

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 3090.11 – State and Private Accomplishment Reporting Handbook
Chapter 20 - Reporting Procedures**

Amendment: 3090.11-92-1

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Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change:

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POSTING NOTICE. Amendments are numbered consecutively by Handbook number and calendar year. Post document in numerical order of chapters (1109.12, sec. 4.32, ex. 01). Remove entire national text of the Handbook and replace with this amendment. DO NOT REMOVE SUPPLEMENTS OR INTERIM DIRECTIVES. Retain this transmittal as the first page of this document.

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

This amendment is a reissuance of FSH 3090.11 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This amendment makes no substantive changes to the text. The only changes made are those necessary to meet new format requirements or to correct spelling, punctuation, or unit names.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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21 - Cooperative Forestry

Report accomplishments from certain activities funded under the Cooperative Forestry Assistance Act of 1978 on Form FS-3200-6, Cooperative Forestry Accomplishment Report (ex. 01). This includes both rural forestry assistance and urban forestry assistance activities. Report only accomplishments of State forestry organizations on parts I, II, V, and VI. Part III includes activities of Federal as well as State forest products utilization specialists. Parts IV and VII include State activities along with some activities of industries, private nurseries, other non-Federal public nurseries, and certain activities on nonindustrial private forest land that are not attributable to Federal/State cooperation.

Where appropriate, cross-references are provided to related coding and definitions in FSH 1309.11, Management Information Handbook.

Chapter 20 - Reporting Procedures

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21 - Exhibit 01

OMB No. 0596-0025
Expires 2/29/97

1. AREA/REGION R-8	2. STATE OC	USDA – FOREST SERVICE		
3. FISCAL YEAR 1984	4. STATE USE (Optional)	COOPERATIVE FORESTRY ACCOMPLISHMENT REPORT <i>(Ref. FSH 3090.11)</i>		

PART I – COOPERATIVE TECHNICAL ASSISTANCE IN FOREST LAND MANAGEMENT				
<i>(Includes work cost-shared through ACP, FIP, State cost-share programs, and non-cost-share Rural Forestry Assistance.)</i>				
ACTIVITY	MIN CODE ¹	UNIT OF MEASURE	ACCOMPLISHMENT	
1. Forest land management plans	J26	Number	4501	
	J23	Acres	481681	
2. Timber stand improvement	E24	Acres	1807	
3. Reforestation:				
a. Natural regeneration	E12	Acres	1837	
b. Tree planting	E10	Acres	26169	
c. Seeding	E11	Acres	274	
d. TOTAL	E21	Acres	28280	
4. Dispersed recreation	A18	Acres	10990	
5. Wildlife habitat improvement	C13	Acres	2300	
6. Forage production	D09	Acres	135	
7. Watershed protection	E15	Acres	30301	
8. Timber Harvested (According to prescription, States report acres, MBF, and cords.)		Acres	3615	
		MBF	4846	
		Cords	8086	
d. TOTAL (Regions & areas convert reported units to total MCF.)	W60	MCF	1473	
9. Referrals to forestry consultants	E17	Number	183	
10. Forest landowners assisted (Includes partnerships, corporations, total governmental units, etc. plus items 11 and 12 below.)	X29	Number	20189	
11. Individual landowners assisted-by race or ethnic group (By visual survey only.)			NEW	REPEAT
a. Black-not Hispanic		Number	358	148
b. Hispanic		Number	6	4
c. Asian or Pacific Islander		Number	-	-
d. American Indian or Alaska Native		Number	-	-
e. White-not Hispanic		Number	6661	5450
f. TOTAL (Must not exceed item 10.)		Number	7025	5602
12. Individual landowners assisted-by gender or family unit (By visual survey only.)			ACCOMPLISHMENT	
a. Male		Number	8747	
b. Female		Number	1500	
c. Family units		Number	2380	
d. TOTAL (Must equal sum of new & repeat totals in item 11.)		Number	12627	

PART II – URBAN AND COMMUNITY FORESTRY			
ACTIVITY	MIN CODE	UNIT OF MEASURE	ACCOMPLISHMENT
1. Urban areas assisted	M11	Number	46

PART III – IMPROVED UTILIZATION OF WOOD				
<i>(States report number of assists, MCF, and average value added factor per MCF. Volumes must not be duplicated in more than one category.)</i>				
MIN CODE	ACTIVITY	NUMBER OF ASSISTS	TOTAL MCF	AVERAGE VALUE ADDED FACTOR (PER MCF)
X71	1. Harvesting:			
	a. Hardwoods	5	77	390
	b. Softwoods	8	213	960
X72	2. Primary processing:			
	a. Hardwoods	4	267	750
	b. Softwoods	9	490	1188
X73	3. Secondary processing and drying:			
	a. Hardwoods	4	17	2440
	b. Softwoods	-	-	-
X74	4. Fuel and byproducts:			
	a. Hardwoods	12	28	120
	b. Softwoods	-	-	-
	5. TOTALS	MIN Code E14 42	MIN Code W73 1592	

¹ Management Information Handbook, FSH 1309.11.

Previous edition is obsolete.

