



## CONNECTICUT FOREST PRACTITIONERS ANNUAL REPORT INSTRUCTIONS

### FORESTER

All Certified Forest Practitioners (Foresters, Supervising Forest Products Harvesters and Forest Products Harvesters) are required by law to submit an annual report of their forest practice activities as a requirement of certification **prior to June 1st of each year**. *Failure to submit an annual report could result in the denial or loss of certification.*

The annual report is a summary of all the forest practices in which the practitioner has participated for the past twelve months. The twelve-month *reporting period* begins May 1st and ends on April 30th of the following year. ***Only forest practices conducted within the State of Connecticut during the designated period should be reported!***

***The reports should be mailed to: Division of Forestry, 79 Elm Street, Hartford, CT 06106***

#### **Practitioner information:**

It is very important that the requested practitioner information be complete and accurate. Changes in a mailing or residence address should be reported, using the address space provided on the annual report form. Periodically, important information will be mailed to forest practitioners regarding certification or regulations. It is in your best interests to notify the Department of any changes to your address as soon as they occur.

#### **General Guidelines for Reporting:**

##### Commercial Forest Practices Extending Into More Than One Reporting Period:

Often, a commercial forest practice may begin in one reporting period and not be completed until a following period. You should report commercial forest practices based only on the date when harvesting actually began. Report the entire volume and acreage of the job and do not split volumes or acreages between two reporting periods.

##### No Commercial forest practices to Report:

You must file an annual report even if you have no commercial forest practices to report. Enter a zero where there is nothing to report.

##### Who Reports a Commercial forest practice:

When two or more certified forest practitioners are involved in the same commercial forest practice, *only the practitioner who purchased the commercial forest products* from the landowner should enter the information into their annual report. Law requires any person who purchases commercial forest products must be certified as a Forester or Supervising Forest Products Harvester. Only a certified Forester may represent a landowner in the sale of commercial forest products from their land. If more than one certified forest practitioner is involved in the practice, the individual with primary responsibility for conducting the forest practice should report it. You must file an annual report even if you were never primarily responsible for purchasing, selling or conducting a commercial forest practice.

##### Certified for Only a Portion of the Reporting Period:

Complete the annual report form even if you have only been certified for part of the reporting period. Use the best available information to complete the form.

##### Have a Question?

If you have a question as to how or what you should report, contact the Division of Forestry at 860-424-3630.

##### How the Reported Information Will Be Used:

The information tabulated from the annual reports will be used to monitor the overall health and condition of Connecticut's forest and forest industry. This information will provide important data on forest resource issues, will aid efforts to educate the public about the benefits of forest resource management, and will be an important tool in promoting Connecticut's forest products and forest products industry.

**Commercial Forest Product Harvest Operations: (Forester representing the Buyer)**

- a. Record the total number of commercial forest products harvest operations you purchased, whether for sawtimber, firewood, biomass, etc.
- b. For the woodlots on which you purchased commercial forest products harvest operations, report the total number of acres harvested.
- c. Report the total number of acres of commercial forest products harvest operations harvested according to a silvicultural prescription.
- d. For the total number of acres harvested, report the acreage by the type of the timber harvest conducted. The six general types of timber harvests are described below. Although there may be other types of timber harvests that are not listed, **use only the 6 types listed**, selecting the types that your harvests most closely resemble.

Conversion to non forest land - A harvest designed to accommodate a long-term change in land use from forest uses to agriculture, residential housing, industrial development, commercial development, etc.

Selection Harvest - A harvest applied to uneven aged stands or to stands composed of shade tolerant species in order to either maintain an uneven aged forest or to create an uneven aged stand.

Regeneration Harvest - A harvest designed to remove a third to a half of the canopy, leaving an open residual stand of desirable trees, (as in a "shelterwood"), thereby creating conditions suitable for regeneration to become established or for emerging regeneration to properly develop.

Intermediate Harvest - A harvest designed to accelerate growth or to prolong an acceptable rate of growth on a residual stand. Trees remaining after the harvest are of desirable form, health and species and are expected to be maintained throughout the length of a planned rotation. Trees harvested are usually of undesirable form, health or species.

Final Harvest - A harvest designed to provide established regeneration with full sunlight. The harvest usually occurs several years after a successful shelterwood harvest, when acceptable regeneration has been fully established. This type of harvest is also known as an overstory removal and may appear similar to a clearcut.

Other - Other types of harvests include diameter limit cuts, salvage harvests following storms or insect/disease infestations with high mortality; and sanitation harvests to remove particular species or groups of trees presenting forest health hazards.

