

SALE MEASUREMENT AND RECORD

5049

(May 1988)

All sawlogs and other forest products should be scaled, measured, weighed, or counted by a forest officer before their removal by the purchaser from the state forest. Any forest products removed before scaling must be accompanied by a trip ticket containing a piece count in the load. A system of matching trip tickets with scale tickets should be maintained by the forest manager.

Independent third party scaling will be accepted by the state when provided for in the timber sale agreement.

Scaling procedures have been developed to meet the needs of the state in selling its timber. The state scaling requirements will be followed on all sales. Additional scaling services to meet the requests of purchasers may be made insofar as it is reasonable to do so without increasing the scaling expense to the state. There is no procedure for the state to share scaling costs with a purchaser. The extent to which the department can satisfy requests for additional scaling services will vary with sale conditions and the experience of the scaler. The accuracy and integrity of the state scale must never be sacrificed, nor the safety of scalers impaired, to provide such additional scaling services. Methods of scaling should be discussed with prospective purchasers before the submission of bids. Logs will be scaled in accordance with specifications provided in the sale agreement and otherwise according to standard scaling practices set forth in the National Forest Log Scaling Handbook.

Scale records, weight records, or tree measurement books when used for sale purposes become permanent field records that may be used as legal evidence in court or audited periodically. These records must be readily identifiable, clear, legible, accurate, and complete.

Original scale, weight ticket, and tree measurement books of completed sales should be kept on file in state forests where office facilities are available yearlong. For state forests operated on a seasonal basis, their records should be kept on file at the regional office.

TREE MEASUREMENT RECORD

5049.1

(May 1988)

A tree measurement book (form RM-33) may be used in timber sales on state forests where timber is sold on the basis of tree measurement estimates. This book can also be used for cruising timber in preparing sales by scale.

The outside cover and each individual page should be labeled and completed for each book. Use the journal space at the back of each book for a summary of the tree estimates by pages.

When a sale is by tree measurement, each designated for cutting must be measured before felling and the volume determined from volume tables applicable in the area. Net volumes can be estimated by adjustment of gross volume for each tree or by application of a percentage correction factor for the entire sale to adjust for defect, breakage, unmerchantable tape, etc.

Books will be numbered consecutively when more than one book is required for a sale. All tree measurement entries in one book will be completed before a new book is started. In cases where two or more estimators are working simultaneously on a particular sale area, each estimator may require a book.

SCALE RECORD

5049.2

(May 1988)

A scale record (form RM-34) will be used in state forest timber sales by scale or sales by weight and sample scale. Form RM-34 is a press-numbered, loose, multiple-copy scale sheet. The department retains the original and one copy of the scale record. The second department copy is to be used for internal audit. One or more copies of the scale record can be made available to the purchaser.

A time schedule should be arranged to give the purchaser a record of the scale, if he/she desires it. The purchaser should be discouraged from comparing the contents of individual logs. The purchaser should appreciate those average total figures with allowable tolerances for a run of logs, rather than the scale of individual logs, will determine the accuracy of the scale. When errors are detected in extension, addition, or computation, an adjustment will be necessary before the sale is closed.

Arrangements should be made between the region chief and the forest manager regarding the transmission of the audit copy of the scale record (see 5049.4). The audit copy is used to expedite auditing at both the local and the regional level so that the auditing is current with scaling and a duplicate copy of the scale is provided. A regular schedule for transmitting audit copies should be arranged. Particular attention should be given to the press-number on the sheet so that scale records will be complete. Voided sheets should be transmitted so that the number series will not be broken. During the progress of the sale, the original and audit copies of the scale should be kept at different locations to guard against loss, fire, theft, etc., so that a copy of the scale is available.

Detailed [Scale Record Instructions](#) are to be followed while using form RM-34.

When the scale sheet (form RM-34) is not used directly for compilation of periodic cutting reports, a summary sheet will be prepared locally showing the press number of each scale sheet, the total volume by species for each page, and the total defect deduction. Computations for the cutting report entries also can be shown on attached sheets. Following these procedures should minimize errors and facilitate audits.

Number logs consecutively whenever the scale is used as a continuous record or when scaled logs on trucks are check scaled off the trucks. The corresponding log number will appear in the scale book. This procedure is desirable to facilitate check scaling by the state and the purchaser. It identifies each log in the scale record.

Scale record sheets (form RM-34) may be used as truck tickets or as a continuous scale record when scaling is done in the woods or at the landing.

When form RM-34 is used as a truck ticket, the usual instructions to complete every line on the page can be disregarded. The scale sheet should be filled from the top of the page, using one line for each log in the road.

WEIGHT RECORD

5049.2.1

(May 1988)

Weight ticket (form RM-57), a "State Certificate of Weights and Measures," will be used on state forest timber sales by weight or by weight and sample scale. Form RM-57 is a press-numbered, loose, multiple-copy weight ticket developed to meet the legal requirements of the Division of Measurement Standards of the California Department of Food and Agriculture, as well as the needs of CDF.

The department will retain the original and one copy of the weight record. The second department copy is to be used for purposes of internal audit. One or more copies of the weight record can be made available to the purchaser.