(Over)

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21 - Exhibit 01--continued

PART IV – PROCUREMENT AND/OR PRODUCTION OF SEEDLINGS						
1. State tree distribution program (in thousands of seedlings):						
A. SOURCE OF STOCK	LEVEL OF GENETIC QUALITY					
	B. SOURCE UNIDENTIFIED	C. SOURCE IDENTIFIED	D. SELECTED PARENTAGE	E. PROVEN SUPERIOR	F. TOTAL	
(1) Grown by State	1380	57975	2430	—	61785	
(2) Procured	—	—	—	—	—	
(3) TOTAL	1380	57975	2430	—	61785 /MIM Code E18	
B. EVENTUAL USER OF STOCK	(1) Federal agency					
	(2) State agency					
	(3) Forest industry					
	(4) Nonindustrial private landowners					
	(5) Other					
	(6) TOTAL (Must equal TOTAL in (3)a. above.)					
					1126	
					44613	
					16046	
					61785	
2. Other nursery production in State (other than State nurseries; in thousands of seedlings):						
A. Other non-Federal public nurseries					—	
B. Forest industry nurseries					105248	
C. Other private nurseries					—	
PART V – ASSISTANCE TO STATES FOR COOPERATIVE GENETIC TREE IMPROVEMENT WORK						
ACTIVITY		MIM CODE	UNIT OF MEASURE	ACCOMPLISHMENT		
1. ESTABLISHMENT	a. Seed production areas		Acres	—		
	b. Progeny tests		Acres	—		
	c. Seed orchards		Acres	18		
	d. TOTAL - Establishment work	E27	Acres	18		
2. MAINTENANCE	a. Seed production areas		Acres	25		
	b. Progeny tests		Acres	—		
	c. Seed orchards		Acres	30		
	d. TOTAL - Maintenance work	E30	Acres	55		
3. Superior trees selected			Number	66		
PART VI – COOPERATIVE IMPROVEMENT AND/OR EXPANSION OF NURSERIES AND DISTRIBUTION FACILITIES						
ACTIVITY		MIM CODE	UNIT OF MEASURE	ACCOMPLISHMENT		
1. Added handling or production capacity		E31	M Seedlings			
PART VII – TOTAL NON-FEDERAL REFORESTATION AND TBI IN STATE						
(All activity on non-Federal lands in the State regardless of funding. Includes areas reported in Part I PLUS areas on which work was NOT attributable to Federal/State cooperation.)						
OWNERSHIP	MIM CODE	UNIT OF MEASURE	TREE PLANTING	SEEDING	NATURAL REGENERATION (as a result of silvicultural treatment)	TIMBER STAND IMPROVEMENT
			E10	E11	E12	E24
1. On private forest lands:		Acres				
a. Non-industrial private		Acres	29462	274	1837	1962
b. Forest industry		Acres	126756	3690	3049	13900
c. Other industry		Acres	10597	—	—	—
2. On non-Federal public lands:		Acres				
a. State forests		Acres	293	—	758	—
b. Other State-owned lands		Acres	307	—	23	350
c. Local government lands		Acres	143	—	—	—
3. TOTAL		Acres	167558	3964	5667	16212
Name of Person to Contact for Clarification			Phone Number			
CHRIS BAUCKERLY			982-774-3257			

21.1 - Frequency of Reporting

The Washington Office requires an annual report for each State (Report FS-3000-D, Cooperative Forestry Accomplishment Report), on Form FS-3200-6, Cooperative Forestry Accomplishment Report, by November 1.

21.2 - Required Identification Data

The Region or Area, State, and fiscal year must appear on each report. State annual reports, submitted to the Washington Office, must cover activities conducted during the entire fiscal year.

21.3 - Activities and Accomplishments to Include on Form FS-3200-6, Cooperative Forestry Accomplishment Report

21.31 - Part I, Cooperative Technical Assistance in Forest Land Management

Report only those accomplishments resulting from Federal/State cooperation. Include cost-share work conducted through the Agricultural Conservation Program (ACP), the Forestry Incentives Program (FIP), and State cost-share programs (if technical assistance resulted from Federal/State cooperation), as well as noncost-share technical assistance to landowners.

Report only technical assistance and on-the-ground accomplishments supported by a case file or other written record. Supporting records must contain as a minimum: (1) name and address of the landowner, (2) date(s) of visit(s) to the tract, (3) recommendations, and (4) accomplishments to date.

Because it is possible to achieve several accomplishments on the same tract of land, the same acreage may be reported for more than one activity. For example, if there were timber stand improvement, dispersed recreation, and wildlife habitat improvement activities on the same acre, report one acre for each of the three activities.

Accomplishments shall reflect the total State effort, regardless of Federal/State cost share percentages.

1. **Forest Land Management Plans.** This includes written evaluations and recommendations that meet a State's definition of a management plan for qualifying ownerships. Plans may deal with one, several, or all forest resources and activities. The plans provide the forest landowner or manager with guidance on the development, protection, and management of forest land. Report both new and revised plans.

Include all management plans cost-shared through ACP, FIP, or similar State programs. Report recommended treatments only after their on-the-ground accomplishment. Report the number of plans (Management Information Handbook (MIH) activity code J26) and the number of acres covered by the plans (MIH activity code J25).

2. Timber Stand Improvement. This includes all noncommercial intermediate cutting and other treatments to improve the composition, constitution, condition and increment of a timber stand. It also includes noncommercial thinning, weeding, release, pruning, fertilization, prescribed burning to control understory species, and pest or animal control measures to protect the timber stand.

Include timber stand improvement activities cost-shared through ACP, FIP, or similar State programs. Report the number of acres (MIH activity code E24).

3. Reforestation. This includes the planting of seedlings, transplants, or cuttings, and the scattering or placement of seed over a designated area for the establishment of a forest stand; the removal of unwanted vegetation, slash, stumps, and roots before natural seedfall (includes hand, mechanical, and prescribed burning treatments); or the selection of harvesting practices that favor natural regeneration.

Include reforestation cost-shared through the ACP, FIP, and similar State programs. Report acres of reforestation by MIH activity types 512, 510, and 511 described herein. The total of these three activity types constitutes MIH activity code E21.

