

Policy and Procedure 18-1 Harvest Notification

Issued By:	Robert W. Farrell, State Forester
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References:	N/A
Forms:	IFRIS Logger Notification [Form 18.1 Notification of Logging Operation]

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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, Va. Code [§ 10.1-1181.1 et seq.](#)

DEFINITIONS

“**Agency**” and “**VDOF**” 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 VDOF 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 VDOF 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 VDOF staff. Loggers will not be able to notify until they use the correct channels with VDOF 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:

- ◆ VDOF Website
- ◆ Regional water quality staff
- ◆ Headquarters Office (434) 220-9024

Methods of Notification

§10.1-1181.2(H) requires operators to notify VDOF 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 VDOF is notified. VDOF will take either written or verbal notification of harvesting as required by law. Operator may notify VDOF 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
- ◆ FAX
- ◆ Phone calls to any office
- ◆ 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.

All notifications will be passed on to the area offices to follow up with a harvest inspection.

Owner Contact

The operator is required to provide VDOF 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 VDOF 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.
- ◆ VDOF 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 [\[See VDOF Policy and Procedure 18-2 Harvest Inspections\]](#).

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.

Notification Records

All notifications will be entered into IFRIS.

AUTHORITY

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

INTERPRETATION

The chief of operations and the water quality program manager are responsible for the interpretation of this policy and procedure.

APPROVAL

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

Matt Poirot

Water Quality Program Manager Name (Print)

Water Quality Program Manager Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature