

---

# SCALING ADMINISTRATION AND FORMS

---

# 15

The previous chapters of this manual have described in detail how round wood is scaled in the Yukon. This chapter documents the administrative requirements for scaling pertaining to:

- Permit holders,
- Scale site operators, and
- Scalers.

This chapter also describes the scaling and reporting requirements of various permit types and describes the scaling authorizations identified in the Yukon Timber Regulation.

## 15.1 Scaling Requirements by Permit Type

Scaling requirements in the Yukon vary according to the type of permit, product and volume. Essentially, greater timber values demand more extensive scaling requirements. Chapter 13 lists the various scaling methods available for various permit types, while this chapter discusses the variety of administrative requirements.

Three levels are identified in relation to permits described in the Yukon Timber Regulation:

- Permits requiring scaling by an authorized scaler at an authorized scale site,
- Permits requiring scaling but authorized scaler and scale site not required;
- Permits requiring scaling or estimate by permit holder, no reporting of volumes required.

The first of these three levels refers to round wood permits (other than Class H). Round wood products are the only products described by the Yukon Timber Regulation to which reforestation charges are applied. The dues recovered by the Crown for timber harvested under this type of permit are higher than that of any other type or class of permit. The permit classes corresponding to this are:

- Class A, B, C, E, F, G but not H, and,
- Any other authorization issued for the removal of round wood.

Round wood timber harvested under any of these permit classes or authorizations must be scaled by Yukon authorized scalers at a scale site authorized by the Forest Management Branch. Further sections in this chapter describe the requirements to obtain authorization as a Yukon scaler and site designation as a Yukon authorized scale site.

The reporting requirements for both the permit holder and scale site operator are detailed in Section 15.9.

Small volume round wood permit holders may apply for status as an acting scaler (see Section 15.5) in order to scale logs cut under their own timber permits. The permit holder may also choose to apply for authorization as a generic scale site as per Section 15.3.

A lower level of scaling requirements applies to permits for fuelwood, deciduous timber and Class H round wood. Fuelwood and deciduous timber are of lower value, with minimal stumpage rates and no reforestation fees. Class H round wood is of high value but low volume. The scaling method for Class H permits as described by the Yukon Timber Regulation is the piece count method.

These permits require that volumes are scaled and reported but scaling can be done by the permit holder at the area of harvest without scaler and scale site authorizations. Reporting requirements for holders of these types of permits are described in Section 15.9.1.

The lowest level of scaling requirements pertains to miscellaneous and dues free permits. Miscellaneous permits for items such as transplants and Christmas trees require that the permittee harvest only the number of trees described by the permit. While dues free permits such as personal use fuelwood permits prescribe maximum allowable harvest volumes that do not require scaling or reporting of harvested volumes. Permit holders must simply be able to estimate the volume harvested to ensure compliance with permit volumes. Where the volume is not simply a piece count, the permittee should refer to Section 13.3.4 for information on how to estimate fuelwood volumes.

## **15.2 Scale Site Authorization**

Round wood timber permits (other than Class H) require that all scaling be carried out at scale sites authorized by the Forest Management Branch. This ensures that logs are scaled in a controlled environment with accountability of volumes and methods. Permit holders have the option of transporting logs to an existing (authorized) scale site or applying for authorization as a Yukon scale site.

### **15.2.1 Scale Site Application**

To obtain authorization to operate a Yukon scale site a FR-326 (see example in Figure 15.1) must be filled out and submitted to the Forest Management Branch for processing.

The FR-326 must be properly completed and submitted to the Forest Management Branch for processing in advance of the anticipated start-up date. The applicant must describe the specific location of the scale site as well as the products to be scaled and scaling method. If the individual is applying for a scale site authorization to scale only logs from his or her permit, the permit number must be listed and the applicable box on the application must be checked.

The applicant must also state whether the scale site will be receiving or shipping pre-scaled logs. The applicant is also required to describe his or her tenure on the land, with expiry date if applicable, as well as registration numbers for both WCB (Workers Compensation Board) and GST (Federal Goods and Services Tax). If either of the WCB or GST numbers is not applicable to the applicant, he or she must provide a letter to prove that registration is not required. Scale site authorization will not be granted until all necessary documents are supplied.



**Scale Site Application**

In Accordance with the *Yukon Timber Regulations*, Section 16, I hereby apply for authorization as an official site of scale for timber.

