

## Digital HT Certificate Instructions

### DISCLAIMER

In order to use the PLIB electronic HT certificate template, you must open it in Adobe Acrobat Reader. We cannot guarantee the functionality or security of the form in other PDF readers, and using other programs to access the template may constitute potential fraudulent use. If, for some reason, you cannot use Adobe Reader on your system, or you wish to use it on a mobile device, please contact the PLIB head office for possible alternate solutions.

Click the button to visit the Adobe website and get the most current copy of Adobe Acrobat Reader:



### SIGNATURES/VALIDATION

No Heat Treatment certificate is valid until it is signed by both the kiln/mill representative authorized by PLIB and by the PLIB representative. All Certificates will be numbered and tracked. The digital certificate template can be used to shorten transit time, but will still be individually numbered and printed at the PLIB office. A valid "HT certification Authorization" form with the "electronic HT certificate program" paragraph must be on file with PLIB in order to sign.

### HEAT TREATMENT

Heat Treatment is defined as lumber which has been placed in a closed chamber and artificial heat added until the lumber achieves a minimum core temperature of 56°C (133°F) for a minimum of 30 minutes or more. All HT certificates submitted to the PLIB office must be accompanied by the corresponding kiln charts demonstrating the temperature the wood was held at and length of time held (or otherwise corresponding to an appropriate heat treatment schedule) unless other, prior arrangements to inspect the kiln charts have been made.

### INSTRUCTIONS

1. Download the template to your desktop, laptop or other computer in an easily remembered place.
2. Open the template using Adobe Acrobat Reader.
3. Under "TOOLS," click the "Fill & Sign" option.
4. Fill out all necessary sections of the certificate by clicking or tabbing through each box. Required sections have a red border. All fields are described in detail in the next section if you need it.
5. If you would like to partially fill out the form, then save to use for future certificates (such as ones going to the same customer, and only the number of units and amount of footage change), you may do so by selecting "Save as" and giving the file a new name. You can set up partially filled out templates for as many customers/situations as you need, but please review completed certificates carefully to insure they are accurate before they are signed.
6. Once complete, click the "Agree" box to indicate you have permission to electronically sign the certificate and then fill out the signer's name, title and date.
7. Click "Sign" button at the top of the page. If you have a saved signature, you can select it to add it to the document. If not, you will be prompted to create a signature. You may choose to use a text signature with a scripted font, or if you choose "draw," you can sign with your mouse (or on a touch screen with your finger or

stylus). It is unlikely that the signature will go where you want it, so please drag it to the signature box and size it appropriately.

8. Once the certificate is complete and signed, you will need to save it to lock it and have it ready to send to PLIB. Click the save icon or command and choose a location and NEW file name. Once saved, the document will not be editable, so please avoid saving it with the template name.
9. Click on the envelope icon and choose "send file" to attach it to an email. (or attach the PDF to an email using your mail program) Please attach any necessary kiln charts, and include where and how to send the paper copy in the body of the email. If courier or other trackable delivery is desired, please include either a completed waybill. or account number and shipping instructions. (Fedex.com, UPS.com and USPS.com all give you the ability to create a prepaid pdf waybill that can be saved and attached to the email)
10. Send the file to [certificate@plib.org](mailto:certificate@plib.org). A completed email copy will be returned to you and sent to any other email recipient you wish.

## DESCRIPTIONS OF FIELDS

1. Required Fields:
  - a. NAME AND ADDRESS OF SUPPLYING MILL – typically the mill that has heat treated the wood in a kiln
  - b. NAME AND ADDRESS OF CONSIGNEE – typically your customer, or the broker, or middleman. Please confirm who your customer needs in this field as some situations may require it to be the end user or purchaser and others may require it to be the customs broker.
  - c. DESCRIPTION OF CONSIGNMENT – this is a description of the lumber that was heat treated and must include species, grade marks, seasoning (S-Dry HT, KD-HT, S-Grn HT, etc.), dimensions, length and other identifying marks. Additionally, you may need to include number of units, number of pieces, additional importing country disclaimers such as number of hours or date of treatment, destination country/city, moisture content, etc.
  - d. VOLUME - This column subtotals and totals the board feet. Please line up subtotals with description of each item and grand totals with total number of packages/units. All volume should be reported in Board Feet (Ft BM or BF)
  - e. NAME – The printed name of the PLIB authorized facility representative responsible for certification. This person should be directly supervising the heat treatment of the lumber.
  - f. TITLE – His/her title.
  - g. DATE – the date the certificate was signed by the facility representative.
2. In addition, the following sections of the certificate should be filled out to the best of your ability. If the information is available, please include it, however, if it is unknown, these fields can be left blank when necessary. This information is used to tie the lumber to the certificate and is for your and/or your customer to help with tracking.
  - a. BILL OF LADING NUMBER
  - b. MILL ORDER NUMBER
  - c. INVOICE NUMBER
  - d. CUSTOMER NUMBER
  - e. NUMBER OF BUNDLES
  - f. MARKS ON BUNDLES
  - g. VESSEL

Please contact either PLIB office with any questions you may have on any part of this process.

PHONE: (253) 835-3344 or (503) 639-0651      OR      EMAIL: [certificate@plib.org](mailto:certificate@plib.org)