

Ministry of Forests, Lands and Natural Resource Operations

# Extending an Approved FSP

## User Guide

## FSP Tracking System

*Release 1.5  
March, 2011*

## **Document Change Control**

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The information contained in this user guide may change based on experience and issues identified/resolved. Please check the FSP Tracking System website on a regular basis to ensure you are using the most recent version of this user guide. The website can be found at: <http://www.for.gov.bc.ca/his/fsp/>.

The table below outlines the changes that have occurred within each version of the user guide. This will assist you identify what has changed between the various versions.

Comments, clarifications and questions regarding this user guide should be sent to the Natural Resource Sector Service Desk at [NRS.ServiceDesk@gov.bc.ca](mailto:NRS.ServiceDesk@gov.bc.ca).

<b>Version</b>	<b>Date of Issue</b>	<b>Brief Description of Change</b>
1.0	March, 2011	Original document.

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## **Extending an Approved FSP**

This user guide describes the responsibilities, processes and data standards for using the FSP Tracking System to submit FSP extension requests electronically to the government. Background information on the FSP Tracking System can be found in Section 1.4 -- What is the FSP Tracking System of the Administrative Guide for FSPs (AGFSP: Volume 1—Preparation and Approval of an FSP) (see Appendix A for reference link).

### **1.1 FSP Extension Overview**

The DDM has discretionary authority to extend an FSP under FRPA s. 6(2). The approval tests for an FSP extension decision include prescribed and discretionary tests. The prescribed tests are the requirements identified in the *Forest Planning and Practices Regulation* (FPPR) s. 28 that must be met for the FDU, results and strategies. The discretionary tests include a consideration of the other content elements of an FSP that is being extended, including the stocking standards and measures.

As a best practice, licensees/BCTS and MFLNRO staff should engage in up front communication of any considerations that may affect the ability of an FSP to meet the extension approval tests. The significance of the considerations could vary depending upon the term of the extension and this should be a part of the discussion. It is not recommended that every element in an FSP be re-adjudicated at the time of an extension determination. Ultimately, the DDM must be satisfied that the FSP meets the tests and has the discretion to approve, or not, the extension request. More information on extending an FSP can be found in Section 4.3 -- FSP Extensions of Volume II of the AGFSP and in *FRPA* Bulletin #22.

### **1.2 When are FSP extensions submitted to government?**

Licensees/BCTS can submit extension requests before or after the term of the approved FSP has expired. The District Manager **may** extend the term of an FSP, at the request of the licensee/BCTS, for a period of not more than five additional years. An extension is different from an amendment and follows a different approval and adjudication process. Any amendments that are required to ensure the plan is consistent with established objectives should be submitted prior to, or at the same time as, the extension request.

Extensions are independent of amendments and will always link to the latest approved amendment with an effective date prior to the extension request date when submitted, and then to the latest approved amendment with an effective date earlier than the effective date of the extension once the extension is approved.

### **1.3 How are electronic extension requests submitted to government?**

Any one of the agreement holders on an approved FSP can submit an extension through the FSP Tracking System by searching for the approved FSP, requesting an extension and attaching the request letter and other supporting information.

Extensions to multi-district FSPs will be submitted once, by the licensee/BCTS, to the FSP Tracking System which will automatically notify each District covered in the FSP via the InBox. The districts must then determine who and how to review the FSP extension request.

### **1.4 Approval requirements for extensions**

An FSP holder may identify components of their FSP which require revision in order to meet the prescribed and discretionary extension tests, or may choose to modify some part(s) of the FSP based upon management considerations prior to an extension request. An FSP holder may prepare and submit an FSP amendment prior to an FSP extension request, or may choose to satisfy the DDM that an amendment will be made post-extension to ensure consistency of the plan with established objectives (e.g. in the case of mandatory amendments) (see section 4.3.1 of AGFSP Volume II).

If there are changes required to stocking standards or measures approved in an FSP, an amendment to the FSP should be submitted prior to an FSP extension request.

