

Ministry of Forests, Lands and Natural Resource Operations

Amending an Approved FSP

User Guide

FSP Tracking System

Release 1.5
March, 2011

Document Change Control

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.

Version	Date of Issue	Brief Description of Change
1.0	October 12, 2007	Original document.
1.1	January, 2008	Clarify the location of the FSP ESF Submission Guide available from the links listed on the user guide page of the FSP website.
1.2	May, 2008	Enhance the user guide for consistency with Release 1.2 of the FSP Tracking System. Changes made throughout the user guide.
1.3	March, 2009	Edits to reflect the revised functionality for amending an FSP through the Electronic Submission Framework (ESF) as introduced in a maintenance release to version 1.3 of the FSP Tracking System (December, 2008).
1.4	March, 2011	Enhance the user guide for consistency with Release 1.5 of the FSP tracking system. Changes made throughout the user guide.

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Submitting an Electronic Amendment to the Government

This user guide describes the responsibilities, processes and data standards for using the FSP Tracking System to submit amendments electronically to the government. Background information on the FSP Tracking System can be found in Section 1.4 -- 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 When are electronic amendments submitted to government?

Amendments to FSPs can be submitted electronically when the licensee/BCTS wants or needs to amend their approved FSP. Amendments to an approved FSP that has been loaded into the FSP Tracking System should be submitted electronically. Submitting paper copies of amendments to plans already in the FSP Tracking System is not recommended.

In general, amendments should be submitted to amend the FSP legal document. Amendments should not be submitted to fix errors in entering the FSP, or amendment, into the FSP Tracking System. Any errors in entering or submitting information to the FSP Tracking System should be addressed by a data fix. Contact NRS.ServiceDesk@gov.bc.ca to request a data fix.

1.2 How are electronic amendments submitted to government?

Any one of the agreement holders on an approved FSP can submit amendments through either the:

- **Electronic Submission Framework (ESF)**—by submitting an XML/GML file containing the new information and an attachment containing the amended FSP legal document and other supporting information; or
- **FSP Tracking System**—by searching for the approved FSP, entering the changes and attaching the amended FSP legal document and other supporting information.

Once the original FSP is marked as approved in the FSP Tracking System, the licensee/BCTS can prepare and submit as many amendments as they require. They do not need to wait until the previous amendment is approved before the next amendment is submitted.

Amendments in the FSP Tracking System are treated as additional, separate records in the database. Each amendment is assigned a unique, sequential number and stored separate from, but linked to, the previous amendment and original plan. Users will always be able to view the original FSP as well as any specific amendment.

It is recommended that amendments include a complete, updated version of the amended FSP along with a description of the amendment. This makes it easier for all those who need to view the approved FSPs (and amendments) if the FSP is up-to-date and contains all amendments (vs.

having to look through multiple “1-page” amendments to see what has changed in the plan). The submitter should draw the DDM’s attention to what has changed in the amended plan via the “Amendment Description” field on the Attachments tab. The “Amendment Description” will let reviewers know what to look for in the amended plan. The FSP Tracking System is designed with this business process in mind. The submission of amendments that do not follow this business process should be discussed with the District Manager prior to making the submission.

The amended FSP should also include either the electronic signatures or scanned copies of signatures of those required to sign the amendment. More information on signatures can be found in Section 5.2.4 of Volume II of the AGFSP.

Amendments 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.

1.3 Approval requirements for amendments

Amendments can be submitted as “requiring approval” or “not requiring approval”. The approval requirements for amendments are described in the *FRPA* (sections 8, 20), the *FPPR* (sections 29, 32) and discussed in section 5.1 of Volume II of the AGFSP (Amending an Approved FSP).

Amendments not requiring approval are automatically assigned a status of “in effect” when they are submitted. NOTE: DDMs can use the FSP Tracking System to monitor amendments submitted without approval to support their authority under *FPPR* section 31. If necessary, DDMs can use the FSP Tracking System to trigger an Opportunity To Be Heard (OTBH) and/or reject an amendment incorrectly submitted (e.g., an amendment submitted without approval that should have been submitted for adjudication).

Amendments requiring approval are submitted to the system with a status of “submitted” and follow the same review and adjudication process as the original FSP. The FSP Tracking System will automatically place the amendment in the InBox of the MFLNRO district user(s) with user roles of “reviewer” and “decision maker”.

1.4 User access roles

Licenseses, BCTS and district personnel who wish to submit an amendment electronically will need to have an access role of “FSP Submitter”. An access role of “FSP Submitter” will enable licenseses/BCTS to:

- search for the approved FSPs requiring an amendment (in the FSP Tracking System);
- enter the amendment(s) into the FSP Tracking System;
- submit the amendment(s) through either the FSP Tracking System or the Electronic Submission Framework; and
- view FSPs, and amendments, submitted by their organization—regardless of status (e.g., approved, in effect, rejected, opportunity to be heard sent, submitted).

MFLNRO personnel who review or adjudicate an amendment requiring approval should have an access role of “FSP reviewer” or “FSP decision maker”.

