



## Purpose and Scope

The objective of this reporting standard is to create a consistent and transparent approach to self-reporting that aligns with provincial stewardship reporting initiatives. The development of this self-reporting standard will provide:

1. A standard for bi-weekly reporting of operations progression.
2. Greater flexibility for company representatives to adapt to operational conditions by providing the authority to make specified deviations from Annual Operating Plans (AOP's), providing these deviations are reported in a timely manner.
3. Timely submission to Alberta Sustainable Resource Development (ASRD), of appropriate information in the event of an incident.
4. Improved trust and due diligence.

This standard is intended as a template that includes minimum reporting requirements and will be submitted to ASRD in the General Development Plan (GDP), annually.

**Reporting Requirements:** There are three components of self-reporting; bi-weekly reporting, annual reporting, and incident reporting. Bi-weekly reporting is designed to track and record the ongoing progression of ongoing operations, company corrective action(s) and company authorized amendments. Annual reporting is a stewardship report that will summarize the year's operations and identified action plans for unfinished work. Incident reporting is the process for self-reporting emergencies or unauthorized deviations from approved plans.

## Procedure:

### 1. Bi-weekly Reporting (Operations Inspections)

Weekly reporting is broken down into two components: Operations monitoring and a progression ledger.

- **Operations Monitoring:** Operations monitoring is conducted through the submission of CHK-005 Operations Inspection/Monitoring checklist that contains information as outlined in ASRD Directive 2006-04. A brief summary of this information is as follows:
  - Inspection Date
  - Disposition or FMA Compartment Number
  - Block Number
  - Block Information (opening date, skid clearance date, debris disposal date, status of watercourse crossings, haul clearance date, final clearance date, utilization date, debris disposal, road and skid trails information, reclamation status, etc.)
  - Corrective Action(s) if required
  - Areas of non-compliance or deviations from approved plan
  - Company authorized amendments (see below for more information)
  - Sign off by a company representative (Registered Forest Professional or an ASRD Exempted individual as per Directive 2006-04)
- **Progression Ledger:** A progression ledger is intended to show how a company is progressing through approved operations within a specified AOP or operating area. The ledger would be updated bi-weekly and submitted to the supervising Forest Officer with the operations monitoring forms. The progression ledger may be a simple table updated weekly but must include:





- A list of all blocks and roads approved under the AOP
- Block opening date
- Block skid clearance date: Date that all pieces have been skidded to landing and is complete and acceptable to a company representative.
- Block haul clearance date: Date that all merchantable pieces are hauled from the block.
- Block final clearance (pile burning excluded): Date that all activity within the block is completed including the reclamation of the roads. In most cases this will include the completion of any mechanical site preparation that will be undertaken.

All reports must be signed by a representative of the company and forwarded to the supervising Forest Officer in agreed upon manner. In the event that no operations have occurred within an operating area within the reporting period, company personnel should notify the supervising Forest Officer that no report will be forwarded.

## 2. Annual Stewardship Reporting (As Built Plans)

Annual reporting is intended to summarize the year's operations, to provide stewardship reporting, and to identify action plans for work needed to be undertaken in the next operating season. The as-built plan and the components of the annual reporting are submitted as a portion of the GDP. A summary of information may be in the annual report include:

- Summary of completed work including debris disposal, road debris disposal, and final road reclamation (including watercourse reclamation dates).
- Action plans for future work (debris disposal, reclamation, decked wood remaining in blocks).
- Silviculture summary of completed and outstanding work.
- Strata balancing by sustained yield limit, including mapped strata designations, and tracking by both ARIS opening number and the AOP block number.
- Quadrant production balancing.
- Roll up of the progression ledgers from all AOP's.
- Roads and landing disturbance summary by the AOP.
- As built maps and cut summaries for all operated AOP's.
- Reclamation status report for all watercourse crossing and roads.

## 3. Incident Reporting

Incident reporting is required for emergency situations or for significant occurrences of unauthorized deviations from a standard that may have a significant adverse affect on the environment. There **must** be a common understanding of what constitutes a significant deviation between the supervising forest officer and the company. If there is a disagreement between the company and the supervising forest officer, the Senior Ranger and the Area FMA Forester will be consulted to mediate disputes. Significant deviations of a standard may include but not be limited to the following:

- Any activity that contravened operations as approved in an AOP, approved by company operating procedure, operating ground rules, legislation, or policy.
- Release of substances that may cause an adverse affect which meets the reportable quantities as described by the environmental utilities board and the Canadian Environmental Protection Act.

These occurrences require prompt reporting. Reporting incidents in the following manner will provide the Department with flexibility should corrective or enforcement action is required. The two components of incident reporting include immediate notification and follow up written notification.