- a. Natural Regeneration. This includes site preparation by the removal of unwanted vegetation, slash, stumps, and roots (before natural seedfall) by hand, mechanical, or prescribed burning treatments or by the selection of harvesting practices that favor natural regeneration. Report the number of acres regenerated naturally as a result of site preparation or harvesting practices (MIH activity type code 512).
 - b. Tree Planting. This includes the planting of seedlings, transplants, or cuttings but does not include site preparation. Report the number of acres planted, replanted, or reinforcement-planted as a result of assistance (MIH activity type code 510).
 - c. Seeding. This includes scattering or placing seed over a designated area to establish a forest stand; it does not include site preparation. Report the number of acres seeded, reseeded, or reinforcement-seeded as a result of assistance (MIH activity type code 511).
4. Dispersed Recreation. This includes assistance in the development or modification of forest management plans, prescriptions, or other advice that results in modifications of silvicultural practices for the purpose of enhancing recreation or esthetics. Include all acres that receive treatments, including treatments cost-shared through the FIP and ACP programs.

Report the number of acres (MIH activity code A18). The same acres may be treated and reported for more than one purpose.

5. Wildlife Habitat Improvement. This includes assistance in the development or modification of forest management plans, prescriptions, or other advice that results in

modifications of silvicultural practices for the purpose of improving or protecting wildlife habitat. Include all acres that receive treatment, including treatment cost-shared through the FIP and ACP program.

Report the number of acres (MIH activity code C13). The same acres may be treated and reported for more than one purpose.

6. Forage Production. This includes assistance in the development and implementation of improved management practices leading to an increase in the yield or quality of forage on State and private lands for domestic livestock use.

This assistance consists of development or modification of forest management plans, prescriptions, or other advice that results in modifications of silvicultural practices for forage production. Include forage production from cost-shared activities through ACP, FIP, or similar State programs. Report the number of acres (MIH activity code D09). The same acres may be treated and reported for more than one purpose.

7. Watershed Protection. This includes acres treated as a result of assistance in the development or modification of forest management plans, prescriptions, or other advice for protecting the watershed through the use of vegetal filter strips, streamside vegetation, haul-road and skid-trail drainages, revegetation, and types of silvicultural and harvest methods.

Include watershed protection activities cost-shared through the ACP, FIP, or similar State programs. Report the number of acres treated. The same acres may be treated and reported for more than one purpose.

8. Timber Harvested. This includes wood cut and sold in accordance with prescription as a result of assistance in the layout of sale areas and the preparation of timber for sale, including advice on sale contracts.

States shall report the number of acres, thousand board feet, and cords of timber actually cut and sold in accordance with prescriptions. Regions and Area shall convert volumes reported in thousand board feet and cords to thousand cubic feet and enter the total volume in thousand cubic feet (MIH output code W68).

9. Referrals to Forestry Consultants. This reflects the number of land management cases referred to private consulting foresters under the rural forestry assistance, ACP, and FIP programs. Report the number of referrals (MIH activity code E17).
10. Forest Landowners Assisted. This is the total number of landowners who received cooperative forest management assistance documented by a case file or other written record.

The total must include individuals, families, partnerships, corporations, and all other landowners who receive assistance. Include landowners who are advised to defer activities in addition to those who actually achieve on-the-ground accomplishments. Do not report landowners contacted solely to enforce State or local laws or regulations, unless they also receive technical assistance. Do not report incidental assistance that does not satisfy minimum documentation requirements. Report each landowner only once during a fiscal year regardless of the number of times assisted. Report the total number assisted (MIH output code X09).

11. Individual Assisted Landowners Listed by Race and Ethnic Group. This breakdown is mandatory under Title VI of the Civil Rights Act of 1964. It includes any individual or family who received assistance documented by a case file or other written record. It does not include partnerships, corporations, and other group landowners listed in item 10. Report an individual or family only once during a fiscal year regardless of the number of times assisted.

Report race or ethnic group by the following categories:

- a. Black, Not of Hispanic Origin. A person with origins in any of the black racial groups of Africa.
- b. Hispanic. A person of Mexican, Puerto Rican, Cuban, Central, South American, or other Spanish culture or origin, regardless of race.
- c. Asian or Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- d. American Indian or Alaska Native. A person who has origins in any of the original peoples of North America and who maintains cultural identification with those peoples through tribal affiliation or community recognition.
- e. White, Not of Hispanic Origin. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Obtain racial and ethnic group information by visual survey only.

Report as new all individuals and families who have never received assistance before the fiscal year being reported. Report as repeat all individuals and families who received assistance in some prior fiscal year.

The total number assisted, new and repeat, of (1) Black, not Hispanic, (2) Hispanic, (3) Asian or Pacific Islander, and (4) American Indian or Alaska Native is MIH output code Z35, Minority Landowners Assisted.

The total number assisted, new and repeat, for all the race and ethnic groups must be less than or equal to the total shown in item 10, Forest Landowners Assisted.

12. Individual Landowners Assisted by Gender or Family Unit. (Assistant Secretary Wallace of the Department of Agriculture made this breakdown mandatory by memorandum of August 28, 1978). An individual landowner is any individual or family who received assistance documented by a case file or other written record. Report an individual or family only once during a fiscal year regardless of the number of times assisted.

Report the number assisted as male (sole owners), female (sole owners), and family units (male-female joint or co-owners). Obtain this information by visual survey only. The total of these three categories must be the same as the sum of new and repeat totals in item 11.

21.32 - Part II, Urban and Community Forestry

This includes assistance to cities and towns, suburbs and surrounding closely settled territories for urban forest planning, tree planting, tree care and maintenance, utilization, demonstration projects, promotion of special programs, urban development or revitalization, multiple-use management, and publications and training in urban forestry.

Examples of qualifying urban and community forestry activities are:

1. Determining the need for a particular program and the extent of that need.
2. Preparing detailed site development and maintenance plans for urban lands.
3. Developing programs for urban wood utilization, including energy production or conservation.
4. Developing education and/or training efforts, including the use of workshops, seminars, and symposiums.
5. Drafting tree or landscape ordinances.
6. Promoting methods of communications, technology transfer, and research implementation.
7. Undertaking street tree inventories.
8. Identifying the need for insect and disease assistance.
9. Participating in special efforts, such as Arbor Day and Tree City, USA.
10. Promoting urban wildlife.

11. Developing guidelines and advancing proper techniques for the selection, propagation, planting, transplanting, and maintenance of urban forestry species and cultivars.
12. Developing methods for involving the private sector in the planning and action stages.
13. Developing and implementing coordination techniques for cooperation in the area of parks and recreation.
14. Advancing proper techniques for the protection of the environment during the development and redevelopment of urban lands.
15. Establishing model street tree planting projects that emphasize spacing, size, and species diversity.
16. Preparing training aids and assisting in the certification, licensing, and registration of arborists.
17. Advancing proper street tree planting techniques, species selection, spacing, and location.

Report the number of urban areas assisted (MIH activity code H11).

21.33 - Part III, Improved Utilization of Wood

Activities to improve wood utilization are part of the Forest Products Utilization (FPU) programs through which loggers, processors, landowners, and others engaged in the operation or establishment of timber-based industries receive technical assistance and information.

1. Accomplishments consist of:
 - a. The number of technical assists provided.
 - b. The volumes of wood, measured in thousands of cubic feet (MCF) for which new markets were developed or for which efficient processing raised the use class.
 - c. The economic implications associated with either market development or processing improvement.
2. Estimate the volumes and values reported as accomplishments as soon after the assist as it is possible to ascertain the level of improvement. These volumes and values shall be for one year's level of operation and shall be only those actually influenced by the technical assistance provided.

3. Because the potential for improvement exists in a wide range of operations from the tree stump to finished wood product, the timber resource extension and economic implications of accomplishments vary accordingly. In order to account appropriately for assists, enter volume and value data separately in one or more of four major categories: harvesting, primary processing, secondary processing and drying, and fuels and byproducts. Enter hardwood or softwood designations as appropriate in each category.
 - a. Harvesting. This is the amount of wood utilization improvement that results from work with firms that move logs or trees from the stump to the mill yard for subsequent processing (MIH output code X71). Harvesting excludes fuelwood operations.
 - b. Primary Processing. This is the amount of wood utilization improvement that results from work with industries that use sawlogs or other roundwood as raw material and that make the initial conversion of these materials to a new size, shape, or configuration for direct use or for subsequent processing (MIH output code X72).
 - c. Secondary Processing and Drying. This is the amount of wood utilization improvement that results from work with a diverse group of industries involved in drying and/or refining the products of primary processors or other secondary processors to finished sizes or in combining the wood with other materials to complete manufacturing processes (MIH output code X73).
 - d. Fuel and Byproducts. This is the amount of wood utilization improvement associated with recovering and diverting formerly unused residues from forest and manufacturing operations to domestic firewood, industrial fuelwood, or other wood particle or fiber markets.

Report results of assistance to woods operations conducted specifically for fuelwood in this category when a utilization specialist provides the assistance (MIH output code X74). In part I, item 8, report fuelwood timber sales prepared and harvested as a result of land management assistance by a State service forester.

21.33a - Number of Assists

It often is appropriate to use more than one of the four categories in summarizing some individual assists. Avoid double counting resources or products.

21.33b - Increased Volume of Wood Made Available

1. Convert conventionally used units of measure, such as log scale, nominal board feet, square feet, and cords to thousand cubic feet as appropriate, for each category and species grouping. Some appropriate conversions follow:
 - a. Rough green softwood dimension lumber: about 70 cubic feet per thousand board feet.

- b. Rough green softwood shop and hardwood factory lumber: about 81 cubic feet per thousand board feet.
- c. Veneer and plywood (3/8-in. basis): about 31 cubic feet per thousand square feet.

More exact conversion factors may be determined as appropriate for these or other products.

- 2. Report only those volumes actually influenced by the specialist. When established operations receive the assistance, report only the increase in productivity resulting from the assist. When developing firms receive informational or market development assistance, report a proportion of the expected annual output consistent with the level of, and attributable to, specialist involvement in planning and analysis.

21.33c - Weighted-Average Value-Added Factor

An incremental increase in value is integral to every case of improvement in wood utilization. For example, if better processing efficiency increases lumber yield, then by definition, it reduces milling residues. The value improvement in such a case would be the value of lumber minus the value of boiler fuel, pulp chips, or planer shavings diverted to better use. When all values are expressed on a per cubic footage basis and the value of the gained product is reduced by the value of the lost products, it is possible to group all assists within the major reporting categories and to determine a weighted-average value-added factor.

The basis for derivation of the weighted-average value-added factors for each reporting category is as follows (ex. 01):

- 1. For harvesting, the basis for the weighted-average value-added factor shall be the average value of logs delivered to a point of processing, such as sawmill or veneer mill, less the value of alternative use (or lack of use).
- 2. For primary processing, the basis for the weighted-average value-added factor shall be the value of the manufactured product, such as lumber or veneer, less the value of alternative recovery as residue or other lower use.
- 3. For secondary processing and drying, the basis of the weighted-average value-added factor shall be the added product value resulting from improved use.
 - a. In kiln drying, better grade retention increases the average value of the product output. Shorter drying time or less energy consumption should widen the operating profit margin. Any combination of these actions might occur in a single assist. The total positive change in the operating margin indicates the added value that would be the value factor.