An access role of “FSP viewer” 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 by going to the ADAM website:
<https://apps14.for.gov.bc.ca/adam/welcome.do>

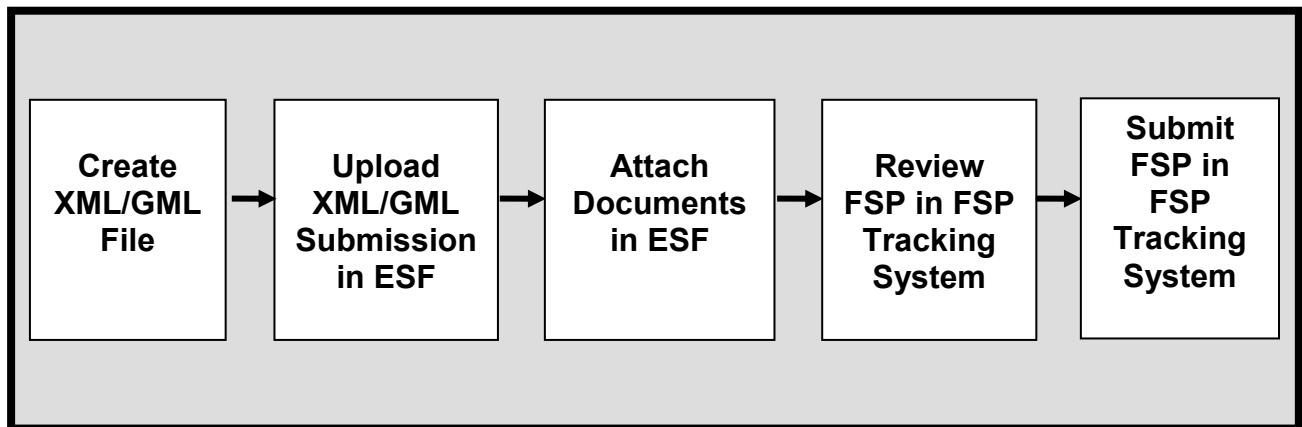
Submitting amendments through the Electronic Submission Framework (ESF)

1.5 Overview

This section covers the submission of amendments through the ESF. This method requires an XML/GML file that contains the amendment information.

The vision for the FSP Tracking System includes the submission of amendments through the ESF. However, at the current time, there are limited tools available to create the necessary XML/GML files to submit via the ESF. As an alternate method, licensees/BCTS, can submit their amendments online via the FSP Tracking System and avoid having to create XML/GML files. This process is described in the next section of this User Guide titled “Submitting amendments through the FSP Tracking System”.

The ESF submission process involves five main steps as illustrated in the following diagram and described below.



The submission must include an XML/GML file containing header information including the FSP ID of the approved FSP being amended. The XML/GML file also contains any new stocking standards, areas to declare and new/changed forest development units the licensee/BCTS wish to amend into their approved FSP. When the XML/GML file is successfully processed, the user can attach and upload attachments such as the amended FSP legal document and amendment description. Other information may be submitted as necessary to aid the MFLNRO review and adjudication process. Once the amendment is uploaded in the ESF and accepted in the FSP Tracking System, users can conduct a quality assurance review of the amendment in the FSP Tracking System to confirm the amendment is complete and accurate as intended. Once the quality assurance review is complete, users can submit the amendment to government via the FSP Tracking System.

Information on the XML/GML schema and the requirements of the ESF can be found in the document titled “FSP ESF Submission Guide” available from the links listed on the user guide page of the FSP website at <http://www.for.gov.bc.ca/his/fsp/userGuides/>.

Tools to create and format an XML/GML document are described in the “Submitting an FSP User Guide”.

1.6 General amendment guidelines

Submissions must be made by a user with an access role of “FSP Submitter”.

The process for submitting amendments to the ESF is similar to the process for submitting the original FSP. Only one amendment at a time can be uploaded through the ESF website. The submission involves:

- Creating the XML/GML file containing information about the plan to be amended (e.g., FSP ID) and any changes in the header information (e.g., district(s), licensee(s), plan name, contact information). Any new stocking standards can also be included in the XML file. Spatial information for declaring areas, changing FDUs and/or submitting *FRPA* Section 196 areas should be included in the XML/GML file. The header also contains indicators to tell the system the file is an amendment and whether it requires/doesn't require the MFLNRO review and approval process (mandatory);
- Uploading the XML/GML file;
- Attaching the amended FSP legal document complete with signatures of those required to prepare the amendment (mandatory). The amendment description document and other supporting documentation can also be attached. These documents are optional but an amendment description is encouraged to make it easier for the MFLNRO reviewers and approvers to identify the changes in the plan. Licensees/BCTS can attach multiple documents for any of the attachment types (except the FSP legal document). From a file size perspective, it is recommended users attach multiple, small documents rather than combining and attaching one large document;
- reviewing the draft amendment in the FSP Tracking System to confirm, revise and/or enhance the amendment as necessary (in the FSP Tracking System). Once the amendment is uploaded from the ESF and accepted in the FSP Tracking System, users can log on to the FSP Tracking System and find the draft amendment to review; and
- submitting the amendment to the government through the FSP Tracking System.

A successful submission will either be turned over to the MFLNRO for the review and approval process (if amendment requires approval) or automatically approved and stored in the FSP Tracking System (if amendment does not require approval). If the submission is unsuccessful, the submitter will receive an error message outlining the issue.

For amendments requiring approval, it is recommended the licensees/BCTS notify the lead MFLNRO district that an amendment has been submitted. The FSP Tracking System will automatically place the amendment in the InBox of the MFLNRO user(s) with user roles of “FSP reviewer” and “FSP decision maker”. A courtesy call or email to remind the MFLNRO that an

amendment has been submitted electronically will avoid any delays in finding the amendment 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 any amendment is submitted (go to the Admin Tab on the FSP Tracking System).

