
21							54							87						
22							55							88						
23							56							89						
24							57							90						
25							58							91						
26							59							92						
27							60							93						
28							61							94						
29							62							95						
30							63							96						
31							64							97						
32							65							98						
33							66							99						
COMMENTS (MAX 255 CHARACTERS)							COMPANY USE							100						
														SCALER'S SIGNATURE						
														SIGNING SCALER LICENCE NUMBER						
														HBS DOCUMENT NUMBER						
														TO BE COMPLETED IF DOCUMENT HAS BEEN ENTERED INTO HBS ONLINE						

FS 1210 HBS HVA 05/10 Please be advised that this information may be released under the Freedom of Information and Protection of Privacy Act.

Figure 7A.15 FS 1210 - Sample Scale Detailed Log Listing (NET).

INSTRUCTIONS FOR COMPLETING THE FS 1210 SAMPLE SCALE DETAILED LOG LISTING (NET)

This form is to be used to record the scale details of sample loads. Only net dimensions can be recorded using this form. Scaler's must reduce the measured length or radii if there is any rot, hole or charred wood and record measurements that compute the firmwood volume.

Right justify numbers in all the numerical fields and left justify characters in free-form fields, such as: Timber Mark. Underline the letter "S" and draw a line through the letter "0" to distinguish these letters from the numbers "5" and "0" (zero).

If it is necessary to change the data for a log entry, draw a heavy line through all the fields and enter the log details in another line. Remember to adjust the log count to account for voided log entries.

EVENT TYPE: Record the appropriate 2-character scaling event type code from the table below:

Event Type Code	Name	Description
SS	Sample Scale	A load of timber that has been selected as an MOF sample.
RS	Remote Sample Scale	A load of timber, arriving from a weight scale site, that was selected to be an MOF sample, but which is being scaled at a different scale site than the weighing site.

PRIMARY SCALER LICENCE NUMBER: Record the scaling licence number of the scaler taking responsibility for this scale return.

PRIMARY SCALER RETURN NUMBER: Record the primary scaler's return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the scale site.

SECONDARY SCALER LICENCE NUMBER: Record the scaling licence number of an assisting scaler.

SCALE SITE NUMBER: Record the scale site code.

SCALE DATE: Record the date the timber was scaled (e.g. January 15, 2004 = 20040115). If the scaling spans more than one day, enter the day the scaling is completed.

PAGE/OF: For multi-page returns (e.g. for page #1 of a 2 page return, record 1 / 2).

LOG COUNT: Record the total number of logs on all pages.

TIMBER MARK: Record the timber mark that appears on the timber and on the Load Description Slip.

WEIGH SLIP NUMBER: Record the weigh slip assigned to the load.

POPULATION/STRATUM/YEAR: Record the population/stratum/year as it appears on the weigh slip.

SAMPLE WEIGHT: Record the weight of the sample.

TRANSPORT ID (REMOTE ONLY): For Remote Samples only. Record the name and/or number of the transport/carrier that delivered the load to the scale site where it is being sampled.

INCOMING LDS NUMBER (REMOTE ONLY): For Remote Samples only. Record the serial number from the Load Description Slip delivered with the load.

LOAD ARRIVAL NUMBER (REMOTE ONLY): For Remote Samples only. Record the Load Arrival Number that appears on the Scale Site Arrival Ledger (FS 523) for this load.

ORIGINATING SCALE SITE NUMBER (REMOTE ONLY): For Remote Samples only. Record the scale site code of the scale that weighed the load.

LOG #: Logs are pre-numbered. Record the species, dimensions and grade of the first log scaled as log #1. Record the species, dimensions and grade of the second log scaled as log #2, and so on.

SP (SPECIES): Record the species code.

LENGTH: Record the net length in decimetres (e.g. record a 5.6 meter log as 56; record a 10 metre log as 100).

TOP: Record the net top diameter in rads (e.g. record an 8 rad top as 8; record a 21 rad top as 21).

BUTT: Record the net butt diameter in rads (e.g. record an 8 rad butt as 8; record a 21 rad butt as 21).

GRADE: Record the grade of the log.

COMPANY USE: This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.

COMMENTS (MAX 256 CHARACTERS): Record any comments you want to be keyed and stored in HBS.

COMPANY USE: This field can be used for any purpose. Nothing recorded here will be keyed or stored in HBS.

SCALER'S SIGNATURE: The signature of one of the scalers who scaled the timber (usually the Primary Scaler).

SIGNING SCALER LICENCE NUMBER: Record if the document is not signed by the Primary Scaler.

HBS DOCUMENT NUMBER: If the data on this form has been entered into HBS online, record the HBS Document Number that appears on the screen once the record has been saved.

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Figure 7A.16 FS 1210 - Instructions for Completing the Sample Scale Detailed Log Listing (NET).

7A.2.3 Electronic Weight Scale Documentation/Reports

If a licensee is scaling over 500m³ of timber a year the Regional Manager may direct that scale data be submitted electronically to the HBS either by electronic file transfer or entered online in the designated screen(s) on the HBS web site.

If sample loads are being recorded in a handheld computer, the load is should use the event type: SS – Sample Scale. When complete, the load is to be digitally signed, then transmitted to the HBS.

There are three required reports for weight scale sites using electronic data submission:

Report Name	Report Purpose	Disposition
Safety Sheet	Recreate the scale information in the event of computer breakdown	Retained for period at scale site
Weigh Slip	Recreate the scale information in the event of computer breakdown	Retained for period at scale site
Daily Audit Log	Record of change to scale data Printed daily and matched to paper LDS documents	Submitted to the Ministry

The first two are interchangeable. The Ministry prefers that the Safety Sheet is used. However, if this report is not supported by the scale site software, weigh slips must be printed after every load is finished.

Safety Sheet

Scale Site		Site Name		Scale Date	
15WX		Desolation Weigh Scale		2002-04-10	

Number	Weigh Slip		LDS Number	Weight		Transport Identifier	Sample		Timber Mark or Brand	Cut Block	Field Scale -		Destination	Scaler	Hash Total
	Event Type	Time		Gross	Tare		Taken	Deduct			V/N	Deck			
145785	WSB/SS	0945	0123456		45740	MEV315			ER1234	3	N	30120103	-	7485	
145786	WSB/PS	0958	024555		48420	MRV123			ER2114	6	N	30120203	-	7485	
145785	WSB/SS	1005	0123456	23120	45740	MEV315	Y	0	ER1234	3	N	30120103		7485	876549
145787	WSO/DP	1048	084752	268420		TRK123	N	0	DSA322		N		321	7485	
145787	WSO/DP	1148	084752		45120	TRK123	N	0	DSA322		N		321	8502	763456
145786	WSB/PS	1210	024555	22320	48420	MRV123	N	0	ER2114	6	N	30120203	-	8502	987635

Software Identifier: Weigher2002 1 . 2	Page m	Date: 2002-04-10
Ministry Report Number: WS002		Time: 1945

Figure 7A.17 Weigh Scale Safety Sheet Example.

Safety Sheet Definition

This report contains a record of all events that occur at the scale site in CHRONOLOGICAL order. It is expected that the record of events is printed AT THE SAME TIME as the event's occurrence. The purpose of this report is to be able to recreate the scale information in the event of computer breakdown. If the Safety Sheet is being used then weigh slips will not be expected to be printed.

Safety Sheet Print Expectations*Standard Case*

The "Safety Sheet" is printed on a continuous basis. This means that for every weighing (weigh in, tare, company use) a line is generated on the report AS THE EVENT IS RECORDED IN THE COMPUTER. This means that two printers may be required at a scale site that also prints weigh slips for their own purposes. If two printers are not available then option "Weigh Slips" will be suitable if an interim version of the slip is printed after the weigh in event.

Safety Sheet Submission and Retention Expectations

When used, the paper "Safety Sheet" is NOT expected to be submitted to the ministry. When used, the paper "Safety Sheet" is expected to be retained by the scale site operator for a period of six months. During this time this report must be provided to a forest officer upon request.

