

INSTRUCTIONS

FOR THE 2009 LANDOWNER REPORT - SHORT FORM &
2009 LANDOWNER REPORT-STANDARD FORM
(CONFIDENTIAL REPORT OF TIMBER HARVEST)

It is extremely important that you read the enclosed information before completing the Landowner Report.

For more information or assistance with the report, contact the Maine Forest Service at (207) 287-2791, instate 1-800-367-0223, or by email: forestinfo@maine.gov.

Mail no later than January 31, 2010 to:
Maine Forest Service, 22 State House Station, Augusta, ME 04333

This information is required under authority of 12 MRSA c805, sub-c 5.
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******Return All Landowner Reports even if you did not harvest in 2009.******



Department of Conservation
Maine Forest Service
22 State House Station, Augusta, Maine 04333
(207)287-2791 or instate 1-800-367-0223
email: forestinfo@maine.gov
www.maineforestservice.gov

INTRODUCTION

Forest landowners who file a "Forest Operations Notification" are required to complete the landowner report **whether or not a harvest occurred**. Our records indicate that you (or your designated agent) filed such a Notification. Therefore, you are required to complete the enclosed report.

THIS INFORMATION IS **CONFIDENTIAL**.

NOTE: A Notification automatically expires 2 years from the date it is submitted, unless it is canceled by you or your agent. Depending on the date the Notification is submitted, it may cover parts of 3 calendar years.

WHEN TO FILE THE REPORT

This report is required to be filed for each year that your Notification is active. Please return the Landowner Report to our office no later than January 31, 2010.

RETURN ALL REPORTS WHETHER OR NOT A HARVEST TOOK PLACE.

EACH NOTIFICATION NUMBER MUST BE ACCOUNTED FOR BY THE MAINE FOREST SERVICE.

THE REPORT FORM YOU RECEIVED

In 1998 the Maine Legislature authorized the Maine Forest Service to develop an alternate reporting format for landowners who do not harvest timber on a regular basis. This year we are sending out Landowner Reports in two different formats, **2009 Landowner Report-Short Form** and **2009 Landowner Report - Standard Form**.

Our goal is to make it easier for small landowners to report on harvest activities while still collecting valuable information on harvest activities and stumpage prices. Every landowner with an active Notification during 2009 will receive a Landowner Report form. Those who receive the standard form were drawn from a random sample of active notifications in each county. Those with active notifications and not randomly drawn for the standard form will receive the short form.

The **2009 Landowner Report-Short Form** asks for information about your harvest without reporting harvest volumes or price information.

The **2009 Landowner Report-Standard Form** asks for the same information as the short form and asks for stumpage sale information. If you have filled out Landowner Report forms in previous years, this is the same report.

WHAT IS THIS REPORT USED FOR

It is important for the landowner (or designated agent) to complete this report accurately. The Maine Forest Service uses information from this report to:

- Produce the Silvicultural Activities Report and the annual Stumpage Price Report.
- Determine timberland valuations in the Tree Growth Tax Program.
- Monitor trends in forest management activities.

INFORMATION YOU SHOULD ASSEMBLE BEFORE COMPLETING THIS REPORT

- Scale slips from the wood purchaser listing the volume, species and products harvested. Volumes usually are expressed by weight (tons, pounds, or thousands of pounds), cords, board feet (BF) or thousands of board feet (MBF). Other units are occasionally used, such as pieces, sticks, or stems.
- Stumpage price paid by the purchaser: "Stumpage Price" is the price purchasers pay for standing wood. If the owner sells wood at roadside or directly to primary processors (sawmill, boltmill, or concentration yards) no "stumpage" price can be reported because none was paid. A note should be placed in the "Remarks" section (bottom of page 3) stating why no stumpage price is reported.

Following are detailed instructions for recording the required information. If you have questions please call the Maine Forest Service at 1-800-367-0223 (in state), (207) 287-2791, or by email: forestinfo@maine.gov.

Incomplete reports will be returned.

Owner/Agent Information

- Each Notification must have its own Landowner Report (unless other arrangements are made in advance with the Maine Forest Service). The enclosed form has been prepared for a specific Notification number that is printed below the mailing address. Please check and correct any errors there may be in the name and address. **PLEASE DO NOT CHANGE THE NOTIFICATION NUMBER.**

A. Certification

1. My property was harvested during calendar year 2009.

If you had a harvest of any type check "Yes", otherwise check "No".

2. This harvest is complete. Please close out this notification.

If you have completed your timber harvest and do not plan to harvest in 2010 under this notification, check "Yes", otherwise check "No". If your notification has expired during the year of 2009 and you want to continue harvesting, you are required to file a new Forest Operations Notification with the Maine Forest Service.

B. Method of Payment or Type of Sale

- Landowner did not cut the trees but received payment for them.** The landowner had someone else cut the trees and the landowner received payment either before or after the wood was delivered to the mill or other facility (i.e. wood yard). *Complete all sections of the report.*

Those with the Landowner Report Standard Form (not the Short Form): If you had this type of sale you are required to fill out all Sections in the Landowner Report.

If you did not have this type of sale, DO NOT complete Section H. Stumpage Sale Information.

- Landowner cut the trees.** The landowner cut and sold the trees themselves. *Complete sections A through G of the landowner report form.*

- There was a harvest, but no wood was sold.** The landowner, or someone else, cut the trees and the landowner gave them away. *Complete sections A through G of the landowner report form.*
- Other.** Please provide additional information on the type of sale the landowner had if it does not fit into one of the situations listed above. *Complete all sections of the report.*

ATTENTION OUT-OF-STATE LANDOWNERS

Out-of-state landowners are obligated to pay Maine income tax on Maine-derived income, including income gained from a timber harvest on land owned in Maine.

For more information go to:

<http://www.maine.gov/revenue/rules/html/rule806.htm>

C. Signature

The landowner or designated agent is required to sign and date the report or it will be returned. Please include a phone number so we can contact you if we have questions about the information in the report.

Section D. Ownership Information

- **Acres Class:** Check the appropriate box for the total forestland acres you own IN MAINE. This information is for summary purposes only.
- **Ownership Type:** Check the appropriate box.
 - ◆ **Forest Industry Land** - Land owned by companies or individuals that operate wood-using facilities. Usually most of the wood is processed by that company.
 - ◆ **Institutional Investor Timberlands** - Land owned by organizations that hold assets as fiduciaries for the benefit of others. This can include bank trust departments, insurance companies, mutual funds, pension funds, university endowment funds, and private individuals.
 - ◆ **Non-Industrial Land (i.e. private woodlot)**- Land owned by companies,

families, non-governmental organizations, or individuals, who own forest land in Maine, and not directly owned by a forest industry or wood-using facility.

- ◆ **Other Forest Land** - Land owned by entities other than those listed above. May include public land (owned by federal, state, municipal, county, or tribal government).

Section E. Harvest Information

Please do not report the same harvest acres in more than one place on the landowner report form.

- **Types of Harvest:**
 - ◆ **Partial Cut harvest** - A partial cut harvest removes only a portion of the merchantable trees in a stand. This includes commercial thinning, single tree selections, group selections, diameter-limit harvests. Record the number of **acres harvested** using a partial cut harvest.
 - ◆ **Shelterwood harvest** - A shelterwood harvest system removes most or all of the trees from a stand, in two or more separate harvests, in order to regenerate a new stand.
 - (a) The **initial harvest** and an optional **intermediate harvest** prepares a seed bed and removes most of the trees, leaving enough trees to provide seed production and establish new seedlings under the shade of the overstory.
 - (b) The **final harvest** or **overstory removal** harvests the overstory trees to release established regeneration from competition with the overstory.
- Record the number of **acres harvested** using an initial or intermediate harvest and the number of acres harvested using an overstory removal.

NOTE: An **overstory removal** must leave a stand of advanced regeneration, stocked with at least 450 trees per acres which are least 3 feet in height for softwood trees and 5 feet in height for hardwood trees. These standards are outlined in "MFS Rules - Forest Regeneration and Clearcutting Standards". To obtain a copy of the rules contact the Maine Forest Service

at 1-800-367-0223 (in state) or 207-287-2791 or by visiting the Maine Forest Service's Publication Page at www.state.me.us/doc/mfs/pubs.htm.