1.7 Business rules

The following business rules apply to amendments submitted through the Electronic Submission Framework (ESF):

- A licensee must attach the FSP legal document with the FSP submission (as a .doc, .docx, or .pdf document) along with an amendment description. If the complete legal FSP document is submitted, it should be marked as “consolidated”. If a subset of the full FSP legal document is submitted (e.g., similar to “1-pagers” under the FDP/FPC world) then the “consolidated” indicator should not be set;
- Other documents may be attached. These documents must have an extension of: .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf or .zip; and
- Spatial information of FDU boundaries, declared areas and *FRPA* Section 196 areas can be submitted for storage in the LRDW through the ESF. This is only applicable if the amendment includes changes to these areas—otherwise this information does not have to be re-submitted with the amendment. If the FDU boundaries have changed, the entire FDU map/linework must be re-submitted—not just the changes as files are replaced in the LRDW, not updated.

1.8 General content requirements

Requirements of amendments to approved FSPs includes the following listed below. More information on the XML/GML schema and the requirements of the ESF can be found in the document titled “FSP ESF Submission Guide” available from the links listed on the user guide page of the FSP website at <http://www.for.gov.bc.ca/his/fsp/userGuides/>.

General Content Requirements	
Create XML/GML File	<p>Create the XML/GML file containing the following information:</p> <p>FSP (Header) Information (Mandatory)</p> <p>Identifies the approved FSP to be amended and includes updated, as necessary, information on the MFLNRO district(s) under the plan area, licensee(s) involved in the plan, plan name, term or expiry date and contact information for the licensee. Licensees/BCTS should consider setting up and entering an email distribution list for the email address instead of a single email address. This will enable the system to send notice(s) to several recipients and minimize issues with invalid email accounts and mailbox full errors.</p> <p>The header also includes a description of the amendment such as the type</p>

General Content Requirements

of amendment (e.g., changes to FDU, declared areas, stocking standards), an amendment comment and an approval indicator for whether the amendment requires approval or not (mandatory). Each amendment can also be given a unique name (e.g., amendment name) to aid the searching and identification of amendments.

Stocking Standards (Conditional)

Any new stocking standards should be submitted to the FSP Tracking System as part of the XML/GML file. This will make them available in RESULTS once the amendment is marked as approved. More information is available in the stocking standards example in the Scenarios Section of this Guide.

Spatial Information (Conditional)

FDU Boundaries

Changes to Forest Development Unit (FDU) boundaries can be submitted with the amendment. However, all the spatial information for the FDUs must be submitted (not just the changes). NOTE: this information is not required if the FDU boundaries are not changing in the amendment.

Declaring Areas

The boundaries of areas to declare under section 14(4) of the FPPR can be submitted with the amendment. The area declared must be within the boundaries of an FDU in an approved FSP—otherwise, an amendment to change the FDU boundaries must be submitted.

Submit *FRPA* Section 196 areas

The boundaries of areas identified as *FRPA* Section 196(1) or 196(2) blocks and/or roads can be submitted with the amendment. The areas should be consistent with blocks and roads in an approved Forest Development Plan (FDP) under the Forest Practices Code (FPC) with or without the necessary assessments complete.

Changes to Forest Licences for an FDU

Changes to the forest licence(s) that apply to the FDUs can also be made and specified in the XML/GML file. The forest licence(s) must be owned by the client number of the submitter(s). Submissions by BCTS are exempt from this requirement as no specific licences are involved.

Mapping Standards

Mapping standards for spatial information is described below in the section labeled “Mapping Standards for Spatial Information”.

General Content Requirements	
<p>Upload Submission in ESF (XML/GML File)</p>	<p>Choose Submission Type (Mandatory) Select “Forest Stewardship Plan submission” from the drop down list.</p> <p>Enter User Reference (Optional) Provide a name or label to assist in the identification of the submission in ESF. Suggestions include listing the licensee and name of the plan being submitted</p> <p>Browse to Submission file (XML/GML) (Mandatory) Browse to the XML/GML file and attach to the submission.</p> <p>When done, press the “Upload Submission” button.</p>
<p>Finalize Submission in ESF</p>	<p>Email (contact) Address (Mandatory with default) Confirm the email address for which ESF will send an email message containing the status of the ESF submission. A default email address is obtained from the XML/GML file.</p> <p>When done, press the “Finalize Submission” button.</p>
<p>Upload Attachments in ESF</p>	<p>Monitor the status of your submission by visiting the ESF “Search Page” through the link in the middle of the screen of the ESF “Electronic Submission – Complete Submission” webpage. The status indicator can be found in the middle of the “Electronic Submission – Submission Details” webpage under the line item “Status”. Periodically press the “F5” key to refresh the screen which updates the status field.</p> <p>Once the submission status is “In Progress”, you will get a note indicating how many attachments the system is expecting you to submit (e.g., “There are still XX outstanding attachments”). At this point you may attach your documents including the following listed below.</p> <p>Press the “Upload Attachment” button to attach your FSP documents. When asked, identify the type of document being attached from the drop-down list and browse to the corresponding file. Add comments if applicable. Continue the process until all documents attached.</p> <p>FSP Legal Document (Mandatory) A document must be attached for this attachment type. This can be a consolidated version of the FSP legal document (i.e., complete, up-to-date version of the plan that incorporates the amendment) or a subset of</p>

General Content Requirements

the FSP legal document (e.g., a “1-page” document containing just the amended information). It is recommended a full, consolidated version be submitted (vs. a “1-page” amendment) to make it easier for the reader/reviewer to understand the complete obligations in the plan.

