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Model Timber Sales Dispatch System for Private Timber Growers

A project undertaken by the Irish Timber Growers Association to facilitate the active management of woodlands, through encouraging thinning of plantations by providing a model system for timber sales dispatch from forests for use by private sector growers

*Funded by the Forest Service of the Department of Agriculture, Fisheries and Food
under the National Development Plan 2007-2013*



Important Information

Every effort has been made to ensure that the information and procedures outlined in this proposed system are appropriate for timber growers. However, the Irish Timber Growers Association or Forest Service of the Department of Agriculture, Fisheries and Food make no representation or warranty, express or implied, with respect to the completeness, accuracy or utility of the proposed system, or any information or opinion contained herein. Any use or reliance on the proposed system, or information or opinion contained herein is employed at the risk of the user, and the Irish Timber Growers Association or the Forest Service of the Department of Agriculture, Fisheries and Food shall not be liable for any damage or loss incurred by any person or legal entity arising out of the completeness, accuracy or utility of the proposed system, or any information or opinion contained herein. This proposed system has been prepared and made available solely for informational purposes and the forest owner is responsible for the implementation of any sales system on their property and in this regard independent legal advice in relation to an appropriate sale contract should be sought.

Objectives

The principle objectives of this project were:

- a) To facilitate the active management of woodlands through encouraging the thinning of plantations by providing a model system or protocol for timber sales from forests for use by private sector growers;
- b) To achieve acceptance for this timber sales dispatch model as a standardised sales accountability system with growers, service providers, timber buyers, sawmillers and processors; and
- c) Generally to provide a solution and a basis for managing more secure timber sales on private forest holdings.

1 Model Timber Sales Dispatch System for Private Timber Growers

This system aims to provide vendors and their agents with a straightforward, standardised protocol with detailed step by step procedures to assist in accountability for timber removals and haulage for standing and roadside sales.

1.1 Procedures for Hauliers

1.1.1 Procedures for Hauliers for Timber Removal from the Forest

-Vendors or their agents will supply standardised forest docket to the purchaser for all individual sales (*See information on dockets at the end of this document*).

- Drivers/Hauliers will receive their forest docket from the Purchaser as supplied by the vendor. All unused dockets should be returned to the purchaser and subsequently returned to the vendor.

-Unless otherwise agreed with the Vendor or his agent, entry onto the property shall be permitted within certain times of the day and week (subject to the vendors sale contract).

-The Purchaser shall notify the Vendor or Vendor's agent before each and every entry onto the site(s). (This should be done by text to a designated sale mobile phone number).

-At least 1 hour prior to arrival at the forest a **notification text** is sent by the haulier to the Vendor or the Vendor's agent (i.e. to the designated sale mobile phone number) which would include the following information*:

- Forest Code [e.g. 1st & last letter of forest name + county initials + 2 digit reference no. of choice, e.g. TFWX07]
- Drivers name (Initials) [e.g. RG]
- Lorry Registration Number [e.g. 01LS564]
- Estimated date and time of arrival [e.g. 12/4/09 14.30]
- Destination of timber [e.g. LS]
- Docket Number [e.g. 001]

- On foot of this **notification text** and after validating the truck registration detail, the Vendor or the Vendor's agent then texts a unique permit number to the haulier. This unique permit number can be the Forest Code (see above) + 3 digit random no. + Lorry Registration, e.g.. TFWX8301LS564) Also a text containing the details of the notification text is sent to the purchaser with the word 'permit issued' appended but not including the permit number. The permit number is used when completing the forest docket and included

□ Most of this information can be stored in the text-templates section of mobiles belonging to hauliers or vendors or vendor's agent for on-going ease of use

on the relevant section of the forest docket by the haulier (*See information on dockets at the end of this document*).

- If the load cannot be removed within 4 hours by the haulier for whatever reason (e.g. vehicle breakdown, etc) a new text must be sent to the Vendor or Vendor's agent to cancel (**cancellation text**) the previous **notification text** with the following information:

- Permit Number
- Cancelled
- Reason (i.e. breakdown)

- If the haulier loses the permit number (e.g. through accidental deletion of a text) the haulier must contact the purchaser to give notification that a permit number has been lost. The purchaser must then contact the vendor or vendor's agent and inform him/her that a permit number was lost and of the mobile number of the specific haulier that lost it. The vendor or vendor's agent will then resend the haulier the lost permit number by text (the vendor or vendor's agent will be able to do this as it was he/she who issued the latest permit number to that haulier).

- On arrival at the forest, the top copy of the forest docket (white) must be filled in by the haulier (*See information on dockets at end of this document*) and posted in an on-site secure docket box **PRIOR** to commencing loading. No exceptions to this rule can be accepted and unauthorised loading can be considered theft with resultant consequences.

- If the haulier discovers on entering the forest that there is a change in product to be collected, change in destination of the product or less volume available for loading than anticipated and recorded on the docket posted, this should be written on the bottom blue copy of the same docket from which the top white copy had already been posted, and this bottom blue copy of the docket should then be posted in the docket box.

1.1.2 Procedures for Hauliers at the Mill/Weighbridge

- When weighing-in, loads should be weighed at the mill under the forest name and the forest docket signed on behalf of the sawmill.