Site (Company) Name: John's Sawmill

Site (Company) Mailing Address: Box 237 whitehorse Y1A 5M3

Contact Name: John Maronovich

Location of the scale site: 783-21<sup>st</sup> ST. whitehorse

Product to be scaled and scaling method: Sawlogs - Piece scale  
 (i.e. sawlogs, building logs. Piece scale, weight scale or both)

To scale wood from a single permit. If yes, permit # \_\_\_\_\_  To scale wood from more than one permit  
 Estimated Start-Up Date of Scale Site (MM/DD/YY): 10/31/03

Scaled timber incoming? Y/N No Scaled timber outgoing? Y/N No

Land Use Permit (If applicable) # Lease #/Lot # or other: <u>Lot #632</u>	Expiry Date (MM/DD/YY) <u>N/A</u>
Workman's Compensation # (If not applicable, please attach letter stating official reason) <u>wcB 123</u>	
GST #: (If not applicable, please attach letter stating official reason) <u>GST 123</u>	
BC Scale Site a copy of their valid, active, B.C. Ministry of Forests scale site authorization letter is attached: Yes or No: <u>N/A</u>	

(Site owner signature) 10/26/03 (Date)  
456-2331 (Telephone number) 456-2332 (Fax number)

<b>For Departmental Use Only</b>	
APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>	COMMENCEMENT DATE:
SITE NUMBER:	EXPIRY DATE:
SIGNATURE:	

FR-326

*Figure 15.1 Example of a properly completed Scale site application (FR-326)*

The Forest Management Branch may request the applicant to supply a sketch detailing the layout of the area to be used for scaling, including dimensions.

Once the Forest Management Branch deems the site suitable for the scaling method proposed and the individual is found to have no outstanding issues related to a previous authorization, authorization will be granted for the area of application. If authorization is not granted, the Forest Management Branch will provide a written explanation to the applicant.

### **15.2.2 Scale Site Terms and Conditions**

All scale site authorizations are subject to terms and conditions, supplied by the Forest Management Branch, which are specific to each scale site. These specifications must be strictly adhered to in order for the scale site to maintain the status of being in “good standing”. It is the responsibility of each scale site operator to ensure that all employees and scalers working at the scale site are familiar with the scale site’s terms and conditions. The Forest Management Branch and Client Services and Inspections staff will monitor activity at the scale site to ensure that all scaling activities at the scale site are in accordance with the scale site authorization terms and conditions, this manual and the Yukon Timber Regulation.

Where the scale site is found to be in contravention of the site’s terms and conditions, or, in contravention of the Yukon Timber Regulation, the Forest Management Branch may suspend the scale site authorization. Only if the scale site operator has been found in clear and obvious contravention of these stated terms and conditions or has failed to correct activities he has received instruction from the Forest Management Branch or Client Services and Inspections Staff to change, will the Forest Management Branch retain the right to cancel a scale site authorization.

### **15.2.3 Scale Site Renewal**

All valid scale site authorizations are not to exceed 12 months. If the scale site operator wishes to maintain the authorization, he or she must re-submit a scale site application (FR-326) to the Forest Management Branch. The Forest Management Branch will review the history of the scale site from the previous authorization. The Forest Management Branch can refuse to issue an authorization to a scale site or individual applicant found to be in contravention of:

- Previous scale site terms and conditions,
- Scaling terms and conditions of a previous permit, or
- The Yukon Timber Regulation with respect to any previous harvesting activity.

## **15.3 Generic Scale Site Authorization**

The Forest Management Branch may identify a generic scale site number for each of the Yukon’s Forest Districts. “One time” permit holders and small volume round wood permit holders may request site designation under this scale site number. This is a service provided for individuals receiving unscaled Yukon round wood on an intermittent or “one time only” basis. It is not suitable for operators who haul large volumes or receive logs on a regular basis from year to year.

If approval is granted, the applicant must adhere to the terms and conditions that apply to the generic scale site as well as the scaling terms and conditions of the permit that timber is being harvested and scaled under.

## **15.4 Scaler Authorization**

Upon successful completion of a practical and written examination, the Forest Management Branch will recognize an individual as a licenced scaler. The individual is not permitted to scale Yukon round wood until he or she receives a formal authorization to scale from the Forest Management Branch.

### **15.4.1 Scaler Training**

A variety of routes are available to individuals wishing to gain accreditation as a licenced scaler in the Yukon. The availability of courses tends to fluctuate along with logging and milling activities. Courses are normally only offered when there is sufficient demand. The Forest Management Branch may offer courses to the general public when there is a demand. Otherwise, local colleges or other private institutions should be consulted in regards to their course schedule.

One of the objectives of the Forest Management Branch is to allow scalers from British Columbia to obtain work in the Yukon. Scaling methods used here are similar to those used in Interior British Columbia. Therefore, interior scaling courses taught in B.C. are recognized as meeting the regulatory requirements in the Yukon.

It is not absolutely necessary to take formal training before attempting to write the written and practical examinations to obtain a scaler's licence. The Forest Management Branch supports independent learning as an option when interested individuals have no other training opportunities available. The student must study this manual and try to arrange "hands on" tutorial sessions with licensed scalers either within the Forest Management Branch or those working in industry.

Upon completion of any training method, the student must then successfully complete both a written and a practical exam conducted by the Forest Management Branch. Only students who have passed written and practical exams in Interior British Columbia will be made an exception.