The attached file must be a .doc, .docx, or .pdf document. 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.

The amendment must contain either an electronic signature or a scanned copy of the paper-based signature of those required to sign the plan/amendment.

Section 3.10.15 of Volume I of the AGFSP (“Who is responsible for signing-off on the FSP?”) contains additional information on the requirements for signing FSPs and amendments.

Amendment Description (Optional but encouraged)

A summary of the changes that have been made in the FSP. This amendment description will assist MFLNRO reviewers and decision makers focus their review efforts by understanding what has changed in the plan.

Stocking Standards Report (Optional)

If an amendment is prepared with the stocking standards as a separate document, the licensee/BCTS can attach the stocking standards component here. If the licensee/BCTS has the stocking standards within their amended FSP legal document, then this field should be left blank. NOTE: if the stocking standards have changed, users will need to provide their stocking standards as part of the XML/GML file to ensure they are loaded into the FSP Tracking System, approved with the amendment and passed to the RESULTS application for use in assignment to openings, etc. More information on preparing amendments for stocking standards is contained in the stocking standards example in the Scenarios Section of this guide.

General Content Requirements	
	<p>Map of FDUs (Optional) This document may not be required for submitting amendments. Licensees/BCTS may attach an image of their FDUs here. This is not the same as submitting boundaries of their FDUs for storage in the LRDW—this must be included in the XML/GML file.</p> <p>Map of FRPA Section 196-1 (Optional) This document may not be required for submitting amendments. Licensees/BCTS may attach an image of their <i>FRPA</i> Section 196(1) areas here (i.e., cutblock and/or roads in an approved forest development plan with the required assessments complete). This is not the same as submitting boundaries of their <i>FRPA</i> Section 196(1) areas for storage in the LRDW—this must be included in the XML/GML file.</p> <p>Map of FRPA Section 196-2 (Optional) This document may not be required for submitting amendments. Licensees/BCTS may attach an image of their <i>FRPA</i> Section 196(2) areas here (i.e., cutblock and/or roads in an approved forest development plan where the required assessments are not complete). This is not the same as submitting boundaries of their <i>FRPA</i> Section 196(2) areas for storage in the LRDW—this must be included in the XML/GML file.</p> <p>Map of FPPR Section 14-4 (Optional) This document may not be required for submitting amendments. Licensees/BCTS may attach an image of their declared areas under FPPR section 14(4) here. This is not the same as submitting boundaries of their declared areas for storage in the LRDW—this must be included in the XML/GML file.</p> <p>Supporting Document (Optional) Additional information the licensee/BCTS wishes to submit to aid the MFLNRO in their review and adjudication process (e.g., supporting documentation) can be attached here. This information can be in a variety of formats including: .doc, .docx, .xls, .xlsx, .pdf, .rtf, .jpg, .txt, .zip.</p>
Review amendment in FSP Tracking System	<p>Once the FSP amendment is submitted in the ESF and accepted in the FSP Tracking System, the draft amendment can be reviewed in the FSP Tracking System before final submission to the government:</p> <ul style="list-style-type: none"> • Logon to the FSP Tracking System; • Find the draft amendment/FSP in the FSP Tracking System using the FSP ID and amendment number provided when uploading the amendment in the ESF. Use the “search” menu to find the amendment/FSP if the FSP ID and/or amendment number is not available; • Review the draft amendment in the FSP Tracking System. Confirm the information on the FSP Information tab is correct, files are attached in the

General Content Requirements	
	<p>correct sections in the Attachment tab and any new/changed stocking standards are correct and complete on the Stocking Standards tab. Confirm the FDU boundaries shown in MapView (FDU/Map tab) are correct; and</p> <ul style="list-style-type: none"> • Revise and/or enhance the information as necessary (e.g., MFLNRO district default stocking standards can be added in the FSP Tracking System).
Submit amendment in FSP Tracking System	<p>Users can submit their amendment via the “submit” button on the FSP Information tab.</p> <p>NOTE: once the amendment is submitted, users can no longer make any changes to it. Users should be sure they are ready to submit the amendment before they press the “submit” button. For example, retain the amendment in “draft” status until all FSP stocking standards have been changed/entered.</p>

1.9 Schema layout

Information on the XML/GML schema and the requirements of the ESF can be found in the document titled “FSP ESF Submission Guide” available from the links listed on the user guide page of the FSP website at <http://www.for.gov.bc.ca/his/fsp/userGuides/>. Samples of the FSP Schema can also be found on the ESF website at <http://www.for.gov.bc.ca/his/esf/>.

1.10 Submission Errors (ESF)

When a submission through the ESF is rejected, an error message is included with the rejection notification. By clicking on the hyperlinked error message identification number, or by navigating to the technical documentation page (<http://www.for.gov.bc.ca/his/fsp/webhelp/index.htm>) users will find a description of the error, and often times, a recommended solution (Click on FSP, Online Tech Specs, PDFs). These lists of error messages cannot cover every possible error, but they do cover the most common errors.

