

**Forest Service Handbook
National Headquarters (WO)
Washington, DC**

Forest Service Handbook 2409.14 – Timber Management Information System Handbook

Chapter 40 - Timber Harvest Information

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Approved by: Jack Ward Thomas, Chief

Date approved:

Responsible Staff:

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Digest: Following is an explanation of the changes throughout the directive by section.

40: Updates references throughout the chapter. Replaces references to sections 71-78 with references to the Sales Tracking and Reporting System (STARS) User Guide and the Standards for Data and Data Structures Handbook, FSH 6609.15.

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41 - Timber Harvest Administration (ET12)

Report timber harvest administration as the encompassing activity which includes all aspects of supervising, administering, guiding, assisting, and controlling the harvest of contracted timber volumes by timber purchasers, in compliance with provisions of timber sale contracts or permits and in such a manner as to protect and enhance the environment and other forest resources. Include specific activities, such as scaling and check scaling, day-to-day contract administration, inspection of contract operations, financial management of timber sale accounts, contract modifications, rate redeterminations, breach actions, administration of convertible product permits and free use. Also include activities related to unauthorized cutting under the timber sale contract. Do not include administration and inspection of timber purchaser road construction.

Class each timber harvest administration activity by the sale purpose identified. For each harvest administration activity, use the suffix given in FSH 1309.16, National Activity Structure Handbook, and characterized as follows:

1. Other Program (NT). Administration of timber sales made primarily for the benefit of non-timber (NT) resource program. For example, clearing for campground construction.

2. Personal Use (PP). Administration of sales of personal use products (PP) that are expected to be used by the buyer. For example, sale of seedlings or fence posts to a farmer for improvement of the farmer's property.

3. Timber Program (TM). Administration of sales made primarily to benefit the timber management program. For example, sale of timber from land with a timber management emphasis identified in the forest plan.

41.1 - Timber Resource Monitoring (ET121)

Report all work involved in determination of timber sale effects on multiple use values. Include activities related to unauthorized cutting under the timber sale contract and cooperation with law enforcement when law enforcement action is warranted. Include post harvest survey, analysis, and evaluation of effects on remaining timber value and future resource potentials.

41.2 - Commercial Sale Administration (ET122)

Report all sale administration work on commercial timber sales. Identify work in the following categories:

1. Financial Requirements. Include all project work involved with timber sale financial requirements. Include items, such as the preparation and administration of payment bonds and negotiable security agreements, payment provisions, purchaser

road credit allowances, estimates of down timber in woods, projected falling rates, and volume adjustments and corrections. In addition, include extending scale tickets and auditing.

2. Sale Area Inspection. Include all project level work for timber sale contract compliance, such as inspections; day-to-day administration, including fire precautions, road maintenance, purchaser slash disposal requirements; location, construction, and obliterations of temporary roads; and sale closures.

3. Nonrecurring Contractual Work. Include the project level work associated with timber sale contract administration which is unscheduled and cannot be predicted. Include contract modifications of all types, extensions, contract term adjustments, emergency rate redeterminations, breach, unauthorized cutting, cancellation or debarment actions.

4. Scaling. Include all work involved in determination of the volume and quantity for payment purposes on post sale measurement sales, check scaling and accountability, and utilization scales.

5. Administration, Execution, and Supervision of Cooperative Work. Include all project level work involved in the preparation of cooperative agreements, the maintenance of purchaser's coop accounts, and the supervision and execution of the cooperative work for erosion control, road maintenance, coop scaling, and so forth. Exclude Knutson-Vandenberg (K-V) work, which is included with the activities in reforestation and timber stand improvement (ch. 60). Exclude any genetic forest tree improvement processes and brush disposal activities.

6. Export and Substitution Control. Include all work involved in administration of export and substitution control regulations. Include any nonrecurring work, such as violation reports and debarment actions.

7. Cost Collection, Purchasers. Include all work required to do cost and selling price data collection, mill studies, and updating of appraisal handbook and schedules.

41.3 - Personal Use Fuelwood Administration (ET124)

Report administration of fuelwood sold for personal use. Include all work necessary to make such sales, beginning with the planning stage and continuing through to permanent closure of the sale.

