

Attachment 3: Appropriate Permit Forms, Accounting Information and TSIS Reporting Requirements:

Reporting Requirements: All sales of seeds will be reported in the Timber Sale Information System (TSIS).

Accounting Information: The Collection and Billing System, Commodity Code for Native seed is 327. The Federal Financial System Fund code is 750 and the Fund Symbol is 145881. The following information is required pathway for proper entry into the CBS accounting system to ensure monies are deposited correctly:

- Vegetative Materials
- PD Vegetative Materials
- Native Seed – Miscellaneous (750)
- State
- County
- Quantity
- Unit Price
- Total

Commercial Sales:

Form 5450-1, Contract for the Sale of Vegetative Resources. The data entry for this form is done in TSIS-Web. It has drop down menus to identify seed and seed cone (tree) and native seed – miscellaneous (grass, forb, and shrub) to identify the type of seed collected. After data entry is done, a hardcopy of the permit must be filled out. If the total purchase price is not paid on or before the date the contract is signed by the Authorizing Official, then the bonding and deposit requirements in this form must be followed. Full cash payment is required for any purchase of less than \$2,500.

Form 5450-5, Negotiated Cash Permit. The data entry for this form is done in TSIS-Web. It has drop down menus to identify seed and seed cone (tree) and native seed – miscellaneous (grass, forb and shrub) to identify the type of seed collected. After data entry is done, a hardcopy of the permit must be filled out. It has drop down menus to identify seed and seed cone (tree) and native seed – miscellaneous (grass, forb, and shrub) drop down menus to identify the type of seed collected. This is only to be used for sales of less than \$2,500. Full cash payment is required prior to issuance of the permit.

Personal Use Sales:

Form 5450-24, Vegetative Cash Permit. This is an electronic form found in TSIS-Web. It has drop down menus to identify seed and seed cone (tree) and native seed – miscellaneous (grass, forb, and shrub) to identify the type of seed collected. The actual permit is generated

electronically. Vegetative products purchased under this permit for personal use is defined as “... use other than for sale, barter, trade, or obtaining a profit” (43 CFR Subpart 5400, Definitions). The limit on this permit is \$2,499.

Free Use:

Form 5510-1, Free Use Permit. The data entry for this form is done in TSIS-Web. It has drop down menus to identify seed and seed cone (tree) and native seed – miscellaneous (grass, forb, and shrub) to identify the type of seed collected. After data entry is done, a hardcopy of the permit must be filled out.

As defined in CFR 43 Part 5510.0-3(b), applicants must meet certain criteria in order for a free use permit to be issued. They must be a Federal or State Governmental agency, unit or subdivision including municipalities, or any association or corporation not organized for profit [CFR 43 Part 5510.0-3(b)]. The permit is issued at the discretion of the authorizing officer. Free use materials may not be used for commercial or industrial purposes or for resale. Also, a non-profit association or corporation may not receive more than \$100 worth of seed in any one calendar year (CFR 43 Part 5511.3-7).

Free use permits for vegetative materials will be issued to Native Americans for ceremonial purposes when requested. Quantities will be limited to the amount identified in the personal use section above or specified in the local land use plan.

Recreational Use:

Recreational use is defined under 43 CFR 8365.1- 5 Property and resources, Sections (b) (1). These sections allow the public to collect, in non-restricted areas, “reasonable amounts” for “non-commercial purposes” of commonly available renewable resources such as flowers, berries, nuts, seeds, cones, and leaves. For clarification, renewable resources (seed) collected for recreational use in Wyoming is determined to be 1,000 seeds or 1 pound of “dirty” weight of seed for grasses, forbs, shrubs, and deciduous trees. For cone bearing conifers, the limit is 200 seeds. No permit is required for this type of seed collection in non-WSA or designated wilderness areas. Any request for Recreational Use collection in these areas requires an appropriate decision by the BLM manager.