Weigh Slip

		Province of British Columbia	Ministry of Forests	Computer Generated Weigh Slip
Scale Date	2001/11/15	Population Stratum Year	3987 19 02	
Scale Site	15WX – Desolation Weigh Scale	Gross Weight (kg)	60000	
Scaler Licence	531X – Mike Smith	Sample Deduction (kg)	50000	
Weigh Slip Number	934688	Tare Weight (kg)	10000	
Timbermark/Source	44/16C	Field Scale / Deck	N	
Cutblock	0897	Outgoing LDS		
Transport Identifier	TR160	Destination		
Load Description Slip Number	AB1239	Comments		
Sample Indicator	N			
Secondary Scaler Licence	5319 – Alice Smyth			
Company Use				
Scaler Signature		Driver's Signature		
Software Product	Weigher2002 1 . 2			
EC – Detail Document Number	SD674EW98TER2			
EC – Document Version	1			
EC – Hash Total	28945455			
EC – Digital Signature	76567788			
Event Type	PS – Primary Scale			
Ministry Report Number	WS001			

Figure 7A.18 Weigh Slip Example.

Weigh Slip Definition

The Weigh Slip contains all elements defined in the document **HBS Phase 2B - Appendix B: Submitted Scale Document Composition** field lists. It is recognized that there will be company use information included on the documents as well. The purpose of this report for the ministry is to be able to recreate the scale information in the event of computer breakdown. If the Safety Sheet is not being used then the weigh slip is suitable if an interim version of the slip is printed after the weigh in event.

Weigh Slip Print Expectations

Standard Case

The tare weighing occurs shortly after the weigh in event. A Weigh Slip is expected to be printed for each arriving load at the time of the tare weighing if the

Safety Sheet is NOT being used.

Tare Weighing and Weigh In are Separated

The tare weighing occurs some time after the weigh in event. Typically in this situation, the timber on the truck is sent to another scale site (e.g. sample to be measured elsewhere). The truck must then return to the original scale site for the tare weighing. A Weigh Slip is expected to be printed for each arriving load after the tare weighing if the Safety Sheet is NOT being used. An interim version of the slip may be printed after the weigh in event.

Weigh Slip Corrections

At any point after the tare weighing, a scaler may correct data.

Weigh Slip Digital Signing

Digital Signing will most likely occur as a batch process. Each electronic log tally submitted will be digitally signed by either the weigh in scaler or the weigh out scaler. There are provisions in the data model for the weigh in scaler and the weigh out scaler to be different. The Weigh Slip is NOT expected to be 'printed and physically signed' after the digital signing event.

Weigh Slip Submission and Retention Expectations

When used, the paper Weigh Slip is NOT expected to be submitted to the ministry. When used, the paper Weigh Slip is expected to be retained by the scale site operator for a period of six months. During this time this report must be provided to a forest officer upon request.

Daily Audit Log

Scale Site	Site Name	Scale Date
15WX	Desolation Weigh Scale	2002-04-10

Weight Slip Number	Event Type	Time	LDS Number	Transport Identifier	Weight		Sample Taken	Deduct	Timber Mark or Brand	Cut Block	Field Scale		Destination	Scaler	Edit		Hash Total
					Gross	Tare					Y/N	Deck			Time	Date	
145765	WSB/PS	0945	0123456	MEV315	45740	23120	N	0	ER1234	3	N		-	7485	1304	04-11	876549
145786	WSB/PS	1545	0123456	MRV123	484200	22320	N	0	ER2114	6	N		-	7485	1306	04-11	987635
145787	WSO/DP	1048	084752	TRK123	451200	268420	N	0	DSA322		N		321	7485	1307	04-11	763456

Software Identifier: Weigher2002 1 2	Page m of n	Date: 2002-04-10
Ministry Report Number: WSD003		Time: 1945

Figure 7A.19 Weight Scale Daily Audit Log Example.

Daily Audit Log Definition

This report contains a record of all arriving loads at the scale site in WEIGH SLIP TICKET NUMBER order. This report will detail ALL changes made to data in which the ministry has an interest. It is expected that the last version of the data on the weigh slip will match the data submitted. If a weigh slip has been deleted this report must highlight that event.

Daily Audit Log Print Expectations*Standard Case*

The Daily Audit Log is printed on a nightly basis from the weigh scale computer. The report is sorted in weigh slip ticket number order and shows the audit trail of modifications for each weigh slip. There are several scenarios for representing the audit trail for a weigh slip:

No Edits were made to the Weigh Slip

The report will contain just one line for each Weigh Slip that will list the data expected to be on the electronically submitted Weigh Slip.

The Weigh Slip was Edited one or more Times

Each Weigh Slip can be edited multiple times. The last line for each Weigh Slip will list the data expected to be on the electronically submitted weigh slip. For each edit session, there will be a line of data provided that lists the original values of the modified fields and the date / time of the modification. If multiple edits are made during a session all original values will be provided on the edit line.

Daily Audit Log Submission Expectations

This report is expected to be submitted to the ministry. As stated previously, it is expected that the report will be printed once a day. All signed paper LDS original forms will be attached to that report in chronological order for the date of original weighing and also submitted.

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3. Special Forest Products Documentation

7A.3 Special Forest Product Documentation

There are three standard special forest product forms:

- FS 222 - Special Forest Products Scale Return and Transportation Document
- FS 200 - Christmas Tree Return
- FS 701 - Volume Estimate - Other

7A.3.1 FS 222 - Special Forest Products Scale Return and Transportation Document

This form is used as a record the details of the following special forest products:

- Shake and Shingle Bolts, Blocks and Blanks
- Shakes
- Firewood
- Mining Timbers
- Stakes and Sticks
- Cants
- Posts and Rails (Split and Round)


BRITISH COLUMBIA


**SPECIAL FOREST PRODUCTS
SCALE RETURN AND
TRANSPORTATION DOCUMENT**

TIMBER MARK		GEOGRAPHIC LOCATION OF TIMBER ORIGIN				
CONTRACTOR			BLOCK / LANDING / SETTING		HAUL DISTANCE	
CARRIER COMPANY NAME			VEHICLE LICENSE NO.			
TRANSPORT OPERATOR'S NAME			TRANSPORT OPERATOR'S SIGNATURE			
DATE OF TRANSPORT YY MM DD		TIME		DESTINATION OF SPECIAL FOREST PRODUCTS		
PURCHASER			VENDOR OR AGENT'S SIGNATURE			
SCALER'S LICENSE #			PLACE OF SCALING			
VENDOR		SCALER'S RETURN #		SCALER'S SIGNATURE		
DATE OF SCALING YY MM DD		IF PREVIOUSLY SCALED PROVIDE ORIGINAL SCALER'S				
		LICENCE #		RETURN #		DATE OF ORIGINAL SCALE
DESCRIPTION		LENGTH OR # SQUARES	WIDTH OR # BUNDLES	HEIGHT OR # PIECES	FAC TOR	METRES ³

DISTRIBUTION: WHITE - MOF (copy of scale attached); CANARY - TRANSPORTER; PINK - VENDOR/CONTRACTOR; GREEN - REMAIN IN BOOKLET
 FS 222 HVA 01/05 Please be advised that this information may be released under the Freedom of Information and Protection of Privacy Act.

Figure 7A.20 FS 222 - Special Forest Products Scale Return and Transportation Document.

WHEN TO USE FORM FS 222

Do not use this form as a Record of Scale for products scaled as logs or for Christmas trees (For Christmas trees use an FS 200).

Use this form as a **Record of Scale** for the following Special Forest Products: car stakes, round fence posts, split fence posts, round fence rails, split fence rails, firewood, grape stakes, hop poles, lagging, orchard props, pickets and palings, shake bolts, blocks and tanks, shakes, shingle bolts or blocks, stakes and sticks.

Use this form as a **transportation document** for Special Forest Products pursuant to the *Timber Marking and Transportation Regulation*.

HOW TO USE FORM FS 222

The objective of this form is to provide evidence that the transporter is carrying an authorized load of special forest products that has been scaled. This form will be administered by a scaler or acting scaler authorized by the Forest District Manager. Contact your District forest Office for specific instructions about using this form.

As a Record of Scale

in the Description section, enter the type of Special forest Product. Include the number of pallets for shake or shingle blocks, e.g., Shingle blocks - 12 pallets.

As a Transportation Document

The transportation portion of the form shall be initiated from the point where transport began and it must be surrendered at the point of delivery.

Date of Transport and Time refer to when transport of the special forest products began.

If Previously Scaled requires the original scaler's license number, return number(s) and date of scale from the original Record of Scale. For previously scaled material where the original Record of Scale is not available, contact the Forest District Office for instructions on how to certify the previously scaled status.

