

# Policy and Procedure 18-1 Harvest Notification

<b>Issued By:</b>	Robert W. Farrell, State Forester	<i>Robert W. Farrell</i>	7/3/2024
<b>Effective Date:</b>	June 26, 2024		
<b>Codes/Mandates:</b>	<a href="#">Virginia Code § 10.1-1181.1</a> – Control of Forest Tree Insects and Diseases Fund - Definitions <a href="#">Virginia Code § 10.1-1181.2(H)</a> – Conduct of silvicultural activities; issuance of special orders		
<b>References:</b>	<a href="#">Policy and Procedure 18-2 Harvest Inspections</a>		
<b>Forms:</b>	IFRIS Logger Notification [ <a href="#">Form 18.1 Notification of Logging Operation</a> ]		

## CONTENTS

**PURPOSE** ..... 1

**POLICY**..... 1

**DEFINITIONS**..... 1

**PROCEDURES**..... 2

**Operator Identification** ..... 2

        Notification Account Identification Number (NAID) ..... 2

        Obtaining an NAID Number ..... 2

**Methods of Notification**..... 2

        Owner Contact ..... 2

**Following Receipt of Notification** ..... 2

**Special Notification Circumstances (Multi-jurisdictional Linear Infrastructure Projects)** ..... 3

**Special Notification Circumstances (Renewable Energy Credits (RECs) Eligible Biomass Harvests)** ..... 3

**Notification Records** ..... 3

**AUTHORITY** ..... 3

**INTERPRETATION**..... 3

**APPROVAL**..... 3

**Version History**..... 3

## PURPOSE

To establish procedures to handle notifications of commercial harvesting of timber.

## POLICY

The Virginia Department of Forestry is committed to the protection of state waters from pollution by sediment deposition resulting from silvicultural activities through the administration and enforcement of the Silvicultural Water Quality Law, Virginia Code [§ 10.1-1181.1 et seq.](#)

## DEFINITIONS

“Agency” and “DOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“Linear Infrastructure Land Conversion Project” means any man-made project such a roads and highways, power lines, pipelines, etc., that creates extensive linear intrusions into forested ecosystems and which results in the conversion of land use from forest to some other use.

"Operator" means any person that operates or has operated or exercises or has exercised control over any silvicultural activity.

"**Silvicultural activity**" means any forest management activity, including but not limited to the harvesting of timber, the construction of roads and trails for forest management purposes, and the preparation of property for reforestation.

## PROCEDURES

---

### Operator Identification

---

#### Notification Account Identification Number (NAID)

Each logger in Virginia who is logging commercially and is required to notify must register with DOF for an account number (NAID) that will be a unique identifier for that company. Loggers will use this number to identify their business when notifying DOF of a logging operation. The intent is to create a database of loggers in Virginia complete with business information, such as address and phone numbers. The use of the NAID for notification purposes will simplify the process for loggers and DOF staff. Loggers will not be able to notify until they use the correct channels with DOF to obtain an NAID. Confirmation numbers must not be issued to loggers who do not provide a valid and unique NAID for their company.

#### *Obtaining an NAID Number*

A logger may obtain an NAID number through:

- ◆ DOF Website
- ◆ Regional water quality staff
- ◆ Headquarters Office (434) 977-6555

### Methods of Notification

---

[Virginia Code §10.1-1181.2\(H\)](#) requires operators to notify DOF prior to completion but no later than three working days after the commencement of a commercial timber harvesting operation.

It is the sole responsibility of the operator to ensure that DOF is notified. DOF will take either written or verbal notification of harvesting as required by law. Operator may notify DOF via one of the following methods:

- ◆ Website (preferred) – a confirmation number will be provided
- ◆ 1-800-939-LOGS (5647) (preferred) – a confirmation number will be provided
- ◆ Phone calls to any office or staff
- ◆ In-Person

This notification must originate from the operator as defined by the Code of Virginia and must specify the location and the actual or anticipated date of activity for the operator to receive credit for the notification.

### Owner Contact

The operator is required to provide DOF with accurate and current contact information (mailing address) for an owner of the property on which the operation will be or is already taking place, or his agent (consultant), or an owner of the timber that is being harvested (procurement forester). This information will be provided to the DOF as part of the normal notification process as outlined above.

- ◆ A notification confirmation number will not be issued without an owner's contact information and failure to provide accurate and current information for at least one owner will lead to a failure to notify violation.
- ◆ DOF inspectors may enter a tract to investigate a suspected failure to notify violation without first having to send notification letters to anyone.

### Following Receipt of Notification

---

Area field staff will proceed with a harvest inspection [\[See DOF Policy and Procedure 18-2 Harvest Inspections\]](#).

All inspections will be conducted within **20 calendar days** of anticipated start date received during notification.

## Special Notification Circumstances (Multi-jurisdictional Linear Infrastructure Projects)

In the case of timber harvests on lands that are part of a single linear infrastructure land conversion project that encompasses multiple jurisdictions, the contractor will make only one notification per county. Such notification shall be prior to completion but no later than three working days after the commencement of the commercial timber harvesting operation in a new county. The owner will be listed as the project owner, such as VDOT, Appalachian Electric Cooperative, Dominion.

## Special Notification Circumstances (Renewable Energy Credits (RECs) Eligible Biomass Harvests)

Operators will self-identify whether a harvest will include "REC-eligible biomass". The REC-eligible biomass harvest currently only applies to biomass that is being delivered to the following Dominion power plants: Hopewell, Southampton, and AltaVista." This will alert the DOF inspector to monitor the harvest for biomass BMP compliance.

## Notification Records

All notifications will be entered into IFRIS.

## AUTHORITY

This policy and procedure is issued by the Virginia state forester.

## INTERPRETATION

The silvicultural water quality program manager and the deputy state forester are responsible for the interpretation of this policy and procedure.

## APPROVAL

I certify that this policy and procedure is approved and ready for publication.

Rodney Newlin

Silvicultural Water Quality Program Manager Name (Print)

DocuSigned by:

Rodney Newlin

7/2/2024

Silvicultural Water Quality Program Manager Signature

Ed Zimmer

Deputy State Forester Name (Print)

DocuSigned by:

Ed Zimmer

7/3/2024

Deputy State Forester Signature

## Version History

Version History			
Date	Version	Details	Author/Contributors
June 26, 2024	Start tracking	Added Biomass BMPS	Rodney Newlin, Silvicultural Water Quality Program Manager