Submitting amendments through the FSP Tracking System

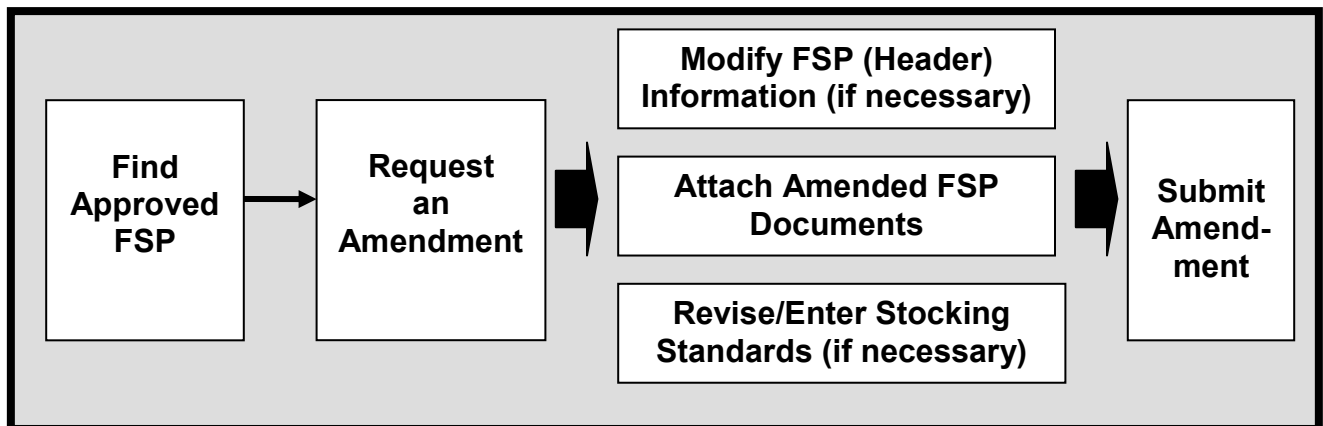
1.11 Overview

This section covers the preparation and submission of amendments through the FSP Tracking System.

The FSP Tracking System can be used to prepare and submit an amendment to an approved FSP. The ESF can also be used when submitting an FSP and/or amending an approved FSP. However, the FSP Tracking System provides an alternate way to submit amendments until licensees/BCTS have the software tools to create the necessary XML/GML files to submit amendments via the ESF. Submitting amendments through the FSP Tracking System also enables smaller licensees who do not have the resources to prepare XML/GML files to submit their amendments electronically.

Spatial files of FDU boundaries, declared areas and *FRPA* Section 196 areas cannot be submitted in an XML/GML format via the FSP Tracking System. These spatial files must be submitted in another way such as attaching a zipped folder containing the spatial information and working with the MFLNRO to arrange for the information to be manually loaded into the LRDW. More information on this approach is contained in the Scenarios Section of this Guide.

The process for submitting amendments 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 amend in the FSP Tracking System. Once found, the user requests an amendment to the FSP, defines the type of amendment, provides a brief description of the amendment and defines whether the amendment requires approval or not. At this point, the user can modify the header information (if necessary), attach the amended FSP, amendment description and other documents to aid the review and approval process and modify/enter stocking standards (if necessary). On-line validation will identify major errors in the submission and request the user to correct before submitting the amendment. When the amendment is successfully submitted, it will be turned over to the MFLNRO for the review

and approval process (for amendments requiring approval) or stored in the FSP Tracking System with a status of “in effect” (for amendments not requiring approval).

1.12 General amendment guidelines

Submissions must be made by a user with an access role of “FSP Submitter”. Electronic submissions, of amendments 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 amended, identifying the type(s) of information being amended, providing a brief description of the amendment and confirming if the amendment requires approval or not;
- modifying the FSP header information if necessary (e.g., MFLNRO district office(s), licensee(s), name, contact information). Use the "Add More" button to add additional licensees;
- attaching the amended FSP legal document complete with signature(s) of those required to prepare the amendment (mandatory). This can be a consolidated FSP (complete, up-to-date plan with amendment incorporated) or a subset of the FSP containing just the amended information (e.g., “1-pager”). Only one FSP legal document can be attached to the submission;
- An amendment description is also attached listing the changes to the plan (optional but encouraged). This aids the reviewers, approvers and anyone else who may view the FSP identify what has changed in the plan.
- Other supporting materials that the licensee/BCTS chooses to submit with their amendment can also be attached (optional). Licensees/BCTS can attach multiple documents for any of the attachment types (except the FSP legal document). From a file size perspective, it is recommended users attach multiple, small documents rather than combining and attaching one large document;
- attaching any spatial amendments (e.g., declared areas, new FDUs) as a zipped folder containing the shape files and a.pdf image of the corresponding areas for quality assurance purposes (optional). See the Scenarios Section of this user guide for examples of submitting amendments to spatial information; and
- entering new stocking standards (optional).

Once the amendment is submitted, the Licensee/BCTS cannot make any further changes to their amendment. If you submitted something with an error, see Section 1.23.2 of this user guide titled “Amendments submitted in error” for more information.

In the FSP Tracking System, users can save their work and return at a later date/time to continue and/or complete their submission. There is no audit trail maintained of changes made to the amendment while it is in “draft” status. The application only maintains the most recent version of the plan. This functionality is not applicable to ESF submissions which must be done in one session.