Figure 7A.21 FS 222 - Instructions for Completing the Special Forest Products Scale Return and Transportation Document.

7A.3.2 FS 200 - Christmas Tree Return

Christmas trees are classified as a special forest product, but because they are scaled only using a piece and size count they require a separate form. The FS 200 is the ministry form used in collecting return information on Christmas trees.

 BRITISH COLUMBIA Ministry of Forests				NO.	
LOAD DESCRIPTION SLIP/CHRISTMAS TREE SCALE RETURN FOR CARRIERS OF CHRISTMAS TREES					
DATE Y M D		TIME :		TIMBER MARK/BRAND	
DESTINATION OF SHIPPING POINT				GRAPHIC LOCATION OF TIMBER'S ORIGIN	
CUTTER'S NAME & ADDRESS				TENURE NO. OR LEGAL DESCRIPTION	
CUTTER'S SIGNATURE				CUT BLOCK/SETTING NO./OWNER	
CARRIER IDENTIFICATION (NAME)				CHRISTMAS TREE PERMIT NO.	
LANDING SUPERVISOR'S COMMENTS				CARRIER LICENCE NO.	
TRANSPORTED CHRISTMAS TREE COUNT					
TREES SCALED					
SIZE	MERCHANTABLE TREES	CULLS	COMMENTS (SPECIES, ETC.)		
LESS THAN 3 m					
3 m TO 5 m					
MORE THAN 5 m					
TOTALS					
TRANSPORT OPERATOR'S NAME			TRANSPORT OPERATOR'S SIGNATURE		
RECEIVER'S SIGNATURE					
CERTIFICATION OF PREVIOUSLY SCALED TIMBER STATUS					
☐ I CERTIFY THAT THE TIMBER BEING TRANSPORTED HAS BEEN SCALED.					
SIGNATURE OF SCALER OR AUTHORIZED DESIGNATE			SCALER'S LICENCE NO.		
<small>DISTRIBUTION: WHITE - Forest Service; CANARY - Trucker; PINK - Contractor; GREEN - Remains in Book Spotted return forms must be left in the book with the word "cancelled" written thereon.</small>					
<small>PLEASE BE ADVISED THAT THIS INFORMATION MAY BE RELEASED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.</small>					
FS 200 HVA 03/10					

Figure 7A.22 FS 200 - Load Description Slip/Christmas Tree Scale Return.

HOW TO USE THE LOAD DESCRIPTION SLIP

The objective of the Load Description Slip is to provide evidence that the transporter (trucker, tow-boat operator) is carrying an authorized load of timber. Consequently, this form can be used for a shipping permit, a transportation permit and a certification of pre-scaled status, etc.

The Load Description Slip shall be initiated from the point where the transport began and it must be surrendered at the point of delivery — e.g., an authorized scale site, log yard or dump. In case of unscaled timber, the form is signed by the person responsible to dispatch the timber, who must surrender the book (or books) when the harvesting and hauling has been completed for a tract of timber.

In the case of transport of previously scaled timber, the form shall be administered by an authorized Scaler, who shall certify that the timber in question has been scaled. If no Scaler is available at the site, the site holder shall designate a person(s) to be authorized by the Forest District Manager to administer the form.

The form has been printed on NCR paper in sets of four. Copies are for distribution as follows:

- | | |
|----------------------|---|
| WHITE:
(Original) | Ministry of Forests' copy. The transporter must surrender this copy at the point of delivery. The person receiving the timber is responsible for forwarding this copy to the Forest District Office in which the receiving site is located. |
| CANARY: | This is the transporter's copy, which he/she must surrender at the point of delivery, when this copy becomes the purchaser's copy or Licensee's copy for their internal administration. |
| PINK: | This copy provides record for the Contractor (originator of the transport) or for whoever is responsible for dispatching the shipment of timber. |
| GREEN: | This copy is to be retained in the book for cross-reference and audit. |

Figure 7A.23 FS 200 - Instructions for Completing the Load Description Slip/Christmas Tree Scale Return.

7A3.3 FS 701 - Volume Estimate - Other

All special forest products must be summarized onto an FS 701. The FS 701 must then be attached to the FS 222 or FS 200 and sent to the Ministry of Forests office required in the scale site authorization.

See section 7A1.1.4 to view the FS 701.

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4. Scale and Royalty Invoices

7A.4 Stumpage Invoices

A scale return, for a truckload, a boom, a monthly production, or any other identifiable parcel of timber must be entered into the ministry billing system to produce a stumpage invoice.

Invoices are the means by which the ministry bills the clients for stumpage and or royalty charges due on the timber. In addition, the volumes from the invoices make up the harvest history, which is used for cut control purposes. For this reason all timber must be scaled and reported to the ministry regardless of whether there are any charges owing.

A stumpage invoice displays the calculated volume for each mark by species and grade. The volume is then multiplied by the applicable stumpage to determine the charges due the ministry. The invoices are payable upon receipt. In addition, each client will receive a statement of account at regular intervals identifying the invoices issued and any payments received. If unpaid by the due date, interest is applied at a prescribed rate.

The ministry issues two types of invoices to provide for the different scaling methods used in the province. An example of a weight scale invoice is shown in Figure 7A.21, and an example of a piece scale invoice is shown in Figure 7A.24.

Stumpage invoices are sometimes issued for alternate types of billing. For further information see the HBS Administration Manuals, piece scale billing: regions and districts and weight scale billing: regions and districts.

1. Weight Scale Stumpage Invoice and Scale Summary

Weight Scale Stumpage Invoice and Scale Summary

Summary Document:		Issue Date:						
Region Harvested: (C)	District Harvested: (I)							
Region Scaled:	District Scaled: (D)							
Invoice To:	Copy To:							
(F)	(H)							
Scale Date: Scale Site: (E) Pop/Strat/Yr: (K) Timber Mark: (L) Licence: (N) Cutting Permit: (O) Previous Invoice: Related Statement:		Summary Type: Return Category: Kind of Charge: (R) Transaction Type: Statement Cycle: (G) Total Loads: (M) Net Weight: (U) YTD Weight: (V)						
Total Volume:		Total Due:						
Segregation Details								
Species	Grade	Rate (\$/m3)	YTD Weight x Rate (kg-\$/m3)	Ratio (m3/tonne)	YTD Volume (m3)	Additional Volume (m3)	YTD Value (\$)	Additional Value (\$)
(W)	(X)	(Y)	(Z)	(aa)	(ab)	(ac)	(ad)	(ae)
Segregations:								
Detail Documents								
Document Number	Scale Date	Weigh Slip Number	LDS Number	Net Weight (kg)	Additional Volume (m3)	Additional Value (\$)		
Documents:								
<small>Payable on receipt. This amount will appear on your next Statement of Account. If you do not pay your account in full, then interest will be charged at a prescribed rate on the unpaid Statement balance as at the due date specified on the Statement of Account. Please quote customer account and invoice number with your payment. Please make cheque payable to the Minister of Finance, and make payment to any Ministry of Provincial Revenue office listed on your Forest Statement of Account. All charges on this invoice are GST exempt unless otherwise indicated. Please be advised that this invoice and information may be released under the Freedom of Information and Protection of Privacy Act. NOTICE: This invoice or a copy of this invoice is being sent to you to notify you that if this invoice is not paid by the licensee (or a party on behalf of the licensee), then the Ministry may seek payment from you pursuant to Sections 130 and 131 of the Forest Act. Provincial GST registration number: R107864738</small>								

Figure 7A.24 FS 433 - Weight Scale Stumpage Invoice and Scale Summary.

Header information contains fields that describe where the invoice is directed, and certain other reference fields (e.g., invoice number and date).

Positions	Field Name	Description	
A	Date of issue	Date of processing the invoice in Victoria.	
B	Invoice number	The format of the invoice number is: alpha and six numeric digits	
		Region	
		SI	
		NI	
		Coast	
C	Forest region	The region to which the timber mark belongs. See the section on Out-of-region timber if this is not the region that scaled the timber.	
D	Forest district	The district to which the timber mark belongs.	
E	Scaling station	The station where the timber was scaled.	

Positions	Field Name	Description
F	Invoice to	The HBS version of the client number and the client location code of the party responsible for the payment of the invoice. See Section 4.2 on "Who to Bill", in the <i>Billing Management</i> manual.
G	Cycle code	Numerical code between 1 and 4 which identifies payment due date.
H	Copy to	Currently not used.
I	Name code	The HBS version of the client number and location code of the party who has been designated as the recipient of the second copy. See Section 4.2 on "Who to Bill" in the <i>Billing Management</i> manual. May be the same as the HDBS Payable by: code.