### **15.4.2 Scalers from British Columbia**

Any person who holds a valid scaling licence in Interior British Columbia may apply for authorization to scale Yukon round wood. As with Yukon scalers, authorization to scale for the Crown will be subject to proof of adequate experience and competence. Scalers who are currently authorized to scale in Interior British Columbia are eligible to apply for authorization to scale Yukon round wood. These scalers will be given specific information by the Forest Management Branch informing them of any differences in firmwood scaling procedures or grading rules.

### 15.4.3 Scaling Examination

Individuals not holding a valid scaler's licence from Interior British Columbia must successfully complete both a written and practical exam conducted by the Forest Management Branch in order to obtain a Yukon scaler's licence.

Scaling exams are offered through the Forest Management Branch in limited numbers and are generally coordinated to follow any courses that may be held. Students who choose to use the self-teaching method must contact the Forest Management Branch to discuss availability of exams. Written exams are available at the discretion of the Forest Management Branch. Out of town students may be required to travel to Whitehorse to write the exam at the Forest Management Branch's office. Logs must be spread for practical exams, thus availability of this portion of the exam may be limited. The student should contact the Forest Management Branch to discuss options and are encouraged to solicit support from any local scale sites willing to spread logs for an exam.

#### 15.4.3.1 Application to Write Exam

Anyone wishing to take the licence scaler's examination must complete a FR-324 Scaler Application (See Figure 15.2).

#### 15.4.3.2 Requirements to Pass Scaling Exam

The examination consists of two parts: a written and practical exam. Candidates are given a maximum of four hours for the written exam and a maximum of five hours for the practical exam, which requires scaling and reporting scale results for sample logs.

To pass the exam, candidates must achieve at least 50 percent in each of three categories and at least 75 percent of the overall exam marks.

Marks are allotted by the following categories:

	Maximum mark	Minimum pass
Written paper	30	15
Net Scale Volume	30	15
Grading and Accuracy	40	20
<hr/>		
Total	100	75*

\* Minimum marks for each individual portion are 50% but the total score must be at least a total of 75% on the entire test.



**Scaler Application**

Surname <i>Moltby</i>	First Name <i>James</i>	Middle Initial <i>J.</i>	Address <i>327-137<sup>th</sup> AVE whitehorse Y1A 5N7</i>
Telephone No.: <i>456-2312</i>	Fax No.: <i>456-2313</i>		
Have you ever held a Scaling license before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, where?		License No.
<p><b>I hereby make application (Please check in squares that are applicable)</b></p> <p><input type="checkbox"/> For authorization to scale at _____ (Name, site number(s) and address of mill or other operations)</p> <p>_____</p> <p><input type="checkbox"/> For authorization as acting Scaler at _____ (Name, site number(s) and address of mill or other operations)</p> <p>_____</p> <p><input checked="" type="checkbox"/> To take examination for Scaler's license, to be held at <u><i>whitehorse</i></u> on <u><i>08/02/03</i></u> (Location) (MM/DD/YY)</p>			
Signature of Applicant: <i>J. Moltby</i>		Date Signed (MM/DD/YY) <i>07/26/03</i>	
<b>Departmental Use only</b>			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, explain:	
Date Approved:		Date of Exam:	
Start Date:		Location:	
Expiry Date:		Exam Grade (%):	
License No.:		Comments:	

FR-324

*Figure 15.2 FR-324 filled out as a request to write scaler exam*

### 15.4.3.3 Net Scale Volume in Practical Exam

The net length, net top radius, and net butt radius recorded for each log are used to compute the net volume. The net half volumes for each log can be found in the *Table of the Half Volume of Cylinders*, which are entered in cubic decimetres on the exam tally.

Examiners recompile the net volumes, correcting any errors the candidate has made. The corrected net volume is used to compute the mark for net scale volume.

The percentage difference of the candidate's net volume from the master scale net volume is calculated. Marks are allocated as follows:

Difference %	Mark
0.0 to 3.0	$100 - (\% \text{ difference} \times 3.333)$
Over 3.0 to 5.0	$90 - ((\% \text{ difference} - 3) \times 10)$
Over 5.0 to 8.0	$70 - ((\% \text{ difference} - 5) \times 23.333)$

The allocation of marks resulting from the above formulae is graphically demonstrated in the following table:

Difference %	Mark	Difference %	Mark
0.5	98	4.5	75
1.0	97	5.0	70
1.5	95	5.5	58
2.0	93	6.0	47
2.5	92	6.5	35
3.0	90	7.0	23
3.5	85	7.5	12
4.0	80	8.0	00

The mark is multiplied by 0.3 before being included in the total mark for the examination.

### 15.4.3.4 Grading and Accuracy

From the 40 mark allotted to this category, 1.0 mark is deducted for each incorrect species and each incorrect grade.