For amendments requiring approval, it is recommended the licensees/BCTS notify the lead MFLNRO district that an amendment has been submitted. The FSP Tracking System will

automatically place the amendment in the InBox of the MFLNRO user(s) with user roles of “FSP reviewer” and “FSP decision maker”. A courtesy call or email to remind the MFLNRO that an amendment has been submitted electronically will avoid any delays in finding the amendment 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 any amendment is submitted.

1.13 Business rules

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

- amendments can only be submitted when the FSP or a previous amendment is "approved" or "in effect" (if you are submitting more than one amendment at a time you must start at the last "approved" or "in effect" version (original or amendment) in order to create a new amendment) ;
- amendments can only be updated by the licensee/BCTS while the amendment is in “DRAFT” status;
- amendments can only be deleted by the licensee/BCTS while the amendment is in "DRAFT" status;
- the licensee/BCTS must attach the legal FSP document. This can be a consolidated version with the amended information incorporated, or a subset of just the amended information (e.g., “1-pager”). The document must be in a .doc, .docx, or .pdf format.
- An amendment description should be attached describing the sections of the plan that have changed in the amendment;
- Other documents may be attached. These documents must have an extension of .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf or .zip;
- Amendments to FDU boundaries may be submitted through the FSP Tracking System. The FDU boundaries do not have to be re-submitted if they have not changed in the amendment. The FSP Tracking System cannot accept XML/GML files. Licensees can, if agreed with the District Manager, attach a zipped folder containing the necessary shape files and a .pdf image of the boundaries for quality assurance purposes. When the MFLNRO has the resources available, they will load the information into the LRDW. If the availability of resources to undertake this task is an issue, the user should contact the FSP Tracking System Systems Administrator through the local district FSP Tracking System contact; and
- Spatial information for declaring areas and/or submitting *FRPA* Section 196 areas can be submitted as a zipped folder containing the necessary shape files (see bullet point above on amending FDU boundaries).

1.14 General content requirements

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

General Content Requirements	
<p>Find the Approved FSP (Search Menu)</p>	<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"> • Org Unit—searching for approved FSPs based on a district/region. Ensure the appropriate district is selected in the drop down list; • FSP Status—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). • FSP ID— finding an approved FSP based on its unique identifier; • FSP Name— searching for an FSP based on the name of the FSP. Wildcards are permitted in the FSP Name field; • Amendment Name—searching for an amendment to an approved FSP based on the user-defined name of the amendment; • Date Type—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); • Agreement holder—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; and • Approval required—searching for amendments submitted by a licensee/BCTS that require DDM approval or not. This also applies to Transitional FSPs which are submitted without DDM approval.
<p>Request an amendment (FSP Information Tab)</p>	<p>Request an amendment to the approved FSP by pressing the “Amend FSP” button at the bottom of the FSP Information tab. (FSP must be in "approved" status)</p> <p>Amendment Description: Y Users will then be asked to identify the type(s) of information being amended (e.g., FDU, declared areas, stocking standards). The amendment does not have to be one of the amendment types listed and/or can include several of the types listed. NOTE: the “FDU Changes” type refers to amendments that add or change FDU boundaries. Changes to forest licences that comprise the FDU do not have to be indicated in this category.</p> <p>Users should also provide a short description of the changes proposed in the amendment. Licensees/BCTS must also identify whether the amendment requires approval or not. An amendment requiring approval will go through the MFLNRO review and adjudication process when the amendment is submitted. An amendment not requiring approval will be marked as "in effect" once the amendment is submitted to the FSP Tracking System. More information on the business and legal requirements for amendments can be found in Section 5.0 of Volume II of the AGFSP (Amending an Approved</p>

General Content Requirements	
	<p>FSP).</p> <p>When the amendment is described and saved, an amendment record will be established with a status of “draft” and an amendment version number that is sequential starting at the number one. The original FSP will remain in the database and will not be impacted by the changes to the amended version.</p> <p>The amendment name and effective date will be displayed in the tombstone area of each window. Licensees/BCTS can specify a unique name for each amendment on the FSP Information tab. The Amendment Effective Date is determined when the amendment is marked as "approved" or "in effect".</p>
<p>Modify FSP (Header Information (if necessary))</p> <p>(FSP Information Tab)</p>	<p>District (Mandatory)</p> <p>Ensure the district(s) covered in the amended plan area are selected in the district field. Add or remove districts if any applicable changes in the amendment.</p> <p>Copies of the plan do not need to be submitted to each district in the plan area—the system will automatically place the amendment in the InBox of all applicable districts.</p>
	<p>Agreement Holder (Client Number/Acronym) (Mandatory)</p> <p>Ensure all agreement holders are listed. Specify the client number/acronym for each agreement holder to be added to the plan through the “Add More” button. The agreement holder cannot be a “deactivated” client. Delete any agreement holders that should be removed from the plan. Use the search window to look up any unknown client numbers/acronyms.</p>
	<p>FSP Name (Mandatory)</p> <p>Modify the name of the FSP (if necessary). Ensure the name is meaningful and will be easy to identify through the search tools (e.g., include company / division name / landscape unit in title).</p>
	<p>Amendment Name (Optional)</p> <p>A unique name for the amendment can be specified by the licensee/BCTS.</p>
	<p>FSP Term or Expiry Date (Mandatory)</p> <p>Confirm the length (term) of the plan in years and months and the expiry date of the plan. If a change is required, users should only amend one of the fields—either FSP Term or FSP Expiry Date. If not provided, the FSP Expiry Date of the FSP will be calculated when the plan is marked as</p>

General Content Requirements	
	<p>approved based on the FSP Effective Date and the FSP Term. NOTE: any change in these dates will automatically change the amendment to one that requires approval.</p>
	<p>Contact Information (Mandatory) Update, as required, the contact information of the FSP submitter. The contact should be someone who can field questions about the FSP from MFLNRO reviewers, decision makers or other personnel (e.g., C&E personnel who are planning inspections on areas under an approved FSP).</p> <p>The FSP Tracking System will automatically send emails to the email address provided when the plan status changes (e.g., “approved”, “rejected”). Licensees/BCTS should consider setting up and entering an email distribution list for the email address instead of a single email address. This will enable the system to send notice(s) to several recipients and minimize issues with invalid email accounts and mailbox full errors.</p> <p>Press “save” before moving to another tab.</p>
<p>Attach Amended FSP Documents (Attachments Tab)</p>	<p>Display On this tab, users have an option to display the documents associated with the current amendment or all documents submitted including the original FSP and all subsequent amendments (i.e., All Current and In Effect/Approved Amendments (view only)).</p> <p>Select the radio button that corresponds to the desired view. Users must have the radio button labeled “Amendment {X}” selected in order to attach documents.</p>
	<p>FSP Legal Document (Mandatory) A document must be attached for this attachment type. This can be a consolidated version of the FSP legal document (i.e., complete, up-to-date version of the plan that incorporates the amendment) or a subset of the FSP legal document (e.g., a “1-page” document containing just the amended information). The consolidated indicator should be selected or turned off depending on the type of FSP legal document attached. It is recommended a full, consolidated version be submitted (vs. a “1-page” amendment) to make it easier for the reader/reviewer to understand the complete obligations in the plan.</p> <p>The document must be either a .doc, .docx, or .pdf document. 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</p>

General Content Requirements	
	<p>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>The amendment 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 3.10.15 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>Amendment Description (Optional yet encouraged)</p> <p>Licensees/BCTS are encouraged to attach a document containing a description of the changes made in this amendment. This will make it easier for MFLNRO reviewers and decision makers, and other viewers, to identify the changes made in the amendment.</p> <p>This description is typically longer and more detailed than the brief description entered on the Amending Information screen presented when the amendment is initially requested (see above under “Requesting an amendment”). It is also an attached document vs. the text entered on the Amendment Information screen. Users can, for example, attach the amendment covering letter as an Amendment Description on the Attachments tab and enter a sentence or two on the Amendment Information screen.</p>
	<p>Stocking Standards (Optional)</p> <p>If an amendment is prepared with the proposed stocking standards as a separate document, the licensee/BCTS can attach the stocking standards component here. If the licensee/BCTS has the stocking standards within their amended FSP legal document, then this field should be left blank. NOTE: if the stocking standards have changed, users will also need to enter their stocking standards into the Stocking Standards tab to ensure they are approved and passed to the RESULTS application for use in assignment to openings, etc.</p> <p>More information on amending stocking standards is listed below in the Scenarios Section of this guide.</p>
	<p>FDU Map (image and zipped shape files)--Mandatory if amending FDU</p> <p>Licensees/BCTS that are unable to create an XML/GML file of their Forest Development Unit (FDU) boundaries for submission via the ESF</p>

General Content Requirements	
	<p>can attach a zipped folder containing the amended spatial files of the FDU boundaries.</p> <p>Enter a description of the attachment in the blank field and browse to the zipped folder location to attach. Press the “save” button when the file is located.</p> <p>More information on submitting spatial information for FDU boundaries is contained in the Scenarios Section of this user guide. Mapping standards for the FDU boundaries can be found in the Additional Information section of this user guide.</p> <p>Changes to the forest licence(s) that apply within the FDU boundaries can be made on the FDU/Map tab. The forest licence(s) must be owned by the client number of the submitter(s). Submissions by BCTS are exempt from this requirement as no specific licences are involved.</p>
	<p>Identified Areas - FRPA Section 196(1) (image and zipped shape files) -- Mandatory if amending in a FRPA Section 196(1) area</p> <p>Licensees/BCTS may attach a zipped folder containing the spatial files of their <i>FRPA</i> Section 196(1) area(s) here (i.e., cutblock and/or roads in an approved forest development plan with the required assessments complete).</p> <p>Enter a description of the attachment in the blank field and browse to the zipped folder location to attach. Press the “save” button when the file is located.</p> <p>More information on submitting <i>FRPA</i> Section 196 areas is contained in the Scenarios Section of this user guide.</p>
	<p>Identified Areas - FRPA Section 196(2) (image and zipped shape files) -- Mandatory if amending in a FRPA Section 196(2) area</p> <p>Licensees/BCTS may attach a zipped folder containing the spatial files of their <i>FRPA</i> Section 196(2) area(s) here (i.e., cutblock and/or roads in an approved forest development plan where the required assessments are not yet complete).</p> <p>Enter a description of the attachment in the blank field and browse to the zipped folder location to attach. Press the “save” button when the file is located.</p> <p>More information on submitting <i>FRPA</i> Section 196 areas is contained in the Scenarios Section of this user guide.</p>