Identification Information

This section gives details of the source of the timber (Population/stratum/year/mark, licence number) and the kind of charge (stumpage or royalty). It also shows the year-to-date figures, both previous and new, and the dates for which the rate is valid.

Positions	Field Name	Description
K	Population Stratum Year	Coded on the monthly return. See section 1.1 <i>Setting up the Population and Stratum</i> for an explanation of how these values are derived.
L	Mark	The timber mark from which the timber was harvested, on the monthly return.
M	Number of Loads	The number of loads shown on the monthly return.
N	Licence no.	The licence number associated with the mark.

Positions	Field Name	Description
O	Permit no.	The cutting permit number associated with the mark.
R	Kind of charge	Whether the timber is from a stumpage or no charge mark.
U	This period (kg)	The mass (weight) that applies to the dates in Period ending.
V	Year to date (kg)	The mass (weight) for the year-to-date for the Population/Stratum/Year/Mark.

Charges Information

This section shows the breakdown by species/grade of the new weight reported for the month, and the charges that apply.

Positions	Field Name	Description
W	Species/grade	Any species/grade which has been appraised for the mark, or which has appeared in samples for the Population/stratum/year (from the Sample Statistical File).
X	Weight ref	The number of the PERIOD ENDING associated with the species/grade.
Y	Rate	The rate that applies to the species/grade. It is obtained from the mark file, or may be manually entered on the return (pre-rating). If neither of these sources produce a rate, the rate is obtained through Default Rating Logic (see Section 2.4.3, <i>Billing Management Manual</i>). The rate in this column refers to the number of the PERIOD ENDING (see above, Identification information).

Positions	Field Name	Description
Z	Weight x Rate YTD	<p>For each species/grade, this is the accumulated weight multiplied by the rate applicable at the time of billing for the species/grade. This is for <i>all</i> weight for the Population/stratum/year/mark, including the weight for this period. The weight used in this calculation should be the same as the Year-to-date (kg) figure above.</p> <p>In order to duplicate this figure you must know all the rates for the particular species/grade which have been applied to each new weight during the current billing year, or know that the rate printed on the invoice has remained constant since the beginning of the current billing year.</p>
aa	Ratio	The ratio of volume (m ³) to mass (kg) established for the species/grade from the Sample Statistical File.
ab	Volume Total YTD	The product of Year-to-date (kg) times the Ratio/1 000, to arrive at a figure in metric tonnes.
ac	Volume Additional	New (current) Year-to-date volume minus the previous Year-to-date volume.
ad	Charges Total YTD	<p>The new Year-to-Date value, derived from the formula:</p> $\frac{\text{YTD (Kg x Rate) x Ratio}}{1000}$
ae	Charges Additional	The new (current) YTD value minus the previous YTD value. Note that this can be a negative figure if ratios are dropping resulting in adjustment to over-billing on previous invoices.

Invoice Notations Generated by Transaction Type

After an adjustment by FS 535, one of the following automatic notations is printed on the invoice:

Transaction	Notation
ADJUST	THIS INVOICE ADJUSTS INVOICE NUMBER WCNNNNN
CANCEL	THIS INVOICE CANCELS INVOICE NUMBER WCNNNNN
CORRECT AUTOCOR (M2)	THIS INVOICE CORRECTS RATES ON INVOICE NO WCNNNNN BOTH INVOICES ARE NOW PAYABLE
EXACAN (M1)	THIS INVOICE EXACTLY CANCELS INVOICE NUMBER WCNNNN
FINAL	THIS INVOICE BILLS FOR VOLUME AND VALUE USING FINAL RATIOS
MERGE	THIS INVOICE USES NEW RATIOS RESULTING FROM AMALGAMATION
NIL	THIS INVOICE BILLS FOR VOLUME AND VALUE USING LATEST RATIOS
FINAL, MERGE, NIL	RATES SHOWN ARE NOT USED IN DOLLAR VALUE CALCULATION
REPLACE	THIS INVOICE REPLACES INVOICE NUMBER WCNNNNN
	When a date is coded in the rate date field the following notation results: THIS INVOICE USES RATE EFFECTIVE ON YYMMDD

Wording at Bottom of Invoice

This wording explains some legal and financial aspects of an invoice and related payments.

Payment on receipt. This amount will appear on your next Statement of Account. If you do not pay your account in full, then interest will be charged at a prescribed rate on the unpaid Statement balance as at the due date specified on the Statement of Account. Please quote customer account and invoice number with your payment. Make cheque payable to the Minister of Finance, and forward to Ministry of Small Business and Revenue, attention Accounting Section. All charges on this invoice are GST exempt unless otherwise indicated.

NOTICE:

This invoice or a copy of this invoice is being sent to you to notify you that if this invoice is not paid by the licensee (or a party on behalf of the licensee), then the Ministry may seek payment from you pursuant to Sections 130 and 131 of the *Forest Act*.

Cyclic Billing Calculation Examples

Initial Invoice

The easiest invoice to understand is the first invoice of the billing year, as the volumes and charges can be derived from figures on the invoice.

		Ministry of Forests Weight Scale Invoice		Invoice: (A) X128375 Page 1 of 1				
Summary Document:								
Region Harvested: Northern Interior Forest Region Region Scaled: Northern Interior Forest Region Invoice To: 00044775 00		District Harvested: Nadina Forest District District Scaled: Nadina Forest District Copy To: 00001271 26		Issue Date: 2005-Jul-10				
BARDEN, RICHARD ASHLEY 		CANADIAN FOREST PRODUCTS LTD. PO BOX 158 HOUSTON, BC V0J 1Z0						
Scale Date: 2005-Jun-01 to 2005-Jun-30 Scale Site: 201 - CANADIAN FOREST PROD. Pop/Strat/Yr: Z201-62-05 Timber Mark: 76591 Licence: A76591 Cutting Permit: Previous Invoice: Related Statement:		Summary Type: Generated Return Category: Primary Scale Kind of Charge: Stumpage Transaction Type: Original Statement Cycle: 1 Total Loads: 4 Net Weight: (B) 109,990 kg YTD Weight: 109,990 kg (C)						
Total Volume: 147.942 m3		Total Due:		\$2,130.27				
Segregation Details								
Species	Grade	(D) Rate (\$/m3)	(E) YTD Weight x Rate (kg-\$/m3)	(F) Ratio (m3/tonne)	(G) YTD Volume (m3)	(H) Additional Volume (m3)	(I) YTD Value (\$)	(J) Additional Value (\$)
Balsam	Grade 4	0.25	27,497.50	0.00738	0.812	0.812	0.20	0.20
Balsam	Ungraded	14.40	1,583,856.00	0.09144	10.057	10.057	144.83	144.83
Lodge-Pine	Grade 3	0.25	27,497.50	0.12976	14.272	14.272	3.57	3.57
Lodge-Pine	Grade 4	0.25	27,497.50	0.09015	9.916	9.916	2.48	2.48
Lodge-Pine	Grade 5	0.25	27,497.50	0.03126	3.438	3.438	0.86	0.86
Lodge-Pine	Ungraded	16.35	1,798,336.50	0.55822	61.399	61.399	1,003.87	1,003.87
Rejects	Grade Z	0.00	0.00	0.00141	0.155	0.155	0.00	0.00
Spruce	Grade 3	0.25	27,497.50	0.00500	0.550	0.550	0.14	0.14
Spruce	Grade 4	0.25	27,497.50	0.02186	2.404	2.404	0.60	0.60
Spruce	Grade 5	0.25	27,497.50	0.00428	0.471	0.471	0.12	0.12
Spruce	Grade 6	0.25	27,497.50	0.00362	0.398	0.398	0.10	0.10
Spruce	Ungraded	22.09	2,429,679.10	0.40067	44.070	44.070	973.50	973.50
Segregations: 12			1.34505		147.942	147.942	2,130.27	2,130.27
Detail Documents								
Document Number	Scale Date	Weigh Slip Number	LDS Number	Net Weight (kg)	Additional Volume (m3)	Additional Value (\$)		
200511055J970	2005-Jun-02	55597	573165	29,180	39,250	565.16		
200511056J470	2005-Jun-02	55647	573166	29,400	39,545	569.42		
200511056J750	2005-Jun-02	55675	573167	25,540	34,352	494.66		
200511057J891	2005-Jun-03	55789	573169	25,870	34,795	501.03		
Documents: 4				109,990	147.942	2,130.27		
<small>Payable on receipt. This amount will appear on your next Statement of Account. If you do not pay your account in full, then interest will be charged at a prescribed rate on the unpaid Statement balance as at the due date specified on the Statement of Account. Please quote customer account and invoice number with your payment. Please make cheque payable to the Minister of Finance, and make payment to any Ministry of Provincial Revenue office listed on your Forest Statement of Account. All charges on this invoice are GST exempt unless otherwise indicated. Please be advised that this invoice and information may be released under the Freedom of Information and Protection of Privacy Act. NOTICE: This invoice or a copy of this invoice is being sent to you to notify you that if this invoice is not paid by the licensee (or a party on behalf of the licensee), then the Ministry may seek payment from you pursuant to Sections 130 and 131 of the Forest Act. Provincial GST registration number: R107864738</small>								

Figure 7A.25 Example of Initial Invoice.

Position	Field Name	Description
A	Invoice Number	Shows that this invoice is from Prince Rupert Forest Region.
B C	This Period and Year to Date (kg)	The figures are the same, showing that this is the first billing for the current year (also, Previous Invoice Field is blank).
D	Rate	Applies to the species/grade.
E	Weight X Rate Y.T.D.	The product of the total weight (B) times the rate per cubic meter (D). This calculation is performed for each species/grade combination. For fir sawlogs, this is $\$42.38 \times 711120 = 30137266$.
F	Ratio	<p>Because the figures of timber harvested are collected in kilograms, they must be converted by a ratio of cubic meters per metric tonne to provide a volume measurement of cubic meters. This ratio is established by the sampling of random loads compiled on the Sample Statistical File by Pop/Str/Yr.</p> <p>The Ratio is used in calculations (G) and (I) below.</p>
G	Volume – Total Y.T.D.	The Total YTD Volume is the product of the YTD weight times the ratio/1 000. On the example invoice, the YTD weight of 711120 (C) is multiplied by the ratio 0.06503 (F) and divided by 1000 (to convert kg to metric tonnes) which, for balsam sawlogs, gives 46.9 m ³ .
H	Volume – Additional	The Additional volume is the same as the YTD volume, as this is the first invoice of the billing year.
I	Charges – Total Y.T.D.	The Total YTD charges are the Weight x rate YTD (E) times the ratio (F), divided by 1 000 (to convert kg to metric tonnes). For balsam sawlogs, this is $30137266 \times 0.06593 / 1000 = 1986.95$.

Position	Field Name	Description
J	Charges - Additional	The Additional charges are the same as the YTD charges, as this is the first invoice of the billing year.

Later Invoices

Later invoices are not quite as straightforward as an initial invoice, as some of the volumes and charges cannot be derived from the figures shown on the invoice (although they can be calculated from all previously issued invoices for the current year). These figures may be dependent on changes in ratios and rates in past months which are not reported on the current invoice.

The following invoice was issued the following month for the same population/stratum/year/mark as the initial invoice. In order to follow the calculations, both the original and second invoice must be referred to.

		Ministry of Forests Weight Scale Invoice		Invoice: X128375 Page 1 of 1				
Summary Document: _____ Issue Date: 2005-Jul-10								
Region Harvested: Northern Interior Forest Region Region Scaled: Northern Interior Forest Region Invoice To: 00044775 00		District Harvested: Nadina Forest District District Scaled: Nadina Forest District Copy To: 00001271 26		BARDEN, RICHARD ASHLEY [Redacted]				
		CANADIAN FOREST PRODUCTS LTD. PO BOX 158 HOUSTON, BC V0J 1Z0						
Scale Date: 2005-Jun-01 to 2005-Jun-30 Scale Site: 201 - CANADIAN FOREST PROD. Pop/Strat/Yr: 2201-62-05 Timber Mark: 76591 Licence: A76591 Cutting Permit: Previous Invoice: Related Statement:		Summary Type: Generated Return Category: Primary Scale Kind of Charge: Stumpage Transaction Type: Original Statement Cycle: 1 Total Loads: 4 Net Weight: 109,990 kg (B) YTD Weight: 109,990 kg (C)						
Total Volume: 147.942 m3		Total Due:		\$2,130.27				
Segregation Details								
Species	Grade	Rate (\$/m3)	YTD Weight x Rate (kg-\$/m3)	Ratio (m3/tonne)	YTD Volume (m3)	Additional Volume (m3)	YTD Value (\$)	Additional Value (\$)
Balsam	Grade 4	0.25	27,497.50	0.0038	0.002	0.812	0.20	0.20
Balsam	Ungraded	14.40	1,583,856.00	0.09144	10.057	10.057	144.83	144.83
Lodge-Pine	Grade 3	0.25	27,497.50	0.12976	14.272	14.272	3.57	3.57
Lodge-Pine	Grade 4	0.25	27,497.50	0.09015	9.916	9.916	2.48	2.48
Lodge-Pine	Grade 5	0.25	27,497.50	0.03126	3.438	3.438	0.86	0.86
Lodge-Pine	Ungraded	16.35	1,798,336.50	0.55822	61.399	61.399	1,003.87	1,003.87
Rejects	Grade Z	0.00	0.00	0.00141	0.155	0.155	0.00	0.00
Spruce	Grade 3	0.25	27,497.50	0.00500	0.550	0.550	0.14	0.14
Spruce	Grade 4	0.25	27,497.50	0.02186	2.404	2.404	0.60	0.60
Spruce	Grade 5	0.25	27,497.50	0.00428	0.471	0.471	0.12	0.12
Spruce	Grade 6	0.25	27,497.50	0.00362	0.398	0.398	0.10	0.10
Spruce	Ungraded	22.09	2,429,679.10	0.40067	44.070	44.070	973.50	973.50
Segregations: 12			1.34505	147.942	147.942	2,130.27	2,130.27	
Detail Documents								
Document Number	Scale Date	Weigh Slip Number	LDS Number	Net Weight (kg)	Additional Volume (m3)	Additional Value (\$)		
200511055J970	2005-Jun-02	55597	573165	29,180	39.250	565.16		
200511056J470	2005-Jun-02	55647	573166	29,400	39.545	569.42		
200511056J750	2005-Jun-02	55675	573167	25,540	34.352	494.66		
200511057J891	2005-Jun-03	55789	573169	25,870	34.795	501.03		
Documents: 4				109,990	147.942	2,130.27		
<small>Payable on receipt. This amount will appear on your next Statement of Account. If you do not pay your account in full, then interest will be charged at a prescribed rate on the unpaid Statement balance as at the due date specified on the Statement of Account. Please quote customer account and invoice number with your payment. Please make cheque payable to the Minister of Finance, and make payment to any Ministry of Provincial Revenue office listed on your Forest Statement of Account. All charges on this invoice are GST exempt unless otherwise indicated. Please be advised that this invoice and information may be released under the Freedom of Information and Protection of Privacy Act. NOTICE: This invoice or a copy of this invoice is being sent to you to notify you that if this invoice is not paid by the licensee (or a party on behalf of the licensee), then the Ministry may seek payment from you pursuant to Sections 130 and 131 of the Forest Act. Provincial GST registration number: R107864736</small>								

Figure 7A.26 Later Invoice.

Position	Field Name	Description
B C	This Peirod (kg) and Year to Date (kg)	These show the increase in the YTD weight with the addition of the new weight. The top weight at (C) is the previous invoice YTD weight. The bottom weight at (C) is the previous YTD weight plus this period's weight, $711120 + 4848360 = 5559480$ kg.
D	Species	The number of species/grades combinations has increased over the number on the initial invoice. This is a result of more accurate sampling over the last few months, with volumes of the new species/grades being sampled.
E	Rate	In this case, the rates have not changed since the first billing.
F	Weight X Rate Y.T.D.	These figures represent the sum of weight times the rate for the species/grade (either 42.38 or 0.25) plus the previous YTD weight times rates. In this case for BA - $(4848360 \times 42.38) + 30137266 = 235610763$.
G	Ratio	This has become more refined since new samples were scaled. Note that the ratio for balsam sawlogs (0.10420) is higher than the ratio on the initial invoice.
H	Volume – Total Y.T.D.	The Total YTD volume for balsam sawlogs of 579.3 is the product of the YTD weight (C) and the Ratio (G), divided by 1 000 (to convert kg into metric tonnes).
I	Volume – Additional	The Additional volume for balsam sawlogs is 532.4. This figure is derived by subtracting the YTD volume on the previous invoice from the current YTD volume ($579.3 - 46.9 = 532.4$).