A further 0.5 of a mark is deducted for each incorrect gross length, gross radius out by more than one radius class, incorrectly entered half volume, and each type of procedural error made in recording the scale details.

The mark remaining after the deductions is added to the total mark for the examination.



### 15.4.3.5 Invigilating Scaling Examinations

The written and practical parts of the examination are supervised by examiners who ensure each candidate receives no assistance from another person or from written notes. Candidates found to be receiving assistance or using notes will be disqualified and receive an automatic fail.

### 15.4.3.6 Review by Unsuccessful Students

Any student taking a scaling examination is entitled to review the exam with a scaling examiner. Students who do not successfully obtain the minimum mark of 75% should try to understand where they need improvement before attempting to rewrite the exam.

## 15.4.4 Issuance of Scaling Licences

Upon confirmation, the names of successful candidates are entered on the Yukon Scaler List. A licence number is issued for the scaling licence. The examination papers of successful applicants are retained at the Forest Management Branch office in Whitehorse.

Students must be aware that obtaining a scaler's licence is only the first step toward becoming a scaler. In order to become eligible to scale for the purposes of the Yukon Timber Regulation, a scaler must obtain authorization from the Forest Management Branch.

## 15.4.5 Scaler Authorization Licence

In order to scale Yukon round wood for the Crown, a scaler must obtain a scaling authorization licence from the Forest Management Branch. All applicants must complete a FR-324 (see Figure 15.3). Scalers must meet specific criteria in order to gain authorization. Those who do not hold a valid British Columbia Interior Scaler's licence but hold the following qualifications will be issued an annual Yukon scaler authorization licence:

- Have passed a Yukon scaler examination conducted by the Forest Management Branch, and
- Have scaled round wood in the Yukon over the previous year and whose previous authorization was in good standing before expiration, or displays adequate knowledge of scaling methods and grading rules

Scalers from British Columbia wishing to obtain authorization to scale Yukon round wood must meet the following criteria:

- Hold a valid B.C. Interior scaling licence, and
- Have scaled in B.C. during the past year under a valid B.C. Interior authorization and most recent authorization was not cancelled, or displays adequate knowledge of scaling methods and grading rules, and
- Has not had a previous Yukon scaler's authorization cancelled.

All scaler's authorization will come with conditions attached. These conditions are not limited to, but will include the following:

- Authorization is conditional upon the scaler conducting all scaling and data recording in compliance with the Yukon Timber Regulation, this Scaling Manual, and the Forest Management Branch's scaling guidelines,
- Authorization is conditional upon compliance with the conditions of the Scale Site(s) Authorization. It is the scaler's responsibility to obtain a copy of the site authorization and be familiar with the conditions,
- Authorization is not valid to scale unscaled round wood for the crown at inactive scale site(s) or timber permit cutting areas, and
- Failure to comply with conditions of the authorization may result in cancellation or suspension of the authorization.

### **15.5 Acting Scaler Appointments**

Persons who do not meet the requirements of Section 15.4.5 but wish to obtain authorization to scale Yukon round wood for the Crown may submit an application for appointment as an acting scaler. The form used is also the Scaler Application, FR-324 (See Figure 15.4). Appointment as an acting scaler is considered only where:

- Securing a licensed scaler would impose unreasonable costs or delays, and/or
- Volumes and values are minimal and there is little risk that the scaling requirements of the Yukon Timber Regulation will not be met.

Persons working as a weigh master, or assisting a scaler in taking measurements or in some other capacity, must be appointed as an acting scaler. Persons receiving appointments as acting scalers will have conditions set on their authorizations specifying the types of scaling duties they may perform.

### **15.6 Monitoring Performance of Authorized Scalers**

The Forest Management Branch will monitor the performance of authorized scalers on a regular basis to ensure compliance with all regulations and conditions. Scalers' activities will be monitored as part of regular scale site inspections as well as through frequent check scales.

#### **15.6.1 Check Scales**

Check scales are conducted by the Forest Management Branch to maintain scaling standards and uniform scaling practices throughout the territory. This is achieved through scaling previously scaled parcels of logs to check the accuracy of the scale.

Check scales are conducted randomly and as part of unannounced scale site visits. The check scaler scales the most recently scaled parcel at the scale site and the results are quantitatively measured against the results of the original scale. Scalers' original tallies can vary from check

scale results by a specified margin. If results are within the tolerance range, the original data will stand. If the results fall outside of the tolerance range, the check scaler will review the parcel with the original scaler if he or she is available, any further action required to reconcile the difference will depend on the results of that review.

Where the volume or value of the check scale varies by more than 3%, the check scale may replace the original scale. Replacement of the load may be precluded where it is considered the original scale was conducted in accordance with good scaling practices and the differences in the original and the check scale are attributable to the condition of the logs. The term “good scaling practices” is subjective and requires an assessment of the nature, magnitude and frequency of scaling errors.