- b. Improved practices in a planer mill or furniture rough mill can result in higher yields or reduced costs. Use enhanced output values minus the costs to attain these values, including loss of former residue recovery funds, as the basis for the weighted-average value-added factor.
- 4. For fuel and byproducts, the basis for the weighted-average value-added factor shall reflect the change in value from former to improved use.

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21.33c - Exhibit 01

Forest Products Utilization Activity Worksheet								Page
Activity <u>Primary Processing</u> Hardwood				Softwood <u>X</u>				
1	2	3	4	5	6	7*	8	
Operation Production Level	Unit of Measure	Assist Effect (Percent)	Assist Effect (Volume) (1)x.01(3)	MCF per Volume Unit	Assist Effect (MCF) (5)x(4)	Value per Volume Affected \$/MCF	Assist Effect (dollars) (6)x(7)	
1 <u>50,000</u>	<u>Mbf</u> <u>lbr. tally</u>	<u>3.2</u>	<u>1600</u>	<u>.070</u>	<u>112.00</u>	<u>1415.00</u>	<u>158,480</u>	
2 <u>20,000</u>	<u>Mbf</u> <u>lbr. tally</u>	<u>5.1</u>	<u>1020</u>	<u>.070</u>	<u>71.40</u>	<u>1415.00</u>	<u>101,031</u>	
① 3 <u>15,000</u>	<u>Mbf</u> <u>lbr. tally</u>	<u>3.8</u>	<u>570</u>	<u>.081</u>	<u>46.17</u>	<u>1850.00</u>	<u>85,415</u>	
4								
5								
6								
7								
8								
9								
10								
11								
12								
TOTALS					<u>229.57</u>		<u>344,926</u>	

Number of Assist	<u>3</u>	WT. Ave. Value/Vol. Affected
Total Assist Effect	<u>229.57</u> (MCF)	
Total Assist Value	<u>344,926</u> \$	(8) <u>344,926</u> + (6) <u>229.57</u> = <u>\$1503</u>

*Column 7 is a net value that has been adjusted for any monetary loss associated with alternative, lower valued uses avoided, i.e. increased lumber yield that is accompanied by reduced chip yield has a net value per Mbf that is appropriately reduced by the loss of chip revenues.

Notes: ① Assist #3 is a grade cutting pine mill.

Example of worksheet for determining weighted-average value-added factor for Primary Processing-Softwood.

21.33d - Totals

The sum of the cubic volumes reported corresponds to MIH output code W73. The sum of the number of assists reported corresponds to MIH activity code E14, which is the number of all loggers and processors who receive assistance in harvesting, processing, drying, or marketing. Activity includes all technical assistance for protection of wood in use and storage except for protection from deterioration caused by insects and decay-causing organisms.

21.34 - Part IV, Procurement and/or Production of Seedlings

This includes all operational, maintenance, and production activities associated with procuring, producing, and distributing conservation plant materials (tree and shrub seedlings and cuttings), including seed acquisition. Do not include plant materials used for urban or landscape planting.

Report thousands of seedlings here, even though the MIH unit of measure is millions. The added detail is necessary for States with small production levels.

1. Item 1 - State Tree Distribution Program. This includes planting stock grown in State nurseries or procured by State forestry organizations from other sources for distribution to landowners. Report both the source of the planting stock and the eventual user.
 - a. Source of Stock. Include material grown in State nurseries, material procured from other sources for distribution, and the total. The total corresponds to MIH activity code E18. Report by the following levels of genetic quality:
 - (1) Source Unidentified. The numbers of plants propagated from material of unidentified origin. Report thousands of seedlings or cuttings produced or procured.
 - (2) Source Identified. The numbers of plants propagated from materials of known geographic origin but nonselected parentage. Report thousands of seedlings or cuttings produced or procured.
 - (3) Selected Parentage. The numbers of plants propagated from material of selected parents (tree or stand) of a superior phenotype, but of unproven genetic superiority. Report thousands of seedlings or cuttings produced or procured.
 - (4) Proven Superior. The numbers of plants propagated from material of parents proven genetically superior by progeny testing. Report thousands of seedlings and cuttings produced or procured.
 - b. Eventual User of Stock. This is another breakdown of the total planting stock. It identifies the ownership of the land where the seedlings and cuttings are finally planted.

2. Item 2 - Other Nursery Production in State (Other Than State Nurseries). Report production of other non-Federal public nurseries, forest industry nurseries, and other private nurseries in the State. Ignore other private nurseries producing fewer than 10,000 trees per year. Report thousands of seedlings or cuttings.

21.35 - Part V, Assistance to States for Cooperative Genetic Tree Improvement Work

Report State tree improvement program(s) accomplishments including work contributed to cooperatives.

1. Item 1 - Establishment. Work associated directly with planning and establishing seed production areas, progeny tests and seed orchards. Report acres established in each category and the total (MIH activity code E27).
2. Item 2 - Maintenance. Work associated with operating and maintaining seed production areas, progeny tests, and seed orchards. Report acres in each category and the total (MIH activity code E30).
3. Item 3 - Superior Trees Selected. Report the number of trees selected for desirable characteristics to form the basis for genetic tree improvement.