### **1.5 User access roles**

Licensees, BCTS and district personnel who wish to extend an FSP electronically will need to have an access role of “FSP Submitter”. An access role of “FSP Submitter” will enable licensees/BCTS to:

- search for the approved FSPs requiring an extension (in the FSP Tracking System);
- enter the extension request and supporting documentation into the FSP Tracking System;
- submit the extension request through the FSP Tracking System; and
- view FSPs, amendments and extensions, submitted by their organization—regardless of status (e.g., approved, in effect, rejected, opportunity to be heard sent, submitted).

MFLNRO personnel who review an extension should have an access role of “FSP reviewer” while those adjudicating an extension request should have an access role of “FSP decision maker”.

An access role of “view only” or “view all” is required to view any approved FSP or amendment in the FSP Tracking System.

Access roles can be requested from the FSP website at <http://www.for.gov.bc.ca/his/fsp>.

Note: You can check your FSPTS access roles at the ADAM website:  
<https://apps14.for.gov.bc.ca/adam/welcome/do>

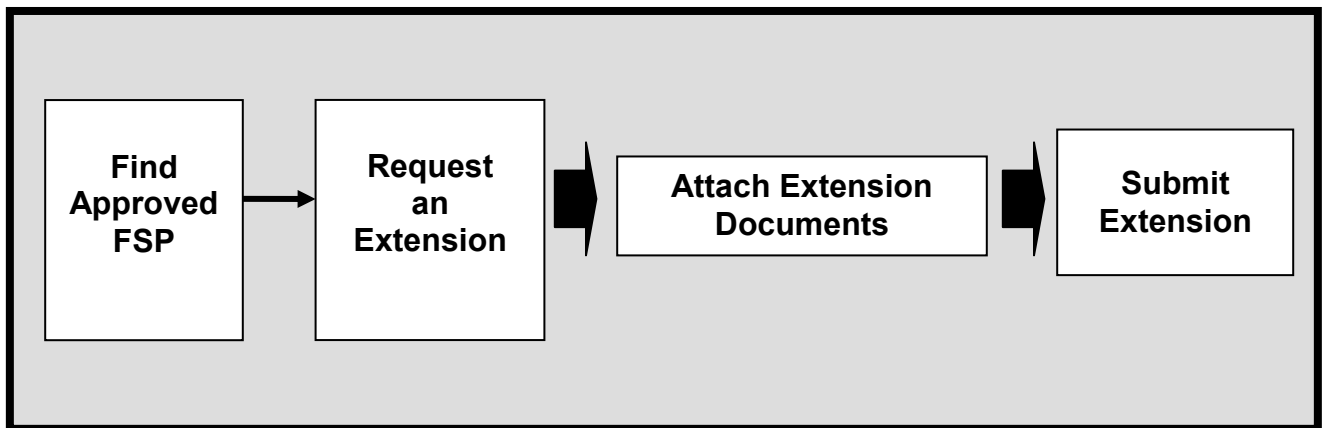
## **Submitting extensions through the FSP Tracking System**

### **2.1 Overview**

This section covers the submission of extensions through the FSP Tracking System.

The FSP Tracking System is used to submit extension requests for an approved FSP.

The process for submitting extension requests to approved FSPs through the FSP Tracking System is illustrated in the following diagram and described below.



To start with, users find the approved FSP they wish to extend in the FSP Tracking System. Once found, the user requests an extension to the FSP, provides the requested extension term (not to exceed 5 years), and attaches the necessary extension documents. On-line validation will identify major errors in the extension term and request the user to correct before submitting the extension. When the extension is successfully submitted, it will be turned over to the MFLNRO for the review and approval process.

### **2.2 General extension guidelines**

Submissions must be made by a user with an access role of “FSP Submitter”. Electronic submissions of extensions to an approved FSP, via the FSP Tracking System, are made by:

- finding the approved FSP in the FSP Tracking System;
- indicating (requesting) that the FSP is to be extended;
- indicating the term of the extension request (up to 5 years);
- attaching the extension request letter and any other relevant documents (up to 4 documents may be attached);
- An extension comment is also attached (optional but encouraged, maximum 4000 characters). This aids the reviewers, approvers and anyone else who may view the FSP by providing details regarding the extension.