- **Change of Land Use:**
 - ◆ "Change of land use" occurs when the harvest was conducted to convert forest land to another land use such as house lots, farm pastures, etc. Record the number of acres on which the land use has changed or will change. Also briefly describe what the new land use is.
- **Clear-cut Harvest:**
 - ◆ A clearcut harvest is when all or nearly all the standing trees are harvested. (A clear-cut occurs, generally, when there is less than 30 square feet of basal area of trees 4.5" Diameter Breast Height left on the harvest site following the harvest.) For a full definition of a clear-cut see 12 MRSA, chapter 805, sub-chapter III-A.
 - ◆ List the acres of **all the individual clear-cuts** created during this harvest.

NOTE: There are clear-cut standards developed by the Maine Forest Service for each size of clear-cut. See "MFS Rules - Forest Regeneration and Clearcutting Standards."

Section F. Harvest Involvement

- I have a written management plan for this property. If you have an up-to-date forest management plan written or approved by a Maine Licensed Forester for your property check "yes". If not check "no".
- A Maine Licensed Forester managed this harvest. During the harvest was a Maine licensed professional forester consulted? If so, check "yes".
- This forestland is certified by Forest Stewardship Council, Sustainable Forestry Initiative, or American Tree Farm System. Has your forestland been certified by a third-party certification process? If so, check "yes".
- Forester's Name. If you had a Maine Licensed Forester supervise this harvest, please provide their name.
- Logger's Name and Address (REQUIRED). Please provide the name and address of the logger used for this harvest. This is

required if it is not filled out the report will be returned to be completed.

Export of Forest Products. If you are aware that any of the forest products from this harvest were exported out of Maine for further processing or sold to a broker for export, check "yes" and record the name and address of the person who exported the products. In most cases this may be the purchaser of the timber. If you do not have this piece of information, you may leave this blank.

Section G. Non-Harvest Information

- ◆ Herbicide Treatments - Herbicides are used in forest management for two basic reasons: (1) to remove "unwanted plants" in preparation for planting, called *site preparation* and, (2) to *release* softwood from competing hardwood. Record separately the acres treated to prepare the site for reforestation (site preparation) and/or acres of land released from competing vegetation.
- ◆ Pre-commercial Thinning - pre-commercial thinning or weeding of young stands to improve the growing conditions for the residual crop. In a TSI procedure no, or very few, commercial forest products are harvested. Record the number of acres thinned or weeded using mechanical means (saws, axes, etc. but not herbicides).
- ◆ Tree Planting - Report the species and acres planted for each tree species used in planting activities. Planting may be by direct seeding or by planting seedlings.

This completes the instructions for those:-with a **2009 Landowner Report - Short Form.**

-or those-

-with a **2009 Landowner Report - Standard Form** and did not have a stumpage sale.

If you still have questions, please call the Maine Forest Service at 1-800-367-0223 (in state), (207) 287-2791, or by email: forestinfo@maine.gov.

Your completed form can be mailed to:
Maine Forest Service, 22 State House Station, Augusta, ME, 04333.

If you have the **2009 Landowner Report - Standard Form** and had a stumpage sale, please continue to the next section for instructions on completing **Section H. Stumpage Sale Information.**

Section H. Stumpage Sale Information

Examine the form to see what is required. On each page, down the left column are listed the species categories to be reported. All species will fit into one of them. If you harvest a species that is not listed, insert the data on the "Other Softwood" and/or "Other Hardwood" lines, whichever is appropriate. For example, if tamarack is harvested record tamarack on the "Other Softwood" line (line #6 or #25).

Across the top you will note that each section of columns is for a different product (*sawlogs, veneer, boltwood, studwood, or pulpwood*) and for different units of volume measurement (Board Feet (bf), Cords, Tons, or Pounds (lbs)). (*Pulpwood* includes both round wood and chips for MAKING PAPER).

For Oriented Strand Board (OSB) or Waferboard:

Report stumpage sales information in the Specialty Products section on the bottom right part of the back page.