Persons weighing logs on state-owned truck scales will be registered with the Department of Food and Agriculture, Division of Measurement Standards, as deputy weighmasters prior to their weighing logs and issuing signed weight tickets (see Section 5049.2.2). Each deputy weighmaster should be thoroughly familiar with weighing instructions and procedures found in the Business and Professions Code (B&P), and any local forest instructions and procedures for weighing state forest timber.

Audit procedures for form RM-57 should be made between the region chief and the forest manager, much in the same manner as the auditing procedures for form RM-34. Particular attention will have to be given to the consecutive press-number for each weight ticket so that weight records will be complete. These records are subject to audit at any time by the Division of Measurement Standards for a period of four years after issuance. Voided weight tickets must be transmitted like other tickets so that the number series will not be interrupted. The Department of Food and Agriculture must approve weight tickets (form RM-57) before CDF can arrange for them to be printed. Upon termination of employment, weighmasters must return all unused weight ticket forms to the Department of Food and Agriculture, since these forms are the property of the state.

WEIGHMASTER REGISTRATION

5049.2.2

(May 1988)

Since CDF weighs timber on some state forests as a basis for sale, the department is registered as a public weighmaster in accordance with Chapter 7, Division 5, B&P 127, et seq. The region chief will submit to the Director, prior to June 15 each year, a list of those persons on state forests who will be operating weight scales during the next fiscal year so that the Director's office may make arrangements for registration of such persons as deputy weighmasters. By written request to the Director, additional persons may be registered as deputy weighmasters as needed throughout the year. No person will operate a weight scale and issue a weight ticket in the conduct of timber sales until the State Department of Food and Agriculture has officially registered them as a deputy weighmaster.

The department is not in the business of public weighing for hire and its scales are not open to the public for weighing unless approved by the Director.

It is a misdemeanor for any persons to do any of the following acts:

- Request a public weighmaster or any person employed by him/her to weigh, measure, or count any commodity falsely or incorrectly.
- Request a false or incorrect state certificate of weights and measures.
- Issue a state certificate of weights and measures when he/she is not a public weighmaster.
- Possess unfilled or unused certificates of weights and measures forms if he/she is not a public weighmaster, except as otherwise provided by law.
- Furnish or give false information to a weighmaster for use in the completion of a state certificate of weights and measures.
- Present for payment for a false certificate of inspection of any weight measures or count not determined by the issuing weighmaster.

Any of the above acts will be reported at once to the Director through the normal reporting channels.

A weighmaster license will be displayed in a conspicuous place at each operating weighing station.

CERTIFICATION OF WEIGHT SCALES

5049.2.3

(May 1988)

Each weight scale to be used must have a CURRENT SEAL or have been tested for accuracy by the sealer of weights and measures within the past year. The forest manager will contact the local county sealer of weights and measures and arrange for scale certification, as needed.

The deputy weighmaster will keep the truck scales in balance throughout the day as needed.

CHECK SCALING

5049.3

(May 1988)

The chief purpose of check scaling is to keep the current scale accurate by indicating sources of error and instructing scalers on the ground. Systematic check scaling is, therefore, a necessary part of timber sale administration.

Ordinarily 100 logs will constitute a satisfactory check. A check scale usually should come within one percent of the original scale for sound logs, within two percent on logs up to ten percent defective, and within five percent on logs over 20 percent defective. The check scale does not have to be completed on one tour of inspection (although this is desirable) but may be taken over a series of visits. Check scaling should be done under similar conditions to those of the original scale. The check scaler should not have knowledge of original scale figures, until the check scale is completed.

In every timber sale exceeding 1 million board feet, each scaler will be check-scaled at least twice by region or forest supervisory personnel. The number of check scales exceeding two per sale per scaler will depend upon the size of the sale and other factors.

The Director's office will make a check scale at least once a year for each Class III timber sale of over 2 million board feet of timber. A review of previous check scales made by region or forest personnel also will be examined at this time.

There should be legitimate cause for complaint before any check scaling at the request of the purchaser is made. When justified, complaints should be settled with a check scale made by another competent scaler. Region or forest supervisory personnel can do this. If a check scale indicates that a serious injustice has been done to the purchaser in scaling, the scale may be adjusted by rescaling, if practicable, all or part of the available logs. If this cannot be done, the region chief will make a well-documented percentage adjustment. No adjustment will be made when the error is in favor of the purchaser, but steps should be taken to improve state scaling practices.

Check scale reports will be made a part of each individual timber sale record.

AUDIT OF SCALE RECORDS

5049.4

(May 1988)

All scale books for major sales will be audited at the region level of mathematical accuracy, extensions, and agreement with cutting reports. This must be done at least prior to final billings so that any necessary adjustments can be made in the final billing before the sale is closed. The multiple copy scale makes it easier to keep the audit current.

When closing reports of timber cut for Class III sales by scale are made, type the following statements on the reverse side of the RM-22, under "Remarks," on the Director's and region's copies only:

- "All scale books for this sale were reviewed at region level for mathematical accuracy, extensions, and agreement with cutting reports by _____ (name) prior to final billing and (found to be substantially correct) OR (necessary adjustment was made in the final cutting report)."
- "Approximately ___ percent of the gross volume of ___ board-feet of timber involved in this sale (was estimated to be defective or cull material) OR (was defective or cull material according to the terms of the agreement)."

(NOTE: This subsection meets recommendations made by the State Department of Finance.)

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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