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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.
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|  |  | **2. Planning review** | 2.2.22.2.32.2.4 | * Review aerial imagery and timber type maps.
* Field review the stands.
* Verify land ownership status - TSR in TAAMS.
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|  |  | **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.
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|  |  | **4. Cultural review** | 2.10 | * Notify and coordinate with the THPO and Regional Archeologist for NHPA review.
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|  |  | **5. Silviculture** | 2.5 | * Prepare silvicultural prescriptions for included forest stands.
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|  |  | **6. Access** | 2.6 | * Designate access roads and any necessary improvements.
* Communicate with other landowners for roads on other landownerships.
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|  |  | **7. Layout** | 2.7 | * Designate and map harvest boundaries, skid trails, landings, and exclusion zones.
* Designate timber for harvest
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|  |  | **8. Cruise** | 2.8 | * Estimate forest product volume for harvest, process the cruise, and calculate summary statistics.
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|  |  | **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.
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|  |  | **10. Harvest Type, Forest Officer’s Report, and other documentation** | 2.42.92.11 | * 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.
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|  |  | **11. Advertisement** | 3.1 | * Advertise the sale. Mail bid packages to bidder list and advertise as required.
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|  |  | **12. Bid Opening and Bid Certification** | 3.23.33.4 | * 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.
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|  |  | **13. Sign harvest documents** | 3.74.2 | * Execute timber cutting permit.
* Invoice for payment(s).
* Participate in the pre-logging meeting held at the sale area and develop logging plan.
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|  |  | **14. Administration** | 56 | * Collect performance bond
* Administer the harvest - ensure the permit is followed and payments are made.
* Close the contract or permit.
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