21.36 - Part VI, Cooperative Improvement and/or Expansion of Nurseries and Distribution Facilities

All improvement and expansion work associated with State nurseries or distribution facilities, for example, seed houses, cold storage, and automated mailing systems. Do not include routine maintenance. Report added handling/production capacity in thousands of seedlings even though the MIH unit of measure is in millions. The added detail is necessary for States with small production levels (MIH activity code E31).

21.37 - Part VII, Total Non-Federal Reforestation and Timber Stand Improvement in State

This provides a major part of the information published annually in "19XX U.S. Forest Planting Report."

Part VII is an attempt to account for all reforestation and timber stand improvement on non-Federal lands in a State, regardless of the source of planting stock, the provider of the funds for the work, or the owner of the land. This includes reforestation and timber stand improvement work attributable to Federal-State cooperation reported separately in part I as well as all other activity in the State. Report acres for the current fiscal year only. Do not split the planting season.

The MIH codes are shown here only to relate the definitions given for planting, seeding, natural regeneration, and timber stand improvement in section 21.31. Because these figures include activity that is not attributable to Federal funding, do not use them for Forest Service program budget work.

Under "natural regeneration," include only the data from intentional silvicultural activity, such as site preparation or the selection of a harvesting method. Do not include data on natural regeneration that occurs without human intervention.

It is recognized that this information goes beyond the State forestry organization's direct area of control. If exact figures are unavailable, make a best estimate.

1. Item 1 - On Private Forest Lands. Report acres of tree planting (MIH code 510), seeding (MIH code 511), natural regeneration (MIH code 512), and timber stand improvement (MIH code E24) by three ownership categories: nonindustrial private, forest industry, and other industry.
2. Item 2 - On Non-Federal Public Lands. Report acres of tree planting (MIH code 510), seeding (MIH code 511) natural regeneration (MIH code 512), and timber stand improvement (MIH code E24) by three ownership categories: State forests, other State-owned lands, and local government lands.
3. Item 3 - Total. Enter total of items 1 and 2.

22 - Watershed Protection and Flood Prevention Program

Watershed protection (Public Law 83-566) and flood prevention (Public Law 78-534) projects are cooperatively planned to resolve water resource related problems on individual watersheds. Two reporting levels are required:

Project accomplishments for program management.
Program accomplishments for national reporting.

Project accomplishments are reported by States and the National Forest System for land treatment and technical assistance work funded by these programs. Report progress on the accelerated treatment measures which are identified in the approved work plan for each project. These measures should be added to the front of Form FS-3500-5, Flood Prevention and Small Watershed Programs Accomplishment Report, before it is sent to the reporting unit.

All treatment measures which receive either financial assistance or technical assistance should be reported. In many cases activities are supported by more than one funding source. Where PL-534 or PL-566 watershed funds pay for only a portion of the work, report only that portion of the accomplishment. An exact accounting is not required. Simply estimate the portion of the accomplishment based on the portion of the work paid for by watershed funds.

National reporting requirements are for Report FS-1900-C, Report of the Forest Service. Annual accomplishments in river basin studies, watershed planning, land treatment, and technical assistance will continue to be reported in the Chief's Report. Refer to FSH 1309.14, Information Requirements Handbook, report Number 3000-E, Flood Prevention and Small Watershed Programs Accomplishment Report.

22 - Exhibit 01

USDA - Forest Service

FS-3500-5 (2/89)

OMB No. 0569-0025

Expires 4/30/90

WATERSHED PROTECTION AND FLOOD PREVENTION PROGRAM
ANNUAL ACCOMPLISHMENT REPORT
(REF. FSH 3090.11)

OMB No. 0596-0025

REGION/AREA * __ STATE * __ FISCAL YEAR * __ PROGRAM: PL 534 *

PL 566 *

Project Name * _____

ACCELERATED
WATERSHED WORKS OF IMPROVEMENT

	<u>This Reporting period</u>	<u>Cumulative to date</u>
1. Forest Land - total acres treated	* _____	
Project treatment measures:		
(List treatment measures)	-----	-----
	-----	-----
2. Crop Land - total acres treated	* _____	
Project treatment measures:		
(List treatment measures)	-----	-----
	-----	-----
3. Pasture Land - total acres treated	* _____	
Project treatment measures:		
(List treatment measures)	-----	-----
	-----	-----
4. Range Land - total acres treated	* _____	
Project treatment measures:		
(List treatment measures)	-----	-----
	-----	-----

22 - Exhibit 01--continued

TECHNICAL ASSISTANCE

6. Land owners assisted

Land owners assisted -	number	*	_____	-----
Land Treatment Plans -	number	*	_____	-----

22 - Exhibit 01--Continued

WATERSHED PROTECTION AND FLOOD PREVENTION PROGRAM
PROJECT REPORTING INSTRUCTIONS

This form may be used to collect project level accomplishments from States and the National Forest System.

Report watershed works of improvement which received either technical or financial assistance from these programs during the reporting year. Enter the accomplishments for each approved treatment measure as indicated on the front of the form.

Report only the accelerated treatments from the approved watershed plan. Where watershed funds pay for only a portion of the work which is accomplished, report only that portion. Exact accounting is not required. A best estimate of the share of the total accomplishment paid for by watershed funds is adequate. For example, where watershed funds cover 20 percent of a Service Forester's salary, report 20 percent of his or her watershed related accomplishments on this form.

