

**Department of Natural Resources
Division of Forestry – Bureau of Forestry Field Operations
Timber Sale Handbook Handbook 2461**

Stakeholder Comment & Response Summary

The Department extends its sincerest thanks and appreciation to those who provided comment and feedback on the proposed changes to the Timber Sale Handbook.

Summary of Process

This was an update to a subset of contents of the Timber Sale Handbook (2460). The handbook was posted to DNR Division of Forestry’s “Stakeholder Input Opportunities for Forestry Documents” webpage for a 21-day period, beginning May 3, 2022 and closing on May 24, 2024. Individuals signed up for the gov delivery received notification of the posting. Additionally, an email was sent notifying pertinent stakeholders that the handbook was open for public comment. DNR staff were notified through the Department’s internal newsletter and more specifically through the Division of Forestry’s internal newsletter. A total of twenty-five comments were received.

Summary of Comments

Several comments suggested minor changes which would clarify concepts, and a few minor grammatical and spelling errors were identified. Changes were made in direct response to those comments. Several comments made specifically about adding a specific cruising system to remain in the handbook. No change in concept or meaning resulted. Several comments were actually questions, which were answered directly to the individual/entity who asked, but did not result in any changes to the handbook. One comment provided positive feedback on the content and expressed appreciation of changes.

While some changes were made to the handbook to clarify content, in other instances, changes were made to codify policies and procedures previously approved by the Division of Forestry Field Implementation Team and/or Strategic Leadership Team.

Listing of All Comments Received and Responses

Page	Comment	Response
32-7	county bolts missing from approved PLT/FIT approved versions	deleted reference to county
23-1	Toolkit link to SD cruise sampling. Toolkit document only shows step 1 vs previous versions of this had 3 steps. Don’t those other 2 steps need to be included?	Toolkit item to address
32-13	Some items required to be uploaded are not on the table in ch 90 in the Post Audit column to keep forever. Will all these documents uploaded be included in the sale archive created by WisFirs on sale completion? Too much archived for the servers? Is there a way to parse out some of these things by active/closed status where the things not needed to keep forever could be purged from WisFIRS when no longer needed?	This is 2 different process. 1 meant for approval stages of timber sales. Other is auditing sales.

24-1	Cubic Cruise removal in 2 emails.	addressed within relevant chapter
32-6	Aesthetics item D should have 4 bullets, Leave trees as #2 and then so on... Paragraph spacing also above Item D	fixed
32-13	Qualifying comments section. Based on other places referenced in HB this should also include any Lump Sum cruise accuracy calcs (23-1), Co-mingled product/species (example 3 #35 on pg 32-11). Also check formatting/spacing of paragraphs pg 32-11.	amended to include lump sum language
63-2	Last bullet item under Contract Period & Extensions ends with "if a contract will expire before these important items can be addressed, then and extension <u>must be considered.</u> " Does this need stronger language?	Current language is acceptable
	Like that we are giving guidance on what to upload in WisFIRS! But curious as to what Arch/Hist Info we upload. The standard co maps? Only upload correspondence if there is a hit? Should the NHI Review upload be the "Endangered Resources Review" that the portal produces after hits are reviewed or is something else ok to (just the element detail printout for example).	Not comments, but questions.
32-13	<u>Also regarding the New info on pg 32-13.</u> Some items required to be uploaded are not on the table in ch 90 in the Post Audit column to keep forever. Will all these documents uploaded be included in the sale archive created by WisFirs on sale completion? Too much archived for the servers? Is there a way to parse out some of these things by active/closed status where the things not needed to keep forever could be purged from WisFIRS when no longer needed?	This is 2 different process. 1 meant for approval stages of timber sales. Other is auditing sales.
64-1	Duplicating language in the first paragraph and middle page paragraph regarding bid bonds. "if the winning bidder fails... .. two-year period..." Notify you. Can delete the repeated language in the middle of the page in my opinion.	correct, deleted second occurrence
64-2	States there is an example LOC in the Toolkit. I don't see an example LOC. Yes to letters and examples if you need to draw on one. Question if we need a sample of just a LOC.	removed the reference
65-2	Form S-211 states this completed form should be uploaded to WisFIRS, but this is not on the listing on pg 32-13. Add?	deleted upload requirement
72-1	Inspection procedure. Is state lands = all OSOL and State Forests? I'm not sure if this is actually happening or not, if folks are even aware this is in here.	no change to handbook needed

	Also the Toolkit I navigate to via dnr.wisconsin.gov/topic/countyforests/toolkit looks different than the one linked in Handbook which goes to a sharepoint intranet page with public lands toolkit. → Are there 2 versions? They have different stuff.	yes, there are two versions. 1 for externals, 1 for internal
72-1	Title of form 2460-002 = Timber Sale Inspection Record vs Harvest Inspection Record on pg 72-1 and 72-2	corrected
84-1	Is the section on Financial Documentation in WisFIRS pg 84-1 duplicating partially the list on 32-13? Seem to have some of this in multiple locations. I'm not sure where best it goes for staff to have a complete list of what should be where to look at vs scattered in multiple locations through HB. Maybe clearly titling the section if you want to keep it by stage and having it in the table of contents so its not so buried. Ch 30 can have the stuff needed to upload pre and active. Ch 80 could focus on the closeout stuff. Or ch 90 could tackle highlighting the timber sale paper file and digital file and what should be where and uploaded to wisfirs at different stages. (I personally like ch 90, but am likely biased to it).	two different processes. One is steps, one is approval.
84-1	last sentence Chapter 90 vs 91 (Page #91...)	corrected
91-1	Add NHI Documentation to the Proposed and Established TS list	added
91-1	Items listed in Active and Closed Timber Sales seem to be somewhat random order. Does it help anyone else to list them more in chronological order? Proposed grouping and order on scan page.	unnecessary to group
91-1	Name on Form 2460-002: Harvest Inspection Record vs Timber Sale Inspection Record	amended
91-1	Add to Active & Completed Timber Sale List – any manual transactions (2460-003 for cash PB's) – Sale modification Documents (2400-005E + 2460-007) – Timber Sale Map & Prospectus	Mention of financials added to Completed Timber Sales list. Item U
91-1	Add a note to Active Timber Sale List – Invoices/Ledger/Journals are maintained in WisFIRS printing for paper files is optional.	Note added to paragraph
91-1	Add to Completed Timber Sales item B "or other cruise documentation"	added as item V
91-1	Add a column or bold or **** formatting to highlight what items should be uploaded into WisFIRS at what stage of the TS. This could be a nice place to summarize that information for all staff.	its covered
91-1	Question on Note of Completed Timber Sale section: Are Invoices also included in that list of items maintained in WisFIRS.	invoices added to Item U

91-1	I suggest any items marked as Post Audit should be housed in WisFIRS.	No change. WisFIRS is not final depository for documents.
	previous handbook used to have a bullet point on FISTA training requirement included under Additional Guidance and Requirements section. Not there anymore and don't see it moved anywhere else...?	Covered in cover letter
24-1	cubic cruise omission	added sentence acknowledging other cruising systems
	The Wisconsin Master Logger Certification program would like to thank the DNR for working to make changes in the Timber Sale Handbook that would ultimately strengthen the partnership between WIMLC members and the DNR. The committee certainly feels that their requests have been heard and acted upon in regards to a lower bond amount for WIMLC members and more verbiage encouraging state foresters to work with WIMLC members on direct sales.	no response necessary