Once the extension request is submitted, the licensee/ BCTS cannot make any further changes to their extension.

It is recommended the licensees/BCTS notify the lead MFLNRO district that an extension has been submitted. The FSP Tracking System will automatically place the extension in the InBox of the MFLNRO user(s) with user role of “decision maker”. A courtesy call or email to remind the MFLNRO that an extension has been submitted electronically will avoid any delays in finding the extension in their InBox. Districts can also setup an email notification list in the FSP Tracking System that will automatically generate an email and send to everyone on the notification list when an extension is submitted.

### 2.3 Business rules

The following business rules apply to extensions submitted through the FSP Tracking System:

- extension requests are independent of amendment requests;
- extensions will always link to the latest approved amendment with an effective date prior to the extension request date when submitted, and then to the latest approved amendment with an effective date earlier than the effective date of the extension once the extension is approved;
- only one extension request can be submitted for processing at any one time, and the request must be approved or rejected before a new extension request can be initiated;
- extension requests cannot exceed a 5 year term;
- an FSP extension can be requested and approved before or after the FSP Expiry Date;
- an extension comment (optional, but recommended, maximum 4000 characters) can be included by the submitter;
- up to four extension documents can be attached by the submitter. These documents must have an extension of .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf, .zip;

### 2.4 General content requirements

Requirements for submitting extensions for approval through the FSP Tracking System include the following.

<b>General Content Requirements</b>	
Find the Approved FSP  (Search Menu)	<p>Search for the approved FSP using the search tools under the Search menu. The following search criteria may assist in finding an approved FSP:</p> <ul style="list-style-type: none"> <li>• <b>Org Unit</b>—searching for approved FSPs based on a district/region. Ensure the appropriate district is selected in the drop down list;</li> <li>• <b>FSP Status</b>—searching for an FSP based on its status (e.g., approved, submitted, draft). Results returned from the search will depend on the user’s access role (e.g., viewers can only see approved FSPs in the FSP Tracking System).</li> <li>• <b>FSP ID</b>— finding an approved FSP based on its unique identifier;</li> <li>• <b>FSP Name</b>— searching for an FSP based on the name of the FSP.</li> </ul>



<b>General Content Requirements</b>	
	<p>Wildcards are permitted in the FSP Name field;</p> <ul style="list-style-type: none"> <li>• <b>Date Type</b>—searching for approved FSPs, or amendment(s), based on a date type and range. The search can be based on one of several date types (e.g., date the plan or amendment was initiated, submitted, approved, effective or expired);</li> <li>• <b>Agreement holder</b>—searching for FSPs submitted by an agreement holder. If the client number or acronym is unknown, use the look-up window to identify the number.</li> </ul>
<p>Request an extension  (FSP InformationTab)</p>	<p>Request an extension to the approved FSP by pressing the “Extend FSP” button at the bottom of the FSP Information tab.</p> <p>Users will be taken to the FSP 302 screen - Extension Request.</p> <p>More information on the business and legal requirements for extensions can be found in Section 4.3 of Volume II of the AGFSP (FSP Extensions) and in <i>FRPA</i> Bulletin #22.</p>
<p>Complete Extension Request  (FSP Extension Request)</p>	<p><b>Extension Term (Mandatory)</b> Ensure you specify the requested term for the FSP extension either by adding the term in years and months, or by entering a new expiry date.</p>
	<p><b>Comment (Optional but recommended)</b> Provide a comment to support the extension request.</p>
	<p><b>Attachments (Mandatory)</b> Add up to four attachments to support the extension request (i.e. extension request letter, other supporting documents).</p> <p>The documents must have one of the following extensions: .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf, .zip; To minimize the size of the PDF file, it is recommended you create the PDF document directly from MS Word using Adobe Acrobat’s PDFWriter. If this is not possible, scan the documents directly into PDF format using Adobe Acrobat. Use a resolution of 200dpi with an image or picture type of “black and white”. Avoid gray scale and color unless scanning a photograph. Also avoid using the scanner’s Optical Character Reader (OCR) settings as they can alter the scanned document. Additional scanning tips and techniques can be found in Appendix B: Scanning Tips and Standards.</p>

