



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Release
5-123

MANUAL TRANSMITTAL SHEET

Date
10/26/84

Subject

5420 - PREPARATION FOR SALE

1. Explanation of Material Transmitted: This release combines in a single Manual Section essential BLM policy and program direction formerly found in Manual Section 5420, 5421, 5422, 5423, and 5424. This release is part of an overall effort to update and streamline the written instructions pertaining to the sales of forest products.
2. Reports Required: None
3. Material Superseded: Manual pages superseded are listed under "REMOVE" below.
4. Filing Instructions: File as directed below:

REMOVE

All of 5420 (Rels. 5-14, 5-51)
All of 5421 (Rels. 5-43, 5-35, 5-18)
All of 5422 (rel. 5-115)
All of 5423 (Rels. 5-47, 5-54)
All of 5414 (Rels. 5-104, 5-101, 5-105)

(Total: 79 Sheets)

INSERT

All of 5420
(Total: 3 Sheets)

Deputy Director for Lands and
Renewable Resources

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.01 Purpose. The purpose of this Manual Section is to set forth policy with regard to the preparation of forest products for sale with particular attention directed to sale planning and layout, volume measurement, value appraisals and development of sale contracts.

.02 Objectives. The objective is to ensure that:

- A. Sales are in harmony with forest management, timber management, multiple-use, and environmental protection plans;
- B. Forest products offered for sale have acceptable estimates of product quantities;
- C. The Bureau receives a fair market value for forest products sold; and
- D. Contracts are uniformly prepared.

.03 Authority. See 43 CFR Subpart 5420.

.04 Responsibility.

A. Director. the Director has responsibility for:

- 1. Formulating forest product volume measurement policy and approving all major volume measurement changes;
- 2. Formulating forest product appraisal policy and approving all major appraisal procedure changes;
- 3. Establishing standard contracting procedures and developing contract forms for sales of forest products.

B. State Director. The State Director is responsible for:

- 1. Administration of the forest products measurement system within their respective jurisdiction;
- 2. Administration of the forest products appraisal system within their respective jurisdiction, including:
 - a. Providing appraisal guidelines and procedures to District Managers and monitoring sale results. (See Manual Section 9350.)
 - b. Ensuring that established appraisal procedures result in sales of forest products at fair market values.
 - c. Advising the director of appraisal needs and problems; recommending policy changes or major procedural changes to the Director.

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- d. Ensuring that time required for appraisal system adjustments or changes is minimized so that timber and vegetative resource sale programs proceed on schedule.
 - e. Providing technical instruction for timber and vegetative resources appraisals and reviewing District appraisals on a regular basis.
 - f. In addition, the Oregon State Director is responsible for the following items with regard to the timber appraisal program in Oregon, Washington, and California:
 - (1) Developing and testing new appraisal procedures;
 - (2) Developing and maintaining updated logging cost schedules;
 - (3) Collecting and analyzing current lumber value data to facilitate publishing current realization values for major commercial forest tree species sold from BLM lands; and
 - (4) coordinating timber cruise and log scale electronic data processing.
 - 3. Ensuring statewide compliance with standard Bureau contracting procedures for sales of forest products and the development of special provisions which will achieve timber management, land use, and environmental protection goals.
- C. District Manager. The District Manager (or Area Manager) is responsible for ensuring that:
- 1. Sale layout is accomplished in accordance with Bureau land and resource management plans and will full consideration for environmental protection;
 - 2. All forest products are measured according to prescribed systems and standards;
 - 3. Forest products appraisals are prepared accurately and in compliance with established procedures; and
 - 4. Preparation of contracts for sale of forest products which are complete, accurate, and fully responsive to sale area timber management, land use, and environmental protection objectives.

.05 References. (Reserved)

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.06 Policy.

- A. Sale Planning. It is the policy of the Bureau to consider in its timber and vegetative resources sale programs overall management goals, land-use planning, and the anticipated effect of the sale on the environment and other resources before beginning field activities and to document the planning and preparation going into a sale as part of each contract folder on file.
- B. Sale Layout. It is the policy of the Bureau that sale layout shall be compatible with applicable land-use and resource management plans and with environmental quality standards.
- C. Forest Product Measurements. It is the policy of the Bureau that:
1. All timber or other vegetative resources to be sold must be by measurement as may be determined to be in the public interest.
 2. Only BLM personnel, qualified by appropriate cruise or scale training and experience, may independently cruise trees or scale logs for sale purposes. (EXCEPTIONS: Scaling personnel from other Federal agencies or third-party contractors can scale BLM timber.)
 3. BLM timber cruise and log scale estimates must be evaluated periodically by State Office and/or District Office cruise and scale specialists to maintain consistency and accuracy in forest products measurement.
 4. Timber, with the exception of minor forest products, must be clearly designated for sale either by being marked with paint or enclosed within a sale boundary prior to measurements.
- D. Forest Product Appraisals. It is the policy of the Bureau that:
1. The appraisal of advertised timber sales should reflect current conditions at the market place as closely as possible. The appraisal must meet the objectives of the Bureau's appraisal system. All advertised sales shall be valued by an appraisal method based on comparable sales data or a conversion return method. (See Manual Section 9353.)
 2. The appraisal of non-advertised timber sales should reflect the current fair market value of the timber to the extent possible. Such sales include all types of right-of-way timber sales, additional sales to timber sale contracts and all other negotiated timber sales. An appraisal based on comparable sales data is preferred for non-advertised sales (See Manual Sections 9311 and 9354.)
 3. The appraisal of sales of minor forest products should reflect market values being paid locally for similar forest products.

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4. The appraisal of sales of vegetative resources should reflect market values being paid locally for similar vegetative resources.

E. Preparation of Contracts. It is the policy of the Bureau that:

1. All sales shall be made on contract forms approved by the Director. Contract forms will not be altered unless prior approval is received from the State Director, based upon review and advice from the Regional or Field Solicitor.
2. The Authorized Officer may include additional provisions in the contract to cover conditions peculiar to the sale area such as designations of reserved timber, road construction, logging methods, silvicultural practices, reforestation, snag felling, slash disposal, fire prevention, fire control, and the protection of improvements, watersheds, recreational values, and the prevention of pollution, provided that such additional provisions have been approved for use by the State Director upon consultation with the Regional or Field Solicitor.
3. Each contract for sale of timber shall contain certain provisions restricting export of unprocessed timber sold or substitution of timber sold for exported private timber. (See 43 CFR 5424.0-6(c).)
4. Advertised timber sales should be written to provide a sufficient amount of time deemed appropriate by the Authorized Officer for conduct of the type of sale and operations planned, commensurate with regulatory limitation on time available for cutting and removal of timber. Time for removal of personal property shall be not less than 1 month and not more than 12 months, except when extension of time is granted.