- e.1. For each species listed, report the combined board foot volume of all sawtimber, veneer, poles and pilings harvested. Use only board feet. Do not use any other unit of measure. If desired, the Division of Forestry can provide you with a practical and reasonable conversion factor to use.
- e.2. Roundwood (cordwood, posts, biomass, sawdust or chips) harvested should be reported separately from the products reported in e.1., above, and should be reported in either tons or cords. Make sure you indicate which measure you have used. Do not report roundwood by species, but only whether it is hardwood or softwood. Do not report tree bark as a part of the roundwood category.

**Commercial Forest Product Harvest Operations: (Forester representing the Seller)**

- a. Record the total number of woodlots from which you sold commercial forest products (sawtimber, firewood, biomass, etc.)
- b. For the woodlots on which you sold commercial forest products, report the total number of acres that were harvested.

**Forest Management Plans Written:**

All forest management and specific practice plans that were written during this reporting period must be recorded here. Plans, which were written prior to the beginning of the reporting period, should not be recorded here. Four different categories of plans are recognized. Record the total number of plans written in each category and the total number of acres covered by those plans. The four categories are:

- a. A *Forest Management Plan* is one that is written by a certified Forester under Stewardship Tree Farm or NRCS 106 standards for which landowner received cost-sharing.
- b. A *Forest Management Plan* (not cost-shared) is one that is written by a certified Forester under Stewardship or Tree Farm standards for which the landowner did not receive cost-sharing.
- c. A *Forest Management Plan* written by a certified Forester that provides the land-owner with a written prescription for a set of specific forestry activities but not written to Stewardship standards
- d. *Specific Forest Practices Plans* are written as instructions to implement a specific, individual forest practice such as tree planting, TSI or trail development.

**Regeneration:**

Items in the regeneration category are measured in the number of acres completed.

- a. *Natural regeneration* means only that natural regeneration which has occurred by design as the result of a forest practice.
- b. *Site preparation* includes chemical applications, prescribed burns, bulldozer work, etc. prepares an area for planting, direct seeding with tree species, or as a seedbed for natural regeneration.
- c. *Afforestation* is the tree planting or direct seeding of an area that is not currently forest, such as a field. This is one category in which you may find the same planting or seeding activity will be recorded in two different locations. If a field has been planted or seeded with tree species, the number of acres planted would be recorded as both afforestation and planting.
- d. *Tree seeding* is the direct seeding of commercial tree species (not grasses).
- e. *Tree planting - Forest* is the planting of any commercial tree species for the establishment or reinforcement of a forest. The planting of tree species specifically for wildlife benefit should be placed under *Wildlife Enhancement*.
- f. *Tree Planting - Xmas* is the planting of tree species for the establishment of a Christmas tree plantation. Replanting to replace harvested trees in an existing plantation is not reported.

**Other Forest Practices:**

- a. *Wildlife habitat enhancement* includes those activities, which enhance wildlife diversity or habitat and can be easily expressed on a per acre basis. Do not report such items as wood duck nest box installations that are difficult to express on a per acre basis.
- b. *Watershed / fisheries protection* includes activities that protect watershed values.
- c. *Forest Fire protection* includes activities designed to protect the forest from fire through such as prescribed burns and fuels reduction.
- d. *Insect & diseases* includes activities intended to prevent, protect against, or eradicate insects or disease problems from the forest.
- e. *Invasive species* includes activities that are used in attempt to control or eradicate invasive species.

***Only the Division of Forestry's annual report form, or a clear copy, will be accepted.***



**CONNECTICUT FOREST PRACTITIONER ANNUAL REPORT  
PART 1 OF 2  
FORESTER  
ANNUAL REPORT FORM**

*For Forest Practice Activities Conducted During The Period Circle Correct Period Below:*  
**5/10 - 4/30/11      5/11 - 4/30/12      5/12 - 4/30/13      5/13 - 4/30/14**

**I. Practitioner Information:**

Name: \_\_\_\_\_ Certification No: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Business Tel.: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

Should your mailing address change at any time, notify us as soon as possible so you will continue to receive important notices.

**II. Activities Summary:** *NOTE: Report only those forest practices you worked on within the State of Connecticut during the designated reporting period!*

**Commercial Forest Product Harvest Operations**

**(Forester representing the Buyer)**

- a. Total number of commercial forest products harvest operations *purchased*: \_\_\_\_\_
- b. Total number of acres covered by commercial forest products harvest operations *purchased*: \_\_\_\_\_
- c. Total number of acres of commercial forest products harvest operations harvested according to a silvicultural prescription: \_\_\_\_\_
- d. Acreage breakdown of commercial forest product harvest operations:  
 Of the total number of commercial forest products harvest operations purchased, estimate the **number** of acres harvested in each of the below categories. Use the definitions found in the instructions.  
 Conversion to non forestland: \_\_\_\_\_ acres (*new*)    Intermediate cuts: \_\_\_\_\_ acres (*new*)  
 Selection cuts: \_\_\_\_\_ acres (*new*)    Final Harvests: \_\_\_\_\_ acres (*new*)  
 Regeneration cuts: \_\_\_\_\_ acres (*new*)    Other (Specify): \_\_\_\_\_ acres (*new*)

e. Volume breakdown of commercial forest product harvests:

1. Sawtimber, veneer, poles and pilings purchased for harvest in Connecticut.

White & Chestnut Oak:	_____ BF	Red, Black & Scarlet Oak:	_____ BF
Ash:	_____ BF	Birch:	_____ BF
Beech:	_____ BF	Maple:	_____ BF
Other Hardwoods:	_____ BF	White Pine:	_____ BF
Red Pine:	_____ BF	Other Softwood:	_____ BF
Hemlock:	_____ BF		

2. Cordwood, posts, or biomass purchased for harvest in Connecticut. (Specify cords or tons)

Softwood: \_\_\_\_\_  cds     tons                      Hardwood: \_\_\_\_\_  cds     tons                      **(OVER)**

CONNECTICUT FOREST PRACTITIONER ANNUAL REPORT  
PART 1 OF 2, continued

FORESTER  
ANNUAL REPORT FORM

*Commercial Forest Product Harvest Operations, continued*

(Forester representing the Seller)

- a. Total number of commercial forest products harvest operations *sold*: \_\_\_\_\_
- b. Total number of acres covered by commercial forest products harvest operations *sold*: \_\_\_\_\_

*Forest Management Planning*

	<u># of Plans</u>	<u>Total acres</u>
a. Forest Management Plans written to Stewardship standards (cost-shared)	_____	_____
b. Forest Management Plans written to Stewardship standards (not cost-shared)	_____	_____
c. Forest Management Plans not written to Stewardship Standards	_____	_____
d. Specific Forest Practice Plans	_____	_____

*Regeneration*

- a. Natural regeneration: \_\_\_\_\_ acres
- b. Site preparation \_\_\_\_\_ acres
- c. Afforestation \_\_\_\_\_ acres
- d. Tree seeding: \_\_\_\_\_ acres
- e. Tree planting - Forest: \_\_\_\_\_ acres
- f. Tree planting - Xmas: \_\_\_\_\_ acres

*Other Forest Practices*

- a. Wildlife habitat enhancement: \_\_\_\_\_ acres completed
- b. Watershed & fisheries protection \_\_\_\_\_ acres completed
- c. Forest protection - Forest fire: \_\_\_\_\_ acres completed
- d. Forest protection - Insects & diseases \_\_\_\_\_ acres completed
- e. Invasive species control \_\_\_\_\_ acres completed

Please return both parts of this completed form, **before June 1st**, to:

**Connecticut DEEP Forestry, Forest Practices Act Program, 79 Elm Street, 6th Floor, Hartford, CT 06106**

**CONNECTICUT FOREST PRACTITIONER ANNUAL REPORT  
PART 2 OF 2**

**FORESTER  
ANNUAL REPORT FORM**

**III. Continuing Education Summary:**

Foresters must submit 6 Continuing Education Units (CEU's) each two-year period of their certification for a total of 12 units over the duration of their current certification. Failure to do so will result in the revocation of their certification or denial of their renewal application.

Proof of attendance to an educational event approved by CT DEEP's Division of Forestry must be submitted in order to receive CEU's. The only proof accepted by the Division of Forestry is an original Certificate of Completion from the course or workshop sponsor that contains the following information:

- The title of the course or workshop
- The date it was taken
- The name and certification number of the attending practitioner
- An original signature from a representative of the course or workshop sponsor

Certificates of Completion should be attached to the Annual Report being submitted. As a future option, practitioners are encouraged to submit the Certificate of Completion immediately upon completing the course or workshop. Please mail course certificates to the attention of the Forest Practices Act Program, Division of Forestry, 79 Elm Street, Hartford, CT 06106.

It is the responsibility of the practitioner to obtain a Certificate of Completion from the course or workshop sponsor and submit it to CT DEEP's Division of Forestry. The Division of Forestry staff will not obtain and submit this information for you.

Note that all educational events must be evaluated and awarded CEU's by the CT DEEP's Division of Forestry before CEU's are granted. For events that have already been awarded CEU's, you only need to submit the Certificate of Completion as proof of attendance. For events that have not been awarded CEU's, you must submit proof of attendance AND a copy of the event's program or agenda. The agenda must include the program title, date held, length of the program in hours, the instructors name, the program sponsor, and identify a contact person.