41.4 - Non-Convertible Products Administration (ET126)

Include the administration of sales of all commercial nonconvertible products such as Christmas trees, stumps, ornamental products, fruits, foliage, and so forth. Include all work necessary to administer such sales, beginning when sold and continuing through to permanent closure of the sale.

41.5 - Free Use Administration (ET125)

Include all timber activities involving administration of permits for products of a noncommercial nature as provided in the regulations. Do not include service contracts involving salvage privileges. Include all administration necessary for this activity. Include free-use firewood harvest, administration of the free- and administrative free-use areas, and fire prevention requirements. Include efforts to foster an understanding of any requirements needed to protect, minimize waste, or enhance the productivity of the resource being used.

42 - Timber Sale Accounting

Follow procedures in FSH 6509.17, Automated Timber Sale Accounting Handbook.

42.1 - Transfer Data From STARS

Consider transfer of timber sale contract data entered in STARS to initiate the Timber Sale Accounting System (TSA) data entry. Refer to the STARS User Guide for transfer information. When it will reduce error and redundant reporting, enter the following in STARS, as a minimum, and then transfer the data to initiate the TSA system after sale award (sec. 33.5).

1. Forest Service Region (FSH 6609.15).
2. Administrative Units (FSH 6609.15).
3. Subunit (FSH 6609.15).
4. Contract Number (STARS User Guide).
5. Purchaser ID (STARS User Guide).
6. Project (Sale Name) (STARS User Guide).
7. State (FSH 6609.15).
8. County (FSH 6609.15).
9. Contact Form Number (STARS User Guide).
10. Pricing Method (STARS User Guide).
11. Sale Size Class (STARS User Guide).
12. Sale Salvage Status (STARS User Guide).
13. Primary Sale Purpose (STARS User Guide).
14. Project (STARS Sale Number) (STARS User Guide).

15. Species group (STARS User Guide).
16. Product (STARS User Guide).
17. Unit of Measure (STARS User Guide).
18. Value of Bid (STARS User Guide).

42.2 - Transfer Data to STARS

Quarterly, transfer the Timber Sale Accounting (TSA) system extract file, which contains basic permit information and total harvested volume at the forest level, to the STARS data base. Load this TSA generated file into the STARS data base to include information about volume harvested in STARS. Contact the regional STARS data base coordinator for any regionally required entries.

1. Regional Minimum Entries. The following are the required minimum entries in STARS that make TSA to STARS transfer possible:

- a. Project (Sale Name) (STARS User Guide).
- b. State (FSH 6609.15).
- c. County (FSH 6609.15).
- d. Sale Size Class (STARS User Guide).
- e. Contract Form Number (STARS User Guide).
- f. Milestone Planned Dates (all gate planned dates) (STARS User Guide).
- g. Milestone Actual Dates (all gate actual dates) (STARS User Guide).
- h. Project (permit ID number) (STARS User Guide).

2. Information Transferred from TSA to STARS. The following lists the information transferred from TSA to STARS:

- a. Forest Service Region (FSH 6609.15).
- b. Administrative Units (FSH 6609.15).
- c. Subunit (FSH 6609.15).
- d. State (FSH 6609.15).
- e. County (FSH 6609.15).
- f. Regional Timber Species (STARS User Guide).
- g. Product (STARS User Guide).
- h. Unit of Measure (STARS User Guide).
- i. Fiscal Year (STARS User Guide).
- j. Fiscal Quarter (STARS User Guide).
- k. Timber Quantity (STARS User Guide).
- l. Cut Volume MBF (STARS User Guide).
- m. Project (STARS Sale Number) (STARS User Guide).
- n. Contract Number (STARS User Guide).
- o. Number of Sales (STARS User Guide).

- p. Sale Size Class (STARS User Guide).
- q. Milestone Actual Date (Actual Gate 5 date is bid date) (STARS User Guide).
- r. Timber Yield Component (STARS User Guide).
- s. Total Gate Converted Thousand Board Feet (MBF) (STARS User Guide).

