

**Department of  
Energy and Environmental Protection**

Public Act 11-80, effective July 1, 2011, established the Department of Energy and Environmental Protection as the successor agency to the Department of Environmental Protection, the Department of Public Utility Control, and the energy group within the Office of Policy and Management.

See next page for Directive content.

Department of  
Environmental Protection

## DIRECTIVE FORM

SUBJECT: FOREST PRODUCTS SALES

Sales may be of two types: Products derived from State operations, and stumpage sales of various types.

STATE OPERATIONS

In the course of thinnings, salvage cuts and aesthetic operations, Department personnel may be expected from time to time to produce logs, palletwood, and cordwood for disposal by sale. These products will involve relatively small volumes and, if excess to agency needs, should be sold locally at competitive prices. Bids are desirable but not mandatory.

Regional forestry staff must be aware of local markets and should be able to expedite sales. Production efforts will be directed toward:

1. Complete utilization: operation should be designed to yield sufficient volume to attract buyers; and all practical product outlets should be explored to insure maximum utilization.
2. High value products: produce logs rather than palletwood; pallet bolts rather than cordwood; depending on available markets.
3. High quality products: sound, straight logs, cut to maximum merchantable length standards. Small, low-grade logs may be of greater value as fuelwood.
4. Yarding to be performed by purchaser when possible. In many cases it is impractical for State crews to handle wood products.

The forest products price list, indicating minimum acceptable prices, with regional differences, if any, will be updated annually. Regional staff will be responsible for submitting current price information to the Hartford Office on a regular basis.

(more)

Issued by: Dennis P. DeCarli 

Distribution:

Date: June 18, 1979All Manual Holders &  
Forestry Personnel

## Special Instructions:

Rescinds and replaces Directive 2312.24, D-1, issued March 21, 1973.  
Multiple changes on all pages.

- 2 -

STUMPAGE SALES

I. State Forester's Office: Any sale involving product value in excess of the authorized Regional limit will be offered for bid from the Hartford Office.

Multiple sales to a single individual or company that, in aggregate, total more than the Regional limit in a single fiscal year must have the approval of the State Forester.

II. Regional Office: To allow flexibility in Regional sales procedures and to provide for the accommodation of local, small-volume operators, a reasonable value limit will be placed on sales administered by the Regional Offices. The sales limit will be reviewed annually and published with the agency Forest Products Price List.

It is desirable to solicit competitive bidding for Regional sales, at least on an informal basis. Competition provides a realistic product value and reduces the potential for charges of favoritism. However, it is recognized that the best interests of the State may often be served through continuous sales or by small-volume sales developed for a specific buyer.

III. Sales Procedures: To encourage prior planning, promote uniformity and insure compliance with Department policy, any and all operations leading to the sale of forest products will require a cutting plan. Cutting plan procedures are explained in Manual Directive 2312.2, D-1.

For rates to be offered from the Hartford Office, the cutting plan must be approved prior to marking for harvest. Plans for Regional sales must be submitted to Hartford prior to actual cutting.

Cutting plans will also be required for harvest operations to be conducted by State personnel and designed to yield products used by the Department, such as sawlogs, cordwood or shingle stock. No cutting plan is required for hazardous tree removal, camp site clearing, rights-of-way, etc. Plans for such work may be required by other Departmental Units, however.

The Regional Forester will be consulted on any proposed cutting on Department lands.

Areas to be worked should be laid out well in advance of actual sale. Each Region should have several sale areas prepared except for actual marking. Salvage sales caused by losses due to insects, disease or fires will have priority.

Records of areas cut, past-cutting operations and product yield will be kept at the Regional Offices. Record-keeping procedures will be developed as part of a system of comprehensive management planning.

A. STATE FORESTER'S OFFICE STUMPAGE SALE

1. Stand analysis: Appropriate methods are used to determine volume, stocking, condition and any other pertinent information. Other unit staff specialists will be consulted for comments and/or approval where appropriate.

(more)

- 3 -

2. Sale area is delineated and acreage determined.
3. Sale information is compiled, including estimated volume, acreage, showing date, minimum acceptable bid and special sale considerations.
4. Information is submitted to State Forester's Office in standard cutting plan format. Plan will be reviewed by Hartford Staff Units and returned to Region within 21 days as "approved," "approved with modification" or "disapproved."
5. When approved plan is received by Region, actual marking can be done. Tally sheet summary and any additional sale requirements are sent into Hartford for bid preparation.
6. Bid notice will be sent out. Normally a two-week period will be allowed between the date notices are mailed and the sale showing date. An additional two weeks will be allowed for bids to be returned. It will be the responsibility of the potential buyer to have the bid into Hartford by the stated time and date.
7. After consultation with Regional Staff Forester, bid will be awarded, with three contract copies to be signed by the State Forester and the Buyer. The performance deposit will be accepted at this time and a cash receipt made out. Ordinarily, the sale will be awarded to the highest bidder. However, this will not be required if there is documented evidence of poor past performance, unsuitable equipment, insufficient labor or other extenuating circumstances. One completed contract, with the performance deposit, will be sent to Hartford as soon as practical.
8. Regional Forester will have the responsibility for receiving payment for stumpage prior to the beginning of operations.
9. The cutting operation will be supervised by the Regional Forester through periodic inspection to insure adherence to contract specifications.
10. When sale has been completed, with all special considerations fulfilled, the State Forester will be notified, and will remit the operator's performance deposit.
11. If, in the opinion of the Regional Director and Regional Forester, the Buyer fails to adhere to the contract specifications, or fails to complete the job in a satisfactory manner, the performance deposit may be called by the State Forester and deposited to the General Fund.
12. If, in the opinion of the above individuals, a portion of the sale has been completed in a satisfactory manner, part of the bond may be remitted to the Buyer. This procedure will not be encouraged, however.
13. If a sale is terminated for unsatisfactory performance, the surety deposit will be forfeit. Whenever possible, the uncompleted sale area should be offered to the next highest bidder. The original performance deposit will be used for sale area clean-up or will be deposited to the General Fund.

(more)

14. When all field operations have been completed, a "Forest Products Report" will be submitted to the State Forester's Office, effectively closing out the sale.

B. REGIONAL STUMPAGE SALE

1. Stand analysis: Appropriate methods are used to determine volume, stocking, condition and any other pertinent information. Other unit staff specialists will be consulted for comments and/or approval where appropriate.
2. Sale area is delineated, acreage determined, harvest plan drafted, trees marked and volume calculated.
3. A copy of the cutting proposal will be submitted to the State Forester's Office for informational purposes. Ten days should be allowed for review before awarding sale. Hartford office approval will not be required, but suggestions may be offered.
4. Sale will be made. Competitive bids will not be required, but are advisable. Those on the bid list should include all potential buyers within a reasonable distance of the sale area, and the list should reflect the value of the potential product (i.e., peeler logs would attract bidders from a long distance). When competitive bids are not solicited, all care will be taken to avoid possible charges of favoritism.
5. Sale will ordinarily be awarded to the highest bidder. The performance surety and/or a deposit on stumpage will be received before operations begin, unless other arrangements are made. Receipt of the surety and/or deposit is required prior to removal of products from State lands.
6. Checks received as performance deposits will be forwarded to the State Forester's Office for deposit to a special account.
7. Small-volume sales may be made with no bond required. Prior to cutting and/or removal of forest products, however, the appropriate payment for stumpage must be received.
8. Sale administration will be the responsibility of Regional forestry personnel. Good performance standards and adherence to the State harvesting policy will be required.
9. Upon satisfactory sale completion, the amount of the performance deposit will be returned to the Buyer.
10. A Forest Products Report will be submitted to the State Forester's Office, as will a critique of the operator's performance to be used for future reference.
11. All Regional sales are subject to review by the State Forester's Office and periodic field inspections will be made to insure adherence to desirable harvesting practices.

C. REGIONAL CUTTING - STATE PERSONNEL

- 1-3. First three procedures basically the same as requirements for Regional sales.

(more)

4. Cutting will proceed under supervision of Regional forestry personnel. State operations should conform to high standards of performance and set examples of good harvesting practices.
5. All cuttings by Department of Environmental Protection personnel should be designed to accomplish organizational management objectives.
6. Disposition of wood products will be indicated by sales memos or, when material is utilized by the Department, an appropriate notation on a "Forest Products Report" indicating disposition.

The success of the forest management programs on State lands depends to a large extent on public reaction to harvesting operations. It is vitally important that all cuttings be planned carefully, reviewed thoroughly and well-supervised.

END