

DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
CIRCULAR LETTER

Effective Date: March 15, 2010  
Expiration/Review Date: December 31, 2011

**CIRCULAR LETTER TO:** All Personnel

**SUBJECT:** Silvicultural Prescriptions and Prescription Worksheets

**PURPOSE:**

To institute and standardize prescription preparation for all forest management work on Division of Forestry-administered lands so:

- adequate planning and thought are used in developing forest management actions
- the same prescription worksheet is consistently used statewide
- management decisions are documented and archived.

**RATIONALE:**

A written prescription:

- includes clear objectives and desired future stand conditions
- offers long-term communication of site goals and intentions
- captures the intentions of the prescription writer
- is a site-level management plan and provides for long-term management direction
- is a means of communicating among programs; the prescription worksheet provides the silviculture and timber sales programs a common medium through which to develop a prescription
- objectives identified on the worksheet can provide input and guidance when designing specific treatment specifications
- is a means of communicating both the site and division's goals and intentions to stakeholders and constituents.

**IMPLEMENTATION:**

All policies and procedures will be implemented on the effective date listed above. The policies and procedures in this circular letter are not intended to be retroactive. For any actions already in SRM, a new prescription worksheet will not be required.

**POLICIES:**

- A. Prescription worksheets must be completed for all sites for which a treatment is proposed or deferred following initial stand exam. This includes appraisals for both annual plan stands and plan additions. Prescriptions are optional for alterations. Prescriptions must be

recorded using the Silviculture Program standard worksheet template. The most current version is available on the Silviculture program webpage.

- B. Completed prescription worksheets must be completed prior to scheduling or contracting any management activity including timber harvesting.
- C. Prescription worksheets must be attached to the Silviculture and Roads Module (SRM) location detail documents tab. For harvest actions, worksheets must be completed and attached to SRM prior to offering or advertising timber.
- D. A copy of the completed prescription worksheet must be included in the area timber sales permit file when a timber sale is the outcome of a stand exam.

## **RESPONSIBILITIES AND PROCEDURES:**

### **A. Area Personnel**

- 1. Initiate prescriptions for all stands on the stand exam list for which they are responsible and for which a treatment action (e.g., timber sale, timber stand improvement, site preparation, etc.) or deferred decision is made.
- 2. Solicit input from other area personnel, subsection forest resource management plans, and other disciplines to develop site objections.
- 3. Complete all appropriate fields on the prescription worksheet.
- 4. Collaborate with other area staff as appropriate to finalize planned actions and treatment design.

### **B. Area Timber Program Leader**

- 1. Reviews all prescriptions for completeness and suitability to accomplish the stated objectives.
- 2. Provides feedback to the prescription writer.

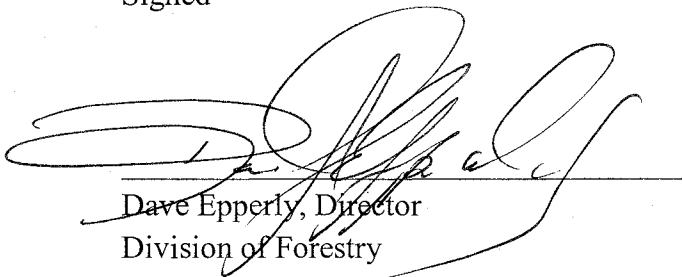
### **C. Area Silviculture Program Leader**

- 1. Reviews all prescriptions for completeness and suitability to accomplish the stated objectives.
- 2. Provides feedback and when necessary works with the prescription writer to ensure actions are doable and can accomplish the objectives.
- 3. Ensures the prescription objectives, actions, and NPC classification are entered in SRM, although the actual data entry person may vary according to area procedures
- 4. Ensures the prescription worksheet is attached to the SRM location detail documents tab. Only the most current worksheet should be attached to SRM. Prescription changes should be recorded in worksheet box 6, "Past Management Practices." If desired, copies of past worksheets can be stored in the site timber sale file.
- 5. Notifies the Region Silviculture Program Leader of completed prescription worksheets in SRM.

D. Region Silviculture Program Leader

1. Reviews prescription worksheets for completeness.
2. Provides feedback to the ASPL.

Signed



Dave Epperly, Director  
Division of Forestry

3/1/2010  
Date