Instructions for "PRIMARY MILL QUESTIONNAIRE"

These instructions are provided to help you complete the "PRIMARY MILL QUESTIONNAIRE." The survey is designed to determine the:

- location, size, and composition of the primary wood using mills.
- volume of roundwood harvested by product, species, and geographic location in 2015.
- volume and disposition of wood residues generated during primary processing in 2015.

All reported volumes are confidential and will be used only for aggregated reporting. No individual mill production data will be released. With your permission, other survey information may be used to develop state or regional "industry directories." Your participation will help improve the accuracy of this report.

Raw Material (Logs/Roundwood) is defined as any log, bolt, or other round section (including chips from roundwood) cut from trees for industrial or consumer use, including saw logs, veneer logs, pulpwood, pilings, poles, posts, ties, mine timbers, and various other round, split, or hewn products.

Page 1 -- Primary Mill Survey - 2015

* Fill in the "Mill name", mailing address, phone and fax numbers, company website and email if available.
* Record the contact information for the owner, manager, or person that can be contacted if there are any questions concerning the information on the survey form.
* Record physical mill address, if different from above, the name of the County in which the mill is located, and the Latitude and Longitude of the mill location, if known.
* Check the "Mill Type" for each type of log/roundwood that is processed at the mill. If none are applicable, check the "Miscellaneous/other mill (specify):" and specify the mill type.
* Indicate the "Mill Status", "Is this a portable mill?", "Number of employees-All: ", and "Year mill established:"
* If different than the "Mill name", enter the "Company name", mailing address, and phone and fax numbers.
* Check box to "omit the above information from 'Regional/Statewide Industry" directories' if you DO NOT want mill name and contact information included in industry directories.
* Check box if you wish to receive a copy of the report resulting from this study.
* Check if Raw Material (Logs/Roundwood) was received and if it was processed at the mill.

Pages 2 -- Section 2 - Raw Material (Logs/Roundwood) Received and Processed at Mill, 2015

* SECTION 2.1 - Check the type of Raw Material (Logs/Roundwood) processed at the mill. If more than 1 type of Raw Material (Logs/Roundwood) can be checked in Section 2.1, fill out separate Sections 2 and 4 for each, except for Raw Material (Logs/Roundwood) that the mill exports out of the Country, only SECTION 2 needs to be completed.
* SECTION 2.2 - Enter the total amount of Raw Material (Logs/Roundwood) received and processed at the mill for the Raw Material (Logs/Roundwood) selected in Section 2.1, the Unit of Measure, the conversion factor if Unit of Measure is a weight scale, the Average Length Processed (in feet), and the Average Top Diameter (in inches).

(Continued on next page.)
Pages 2 -- Section 2 - Raw Material (Logs/Roundwood) Received and Processed at Mill, 2015 (Continued)

* SECTION 2.3 - Indicate if actual amounts or percents will be used. Enter the amount or percent of each species group processed at the mill for the Raw Material (Logs/Roundwood) checked in Section 2.1. Across the columns at the top of the table, enter the State and county that the Raw Material (Logs/Roundwood) came from. Then fill in the table entering the amount or percent of each species that came from each county.

NOTE: For pulp mills, composite panel/engineered wood product mills, industrial fuelwood, or mulch mills -
- When whole tree chip receipts are recorded, please write "W" after the amount or percent that comes from whole-tree chips.
- When peeled, flail de-barked logs, or peeled or flail de-barked chipped logs receipts are recorded, please write "P" after the amount or percent.

Pages 3 (This page only needs to be completed once per mill)
* SECTION 3.1 -- Check all the types of equipment in use at the mill.
* SECTION 3.2 -- Check the types of products produced from logs or chipped logs.
* SECTION 3.3 -- Please enter amount of mill product produced from each type of Raw Material (Logs/Roundwood) by softwoods and hardwoods. Example: the amount of softwood lumber that was processed from saw logs.
* Check if you export finished product out of the Country. If 'YES', Enter the percent of the finished product exported out of the County.

Pages 4 -- Section 4—MILL RESIDUE and MILL RESIDUE USE for 2015
NOTE: This page does not need to be completed for volumes of logs exported out of the Country.
* SECTION 4.1 - Check the type of Raw Material (Logs/Roundwood) processed from Page 2, section 2.1.
* SECTION 4.2 - Enter the amount of mill residues that were generated by processing the type of Raw Material (Logs/Roundwood) from Page 2, Section 2.1 for each type of mill residue and for Softwoods and Hardwoods. Indicate the "Unit of Measure."
* SECTION 4.3 - Indicate if whole logs or short log sections were chipped as mill residues and included in amounts in Page 2, Section 2.2.
* SECTION 4.4 - Enter the percent for each type of "USE OF MILL RESIDUE" by the type of mill residue, and Softwoods and Hardwoods.

Page 5 - Section 5 —Plant Byproducts Received and Boiler/Hog fuel Received.
Note: This page is only for mills that use mill residue to produce product selected on Page 2, Section 2.1, OR those mills that receive wood material for boiler/hog fuel)
* SECTION 5.1 Enter the amount of wood-using plant byproducts used in the production of this mill primary product selected on Page 2, Section 2.1, by State of origin, plant byproduct type, and Softwood and Hardwood. Check the "Unit of Measure".
DO NOT include wood material used for Boiler/hog fuel.
* SECTION 5.2 Enter the amounts of whole-tree chips, in-woods chips, or tops and limb wood used for boiler/hog fuel, by State of origin, and Softwood and Hardwood. Check the "Unit of Measure".