For example, where logs are sound and display little butt flare, an exemption to replacement would likely not follow. On the other hand, where the grades of some large logs in the parcel are on the border between any of the round wood grades and any of the reject grades, and exemption to a replacement will be considered.

The objective in reviewing a check scale parcel is for both parties to understand why the results differed significantly. The check scaler must try to identify any possible errors in the original scaler’s firmwood scaling techniques or grading methods and help to correct them.

Where opinions differ, all attempts must be made to resolve differences and reach an understanding of what scaling practices need to be corrected, if any. If a resolution cannot be reached, the check scaler’s results will stand.

Although the Forest Management Branch does not guarantee the opportunity for a second check scale, if the option is feasible and the circumstances warrant it, another staff member may conduct a second check scale. The results of the second check scale will stand with no further opportunity for challenge.

Where the original scale is to be replaced by the check scale, a copy of the new scale return will be provided to the scaler and the timber permit holder.

### **15.6.2 Suspension or Cancellation of a Scaler Authorization Licence**

The Director of the Forest Management Branch is authorized to suspend a scaling licence where its holder fails to properly perform their duties or comply with the requirements of the Yukon Timber Regulation.

Where the contravention does not result in serious risk in revenue loss for the Crown, the scaler will receive verbal or written direction from the Forest Management Branch specifying the nature of the contravention and requesting correction of the activity. This correspondence will be noted in the Forest Management Branch’s copy of the scaler’s file.

Where the contravention does result in a significant risk in revenue, the Forest Management Branch may issue a suspension or cancellation to the scaler’s authorization to scale. The decision on whether to suspend or cancel is subject to assessment of the magnitude of contravention and revenue risk.

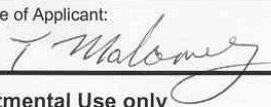


**Scaler Application**

Surname <i>Moltby</i>	First Name <i>James</i>	Middle Initial <i>J.</i>	Address <i>327-137<sup>th</sup> Ave. Whitehorse Y1A-5N7</i>
Telephone No.: <i>456-2312</i>		Fax No.: <i>456-2313</i>	
Have you ever held a Scaling license before?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, where?	License No.
<p>I hereby make application (Please check in squares that are applicable)</p> <p><input checked="" type="checkbox"/> For authorization to scale at <u><i>All Yukon Scale Sites</i></u> (Name, site number(s) and address of mill or other operations)</p> <p><input type="checkbox"/> For authorization as acting Scaler at _____ (Name, site number(s) and address of mill or other operations)</p> <p><input type="checkbox"/> To take examination for Scaler's license, to be held at _____ on _____ (Location) (MM/DD/YY)</p>			
Signature of Applicant: <i>J. Moltby</i>		Date Signed (MM/DD/YY) <i>10/01/03</i>	
<b>Departmental Use only</b>			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, explain:	
Date Approved:		Date of Exam:	
Start Date:		Location:	
Expiry Date:		Exam Grade (%):	
License No.:		Comments:	

FR-324

*Figure 15.3 FR-324 filled out as a request for authorization to scale*

Surname			First Name	Middle Initial	Address
Maloney			Tony	D.	Box 113 Whitehorse Y1A-5N9
Telephone No.:			Fax No.:		
456-2121			456-2122		
Have you ever held a Scaling license before?		<input type="checkbox"/> Yes	If yes, where?		License No.
		<input checked="" type="checkbox"/> No			
<b>I hereby make application (Please check in squares that are applicable)</b>					
<input type="checkbox"/> For authorization to scale at _____ (Name, site number(s) and address of mill or other operations)					
<input checked="" type="checkbox"/> For authorization as acting Scaler at <u>Acme Forest Products W35</u> (Name, site number(s) and address of mill or other operations)					
<input type="checkbox"/> To take examination for Scaler's license, to be held at _____ on _____ (Location) (MM/DD/YY)					
Signature of Applicant:			Date Signed (MM/DD/YY)		
			11/13/03		
<b>Departmental Use only</b>					
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, explain:		
Date Approved:			Date of Exam:		
Start Date:			Location:		
Expiry Date:			Exam Grade (%):		
License No.:			Comments:		

FR-324

*Figure 15.4 FR-324 filled out as an application for authorization as an acting scaler*

## **15.7 Log Marking Requirements**

All logs being removed from cutting areas in the Yukon must be properly identified during transportation and scaling. A timber mark must be associated with every timber permit and cutting authority.

The level of identification required during transportation and scaling depends on the product. The marking requirements for round wood timber are most comprehensive because of the value of the wood and potential revenue risk. All logs being hauled are considered properly marked if the load is marked and identified as prescribed in the following sections and in the scaling terms and conditions of the permit.

