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| **Completion** | | **Pre-Sale Step** | **53 IAM**  **3-H reference** | **Harvest**  **Name:** | **Office:** |
| **Name** | **Date** | **Preparation Tasks** | |
|  |  | **1. Confirm the need for management** | 2.2.1 | * Verify a) Forest Management Plan or Harvest Schedule provides the next scheduled sale area, or b) there is timber to be salvaged after a catastrophic event or c) a request for a timber sale is received from an allottee, tribe, or other pertinent party and there is a silvicultural need for treatment. | |
|  |  | **2. Planning review** | 2.2.2  2.2.3  2.2.4 | * Review aerial imagery and timber type maps. * Field review the stands. * Verify land ownership status - TSR in TAAMS. | |
|  |  | **3. Landowner approval** | 2.3 | * Obtain permission to sell the timber.   + For tribal lands, a Resolution.   + For allotments, prepare and mail Powers of Attorney forms. Receive and summarize. | |
|  |  | **4. Cultural review** | 2.10 | * Notify and coordinate with the THPO and Regional Archeologist for NHPA review. | |
|  |  | **5. Silviculture** | 2.5 | * Prepare silvicultural prescriptions for included forest stands. | |
|  |  | **6. Access** | 2.6 | * Designate access roads and any necessary improvements. * Communicate with other landowners for roads on other landownerships. | |
|  |  | **7. Layout** | 2.7 | * Designate and map harvest boundaries, skid trails, landings, and exclusion zones. * Designate timber for harvest | |
|  |  | **8. Cruise** | 2.8 | * Estimate forest product volume for harvest, process the cruise, and calculate summary statistics. | |
|  |  | **9. NEPA** | 2.10 | * Notify the Interdisciplinary Team of the proposed harvest. * A Categorical Exclusion (CE) is identified, and a checklist is completed. * If CE category is not appropriate, complete the EA. * Publish appropriate documents. | |
|  |  | **10. Harvest Type, Forest Officer’s Report, and other documentation** | 2.4  2.9  2.11 | * Determine what type of harvest document is appropriate. * A FOR is recommended for any complex harvests but is not required for harvests < $15,000. * If no FOR is used, document harvest and similar information in an appropriate document. * Appraise the designated timber on the sale area. * Submit for documents for review, then approval prior to the planned advertisement date. | |
|  |  | **11. Advertisement** | 3.1 | * Advertise the sale. Mail bid packages to bidder list and advertise as required. | |
|  |  | **12. Bid Opening and Bid Certification** | 3.2  3.3  3.4 | * Prepare a Bid abstract to be filled out at the bid opening. * Invite the Bid Official and Collection Officer to attend the bid opening. * Identify the apparent high bidder. * Recommendation to the Approving Officer to accept, reject, or conditionally accept the high bidder. * Prepare a bid acceptance letter. * Submit the bid abstract, recommendation and letter to the Approving Officer for signature. * Provide a TAAMS Invoice for the bid deposit to the Agency Collector. | |
|  |  | **13. Sign harvest documents** | 3.7  4.2 | * Execute timber cutting permit. * Invoice for payment(s). * Participate in the pre-logging meeting held at the sale area and develop logging plan. | |
|  |  | **14. Administration** | 5  6 | * Collect performance bond * Administer the harvest - ensure the permit is followed and payments are made. * Close the contract or permit. | |