

## Responsibilities of Wool Producer / Wool Depot / Shearer

**Improved Quality = Increased Returns visit:** <https://wool.ca/page/wool-preparation-guide>

### Producer Responsibility

Producers must call the wool depot beforehand to arrange a convenient drop off time for everyone.

Wool is to be separated by colour and type of wool, ie white fleece, coloured fleece, bellies & tags. Well packed bags receive a rebate when graded. All wool bags are to be marked with the producers' name and total number of bags before arriving at wool depot.

Any wool bags left outside or dropped off at wool depots during off hours, are the producers' responsibility as these bags could get wet. **Wet wool has no value.**

### Wool Depot Responsibility

Wool depots receive a commission based on the pounds of wool our warehouse receives from them during our fiscal year. Some depots have weigh scales and are paid accordingly. T4A's will be issued for commissions totaling over \$500 issued during the year as in accordance with CRA.

Each wool depot has unique identifying letter(s), ie Carleton Place is CP, Lethbridge is L.

Our fiscal year is March 1 to Feb 28 (29) The numbering sequence changes on March 1<sup>st</sup> of each year back to 1  
**ie March 1, 23 CP01-23                      March 1, 24, CP01-24 – (see samples)**

The wool depot will assign a lot number. Each producer gets a different lot number in sequence starting at 1.  
ie CP01-23    CP = wool depot letters, 01 = lot number, 23 is the year. Wool bags are to be numbered with permanent black marker with lot number and number of bags - **ie 4 bags =  $\frac{1}{4}$      $\frac{2}{4}$      $\frac{3}{4}$      $\frac{4}{4}$**

The receiving statement must be filled out with depot letters, lot number, date, number of bags, producers' name, address, phone number, and email if applicable. The name on the receiving statement will be the name the cheque is issued to. The white copy goes to head office, yellow is for the wool depot, pink is for the wool producer. **Only properly filled out forms will receive commission.**

The wool bags are to be stored inside, off the floor on pallets, if possible, especially dirt floors as the bags will absorb the wet from the ground which will make the wool discoloured, which will decrease the value.

When the wool truck arrives for pick up, the oldest wool bags must be placed on the truck before the newest. **First In, First Out.** This will ensure the wool arrives at our warehouse in a timely manner and help to eliminate partial lots from being shipped. The receiving statements for all wool lots must either be mailed to head office, given to the driver, or put into an envelope to be taped to the inside of the back doors of the trailer when the truck is full. Please inform head office of how the paperwork will be arriving.

### Licensed Operator / Shearer Responsibility

Licensed Operators are shearers who are licensed with CCWG and receive a commission on the dry wool they send to our wool depots, 5,000 lb minimum per year.

L/O booklets must be filled out with date, shearer name, lot number if known, name, address and telephone number of wool producer, number of bags and depot the wool was taken to. White copy goes to head office, yellow is for shearer. **Only properly filled out forms will receive L/O commission.** (See sample)

Last date for submission of booklets to head office for commission is December 31<sup>st</sup> each year. Any received after this date will be added to next year's commission. T4A's will be issued for commissions totaling over \$500 issued during the year as in accordance with CRA.

Signed WOOL PRODUCER