Measures commonly used in project reporting:

Measures	Units
1. Channel Stabilization	mile
2. Contour Terrace and Furrows	acre
3. Gully Control and Stabilization	acre
4. Diversion Ditches	mile
5. Grade Stabilization Structures	number
6. Critical Area Stabilization	acre
7. Forest Road & Roadbank Stabilization	acre
8. Forest Road and Trail Construction	mile
9. Proper Harvesting Methods	acre
10. Tree Planting and Seeding	acre
11. Revegetation of Surfaced-Mined Areas	acre
12. Wetland/Riparian Restoration	acre
13. Woodland Grazing Control	acre
14. Fire Road and Trail Construction	mile
15. Fuelbreaks	mile
16. Fire Control Water Developments	number
17. Prescribed Burning	acre
18. Floodwater Retarding Structures	number
19. Check Dam Repair	number

Under technical assistance, report the number of land owners receiving assistance and the number of land treatment plans updated or prepared.

Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, DC 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0569-0025), Washington, DC 20503.

For National reporting, summarize the information on individual project reports on a separate form FS-3500-5 for each program. Measures from individual projects should be converted to acres and summarized by the land use categories. Supplying copies of 3500-5 reports for individual project individual project is optional.

Narrative information should be provided on key activities or accomplishments for use in the Chief's Report.

22.1 - Reporting Dates

Regions and Area shall collect annual reports by project from States for the period ending September 30. Regions and Area shall submit a summary, by program, to the Washington Office by November 10.

22.2 - Required Identification Data

Region or Area, State, fiscal year, and program name are necessary for National reporting.

22.3 - Reporting Land Treatment Accomplishments on Form FS-3500-5

Report land treatment measures by the following land uses:

1. Forest Land (includes brush land).
2. Crop Land.
3. Pasture Land.
4. Range Land.
5. Other - (Wildlife, Recreation, Urban, Wetland).

Report technical assistance by the following category:

6. Land owners assisted.

When using the form for project reporting, the approved measures may be added under the appropriate land use.

22.31 - Definitions of Land Treatment Measures and Technical Assistance

1. Channel Stabilization. Erosion control measures on streambanks and channels to prevent erosion and sediment production. Included are:
 - a. Revegetation measures.
 - b. Protective fencing.
 - c. Structural measures.
2. Contour Terrace and Furrows. Measures designed to infiltrate water or direct it to the drainage system in a controlled manner.
3. Gully Control and Stabilization. Land treatment efforts to stabilize advanced gully erosion areas. Structures, grading, and revegetation may be used in combination. Structural measures may include check dams or gully plugs consisting of brush, log or crib, masonry, rock, concrete, gabions, or other materials.
4. Diversion Ditches. Structural measures, usually ditches or embankments, that direct water from its natural course. Includes dikes or embankments, usually of earth, formed or constructed to act as a barrier. Includes levees.
5. Grade Stabilization Structures. Permanent measures installed take water safely to a lower level.
6. Critical Area Stabilization. Establishment of vegetative cover including trees, shrubs, or grass to stabilize critical erosion areas.
7. Forest Road and Roadbank Stabilization. Measure to control erosion and sediment production from roads and trails. Includes seeding or planting cut and fill slopes, installing water bars or culverts, and installing diversion ditches outside the right-of-way to control water.
8. Forest Road and Trail Construction. The location, design, and construction of forest roads and skid trails to incorporate erosion control measures and best management practices.

9. Proper Harvesting Methods. Watershed management aspects of sale lay out and design. Incorporating provisions for slope stability, soil compaction, channel protection and shade retention to protect soil and water resources.
10. Tree Planting and Seeding. The establishment of trees or shrubs to reduce erosion and improve hydrologic condition. Including best management practices for site preparation and release work to mitigate chemical use and soil disturbance. Revegetation of surfaced mined areas is reported separately.
11. Revegetation of Surface-Mined Areas. Revegetation that uses trees, shrub, or grasses to stabilize surface mined areas.
12. Wetland/Riparian Restoration. The establishment or improvement of vegetation in wetlands and riparian areas to improve water resources.
13. Woodland Grazing Control. Measures such as fencing which are used to exclude or control grazing to reduce or avoid damage to soil and water.
14. Fire Road and Trail Construction. Roads, trails, and tractor-ways constructed for facilitating the movement of fire control equipment, personnel and supplies in area of high fire hazard. Includes major construction and betterment needed to make primitive roads serviceable for fire access. Does not include roads and trails constructed to gain access to going fires.
15. Fuelbreaks. Barriers constructed and/or maintained for checking or stopping uncontrolled fires, usually in high fire-hazard areas. Does not include firelanes or firebreaks constructed to stop a going fire.
16. Fire Control Water Developments. Stationary or portable water tanks, dug ponds, or waterholes, installed for firefighting purposes.
17. Prescribed Burning. The use of controlled fire to reduce the fuel loading.
18. Floodwater Retarding Structures. The number of engineering works designed and built to hold or retard floodwaters.
19. Check Dam Repair. Repair work on Flood Control Project check dams.

Forest Service Handbook 3090.11 – State and Private Accomplishment Reporting Handbook

Chapter 20 - Reporting Procedures

Amendment: 3090.11-92-1

Effective date: August 03, 1992

Technical Assistance:

Land Owners Assisted. The number of individuals or groups which are provided watershed information or assistance.

Land Treatment Plans. The number of plans which are revised or prepared for watershed measures.

23 - Resource Conservation and Development

Report accomplishments from all forestry work performed under the Resource Conservation and Development (RC&D) Program with RC&D funding on Form FS-3600-2, RC&D Accomplishment Report, accompanied by a narrative report, for each RC&D area (ex. 01).