<b>General Content Requirements</b>	
	<p>The extension request must contain either the electronic signature(s) or a scanned copy of the paper based signature(s) of those required to sign the plan. Section 10.15 of Volume I of the AGFSP (“Who is responsible for signing-off on the FSP?”) contains additional information on the requirements for signing FSPs.</p>
<p>Submit Extension Request  (FSP Extension Request)</p>	<p>Users can submit their extension request via the “submit” button on the Extension Request screen.</p> <p>Extensions will be submitted to the MFLNRO with a status of “submitted” and will follow the MFLNRO review and adjudication process.</p> <p>To review the status of your extension request, return to the FSP Information Tab and go to the Extension Summary Hyperlink.</p> <p>NOTE: once an extension request is submitted, users cannot make another extension request until action has been taken by MFLNRO on the first request.</p>

## **2.5 Submission Errors**

The FSP Tracking System validates the extension request as the information is entered and saved. Any error messages will be immediately displayed on the screen. The error message, along with this User Guide and the on-line help available on each screen in the FSP Tracking System should provide enough information to resolve the error.

## **Reviewing and Adjudicating FSP Extensions**

### **3.1 Overview**

When licensees/BCTS submit their FSP Extension request, the FSP Tracking System will automatically place the FSP in the InBox of the MFLNRO user(s) with user role of "FSP decision maker". Districts can set up an email notification list in the FSP Tracking System to automatically send them an email when an FSP extension is submitted.

The FSP Tracking System provides the flexibility to match each district's business process and workflows for reviewing and adjudicating an FSP extension. Each district will determine who and how the review process will work for their location.

The DDM has discretionary authority to extend an FSP under FRPA s. 6(2). The approval tests for an FSP extension decision include prescribed and discretionary tests. The prescribed tests are the requirements identified in the *Forest Planning and Practices Regulation (FPPR)* s. 28 that must be met for the FDU, results and strategies. The discretionary tests include a consideration of the other content elements of an FSP that is being extended, including the stocking standards and measures.

As a best practice, licensees/BCTS and MFLNRO staff should engage in up front communication of any considerations that may affect the ability of an FSP to meet the extension approval tests. The significance of the considerations could vary depending upon the term of the extension and this should be a part of the discussion. It is not recommended that every element in an FSP be re-adjudicated at the time of an extension determination. Ultimately, the DDM must be satisfied that the FSP meets the tests and has the discretion to approve, or not, the extension request.

The FSP Tracking System is the only provincial system that supports the MFLNRO's review and approval process for FSP extensions. This cannot be done through the Electronic Submission Framework.

When the review process is complete, the decision maker can attach the decision letter and another supporting document on the Extension Request screen. Once the decision letter is attached, the decision maker can mark the FSP extension as approved or rejected in the FSP Tracking System. The system will send an email to the licensee/BCTS contact when the FSP extension is marked as approved or rejected.

### **3.2 User access roles**

MFLNRO district personnel who wish to review and adjudicate FSP extension requests through the FSP Tracking System will need to have an access role of "FSP Decision Maker". This access role will allow decision makers to:

- search for FSPs with extension requests through the InBox;
- view an FSP extension request summary;

- using the Workflow tab, mark the FSP extension request as "approved" or "rejected";
- attach the decision letter and other documentation

A MFLNRO District manager can delegate their FSP Tracking System "FSP decision maker" responsibilities to staff member(s). The District Manager must indicate their decision to delegate this authority level by sending an email to [fspaccess@gov.bc.ca](mailto:fspaccess@gov.bc.ca). The email should specify which staff member(s) they wish to have "FSP decision maker" authority assigned to.

