**Timber Sale Package Review Checklist**

**Derived from the Timber Sale Handbook (HB2461)**

Checklists assume two separate documents (map and prospectus). If using a map/prospectus combo, all items under PROSPECTUS and MAP checklists should be addressed.

A similar checklist for map and prospectus items can be found in Chapter 60 (pg. 61-1) of the Timber Sale Handbook, but additional information for certain items is listed in the HB2461 Page Reference column. Some page references below relate to the Timber Sale Notice and Cutting Report (Form 2460-1) and Narrative (Form 2460-1A) but will be the same for the prospectus and map.

|  |  |  |  |
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| PROSPECTUS | HB2461 Page Reference | Forester Review | Supervisor Review |
|  Property Name | 32-1 |[ ] [ ]
|  Sale Name |  |[ ] [ ]
|  Tract Number | 32-1 |[ ] [ ]
|  Sale Location (County, Township, Range, Section, QQ)  |  |[ ] [ ]
|  Sale Acreage  | 32-2, 32-4 |[ ] [ ]
|  Contract End Date (June 30 or December 31) | 63-2 |[ ] [ ]
|  Utilization Standard (e.g. 4-inch top, whole tree/biomass) |  |[ ] [ ]
|  Estimated Volume by Product \*\*\*USE ROUNDING GUIDE | 32-7-32-8, 42-1 |[ ] [ ]
|  Total Minimum Bid Value |  |[ ] [ ]
|  Weight conversion factor for mill scale sales (if not DNR standard weight) | 12-1 |[ ] [ ]
|  Sale Method: Lump Sum or Scaled | 51-1, 53-1-53-3, 54-1 |[ ] [ ]
|  Harvest Prescription | 32-3 |[ ] [ ]
|  What is being harvested? |  |[ ] [ ]
|  How is harvest designated? (e.g. red paint line boundary, trees to be cut  marked with orange paint) | 21-1-21-2 |[ ] [ ]
|  Harvest timeframes – Consider USING POSITIVE LANGUAGE (state when harvesting is allowed, not when harvesting is prohibited) |  |[ ] [ ]
|  Don’t include language describing objectives of property or stand (these are  for internal use only, contractor does not usually need this information) |  |[ ] [ ]
|  Sale Access – Ingress/egress? Access restrictions? (if not explained on map) |  |[ ] [ ]
|  Special Conditions addressed (e.g. recreational trail impacts, skidding  requirements, BMP or NHI mitigations, signing requirements,  landing/decking requirements, road improvements) |  |[ ] [ ]
|  DNR Field Office / Forester Contact listed (if not on map) |  |[ ] [ ]
|  Pre-filled timber sale bid form (2400-049) with all items |  |[ ] [ ]

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| MAP | HB2461 Page Reference | Forester Review | Supervisor Review |
|  Property Name | 32-1 |[ ] [ ]
|  Sale Name |  |[ ] [ ]
|  Tract Number | 32-1 |[ ] [ ]
|  Sale Location (County, Township, Range, Section, QQ)  |  |[ ] [ ]
|  Sale Acreage (overall acreage and acreage by prescription) | 32-2, 32-4 |[ ] [ ]
|  North Arrow |  |[ ] [ ]
|  Map Scale |  |[ ] [ ]
|  DNR Logo |  |[ ] [ ]
|  Harvest areas appropriately mapped (e.g. coppice harvest differentiated  from intermediate thinning, harvest boundary lines indicated, natural sale  boundaries indicated) |  |[ ] [ ]
|  Property Boundary mapped | 21-1, 22-1 |[ ] [ ]
|  Survey Corners or Monuments mapped | 21-1 |[ ] [ ]
|  Roads mapped and labeled |  |[ ] [ ]
|  Water Features mapped (and labeled, if applicable) |  |[ ] [ ]
|  Recreational Trails mapped (and labeled, if applicable |  |[ ] [ ]
|  Powerlines/Utilities mapped (and labeled, if applicable) |  |[ ] [ ]
|  Sale Access – Ingress/egress? Access restrictions? (if not explained in  prospectus) |  |[ ] [ ]
|  Mapping Disclaimer statement  | 22-2 |[ ] [ ]
|  DNR Field Office / Forester Contact listed (if not on prospectus) |  |[ ] [ ]

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| CONSISTANCY: Do these items match on all sale documents (2460,  map, narrative, prospectus)? | HB2461 Page Reference | Forester Review | Supervisor Review |
|  Property Name | 32-1 |[ ] [ ]
|  Sale Name |  |[ ] [ ]
|  Tract Number | 32-1 |[ ] [ ]
|  Sale Location (County, Township, Range, Section, QQ)  |  |[ ] [ ]
|  Sale Acreage  | 32-2, 32-4 |[ ] [ ]
|  Stumpage Volumes and Products | 32-7-32-8 |[ ] [ ]
|  Cutting Specifications / Harvest Restrictions |  |[ ] [ ]
|  Sale Method: Lump Sum or Scaled | 51-1, 53-1-53-3, 54-1 |[ ] [ ]
|  Total Minimum Bid Value |  |[ ] [ ]
|  Weight conversion factor for mill scale sales (if not DNR standard weight) | 12-1 |[ ] [ ]
|  Contract End Date (June 30 or December 31) | 63-2 |[ ] [ ]
|  Rounding Guidelines followed | 42-1 |[ ] [ ]
|  DNR Field Office / Forester Contact listed (if not on map) |  |[ ] [ ]