**Load/Truck Ticket Procedures**

Ticket book procedures are identified in the contract, logging plan, or consumer scale agreement. If the book is assigned to a particular truck, then the book will accompany the truck and a portion of the ticket must be deposited in a lockbox on the sale before the load leaves the sale area. All portions of the load ticket must be completed before the load leaves the sale area. The logging plan must identify who will be receiving the ticket books and who will be responsible for them.

The header portion of each part of the ticket should include the name of the issuing office. Trucks transporting Trust timber to a mill can be stopped and checked to see that the load tickets have been completed properly. Penalties for violating consumer scale procedures must be included in the timber contract or the consumer scale agreement.

**Procedures for attaching receipts to log load**:

Remove the Scaler and Load Receipts from the book, do not separate the two. Secure load receipts either on the front or back of a bunk log, drivers’ side of the load. Using ¾” staples; staple the Scaler Receipt to the bunk log on the upper left- and right- hand corners then on the lower left and right corners, fold the Load Receipt over the Scaler Receipt and staple on the upper right- and left- hand corners.

**Two-part ticket** Two-part ticket books should never leave the sale area.

* The top portion is the book stub and contains information that identifies the truck, the sale name, date, species and piece count or approximate volume being hauled.
* The bottom portion of the ticket identifies the harvest unit, approximate volume, date, and destination of products being hauled and functions as the trucker or mill receipt. The trucker keeps the bottom portion with him as he transports the load to the mill. Both parts must be completed before the truck leaves the sale.

**Three-part ticket**

Ticket book remains on the sale area:

* + The top portion will always be the book stub and contain information that identifies the truck, sale name and/or name with scaling unit, date, species and piece count or approximate volume being hauled, load destination, and driver’s signature.
	+ The center portion of the ticket is attached to the load and identifies the logging unit. The bottom portion of the ticket identifies the truck, logging unit, scaling unit, species and product, date, destination, scaler’s initials, and remarks. The center and bottom portions may be folded together and stapled to the load.
	+ The bottom portion is presented to the scaler or weigh master at the scaling location. The scaler or weigh master initials the form and attaches it to the log scale/weight slip and returns it to the issuing office at an agreed upon frequency.

Ticket book stays in the log truck:

* The top portion will always be the book stub and contain information that identifies the truck, sale name or number, date, species and piece count or approximate volume being hauled, load destination, and driver’s signature.
* The center part of the ticket is presented to the scaler or weight master at the receiving mill, and normally contains the same information as the top portion. The center part is returned to the issuing office along with the mill scale/weight slip. It is important for the issuing agency to fill in the name and address of the office that will be processing the scale on this part of the ticket.
* The bottom portion of the ticket identifies the sale, species/product, date, and destination of the products being hauled, and is retained by the on-site operator or is deposited by the trucker in a “lockbox” before leaving the sale area.

**Four-part ticket**

Ticket book remains on the sale area:

* The top portion will always be the book stub and contain information that identifies the truck, sale name and/or name with scaling unit, date, species and piece count or approximate volume being hauled, load destination, and driver’s signature.
* The second part is the trucker’s receipt with only a date and load number on it.
* The third stub contains at least the sale number and ticket number.
* The fourth stub identifies the truck, logging unit, scaling unit, species and product, date, destination, scaler’s initials, and remarks.
* The third and fourth parts can be folded together and stapled to the load or just the third part is stapled to the load.
	+ The fourth part is either removed by the scaler or weigh master or it is provided by the trucker at the scaling location. The scaler or weigh master initials the form and attaches it to the log scale/weight slip and returns it to the issuing office at an agreed upon frequency.
	+ The third part stays attached to the load until it is processed.

Ticket book stays in the log truck:

* The top portion will always be the book stub and contain information that identifies the truck, sale name and/or name with scaling unit, date, species and piece count or approximate volume being hauled, load destination, and driver’s signature.
* The second stub contains at least the sale number and ticket number.
* The third stub identifies the truck, logging unit, scaling unit, species and product, date, destination, scaler’s initials, and remarks.
* The second and third parts can be folded together and stapled to the load or just the second part is stapled to the load.
	+ The third part is either removed by the scaler or weigh master or it is provided by the trucker at the scaling location. The scaler or weigh master initials the form and attaches it to the log scale/weight slip and returns it to the issuing office at an agreed upon frequency.
	+ The second part stays attached to the load until it is processed.
* The fourth part or bottom portion (which identifies the sale, species/product, date, and destination of the products being hauled) is deposited by the trucker in a “lockbox” before leaving the sale area.