Access roles can be requested from the FSP website at <http://www.for.gov.bc.ca/his/fsp/>.

### **3.3 Approving or rejecting an FSP extension**

The FSP Tracking System supports MFLNRO district personnel in reviewing FSPs, amendments and extensions. This user guide covers information about reviewing and approving extension requests. For more information about reviewing and approving FSPs and FSP amendments, see the Reviewing and Adjudicating an FSP User Guide available on the FSP website at <http://www.for.gov.bc.ca/his/fsp/>

#### ***Business Rules***

The following business rules are supported by the FSP Tracking System when MFLNRO district personnel are reviewing an FSP extension request:

- decision makers use the Workflow tab to attach the decision letter
- decision makers cannot add, change or delete information submitted by the licensee/BCTS. That includes the new FSP expiry date requested by the licensee/BCTS.
- decision makers are the only users who can mark an FSP extension as approved or rejected
- the system will automatically send an email to the licensee's/BCTS contact person when the FSP extension is approved or rejected.

#### ***General review guidelines***

<b>General Review Guidelines</b>	
Find the FSP requesting an extension  (InBox)	Find the FSP requesting an extension by choosing the FSP ID listed in the InBox. If you know the FSP ID number you can go directly to the FSP Information Tab and enter the FSP ID number in the FSP ID field, then click Go.
Review extension request  (FSP InformationTab)	Press on the Extension Summary hyperlink at the bottom of the page to review the licensee/BCTS submission.  Users will be taken to the FSP 303 screen - Extension Summary.

<b>General Review Guidelines</b>	
	<p>More information on the business and legal requirements for extensions can be found in Section 4.3 of Volume II of the AGFSP (FSP Extensions). Prescribed and Discretionary tests must be met prior to approving an extension (see also <i>FRPA</i> Bulletin #22 for more information on FSP extensions). Press "Back" when your review is complete.</p>
<p>Approve or reject extension request  (Workflow)</p>	<p>Press on the Workflow tab. In the DDM section at the bottom of the page there are two options available: Extension Approval or Extension Rejection</p>
	<p><b>Extension Approval:</b> If you are approving the extension, press on "Attachments" in the same line as the Extension Approved information. This will take you to the Extension Request Screen (FSP 302).</p> <p><b>Extension Rejection:</b> If you are rejecting the extension, press on "Attachments" in the same line as the Extension Rejected information. This will take you to the Extension Request Screen (FSP302)</p>
<p>(Extension Request)</p>	<p><b>Attachments (Mandatory)</b> Attach up to two documents under the DDM Decision section. One of these documents should be an exact copy of the decision letter containing the signature of the DDM and any rationale.</p> <p>The documents must have one of the following extensions: .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf, .zip; To minimize the size of the PDF file, it is recommended you create the PDF document directly from MS Word using Adobe Acrobat's PDFWriter. If this is not possible, scan the documents directly into PDF format using Adobe Acrobat. Use a resolution of 200dpi with an image or picture type of "black and white". Avoid gray scale and color unless scanning a photograph. Also avoid using the scanner's Optical Character Reader (OCR) settings as they can alter the scanned document. Additional scanning tips and techniques can be found in Appendix B: Scanning Tips and Standards.</p> <p>After the documents have been attached, press the back button to return to the Workflow screen.</p>
<p>(Workflow)</p>	<p><b>Approve FSP Extension:</b> In the DDM Section at the bottom of the page, select the checkbox beside Extension Approved, and enter the decision date and effective date. There cannot be more than 5 years between the effective date of the extension</p>