- **Immediate notification of the supervising forest officer** – The supervising forest officer must be notified of the infraction





within 24 hours or the next business day. If the incident is an emergency and will require emergency response by one or more government agencies, the supervising forest officer should be notified immediately. In the event that the supervising forest officer is unavailable, the Senior Ranger should be notified. If neither the supervising forest officer nor the Senior Ranger is available, the Area FMA Forester should be notified.

- **Follow-up written notification** – Within five business days of the incident, a follow-up written notification in letter format is required. This written letter must detail what happened and why, how these effects will be mitigated and by when, and how future incidents of this nature will be prevented. If applicable, a map of the incident should also be included. A representative of the company must sign this letter prior to submission.

The above components are the minimum requirements for incident reporting. Should any of the described components not be submitted in the timelines presented, the incident will not be considered self reported. Also, incidents identified on the inspection reports that are not submitted through this process will not be considered self reported.

#### 4. Amendments

For the purposes of this standard, amendments are defined as authorized deviations or changes from an approved operating plan, legislation, or policy. There are two types of amendments: Formal Amendments and Company Amendments. The following is a list of formal amendments and company amendments. This list is not comprehensive and does not account for all situations that may arise in the field. In the event a company representative needs to make an amendment that is not on the list of company authorized amendments, it is recommended that the advice of the supervising forest officer be sought prior to proceeding. In the event a formal or company amendment is not approved or reported as per these guidelines, it may be subject to enforcement action.

##### Formal Amendments

Formal amendments are alterations from the approved annual operating plan and/or approved operations that may have significant increased risk of impact or environmental damage. Prior to implementation, the appropriate level of authority within SRD must approve all formal amendments in writing through a Temporary field Authority (TFA) or signed letter of authorization. If the amendments can be issued under the authority of the Forest Officer, the amendments will be issued within two working days.

- Alterations or changes to a cut block design that results in an increase of more than five percent or two hectares (whichever is smaller) of the cut block area.
- Any alteration of an approved temporary creek crossing that results in a more permanent structure being installed, that results in a temporary crossing being left in place for more than one season or increases the level of disturbance.
- Any alteration in the approved location for the construction of permanent watercourse crossing or pipeline crossings.
- The downgrade of an approved crossing structure (Example: a culvert in place of an approved bridge).
- Any roading changes that will impact watercourses or will result in additional watercourse crossings.
- Where roading changes as described in a detailed block plan will result in increased disturbance, result in the disturbed area of the cut block to be in excess of five percent or any changes to roads in excess of 40 meters from the planned centerline.
- Alteration in a harvest sequence that would result in cut blocks approved for harvest in frozen ground conditions, to be operated in non-frozen ground conditions.
- Any deviation from approved AOP roading that will result in new-cut access in place of existing access or any deviation of approved new-cut access routes greater than 40 meters from the planned centerline.





- i) Any roading changes on a detailed cut block plan that will result in the alteration or reduction of laid-out and approved merchantable or unmerchantable timber retention.
- j) Any alteration or change of practice from an approved debris management plan.

**Company Amendments**

Company amendments typically are of less risk and do not require approval from the supervising forest officer providing the company has an approved self reporting agreement, the amendment is in compliance with the applicable Harvest Planning and Operating Ground Rules, applicable disposition documents and all relevant legislation. All company amendments must be reported on a bi-weekly operations monitoring form.

- a) Alterations or changes to a cut block design that results in an increase in cut block size of less than five percent or two hectares (whichever is smaller). A change that results in the cut block size being reduced and any changes required for the protection of watercourses not identified during the layout.
- b) Upgrades in an approved temporary creek crossing structure that will provide better watershed protection, and will reduce the level of disturbance, but does not result in a more permanent structure being installed. (Example: upgrading a log fill to temporary bridge).
- c) Cut block sequencing changes that do not affect progressive access closure or a company sequencing strategy.
- d) Changes in operations that involve less soil disturbance than indicated in the approved AOP.
- e) The use of alternate existing access routes other than those approved on the AOP or changes to new cut access on inter-block roads less than 40 meters from the centerline.
- f) The installation of log fills or snow fills for creek crossings found within the block boundary. Crossings found within the block boundary that require a more permanent crossing structure or a structure with increased disturbance will require a formal amendment.
- g) The widening of corners for log truck turning to a maximum of 15 meters on each side corner and the intersection of the two lines.
- h) The ability to install a single pipeline crossing within a block providing the authority of the PLA holder has been granted.

As described previously, all company-authorized amendments must be recorded and submitted to the supervising forest officer via the bi-weekly operations inspection forms.

**REVISION HISTORY**

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**APPROVAL:**

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