### **15.7.1 Mark Holder Scaling Agreement for Round Wood**

Before removing any unscaled logs from a permit area the permit holder must obtain a Mark Holder Scaling Agreement (see Figure 15.5) from the Forest Management Branch. An exception to this is round wood cut under a Class H permit. The mark holder document is an integral part of the scaling process. It designates the timber mark that must be affixed to logs being hauled, for identification purposes, as well as the location of scaling by identifying an authorized scale site. It is the sole responsibility of the permit holder to ensure that a valid Mark Holder Scaling Agreement is in place before any logs are removed from the permit area.

Scale site operators also hold responsibility with respect to this document. Round wood logs must not be received by any scale site without a copy of the corresponding Mark Holder Scaling Agreement on site. Any loads arriving on site without this document in place must be set aside and the scale site attendant must immediately contact the Forest Management Branch or a local Forest Officer.

### **15.7.2 Marking Requirements for Round Wood (other than Class H)**

Round wood logs in transport from the permit area to the designated scale site must be properly identified. The logs transported must be labeled with the log mark identified on the Yukon Markholder Scaling Agreement issued for the permit.

The timber mark must be legibly placed on at least one log on four corners of the load, two in front, two in rear, and must be legibly painted on each side of the load, in front of the first stake (see Figure 15.6). A properly documented Yukon Load Receipt must also accompany all loads (see Figure 15.7). The Forest Management Branch may require the permit holder to hammer mark all individual logs being transported from the permit area. The scaling terms and conditions attached to the timber permit will specify the marking requirements.

### **15.7.3 Marking Requirements for Class H Round Wood**

Round wood cut under the authority of a Class H permit is for personal use and the scaling method is piece count. As the permit holder uses the piece count method it is not necessary to haul the logs to an authorized scale site, thus a Mark Holder Scaling Agreement is not required.



**Mark Holder Scaling Agreement**

Pursuant to the Yukon Timber Regulations, I hereby apply to have timber scaled at the following site:

Name of Scale site and location	Site #	STR.	Species Composition (%) (Spruce, Lodgepole Pine, Balsam) SP% LO% BA%	Est. # Truck Loads	Total Vol. (m <sup>3</sup> ) To Be Received
L+M Lumber	X15	90		30	1,000
Timber Permit #: 2003F40049			Forest District of Origin:		
Timber Mark: 3F4049-X15			FMU Area:		
Permitted Volume (m <sup>3</sup> ): 1,000			Geographic Area of Permit:		
Term Start Date: Nov. 15/03			Term Expiry Date: Nov. 14/04		
Product Type: Round wood			Contractor: —		
<b>Permit Holder (Please print)</b>			<b>Scale Site Owner/Operator (Please print)</b>		
Samuel Holton			Sally Scott		
Permit Holder's Full Name			Site Owner's Name		
Box 543			L+M Lumber		
Permit Holders Address			Scale Site Name and Address		
Watson Lake			Box 632		
70A-1C0			Watson Lake, 70A-1C0		
Postal Code			Postal Code		
S. Holton			S. Scott		
Signature of Permit Holder			Signature of Site Owner (if different than permit holder)		
536-7777			536-2100		
Telephone Number			Telephone Number		
536-7878			536-2101		
Fax number and/or email address			Fax Number and/or email address		
<p>We accept and agree to scale and transport this timber according to the Yukon Timber Regulations, the Yukon Timber Marking, Branding and Transportation Procedures, the Mark Holder's Authorization letter and the scale site authorization letter.</p> <p><b>NOTE:</b> This application must be delivered to the Forestry Branch Scaling Technician at least (5) five working days before the date that hauling is intended to commence.</p>					
<p>B.C. District Scaling Supervisor Approval (if applicable): <u>N/A</u> Date: M   D   Y      </p> <p>Scale Site Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Timber Marking Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Forestry Branch Scaling Technician: <u>D. Muckelby</u> Date: M   D   Y      </p>					

FR-322

**Figure 15.5 Example of a FR-322 Mark Holder Scaling Agreement**



*Figure 15.6 Load marking requirements for round wood*

If the logs are transported they must be marked as shown in Figure 15.6 and accompanied by a properly completed Yukon load receipt to identify the origin.

#### **15.7.4 Marking Requirements for Commercial Fuelwood**

The permit holder may scale commercial fuelwood even if he or she is not an authorized scaler. The scaling may also be done on site at the permit area rather than at an authorized scale site. Therefore a Mark Holder Scaling Agreement is not required to haul commercial fuelwood. During transportation commercial fuelwood loads must be properly identified in order to identify the authority under which the wood was harvested.

Commercial fuelwood is most often hauled in lengths less than 2.5 metres in light trucks. The timber mark in this case must be painted on the back of the load and the driver must complete a Yukon load receipt for each truckload hauled.

#### **15.7.5 Marking Requirements for Miscellaneous and Dues Free Permits**

Scaling is not required for miscellaneous permits, such as Christmas trees, transplants or personal use fuelwood. A Mark Holder Scaling Agreement is not required, nor is it necessary to carry a Yukon load receipt with the load. Although the permit holder must keep a copy of his or her permit on their person while cutting to identify the authority under which the timber was cut.