<b>General Review Guidelines</b>	
	<p>and the extension expiry date. A comment may be added but is not mandatory. Press Save.</p> <p><b>Reject FSP Extension:</b> In the DDM Section at the bottom of the page, select the checkbox beside Extension Rejected, and enter the decision date. A comment may be added but is not mandatory. Press Save.</p>
Verify approval or rejection (FSP Information tab And FSP 303 screen - Extension Summary)	<p>Verify that the Extension has been approved or rejected by returning to the FSP Information Tab.</p> <p>Press on the Extension Summary hyperlink near the bottom of the page. Review the Extension Summary information. Press the back button to return to the FSP Information tab.</p>

## **Appendix A: Definitions and Acronyms**

In this User Guide:

“AGFSP” means the Administrative Guide to FSPs maintained by the Forest Tenures Branch of the MFLNRO. The AGFSP (Volumes I and II) contains information and advice for preparing, reviewing, adjudicating and administering FSPs. The AGFSP can be obtained from the following website: <http://www.for.gov.bc.ca/hth/timten/agfsp/>;

“BCeID” means the British Columbia Electronic Identification, an electronic login identification that allows private sector clients to access the BC government applications;

“BCTS” means British Columbia Timber Sales. More information on BCTS can be obtained from their website at: <http://www.for.gov.bc.ca/bcts/>;

“C&E” means Compliance and Enforcement Branch of the MFLNRO;

“DDM” means the Delegated Decision Maker who has been granted authority by the Minister of Forests, Lands and Natural Resource Operations to adjudicate FSPs;

“DM” means District Manager or someone designated by the District Manager;

“ESF” means the Electronic Submission Framework, a combination of technology, tools, and a website that allows clients of the Ministry of Forests, Lands and Natural Resource Operations to submit data electronically;

“e-Submission” means electronic submission;

“FDP” means Forest Development Plan under the *Forest Practices Code of British Columbia Act*;

“FDU” means Forest Development Unit, an area identified in a forest stewardship plan  
(a) where forest development may occur during the term of the plan, and  
(b) within which, during the term of the plan, timber to be harvested or roads to be constructed are entirely located;

“FPPR” means Forest Planning and Practices Regulation’ under the *FRPA*;

“*FRPA*” means *Forest and Range Practices Act*;

“FSP” means Forest Stewardship Plan under the *FRPA*;

“FSP ID” means the unique identifier for each FSP in the FSP Tracking System. The FSP ID is automatically assigned by the FSP Tracking System when the FSP is first saved into the application;

“GML” means geography mark-up language;

“IDIR” means Information Directory”, an electronic login identification that allows BC government employees, and their contractors, to access the BC government applications;

“Licensee” means agreement holder under the *Forest Act* of BC;

“LRDW” means the Land and Resource Data Warehouse;

“Ministry” means the Ministry of Forests, Lands and Natural Resource Operations;

“MFLNRO” means the Ministry of Forests, Lands and Natural Resource Operations;

“OTBH” means an Opportunity To Be Heard, which in the context of submitting an FSP, typically involves the DDM offering the Licensee/BCTS an opportunity to explain aspects of their plan before the determination is made;

“QA” means quality assurance, a process to check the results of the submission were as intended;

“RESULTS” means the Reporting Silviculture Updates and Land Status Tracking System online application and database, used by the MFLNRO to track silviculture information by managing the submission of openings, disturbances, silviculture activities, and obligation declarations as required by Forest and Range legislation;

“TRIM” means the BC government Terrain Resource Information Management program; and

“XML” means extensible mark-up language.



## **Appendix B: Scanning Tips and Standards (version 1.2)**

### **Contents:**

- Introduction
- A simple introduction to scanning directly to a PDF
- Objectives
- What is Resolution?
- Scanning in Black & White is the Default
- Scanning Colour Documents
- Scanning Photos

### **Introduction**

This guide provides a number of simple tips and standards for scanning paper documents. The scanner you use may be one of several types. It is recommended that you use multi-function devices (MFDs) such as those from Ricoh Canada (the latest standard) or, if your office is so equipped, existing workgroup devices such as the HP Digital Sender, HP multi-function printer/scanner, or Canon multi-function printer/scanner.