Position	Field Name	Description
J	Charges – Total Y.T.D.	The Total YTD Charges of \$24 550.64 is the YTD weight x rate times ratio/1 000 for balsam sawlogs (F x G / 1000) $235\,610\,763 \times 0.10\,420 = \$24\,550.64$ ddddddd1000
K	Charges – Additional	The Additional charges for balsam sawlogs is \$22,563.69. This figure is derived by subtracting the YTD charges on the previous invoice from the current YTD charges (24 550.64 - 1 986.95 = \$22 563.69).

2. Piece Scale Stumpage Invoice and Scale Summary

Description of a Piece Scale Stumpage Invoice and Scale Summary

Up to five copies of the Piece Scale Invoice are printed (depending on the region requirements) as a report from every run of the billing system.

The invoice can be divided into two logical sections:

1. Header information.
2. Charge information.

The elements shown on the following page are described in the tables, which follow the invoice.

		Ministry of Forests Piece Scale Invoice		Invoice: © Q054427 D Page 1 of 1				
Summary Document: 616753								
Region Harvested: Coast Forest Region (E) Region Scaled: Coast Forest Region Invoice To: 00023423 00 HALETA, ARTHUR [Redacted] (Q1) [Redacted]		District Harvested: Sunshine Coast Forest District (F) District Scaled: Sunshine Coast Forest District Copy To: 00133884 00 (P) REGIONAL MANAGER COAST REGION (RCO) MINISTRY OF FORESTS 2100 LABIEUX ROAD (Q2) NANAIMO, BC V9T 6E9						
Scale Date: (A) 2005-Jun-08 Scale Site: 14A - SECHelt AREA (G) Timber Mark: (R) 78068 Licence: A78068 (H) Cutting Permit:		Summary Type: Submitted Return Category: Other Kind of Charge: Stumpage Transaction Type: Original Statement Cycle: 3 (O)						
Total Volume: 1.400 m3		Total Due:		\$7.42				
Segregation Details								
Species	Product	Grade	SB4	NMV	Pieces	Volume (m3)	Rate (\$/m3)	Value (\$)
Cypress (U)	Bolts, Blocks, Blanks	(V) Ungraded	N	N	(T) 1	(W) 1.400	(Y) 5.30	(Z) 7.42
Segregations: 1					1	1.400		7.42
Notations								
FS 222 488006								
<small>Payable on receipt. This amount will appear on your next Statement of Account. If you do not pay your account in full, then interest will be charged at a prescribed rate on the unpaid Statement balance as at the due date specified on the Statement of Account. Please quote customer account and invoice number with your payment. Please make cheque payable to the Minister of Finance, and make payment to any Ministry of Provincial Revenue office listed on your Forest Statement of Account. All charges on this invoice are GST exempt unless otherwise indicated. Please be advised that this invoice and information may be released under the Freedom of Information and Protection of Privacy Act. NOTICE: This invoice or a copy of this invoice is being sent to you to notify you that if this invoice is not paid by the licensee (or a party on behalf of the licensee), then the Ministry may seek payment from you pursuant to Sections 130 and 131 of the Forest Act. Provincial GST registration number: R107864738</small>								

Figure 7A.27 Piece Scale – Stumpage Invoice and Scale Summary.

Header Information

Header information contains fields that describe where the invoice is to be sent and certain other reference fields (e.g., invoice number and date). Generally speaking, this section tells the reader whether the invoice has reached the correct destination. Field names in brackets do not appear on the invoice, though the information in them does.

Position	Field Name	Description
A	Date of Scaling	The date on which the scale took place, in the form YYMMDD.
B	Date of issue	Date of processing the invoice in Victoria
C	Invoice number	<p>The format of the invoice number is: Pcnnnnn</p> <p>where "P" is the first letter (signifying Piece Scale)</p> <p>c is a letter denoting the region the invoice belongs to (determined by the timber mark)</p> <p>nnnnn is the next sequential number within the series of numbers belonging to the region.</p> <p>Each region has a group of identifying letters. When all the numbers for one letter have been used up, the next letter in the region's group is used.</p>
		Region
		SI
		NI
		Coast
D	Page number	The page number of the sheet of the invoice.

Position	Field Name	Description
E	(Forest region)	The region to which the timber mark belongs. See the section on Out-of-region timber in the Billing Management Manual if this is not the region that scaled the timber.
F	(Forest district)	The district to which the timber mark belongs.
G	Scaled at	The station where the timber was scaled.
H	Scaler's licence no.	A valid four-character scaler's licence number from Table 15 Scalers Name file.
N	Invoice to	The HDBS version of the client number and the client location code of the party responsible for the payment of the invoice.
O	Cycle code	Code from 1-4 which indicates the monthly billing period.
P	Copy to	The HDBS version of the client number and location code of the party who has been designated as the recipient of the second copy.
Q1 & Q2	Names and addresses of recipients of the invoice	These are based on the 'Invoice to: ' and 'Copy to:' fields.

Charges Information

This section shows the breakdown by species/grade of the volume reported, and the charges that apply.

Position	Field Name	Description
R	Marks on timber	The timber marks for each log segregation as shown on the tally.
T	No. of pieces	Number of logs for this segregation and timber mark (blank for Special Forest Products).
U	Description of timber	The species which was scaled.
V	Grade	The grade assigned to the species.
W	Scale measure cubic metres	The volume of the wood for each species/grade/mark combination, expressed in cubic metres.
X	Kind of charge	One of: S Stumpage C Cruise S Stumpage E Scaling expenses T Time charges
		X Export fee in lieu (not processed through HDBS since May, 1997) P Purchase (stumpage reservation)
Y	Rate	The rate that applies to the species/grade. It is obtained from the mark file, or a manual entry on the tally (pre-rating). If neither of these sources produce a rate, the rate is obtained through Default Rating Logic.
Z	Amount	The rate times the volume for timber described on the invoice.

5. Administrative Documentation

7A.5 Administrative Documents

Other documentation is required to ensure controlled timber transport and a complete and accurate scale. As scaling and timber transport occur under a diversity of operating conditions, documentation requirements may vary to reflect these varying conditions.

Load Description Slips

Load description slips are documents that accompany timber in transport from the cut block or initial load out area to the place of scale, and provides a description of timber being transported, its origin, and its destination. It can also be used for scaled timber in which case it must identify the place where the timber was scaled. A forest officer can use this to monitor the movement of timber while in transport. The ministry load slip is called an FS 649, and is illustrated in Figure 7A.28.

Load Destination Notice

Load destination notices (FS 1146s) are similar to the Load description slip, but are large pieces of sturdy paper that are physically attached to the load. They provide a forest officer with clearly visual description of the timber being transported and location where it is being transported. This may enable the forest officer to monitor timber movement without having to stop the vehicle in transport. It is often used for timber crossing district or regional boundaries. An example of the load destination notice is shown in Figure 7A.29.

These documents are included in this manual to reflect the type of administrative documentation which may be required through the scaler and/or scale site authorization - or other directive. Please ensure you are familiar with the specific requirements as set by the ministry.

Water Transport Record

The water transport record is similar to the load description slip used when transporting by truck. The record identifies the place of loading, the destination, the estimated arrival and scale dates, the tug boat operator, and the barge name. It must be accompanied by a bundle addendum, and must be signed by a responsible company official. An example of a water transport record is provide in Figure 7A.30.

Bundle Addendum

Bundle addenda list each bundle included on a barge and provides details such as bundle numbers, piece counts, timber marks. An example of a bundle addendum is provided in Figure 7A.31.

Scaler's Raft Tags

Raft tags are tags attached to the parcel by the scaler, to show the parcel has been scaled. The tag provides the parcel number, scaler number, timber mark, piece count, and scaler return number. The ministry form is called an FS 308 and is displayed in Figure 7A.32.