### **15.8 Scaling Forms**

All timber harvested under authority of the Yukon Timber Regulation must be reported to the Forest Management Branch within timelines identified in the regulation after scaling has been completed. The regulation requires that the permit holder reports volumes and if an authorized scale site was designated as the place of scaling, the scale site is also required to report volumes.

Forms used to report scaled volumes are split into two categories, those to be submitted by the permit holder and by the scale site. These forms are described in the following two sub-sections. Refer to the Forest Management Branch's Compendium of Forms for the most recent version of each form and instructions for completion.



NO. OF PIECES		DESCRIPTION PRODUCT, SPECIES DIMENSIONS	VOLUME FBM <input type="checkbox"/> M <sup>3</sup> <input type="checkbox"/>	UNIT PRICE	\$ AMOUNT
		SP140 Sawlogs			
TOTAL			TOTAL VOLUME	TOTAL PRICE	
WEIGHT: GROSS		59160	WEIGH STATION		
TARE		19500	TICKET NO.		
NET		39660			
I hereby certify that these forest products were cut from 10 Km Contract Cr H/L					
Landing No. 003		Block No. 01	District: Watson Lake		
Permit No. 1998F40049		Signed <u>Doug White</u>			

WILLOW PRINTERS LTD. WHITE - ORIGINAL WITH CARRIER

Figure 15.7 Example of a properly completed load receipt

### 15.8.1 Scaling Forms (Scale Site)

Forms used by scale sites to report volumes scaled are further categorized into those used by piece scale sites and weigh scale sites.

#### Piece Scale Sites

- Yukon Load Receipts
- Piece Scale Site Incoming Load Diary (FR-372)
- Piece Scale Site Monthly Return (FR-374)
- Scale Tally Sheets (FR-358), if piece scale, top scale method used
- Summary of Scale(s) (FR-381), if piece scale method used
- Stack Scale Tally Sheet (FR-380), if stack scale method used

## Weigh Scale Sites

- Yukon Load Receipts
- Weigh Scale Receipts (FR-344)
- Sample Load Tally Ledgers (FR-383)
- Weigh Scale Site Daily Load Inventory (FR-346)
- Weigh Scale Site Monthly Return (FR-376)
- Weigh Scale Site Monthly Return (Summary)
- Scale Tally Sheets (FR-358)
- Summary of Scale(s) (FR-381)

### 15.8.2 Scaling Forms (Permit Holder)

Scaling forms to be submitted by the permit holder are classified according to the product and the scaling method used.

#### Round Wood Permit Holders (other than Class H)

- Yukon Load Receipts
- Copies of Weigh Scale Receipts (FR-344), if applicable
- Timber Permit Daily/Monthly Load Inventory (FR-355)
- Timber Return Monthly Invoice (FR-313)

In addition to these, the round wood permit holder must also submit the following forms if he or she operates their own scale site for the purpose of scaling only logs from their own permit as discussed in Section 15.2.1:

- Stack Scale Tally Sheets (FR-380), if stack scale method used
- Scale Tally sheets (FR-358), if piece, top or weigh scale method used
- Summary of Scale(s) (FR-381), if piece, top or weigh scale method used

#### Class H Round Wood Permit Holders

- Class H Timber Permit Piece Count (FR-385)

#### Commercial Fuelwood Permit Holders

- Yukon Load Receipts
- Timber Permit Daily/Monthly Load Inventory (FR-355)
- Commercial Fuelwood Monthly Timber Return Invoice (FR-311), if permit not prepaid
- Commercial Fuelwood Yearly Timber Return (FR-315), if permit prepaid

#### Miscellaneous and Personal Use Fuelwood Permits

- No scaling forms used unless otherwise stated in permit terms and conditions

## **15.9 Reporting Requirements**

The Forest Management Branch sets specific timelines for submission of data. Where these timelines are not met, the permit holder or scale site operator may be deemed to be in contravention of their respected authorities. Submission of data is normally carried out by delivering the required documents to the local District Forest Office for delivery to the Forest Management Branch. Out of Territory scale sites will receive specific direction for delivery of scale data.

### **15.9.1 Permit Holder**

Reporting requirements of the permit holder are dependant upon the type of permit and product being harvested.

Some timber permits may allow alternative schedules in lieu of monthly reporting. For example, Class D fuelwood and Class H round wood permits allow for summary reports when dues have been prepaid.

Alternately, timber permit terms and conditions may require the permit holder to notify the District Forest Officer prior to commencing any harvesting activities. For any permit where this process is being adhered to, the Forest Management Branch will consider the permit to be inactive, for the purpose of Section 9 of the Yukon Timber Regulation, for the months during which the District Forest Officer has not been notified of activity. This will not absolve the permit holder of the responsibility to report any volumes harvested if activity does occur without notification to the District Forest Officer.

