Management Implementation Report Guidelines

Purpose

The management implementation report serves several purposes. The report provides continuity between revolving members of a particular FERM team, the data and details necessary to proceed with the initiated management prescription (especially the preparation of a bid prospectus for timber sales), material necessary for reporting to advisory boards, and it serves as historical documentation of management practices applied.

Format For A Management Implementation Report For A Prepared Timber Sale

A timber sale report is a written explanation of the timber sale that was prepared. The actual form and detail of each report will vary, but the following items/sections should always be present:

Location and Size
- Legal description of tract
- Description of arrangement of sale compartments within tract
- Number of acres included in the sale
- Field ready map of the sale area which will be referred to throughout the report (should include sale compartments, roads, suggested landings, hydrology, topographic items of concern, boundary colors, cover types…multiple maps may be necessary)
- GPS coordinates

Summary of Prescription Implemented
- Taken from management plan being followed

Description of Preparation
- Marking scheme followed (types and locations of paint marks i.e. any wildlife marks, optional marks, tally marks… Also are “take” or “leave” trees marked?)
- Color of paint used for marking and different types of boundaries
- Sale and compartment labeling
- Methods of road or skid trail designations

Assessment of Access and Roads
- Recommended access routs
- Easements/use agreements needed or in possession
- Description of road conditions
- Necessary improvements/installations for roads and crossings (specific, as identified on Sale Map)
- Permits needed or in possession

Recommended Logging Plan
- Seasonal recommendations (Winter, Summer…?)
- Specific equipment requirements or limitations (such as those presented by the necessity of operations on steep slopes)
- Suggested contractual window (period of time) for harvesting to occur (give justification also)

Tally Summary
- Description of tally process used
  - System (100%, sampling, sub-sampling for grade, net scaling or gross…?)
  - Method and sources used in volume determination
  - Tree grading system used (if any), and method of translation to product distribution by grade
  - Product specifications (minimum diameters, log lengths…)
- Summary of sawtimber and pulp volumes by species or appropriate species group and by grade when appropriate
- Attached original field sheets

A well written report would allow new members of the FERM team to pickup where you left off without needing to consult you in person or duplicate your work. When you are finished with the report, ask yourself…”If I received this report on a new sale with which I had never worked. Would I be comfortable mailing out a bid prospectus and administering the sale?”