Scalers Diary or Scaler Site Diaries

Scaler diaries are documents that list all the timber that a scaler has scaled for a specified time period. It includes details such as timber marks, piece counts, load numbers, and is signed by the scaler upon completion. The diaries are used to ensure the ministry receives all the scale returns completed by the scaler. Scaler diaries are currently being phased out. Please check with the applicable district office for documentation requirements. An example of a scaler diary is shown in Figure 7A.33.

Scale Site Arrival and Departure Ledgers

Site ledgers are documents that record every parcel or load of timber that is received at, or transported from a scale site. It can also be used as a 'nil' report. It lists the load number, the timber mark, the number of pieces, and must be signed by the scale site operator. An example of an incoming scale site ledger is provided in Figure 7A.34, and an example of an outgoing scale site ledger is provided in Figure 7A.36.

Load Description Slips - FS 649

The ministry may require the use of load description slips, to accompany timber in transport, as part of the scale site authorization. The FS 649 is the ministry form used for this purpose, and may be used for both scaled and non-scaled timber. Alternate industry load slips may be approved by the ministry providing they meet ministry requirements. As the FS 649 is designed for truck transportation, an alternate form may be required when transporting timber by water. An example of a suitable description slip for water transportation is provided under Figure 7A.21.


**BRITISH
COLUMBIA**


NO.

LOAD DESCRIPTION SLIP

FOR CARRIERS OF TIMBER AND SPECIAL FOREST PRODUCTS

DATE Y A M D		TIME	TIMBER MARK / BRAND B	GEOGRAPHIC LOCATION OF TIMBER'S ORIGIN K
DESTINATION OF TIMBER C			TENURE NO. OR LEGAL DESCRIPTION L	
CONTRACTOR D			CUT BLOCK/LANDING/SETTING NO. M	
CARRIER IDENTIFICATION (NAME) E			CARRIER LICENCE NO. N	
LANDING SUPERVISOR'S COMMENTS F			DESCRIPTION OF TIMBER AND LOAD ☐ FIR ☐ BIRCH ☐ CEDAR ☐ ASPEN ☐ HEMLOCK ☐ LARCH ☐ BALSAM ☐ OFF HIGHWAY ☐ SPRUCE ☐ HIGHWAY ☐ PINE, White ☐ SHORT ☐ Lodgepole ☐ LONG ☐ Yellow ☐ SPECIAL FOREST PROD. ☐ COTTONWOOD TYPE: _____	
LANDING SUPERVISOR'S SIGNATURE G				
TRANSPORT OPERATOR'S NAME H				
TRANSPORT OPERATOR'S SIGNATURE I				
RECEIVER'S SIGNATURE J			HAUL DISTANCE P km	
CERTIFICATION OF PREVIOUSLY-SCALED TIMBER STATUS Q ☐ I CERTIFY THAT THE TIMBER BEING TRANSPORTED HAS BEEN SCALED.				
SIGNATURE OF SCALER OR AUTHORIZED DESIGNATE R			LICENCE NO. (if scaler) S	

Please be advised that this information may be released under the Freedom of Information and Protection of Privacy Act.

NOTE: SHADED AREAS MUST BE COMPLETED.

DISTRIBUTION: WHITE - Forest Service; **CANARY** - Trucker; **PINK** - Contractor; **GREEN** - Remains in book

FS 649 HVA 2001/11

Figure 7A.28 FS 649 – Load Description Slip.

Position	Field Name	Description
A	Date	Enter the date the timber is being transported from the cutblock.
B	Timber Mark	Enter the timber mark that is applied to the timber.
C	Destination	Enter the scale site where the timber is being transported for scaling.
D	Contractor	Enter the contractor's name (not monitory).
E	Carrier Identification	Enter the truck driver's name.
F	Landing Supervisors Comments	Not monitory.
G	Landing Supervisors Signature	Landing supervisor's signature must be obtained prior to departure (not monitory).
H	Transport Operator's Name	Name of driver.
I	Transport Operator's Signature	Must be obtained before delivery of the timber.
J	Receiver's Signature	Must be obtained at the time of delivery to the scale site or mill (not monitory).
K	Geographic Location of Timber's Origin	Enter the location name.
L	Tenure No. or Legal Description	Enter where applicable.
M	Cut Block/Landing/Setting No.	Enter where applicable.
N	Carrier Licence No.	Enter the appropriate licence number.
O	Description of Timber and Load	Check the appropriate species box, and special forest products if applicable. If the special forest products box is marked, enter the product code(s) on the 'type' lines listed below the box.

Position	Field Name	Description
P	Haul Distance	The distance in km from cutblock to scale site.
Q	Certification of Previously-scaled Timber Status	Check this box if the timber has been scaled. Proof of scale may be required by a forest officer.
R	Signature of Scaler or Authorized Designate	Signature of scaler.
S	Licence No.	Enter the Scaler's Licence Number.

As local site conditions and approved scaling methods vary, distribution, retention, and submission of the loads slips may differ from site to site. Ensure you are familiar with the requirements as set out in the scale site authorization. Contact your local Forest Service office if clarification is required.



LOAD DESTINATION NOTICE

DATE OF HAUL YYYY - MM - DD		Use permanent ink when completing. This form is to be used only once, and must be left on the load at destination.		NO.	
DELIVERED FROM		FOREST DISTRICT		FOREST REGION	
PRODUCER		NAME			
SCALED BY		NAME		SCALER'S NO.	
CHECK (✓) BOX IF NOT SCALED		☐		YYYY - MM - DD	
TIMBER MARKS					
LOAD DESCRIPTION SLIP or INVOICE NO. (IF SCALED)					
DELIVERED TO		BUYER'S NAME			
LOCATION		ADDRESS			

NOTE: THIS COMPLETED NOTICE IS TO BE FIRMLY AFFIXED TO ALL VEHICLES CARRYING TIMBER OR SPECIAL FOREST PRODUCTS - ONE NOTICE ON THE LEFT SIDE OF LOAD, AND ONE NOTICE AT THE REAR OF THE LOAD, IN A CONSPICUOUS PLACE. PLEASE BE ADVISED THAT THIS INFORMATION MAY BE RELEASED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

FS 1146 IIVA 99/07

REGIONAL MANAGER

Figure 7A.29 FS 1146 - Load Destination Notice.

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Water Transport Record

Province of
British Columbia

Ministry of
Forests

**UNSCALED TIMBER TRANSPORT RECORD
FOR WATER TRANSPORTATION OF TIMBER**

Applicant:		T.S.L. No.
Place of Loading:		Transport Date:
Destination:		Estimated Arrival Date:
Towing Company:		
Barge Name:	Tug Name:	
Barge Load Number:		
Number of Bundles:	SB4:	
Date Timber is Required to be Scaled:	Site Where Timber was Scaled:	
Boom Numbers:		
Volume Estimate:	Insured Value:	
Insurance Expiry Date:	Insurance Policy Number:	
Received By:		Date Received:

Shaded areas to be completed for previously scaled timber only.

Signature

Position

Figure 7A.30 Example of a Water Transport Record.

Bundle Addendum

[illegible]

October 5, 2005

FS 308 Scaler's Raft Tag

Scaler's Raft Tag - FS 308

A scaler may be required to tag a parcel of timber with a Scaler's raft tag (FS 308), as part of the authorization to scale, to identify it as scaled timber.

PARCEL NUMBER A ABC - 95 - 067	
SCALER NUMBER B 123A	RETURN NUMBER 016 D
TIMBER MARK C T0123A	PIECES 23 E

FS 308 HVA 98/05
QP 4800031907

Figure 7A.32 FS 308 – Scaler's Raft Tag.

A	Parcel number. The load number, boom number, or other identification assigned to the parcel.
B	Scaler number. Enter the four character scaler licence number.
C	Return number. Also called a return or tally number. For each scaler raft number 001, should be assigned to the first parcel the scaler scales, and run consecutively through to 9999 regardless of the scale site at which they are employed. When the scaler reaches raft number 9999, they must restart with 001.
D	Timber mark. Enter the timber mark that is applied to the logs.
E	Pieces. Enter the total piece count for the scaled parcel.