- When weighing-out, attach the weight docket to the pink copy of the forest docket and return with green copy to the purchaser. The Haulier retains the blue copy of the docket only (*See information on dockets at end of this document*).

1.1.3 Procedures for Communication between Haulier, Purchaser & Vendor or Vendor's Agent

- If the haulier discovers that he/she has not followed the procedures for hauliers accurately, the haulier must immediately notify the purchaser of the issue. The haulier must then await further instructions from the vendor or vendor's agent on how to address the issue.

- The haulier must respond to queries from the vendor or vendor's agent, and co-operate with instructions intended to protect timber security on site or in transit.

1.2 Procedures for Purchaser

1.2.1 Procedures for Purchasers on receipt of blank dockets from Vendor or Vendor's Agent

- Inspect dockets for completeness and accuracy and notify vendor or vendor's agent of issues that arise regarding the dockets.
- Issue a list of truck registration details to the vendor who are authorised to dispatch timber during the timber sale.
- If applicable, record/ stamp chain of custody, forest certification scheme information on the dockets in the box provided.
- Store dockets safely and separately from other timber sales.
- Issue the dockets in chronological order to the hauliers and maintain records of the issue of dockets to hauliers.

1.2.2 Procedures for Purchasers on receipt of pink and green copy dockets from haulier

- Return the pink copy dockets with official weight docket attached to the vendor or vendor's agent each Monday morning in the week following load removal or otherwise by agreement between the parties.
- Retain green copy docket for own records.

1.2.3 Procedures for Communication between Purchaser, Haulier & Vendor or Vendor's Agent

- On notification from the haulier that procedures for timber dispatch have not been followed (due to error, omission or any other reason), the purchaser must immediately notify the vendor or vendor's agent of the issue. The purchaser will subsequently receive an update from the vendor or vendor's agent on how the matter was or is to be resolved.

1.3 Procedures for Vendor or Vendor's Agents

1.3.1 Procedures for Vendors or Vendor's Agents prior to Timber Removal

- Provide standard docket books to purchaser and outline standardised docket system (*See information on dockets at end of this document*).
- Seek and record all truck registrations authorised to dispatch timber during the timber sale from the purchaser.

1.3.2 Procedures for Vendors or Vendor's Agents during Timber Removal

- Record all text notifications from and to hauliers regarding permit issue, cancelled permits and the reissuing of lost permit numbers
- Reconcile timber on roadside with records of timber removed from site at regular intervals. **Please see Irish Thinning Protocol for guidance (see www.itga.ie).**
- When carrying out site visits ensure any vehicles that have passed the docket box and are loading or laden have deposited a docket in the docket box.
- If unauthorised loading is detected instruct driver to unload vehicle and hand over any unused dockets in his/her possession (*See sanctions for breach of system below*).
- Reconcile pink copy dockets of load removal (and their attached weight docket) received from the purchaser, with white copy dockets collected from the on-site docket box.

1.3.3 Procedures for Communication between Vendor or Vendor's Agent, Haulier & Purchaser

- The vendor or vendor's agent will receive notification via the purchaser where the purchaser has been informed that procedures for timber dispatch have not been followed by hauliers. The vendor or vendor's agent will contact the haulier to resolve the issue and subsequently update the purchaser of any changes.

1.4 Sanctions for breach of system

It must be stressed that any removal, or attempted removal, of roundwood from a forest property outside these recommended procedures should be viewed as a breach of contract and the Vendor must ensure that his/her timber sale contract allows him/her to pursue their full legal rights in the event of any breach of these procedures.

Model Timber Sales System Docket Overview

All Forest Dockets should be specific to each sale and be designed to agreed standard specifications or template and should be supplied by the Vendor or Vendor's agent (*For sample forest docket, contact ITGA Secretariat at itga@eircom.net*). The number of dockets issued should be based on the estimated total volume in the sale, or if the sale is by way of instalments for a particular instalment. Unused dockets should be returned on completion of the sale.

Each docket should consist of a white paper top copy with three copies to be used as follows:

1/White: The top copy after completion by the haulier as required is deposited in the appropriate secure docket box on entry to the forest and before loading commences.

2/Pink: This copy is returned to the vendor or his agent at their designated address with official weight docket attached, by the purchaser each Monday morning in the week following load removal.

3/Green: This copy is retained by the purchaser.

4/Blue: This copy is retained by the haulier unless there is a change in the details given on the top white docket.

The forest docket will have three parts (A, B & C). Parts A and B will contain the following information:

- Docket Number - all dockets will have a pre-printed serial number (Docket number) to allow for ease in matching white dockets with official weights from the mill.
- Permit Number - this permit number must be written on each docket prior to insertion into docket box. (The issuing of permit numbers is the responsibility of the vendor or vendor's agent)
- Date of Load Removal
- Time of Load Removal
- Vehicle Registration Number
- Drivers Name
- Haulage Company
- Product
- Single or Double load
- Estimated tonnage
- Destination of Timber

Part A & B should be completed on entering the forest.

Part C is completed by weighbridge staff and the docket signed on behalf of the sawmill.

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