43 - Changes In Included Volume

Ensure that changes in timber volume included under the timber sale contract are reported in the STARS data base. Report all volume adjustments in a timber sale after sale award. Report changes for volume included under or excluded from the timber sale contract. Make both plus and minus adjustments as they occur.

43.1 - Qualifying Events

When the Forest Service agrees, the timber sale contract allows for the inclusion of additional timber or the exclusion of timber from the terms of the contract. For commercial timber sale contracts (forms FS-2400-6 and FS-2400-6T, Timber Sale Contract) report changes resulting from the use of any of the following provisions:

1. B/BT 2.131 Damaged by Purchaser.
2. B/BT 2.132 Negligent or Willful Damage.
3. B/BT 2.133 Damage by Catastrophy.
4. B/BT 2.134 Minor Damage by Natural Causes.
5. B/BT 2.14 Unintentionally Cut.
6. B/BT 2.15 Construction Timber.
7. B/BT 2.16 Other Material.
8. B/BT 8.3 Contract Modifications.
9. B/BT 8.32 Changed Conditions.
10. B/BT 8.33 Modification for Catastrophy.
11. C/CT 2.11# Timber Subject to Agreement.

43.2 - Data Entry

Enter data in the Timber Sale Accounting System (TSA) as required in FSH 6509.17 if prices change. Enter the product volume changes in the Sales Tracking and Reporting System (STARS). Include the volume information and the associated characteristics and enter Status Code M (STARS User Guide). It is recommended that the status and volume in STARS be changed when volume changes by at least one thousand board

feet or 200 cubic feet. Use a larger threshold for data entry to reduce the amount of work in STARS if less precision is acceptable. If more detail is essential, the entered data may be broken down to the nearest 100 board feet (20 cubic feet). In tree measurement sales, report all added volume as cut volume in TSA. Exhibit 01 lists the required and optional data elements and shows an example data entry format.

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VOLUME ADJUSTMENTS AFTER AWARD (GATE 6)

Sale No: _____ Status: M Reason: _____ Change Date: ____/____/____

Sale Name: _____

STARS Required Elements and Example Format for Changes After Sales Award

Sale Unit C605	Payment Unit C610	Conv MCF C746	Appr. Group C1710	Product Code C715	Unit of Measure C720	Yield Comp. C725	Change in Quantity C735	Change in Value C1841
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL THIS CHANGE							_____	_____

Timberland Suitability Class C825	Timber Activity C830	Timber Act. Meth C830	Treated Acres C860	Mgt. Area C815 (Optional)	Work Grp NIC C850 (Optional)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL CHANGE					_____
REMARKS: _____					

(Enter status changes resulting from contract modifications as they occur.)

44 - Default

Use the information in the STARS data base to manage defaulted timber sales information at all levels in the organization.

44.1 - National Requirements

Use the data previously entered for the Sales Tracking and Reporting System (STARS) as the base information about defaulted sales (ch. 30). Enter the additional data needed if a sale defaults and as events in the administration of the default occurs. The data elements required to complete the required default reports include:

1. Adjustment to Damages (STARS User Guide).
2. Administrative Cost (STARS User Guide).
3. Default Sale Damages (STARS User Guide).
4. TBR Sale Status (STARS User Guide).
5. TBR Sale Status Reason (STARS User Guide).
6. TBR Sale Status Date (STARS User Guide).
7. TBR Sale Status Flag (STARS User Guide).
8. Reappraised Value (STARS User Guide).
9. Remaining Value (STARS User Guide).
10. Remaining Volume MBF (STARS User Guide).
11. Remaining Quantity (STARS User Guide).
12. Resale Costs (STARS User Guide).
13. Resale Date (STARS User Guide).
14. Resale Value (STARS User Guide).
15. Resale Volume MBF (STARS User Guide).
16. Sale Closure Date (STARS User Guide).
17. Sale Remaining Work (STARS User Guide).
18. Total Billed to Purchaser (STARS User Guide).
19. Unobligated Cash (STARS User Guide).
20. Unpaid Bills (STARS User Guide).

44.2 - Optional Information

It is recommended that a current remarks section be maintained.