MFDs are faster and easier to use than typical PC attached flatbed scanners and are all capable of making a standard black & white PDF directly. As of April 2007, the government standard for new multi-function devices (MFDs) are those from Ricoh Canada.

### **A simple introduction to Scanning directly to a PDF**

The multi-function devices (MFDs) mentioned above are all capable of scanning from paper direct to a PDF. A PDF file is one of our standard formats for record keeping and sharing. These devices are built to be used directly by staff much like a photocopier or fax machine, with default settings to make them easy to use. They are capable of scanning both sides of the paper (duplex). An electronic copy is emailed to you as a PDF file. This email you can forward as needed or can be filed directly into TRIM, our electronic record keeping system.

While each of the scanners noted have slightly different buttons, the basic steps are as follows:

1. The scanners should already be setup with default settings of black and white, 300 dpi resolution, letter size, and PDF format. Please confirm that yours is setup as such.
2. Place your paper in the hopper.
3. Select single or double sided.
4. Select or enter your email address (always email to yourself then forward later).
5. Press the scan/copy button.
6. Repeat as necessary.
7. You will receive an email with a PDF for each of the documents you copied. Optionally, the most recent scanner standard is capable of scanning directly to your H drive.

### **Objectives**

The main objectives are:

1. don't scan at all if you have the electronic file -- it is much smaller than scanning. Save it directly as the record if it's in a proper format. Otherwise print it directly to PDF from

- Word, SilvrX programs, or mapsheets. See AcrobatPubGuide.htm for details of making PDF files.
2. only scan and output at the lowest resolution necessary for the purpose. Don't create massively large scans at very high resolution and color when it is not needed.
  3. if you do scan at larger resolutions and color, re-size and re-sample the image into all that is really needed for the purpose.

For example, if you scanned a photo and intend to put it on a web page, convert it to a jpeg and 72 dpi resolution as that's all a web page will display.

As another example, if you want to scan a black & white document (like an electronic photocopy) and want to put it into an Acrobat PDF file, only scan as black & white and 300 dpi.

### **What is Resolution?**

Let's say the number of bits in an image file (uncompressed) is equal to the length times the width times the dots per inch times the color depth (number of bits to represent a dot or pixel). So:

bytes =  $(l * w * dpi^2 * depth) / 8$  bits in a byte

- a black & white letter only needs 1 bit to represent black or white, and at 300 dpi you have,  $8.5 * 11 * 300 * 300 * 1 / 8 = 1,051,875$  (or 1mb). And when compressed, about 50,000 bytes.
- same letter at grey scale, 8 bit depth becomes  $8.5 * 11 * 300 * 300 * 8 / 8 = 8,415,000$
- same letter at 24 bit color  $8.5 * 11 * 300 * 300 * 24 / 8 = 25,245,000$  (25mb)
- then let's go to 1200 dpi resolution  $8.5 * 11 * 1200 * 1200 * 24 / 8 = 403,920,000$  (404mb) !

So you can see unnecessary resolution and color depth can add up quickly!

### **Scanning in Black & White is the Default**

Everything should be black & white unless there is some real reasons to have it otherwise. The reason is simply to contain the size of the image.

A typical scan of a black & white letter sized page (8.5 x 11) is about 50k a page. This is about the same as a fax. Some other tips:

- resolution of 240 to 300 dpi -- that's all you need.
- pure black & white
- save as a TIF file. It will compress, non-lossy to about 50k/page.
- alternatively, save it as a PDF. This will also average about 50k/page.
- You can view TIF files directly as all ministry PCs have a tool called Microsoft Office Document Imaging. It can open multi-page TIFs for viewing and has other features such as OCR. You can also import TIFs into products like Acrobat to make PDFs of them.

### **Scanning Colour Documents**

- as above but a modest 256 (8 bit) color depth
- save as pdf, png, or jpeg

### **Scanning Photos**

- as above but a deeper 24 bit color depth

- save as pdf or jpeg

From: Ministry of Forests, Lands and Natural Resource Operations IT Assets Group