#### **Round Wood Permit (Other than Class H)**

Permit holder is required to submit the appropriate scaling forms as itemized in Section 15.8.2 within 15 days after the last day of each month in which the permit remains active. These forms will detail all volumes harvested and scaled for the given month.

#### **Round Wood Permit (Class H)**

Permit holder is required to submit scaling forms under the same schedule described for round wood (other than Class H) permit holders if he or she has not prepaid stumpage dues. If stumpage dues are prepaid, the permit holder may submit a single report within 15 days of the expiry of the permit in order to reconcile the permit account.

#### **Commercial Fuelwood Permit**

Reporting requirements for commercial fuelwood cutters is as described for round wood (Class H) permit holders.

## **Miscellaneous and Dues Free Permits**

No reporting is required for these permits unless otherwise stated in the terms and conditions of the permit.

### **15.9.2 Scale Site**

All scale sites are required to submit the appropriate forms referred to in Section 15.8.1 within 10 days after the end of each month that the scale site is active. Weigh scale sites are an exception to this in that they must submit sample scale tallies and summaries on a weekly basis and the remainder of the forms within 10 days after month end. Where a scale site is authorized to scale only logs from a single permit, as discussed in Section 15.2.1, the scale site is not required to report, but rather, the sole responsibility for reporting rests with the permit holder. Additional required forms are described in Section 15.8.2.

## **15.10 Integrity of Data**

As well as being on time with data submissions, permit holders and scale site operators must ensure that all data submitted is done so accurately and legibly. Both parties must ensure that all data submitted on the Forest Management Branch forms are detailed in the manner prescribed. Refer to the Forest Management Branch's Compendium of Forms for specific instructions for filling in all scaling forms. If electronic scale data is being submitted in the form of reports generated by scaling software, check with the Forest Management Branch as to the appropriateness of the formatting of the reports.

In the event of scale data being lost or destroyed, the permit holder or scale site employee must contact the Forest Management Branch immediately and await instruction.

## **15.11 Division of Responsibilities for Scaling**

The Yukon Timber Regulation and this manual describe specific responsibilities held by scalers, scale site operators and permit holders, but one may question how all of these responsibilities relate to one another. For clarification, the responsibilities of permit holders, scale site operators and scalers are addressed.

### **Permit Holder**

Ultimately, the responsibility for scaling wood lies with the permit holder. The scaling terms and conditions of the permit state that the permit holder is responsible for scaling all timber harvested in accordance with the Yukon Timber Regulation and this scaling manual. It is the responsibility of the permit holder to transport logs to an authorized scale site for scaling and subsequent reporting of data in the manner prescribed in Section 15.9.1. The permit holder is responsible for retaining a valid Mark Holder Scaling Agreement, if required, before commencing with the removal of logs from the permit area.

In summary, the permit holder is responsible for ensuring that all activities related to transportation and scaling of logs are done so in accordance with the Yukon Timber Regulation, this manual and the terms and conditions associated with the permit.

### **Scale Site Operator**

The scale site operator becomes responsible for scaling round wood upon receiving it by delivery from the permit holder. The scale site operator must ensure that all scaling activities on the site comply with the conditions attached to the scale site authorization and must also ensure that all employees on site are familiar with those conditions. The scale site operator is responsible for timely submission of scale data in the manner prescribed in Section 15.9.2.

The scale site operator is also responsible for ensuring that all loads delivered to the scale site are properly marked and identified by a properly completed Yukon Load Receipt. This individual, or his or her employees, must ensure that no loads are received for scaling unless a copy of a valid Mark Holder Scaling Agreement is on site and must notify the Forest Management Branch if a load arrives without proper identification.

### **Scaler**

Although the scaler is not responsible for conducting scaling activities, he or she must ensure that all scaling methods used are as described in this manual, along with the manner in which all scale data is completed and submitted.

The scaler must ensure that all scaling is done only at Yukon authorized scale sites, to which he or she has been authorized to scale at. The scaler must become familiar with the conditions attached to each individual scale site authorization and must ensure that scaling activities correspond to those same conditions.

## **15.12 Auditing Scale Data**

Scale data received from scale sites and permit holders are directly used to calculate invoices for billing. The Forest Management Branch will carry out a variety of activities to ensure the integrity of the data received. The first part of the auditing process is field inspections, namely scale site inspections and check scales, to monitor transportation and scaling activities as well as scaling methods.

The second part of the auditing process is in ensuring complete and timely submissions of scale data. Lastly, the scale data submitted is subject to scrutiny to check for computation errors or omissions. Where errors or infractions are noticed, the Forest Management Branch will attempt to contact the responsible party to establish what the necessary standard is and will reconcile the timber permit account if it has been affected by the errors or omissions.

## **15.13 Bucking Authority**

Scale site conditions for all piece scale and weigh scale sites contain specific details regarding authorization to buck round wood logs before scaling.