23 - Exhibit 01

OMB No. 0596-0025
Expires 2/29/87

USDA - Forest Service RESOURCE CONSERVATION AND DEVELOPMENT ACCOMPLISHMENT REPORT (REF. FSH 3090.11)											
AREA/REGION	12	STATE	34	FISCAL YEAR	11-12	PROGRAM: RESOURCE CONSERVATION & DEVELOPMENT	15-16	RC&D AREA	17-19	SOURCE OF REPORT	20
NA		42	IND	1984	84		3,0	LINCOLN HILLS	4,0,1	STATE FORESTER	1
ACTIVITY		LINE NO.	ACCOMPLISHMENTS								
		23-24	NUMBER OF ASSISTS 25-32	ACRES 33-40	THOUSAND BD. FT. 41-48	CORDS 49-56	THOUSAND CUBIC FT. ¹ 57-64				
1. Forest Land Management Plans:											
Prepared		1	34	1,607							
Revised		2	66	1,233							
2. Timber Stand Improvement											
		3	3	20							
3. Tree Planting and Seeding											
		4	24	240							
4. Revegetation of Surface Mined Areas											
		5									
5. Outdoor Recreation Development											
		6	2								
6. Wildlife Habitat Development											
		7	1	88							
7. Forest Range Improvement											
		8									
8. Pest Control Advice to Landowners											
		9	4								
9. Assistance to Forest Landowner Associations and Aggregates											
		10	2								
10. Marketing Assistance to Landowners											
		11	8		640	120		125			
11. Timber Sale Assistance:											
Prepared		12	24	260	788	485		180			
Harvested		13		180	600	390		138			
12. Assistance to Loggers and Processors											
		14	43		1,000	600		227			
Computer Check Totals (lines 1-14)		90	214	3,628	3,028	1,595		670			

¹ If States report volumes in thousand board feet and cords only, Forest Service Regions and Areas convert to thousand cubic feet.

Previous editions of this form are obsolete.

FS-3600-2 (11/77)

GPO 922-972

23.1 - Frequency of Reporting

States shall submit annual reports for each Resource Conservation and Development area to the Regional or Area Office for the period ending September 30. Regions and Area shall submit annual reports by Resource Conservation and Development area to the Washington Office by November 10.

23.2 - Required Identification Data

Region or Area, State, fiscal year, program, Resource Conservation and Development area name and source of report are necessary (sec. 12).

23.21 - Project

(Fields 17-19). Regions and Area shall assign codes. Codes 400-499 are to be used for Resource Conservation and Development area operations.

23.3 - Activities and Accomplishments to Include on Form FS-3600-2, Resource Conservation and Development Accomplishment Report

Report the number of assists and accomplishments for each item.

1. Item 1 - Forest Land Management Plans. See section 21.31, item 1, for definition.
2. Item 2 - Timber-Stand Improvement. See section 21.31, item 2, for definition. Report number of assists and acres.
3. Item 3 - Tree Planting and Seeding. See section 22.3, item 22, for definition.
4. Item 4 - Revegetation of Surface-Mined Areas. See section 22.3, item 23, for definition.
5. Item 5 - Outdoor Recreation Development. See section 22.3, item 25, for definition.
6. Item 6 - Wildlife Habitat Development. Assistance in the development or modification of forest management plans, prescriptions, or other advice for the purpose of improving or protecting wildlife habitat. Report the number of assists and acres treated. (The same acres may be treated for other purposes.)
7. Item 7 - Forest Range Improvement. See section 21.31, item 6, for definition. Do not include cost-shared activities. Report the number of assists and acres treated. (The same acres may be treated for other purposes.)
8. Item 8 - Pest Control Advice to Landowners. Includes advice provided through Resource Conservation and Development personnel only. Report activities of forest insect and disease management program personnel on form FS-3400-5. Report acres treated through timber stand improvement practices in item 2.

9. Item 9 - Assistance to Forest Landowner Associations and Aggregates. Assistance in the development, formation, organization, or operation of associations and aggregates. Report each assist.
10. Item 10 - Marketing Assistance to Landowners. Assistance in the sale of unmanufactured forest products. For stumpage and roundwood, report the number of assists and volume. For special forest products, such as Christmas trees, firewood, fuelwood, pine cones, nuts, greens, naval stores, and maple syrup, report the number of assists only.
11. Item 11 - Timber Sale Assistance. Assistance in the layout of sale areas and in the preparation of timber for sale, including advice in sale contracts.
 - a. Prepared. Timber marked or otherwise designated for sawtimber and pulpwood harvest (line 12).
 - b. Harvested. Timber cut and sold in accordance with prescription (line 13).
12. Item 12 - Assistance to Loggers and Processors. Assistance in improving practices, increasing efficiency, and extending timber supplies. Report each assist, and where applicable, report the volume of timber saved through improved utilization practices implemented by the recipient.

This activity includes:

- a. Harvesting. All activities involved in moving the tree from the stump to the mill yard. Includes felling, limbing, bucking, skidding, yarding, loading, and transporting.
- b. Sawing, Processing, and Machining. Assistance involving all type of wood manufacturing, materials flow, and machine processing.
- c. Drying. Assistance in the drying of products that would result in increased annual production.
- d. Logger and Processor Marketing Assistance. Assistance in the sale or purchase of roundwood, other wood material, or manufactured wood products.
- e. Protection of Wood. Assistance that extends the life or enhances the efficiency of the utilization of wood in use or in storage and results in increased wood production or reduced wood replacement requirements.
- f. Wood Engineering. Assistance in design, manufacture, fabrication, and erection of wood-frame structures of all types, including prefabricated, mobile, and modular

structures, to extend timber supplies through more efficient use of wood construction material.

13. Line 90 - Computer Check Totals. The sums of entries in each column, used for computer checking purposes.

24 - Rural Development [Reserved]