Scaler's Diary

Page ____ of ____

SCALER SITE DIARY

SCALER LICENCE _____ SITE _____ SCALING PERIOD 1st - 15th ☐ 16th-Month End ☐
 SITE OPERATOR _____ OTHER _____
 LOCATION _____ From _____ To _____ Inclusive
 MONTH _____ YEAR _____ COMMENTS _____

	Day	Return	Parcel Number (Load, Boom, etc.)	Timber Mark	Piece Count	Timber Transport Permit #	SB4 or Replaced	Other
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

TOTAL LOADS _____ TOTAL PIECES _____

TOTALS EXCLUDING SB4 AND REPLACEMENTS;

NAME (PRINT) _____

PIECE LOADS _____ PIECE COUNT _____

SCALER SIGNATURE _____

WORK TELEPHONE # _____

Figure 7A.33 Example of a Scaler Diary.

Scale Site Arrival and Departure Ledgers

[illegible]

Figure 7A.34 Example of Scale Site Arrival Ledger.

INSTRUCTIONS FOR COMPLETING SCALE SITE ARRIVAL LEDGER

SCALE SITE ARRIVAL LEDGER (Site owner/operator's responsibility)
Right justify numbers in all the numerical fields and left justify characters in the free-form fields (Timber Mark/Brand, Cutblock and Transport ID).

SCALE SITE NUMBER: Record the scale site code.
FROM DATE: Record the ledger start date (e.g. April 1, 2004 must be recorded as 20040401).
TO DATE: Record the ledger end date (e.g. April 30, 2004 must be recorded as 20040430).
LOAD ARRIVAL NUMBER: Record the number associated with each load of timber's arrival. As of January 1, 2004, start at 1 and continue to assign consecutively for the duration of the site's existence. All arriving loads must be recorded regardless of Event Type (e.g. loads originating out-of-province, Forestry Licenses To Cut, etc.).
ARRIVAL DATE: Record the date the load arrived (e.g. 20040415).
LDS NUMBER: Record the serial number from the load description slip delivered with arriving load.
EVENT TYPE: Record the appropriate 2-character scaling event type code from the table below:

Event Type Code	Name	Description
PS	Primary Scale	A load of unscaled timber, arriving from the harvest area (Crown or private lands), that shall be scaled with the load integrity intact. This is the default code.
B4	Previously Scaled	A load of scaled timber arriving from another scale site. These loads shall arrive marked with a "Red Tag" and shall be scaled at this scale site rather than the weighing site. Red Tag loads occur when the specification profile of the load does not meet any of the weight scale's criteria for out-of-province loads. Record the Originating Scale Site code and Weight Slip Number in the corresponding ledger fields.
RS	Remote Sample Scale	A load of timber, arriving from a weight scale site, that was selected to be an "in-lieu" sample, but which was not scaled at the weight scale site. Record the Originating Scale Site code and Weight Slip Number in the corresponding ledger fields.
RR	Remote Red Tag	A load of timber, arriving from a weight scale site, that was determined to require piece scaling, but which has been approved to be piece scaled at this scale site rather than the weighing site. Red Tag loads occur when the specification profile of the load does not meet any of the weight scale's criteria for out-of-province loads. Record the Originating Scale Site code and Weight Slip Number in the corresponding ledger fields.
TD	To Site Deck	A load of unscaled timber, arriving from the harvest area that is being added to an unscaled storage deck (large pile) of the same timber mark. Approval from the MUF must be granted before proceeding with this practice as the integrity of individual loads is lost.
4R	SBA - Rescaler	A load of scaled timber arriving from another scale site. These loads shall arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. The code shall also be used for loads that have been previously billed (e.g. Forestry Licenses To Cut - Cash Sales and Crown-based timbers) and for loads originating from out-of-province. Timber coded 4R differs from the other codes in that it is not a "load" but a "rescale" of a load. Record the Originating Scale Site code in the Harvest Billing System (HBS); these loads will consume a scaler return number.
FD	From Site Deck	Timber removed from a storage deck (large pile, see TD event type) and spread for scaling.

TIMBER MARK/BRAND: Record the timber mark or scaled timber brand that appears on the load of timber and on the load description slip.
CUTBLOCK: Record the cutblock written on the load description slip. This may be alpha or numerical for timbers (no symbols). This field is not applicable to private timber marks, timber brands or timbers without multiple blocks.
TRANSPORT ID: Record the name and/or number of the transporter company that delivered the load.
FIELD SCALE FLAG: Check marks (✓) if load has been identified as coming from a field scale deck (infrequently used).
FIELD SCALE DECK: Record the deck number written on the load description slip if load has been flagged as previously field scaled (see "FIELD SCALE FLAG").
ORIGINATING SCALE SITE (REMOTE ONLY): Record the scale site code from where the load originated (if the load was previously scaled elsewhere, remotely re-tagged, or remotely sampled).
WEIGHT SLIP NO. (REMOTE ONLY): Record the weight slip number assigned to the load by the weight scale site from which the load originated. A copy of the weight slip may be considered equivalent to a load description slip (written record) if it complies with the Timber Marking & Transportation Regulation.
SCALE SITE NAME: Record the name of the scale site as it appears on the Scale Site Authorization document.
DISTRICT NAME: Record the name of the district in which the scale site is located.
SITE OWNER/OPERATOR SIGNATURE: Sign your name certifying the completeness and accuracy of the information recorded on the ledger.
DATE SIGNED: Record the date signed (e.g. April 30, 2004 must be recorded as 20040430).
DATE OF ONLINE ENTRY INTO HBS: If entering ledger data online into HBS, record the date the data was entered.

TO BE COMPLETED BY SCALER (Scaler's responsibility)

SCALER LICENCE NUMBER: Record your 4-character scaler licence number.
SCALER RETURN NUMBER: Record your return number. As of January 1, 2004, start at 1 and continue to assign consecutively regardless of the start site at which you are employed or the scale event type performed. When 9999 is reached, restart at 1.
SCALE DATE - YYYY: Record the year the timber was scaled (e.g. 2004).
SCALE DATE - MM: Record the month the timber was scaled (e.g. 01).
SCALE DATE - DD: Record the day the timber was scaled (e.g. 15). If the scaling spans more than one day, enter the day the scaling is completed.
PARCEL ID: Record the identification number assigned to the parcel at the time of scaling (e.g. if the parcel is the first of the total of 3, record "1"; if it's the second, record "2", and if it's the third, record "3"). This field is used primarily on the Coast (NOT FOR USE IN THE INTERIOR).
PARCEL COUNT: Record the total number of parcels split from the original arrival load (e.g. if the load is divided for scaling into 3 smaller parcels, record "3"). This character field is used primarily on the Coast (NOT FOR USE IN THE INTERIOR).

Figure 7A.35 Instructions for Completing the Scale Site Arrival Ledger.

U.S. DEPT. OF JUSTICE

October 5, 2005

INSTRUCTIONS FOR COMPLETING SCALE SITE DEPARTURE LEDGER	
SCALE SITE DEPARTURE LEDGER (Site owner/operator's responsibility)	
SCALE SITE NUMBER:	Record the scale site code.
FROM DATE:	Record the ledger start date (e.g. April 1, 2004 must be recorded as 20040401).
TO DATE:	Record the ledger end date (e.g. April 30, 2004 must be recorded as 20040430).
LOAD DEPARTURE NUMBER:	Record the number associated with each load of timber's departure. As of January 1, 2004, start at 1 and continue to assign consecutively for the duration of the site's existence. All departing loads must be recorded.
DEPARTURE DATE:	Record the date the load departed (e.g. 20040415).
LDS NUMBER:	Record the serial number from the load description slip completed to accompany the departing load.
TRANSPORT ID:	Record the name and/or number of the transport/carrier company that took the load.
DESTINATION SCALE SITE:	Record the 4-character scale site code for the site to which the load is being delivered (e.g. 35A must be recorded as 035A). May be left blank if the load is not destined for a scale site.
COMMENTS:	Record the receiver's name and/or physical address (include province or state/country if load is being exported from BC) if the load is not destined for a scale site. This field may be used for additional information to a maximum of 256 characters.
SCALE SITE NAME:	Record the name of the scale site as it appears on the Scale Site Authorization document.
DISTRICT NAME:	Record the name of the district in which the scale site is located.
SITE OWNER/OPERATOR SIGNATURE:	Sign your name certifying the completeness and accuracy of the information recorded on the ledger.
DATE SIGNED:	Record the date signed (e.g. April 30, 2004 must be recorded as 20040430).
DATE OF ONLINE ENTRY INTO HBS:	If entering ledger data online into HBS, record the date the data was entered.
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Figure 7A.37 Instructions for Completing the Scale Site Arrival Ledger.

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