Be sure that you record the volume and stumpage price information under the appropriate product and volume column. This is critical information for us to publish accurate annual stumpage price reports.

NO INFORMATION SHOULD APPEAR IN THE SOLID DARK or SHADED BOXES.

For *studwood* be sure to check the appropriate unit of measure - cords or tons.

Additional products are listed across the lower third of the back page: *palletwood* (including tie logs), *firewood* (not chips), and *biomass* (chips). Use these lines to record these products. "*Firewood*" (not chips) is for solid wood that is burned, "*Biomass*" (chips) is wood that has been chipped for burning.

For *biomass* be sure to put the appropriate unit of measure for volume and price.

Specialty Products (Poles, Bird's Eye Maple, and etc.) can be reported in columns 21 through 23. Please report the species, product, volume, price, and units of volume. Attach an additional page if necessary.

For *specialty products* be sure to put the appropriate unit of measure for volume and price.

It is possible that a product was harvested in a unit of measurement other than those listed on the form. If this occurs and you can not make it fit into the space provided note the information on a separate piece of paper, attach it to the form and send it in with the report.

PLEASE INCLUDE YOUR NOTIFICATION NUMBER ON ANY ATTACHMENTS.

An example of how to report your harvest.

- ◆ You have added your scale slips and found that you have harvested the following:
 - ◆ 39,620 board feet of white pine sawlogs,
 - ◆ 94 tons of white pine pulpwood,
 - ◆ 8 cords of white birch boltwood,
 - ◆ 316,420 pounds of poplar chips, and
 - ◆ 516.54 tons of spruce/fir studwood.

This timber harvest would be reported as follows:

- ◆ 39,620 board feet of white pine sawlogs is recorded on line #2 (white pine) in column #1 as 39,620,
- ◆ 94 tons of white pine pulpwood are recorded on line #18 (white pine) in column #11 as 94,
- ◆ 8 cords of white birch boltwood are recorded on line #8 (white birch) in column #7, as 8,
- ◆ 316,420 pounds of poplar chips are recorded on line #23 (aspen) in column #13, as 316,420,
- ◆ 516.54 tons of spruce/fir studwood are recorded on line #1 (spruce and fir) in column #3 (studwood), as 516.54 and place a ✓ in the "green tons" box.

In the Price Columns record only stumpage prices (unit prices paid for standing wood before harvest). For example, if the white pine sawlogs were sold before cutting at a stumpage price of \$170.00 per MBF and the white pine pulpwood is sold at a price of \$4.00 per ton they would be reported as follows:

- ◆ White pine sawlogs @ \$170.00/MBF - write 170.00 on line #2 (white pine) in column #2 and

- ◆ White pine pulpwood @ \$4.00/ton - write 4.00 on line #18 (white pine) in column #12.

In some cases the owner may receive different stumpage prices for one species and product. If this occurs the owner may do one of three things: (1) determine the weighted average stumpage price and record it, or (2) enter the data for one of the stumpage prices on the appropriate line in the appropriate column and the remaining stumpage prices on lines not being used. (In these cases note the species of trees in the left margin) (3) You may report them all on an additional sheet, however be sure to include the species, product, stumpage price, and your Notification Number.

If you sold your wood roadside or at a mill (after cutting), **DO NOT** report any information in **Section H. Stumpage Sale Information.**

FINISH

If you have any questions, please call the Maine Forest Service at 1-800-367-0223 (in state), (207) 287-2791, or by email: forestinfo@maine.gov.

Please mail in the enclosed reply envelope your completed report by January 31, 2010 to:

**Maine Forest Service
22 State House Station
Augusta, ME 04333**

Do not fail to return this report. The sooner you do it the easier it will be, while it is fresh in your mind. Failure to return this report means follow-up letters and may result in enforcement action.

AGAIN.....

PLEASE RETURN ALL REPORTS WHETHER OR NOT A HARVEST TOOK PLACE. EACH NOTIFICATION NUMBER MUST BE ACCOUNTED FOR BY THE MAINE FOREST SERVICE.

Thank you for your help. The data you provide is crucial to the MFS mission of providing accurate, relevant, and timely information about Maine's forest resources.