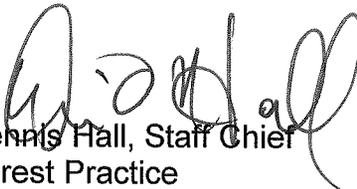


Memorandum

To: Unit Chiefs
Unit Foresters
Region Forest Practice Managers
Audit Foresters

Date: March 23, 2007

Telephone: (916) 653-5305

From: 
Dennis Hall, Staff Chief
Forest Practice
Department of Forestry and Fire Protection (CAL FIRE)

Subject: Notification of Commencement of Timber Harvesting Operations

The Forest Practice Rules pursuant 14 CCR § 1035.4 require that the Department be notified when operations have begun on a Timber Harvesting Plan (THP). This code section requires the plan submitter (or another responsible person) to notify the appropriate Unit, Forest Practice Inspector, or other designated personnel of the start up of timber operations. The code section states:

§ 1035.4 - Notification of Commencement of Operations

Each calendar year, within fifteen days before, and not later than the day of the start up of a timber operation, the Timber Harvesting Plan Submitter unless the THP identifies another person as responsible, shall notify CDF of the start of timber operations. The notification, by telephone or by mail, shall be directed to the appropriate CDF Ranger Unit Headquarters, Forest Practice Inspector, or other designated personnel.

Currently, in order to accurately determine whether such notification has occurred and operations have commenced, interested parties must contact the local Unit. While the Forest Practice System (FPS) database is capable of capturing this information, FPS is not consistently updated to include the date of commencement of timber operations. Thus, it contains an incomplete record of THPs on which timber operations have begun. Contacting the Unit for such information can be time-consuming as staff is often in the field, and methods of record keeping vary from Unit to Unit. It is difficult to respond to requests for information from the public and other State review team agencies regarding the status of THPs. The Department's challenge in responding to such requests in a timely manner is largely based upon the fact that there is currently no established policy for capturing the required notification of the start of timber operations.

To remedy this, the Department has established a process whereby the notification of commencement of timber operations will be logged into FPS on a timely basis and

forwarded to appropriate review team agencies. This will aid the Department in responding to internal, agency, and public requests regarding notification of start of operations. In order to assure the notice of commencement of timber operations date is entered properly and timely into FPS, all CAL FIRE Forest Practice Inspectors and review team personnel shall adhere to the following steps:

During Plan Review

- The Review Team Chair shall ensure that the approved THP identifies the person responsible for notifying the Department of the commencement of timber operations. This information shall be included under Item #38 of THP Section II.
- The Review Team Chair shall also ensure that the THP identifies the designated personnel within the Department who will be notified in accordance with § 1035.4. This shall be done either as a part of first review by the review team chair in consultation with the forest practice inspector, or as a pre-harvest inspection recommendation. This may be the Forest Practice Inspector for the area, the Unit Forester, designated clerical or support staff, or another appropriate person. The THP shall specify the person by title, and include the appropriate mailing address and telephone number to be contacted.

After Plan Approval

When the plan submitter (or other identified responsible person) notifies the Department's designated personnel of the commencement of timber operations, such designated personnel shall be responsible to promptly notify the appropriate Unit or Region clerical support staff authorized to input the "Event" into FPS. Staff will need to generate a Notice of Commencement Event in FPS and note the actual date of commencement of timber operations. The notification shall be by email and shall be CC'd to all appropriate review team agency representatives. A copy of this notification shall be placed in the Unit and Region THP file.

cc: Bill Snyder
Duane Shintaku
Jerry Ahlstrom
Chris Browder