

## 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.

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.

Wool Depot → →

Licensed Shearer ↓ ↓



Canadian Co-operative Wool Growers Limited

142 FRANKTOWN ROAD, BOX 130
CARLETON PLACE, ONTARIO K7C 3P3
(613) 257-2714 ext 4 FAX (613) 257-8896
E-MAIL: ccwghq@wool.ca WEB: www.wool.ca

LICENCED OPERATOR MEMORANDUM

Date March 1 20 23

Acting on behalf of the CCWG, I

L.O. Name / Number NAME OF SHEARER

have performed the following service (as printed below) to

Lot No. CP01-23 Telephone # (613) 123-4567

Name JOHN / JANE DOE

Address 123 SOMEWHERE ST
SOMEWHERE TOWN

Province ON Postal Code K1K 2P2

I have received 3 sacks and 1 bags of wool from this producer for the purpose of:

COLLECTION: [checked] of this wool from producer's location

To: CARLETON PLACE DEPOT

By:

FOR WHICH:

- [checked] I will collect the appropriate freight charges.
OR
[ ] I wish CCWG to deduct from this wool the freight charges as indicated below and agreed upon with this producer as shown by their signature below.

The charges are \$ per for a total of \$

for trucking this wool to the CCWG warehouse at

Signature: NAME OF SHEARER

WHITE COPY = WOOL OFFICE
YELLOW COPY = SHEARER



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WOOL RECEIVING STATEMENT

Account # \_\_\_\_\_ # of Sacks 4

Received at CP Date March 1 20 23

Lot No. CP01-23 Telephone # (613) 123-4567

Name JOHN / JANE DOE

Address 123 SOMEWHERE ST
SOMEWHERE TOWN
ON K1K 2P2

Email EMAIL@GMAIL.COM

Table with 6 columns: SACK NO., WEIGHT (pounds), CLASS OF SACK, SACK NO., WEIGHT (pounds), CLASS OF SACK. Rows 1-4 contain data: 1 R = REG BURLAP SACK, 2 B2 = 1/2 BURLAP SACK, 3 NZ = SQUARE SACK, 4 FB = FEED BAG.

WHITE COPY = WOOL OFFICE
YELLOW COPY = DEPOT
PINK COPY = PRODUCER

Summary table with 4 columns: Gross Weight, Tare, Net Weight, Total # of Sacks, Freight Charges, Advance.

Remarks

Signed WOOL PRODUCER