General Content Requirements	
	<p>Declared Areas - FPPR Section 14(4) (image and zipped shape files) -- Mandatory if declaring an area</p> <p>Licensees/BCTS may attach a zipped folder containing the spatial files of their declared areas here.</p> <p>Enter a description of the attachment in the blank field and browse to the zipped folder location to attach. Press the “save” button when the file is located.</p> <p>More information on declaring areas is contained in the Scenarios Section of this user guide.</p>
	<p>Supporting Documents (access restricted) -- Optional yet encouraged</p> <p>Licensees/BCTS can attach additional information they wish to submit to aid the MFLNRO in their review and adjudication process (e.g., supporting documentation).</p> <p>Enter a description of the attachment in the blank field (e.g., Supporting documentation for {insert name of FSP}) and browse to the file location to attach. Press the “save” button when the file is located.</p> <p>Supporting documentation can be .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf or .zip files.</p> <p>Users may also “Reference” a document submitted as supporting information in a previous amendment or original FSP. If the supporting information from a previous amendment or original FSP still applies to the current amendment, users can refer to it by pressing the “Reference” button and selecting the applicable document(s) from the drop down list.</p> <p>Access to information contained within this section is restricted to the agreement holder and the MFLNRO users. This enables licensees/BCTS to submit supporting information that may be sensitive or confidential in nature.</p>
<p>Revise/Enter Stocking Standards</p> <p>(Stocking Standards Tab)</p>	<p>Stocking Standards (Mandatory if amending stocking standards)</p> <p>Licensees/BCTS can add new stocking standards through an amendment. Stocking standards entered on the Stocking Standards tab will be marked as approved when the amendment is approved and be available for use in the RESULTS application.</p> <p>More information on entering stocking standards is available in the Scenarios Section of this user guide.</p>

General Content Requirements

Change Forest Licence(s) for an FDU (FDU/Map Tab)	Forest licence(s) associated with a Forest Development Unit (Optional) Licensees can add or change forest licences associated with an FDU on the FDU/Map tab. Press the corresponding update button to add, change and/or delete forest licences associated with an FDU.
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General Content Requirements	
Submit FSP (FSP Information Tab)	<p>Users can submit their amendment via the “submit” button on the FSP Information tab.</p> <p>When you submit your amendment on the FSPTS there are two possible outcomes in the status. If your amendment requires approval, the status changes to "submitted" and will follow the MFLNRO review and adjudication process. If your amendment does not require approval, the status changes to "in effect".</p> <p>NOTE: once the amendment is submitted, users can no longer make any changes to it. Users should be sure they are ready to submit the amendment before they press the “submit” button. For example, retain the amendment in “Draft” status until all FSP stocking standards have been revised or entered. Amendments can be deleted by licensees/BCTS while they are in "Draft" status by pressing on the Delete Amendment button on the FSP Information Tab. Once the amendment is submitted it cannot be deleted. See Section 1.23.2 “Amendments submitted in error” if the amendment was submitted incorrectly.</p>

1.15 Submission Errors (FSP Tracking System)

The FSP Tracking System validates the amendment 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.

Scenarios

1.16 Amending Forest Development Unit (FDU) boundaries

1.16.1 Overview

Licensees/BCTS can prepare and submit an amendment to add/change FDU boundaries through the ESF and FSP Tracking System.

If the licensee/BCTS can generate an XML/GML file of their FDU boundaries, they can submit an amendment through the ESF. The spatial information will automatically be loaded into the LRDW. This is the preferred, long term direction for submitting spatial information on FDU boundaries.

If the licensee/BCTS does not have the tools or resources to create an XML/GML file, they can submit their amendment through the FSP Tracking System. To do so, licensees/BCTS should attach a zipped folder containing the spatial files of their FDU boundaries under the FDU Map section of the Attachments tab. A .pdf image of the FDU boundaries should also be attached for quality assurance purposes. The district personnel will then load these files into the LRDW using eziLink when the resources are available. This process provides the district with a “local solution” since the district is then managing the information and is very familiar with the FDU areas. However, this is subject to the availability of resources to load and link the spatial information. The licensee/BCTS should discuss this approach with the District Manger before making the submission to confirm the availability of resources for completing this task. If the District Manager does not have the resources available, then the FSP Tracking System Systems Administrator should be contacted via the local district FSP Tracking System contact.

When an amendment to spatial information (i.e., FDU boundaries) is submitted and approved, the amended spatial information becomes the “current” version and is stored as part of the amendment (i.e., FSP ID and Amendment Number). The older spatial information still exists attached to the original submission, or earlier amendment.

Mapping standards for spatial information is described below in the Additional Information section of this Guide.

1.16.2 Amending FDUs via the FSP Tracking System

Submitting an amendment via the FSP Tracking System involves the following major steps:

1. Find the FSP to amend using the Search menu item.
2. Open the FSP to amend and request an amendment by pressing the “Amend FSP” button on the FSP Information tab. Press on the Y beside Amendment Description to access the Amendment Description screen.
3. Describe the amendment by selecting the “Yes” radio button corresponding to “FDU Changes”. Indicate whether the amendment requires approval or not. Enter a short

description of the amendment (e.g., list the FDUs you are adding and/or changing) and press save.

4. Add an Amendment Name on the FSP Information tab (optional). Save before moving to the Attachments Tab.
5. Attach the necessary documents on the Attachments tab:
 - FSP Legal Document (mandatory). This can be a full, consolidated version of the FSP that incorporates the amendment or a subset of the FSP that just contains the new and/or changed FDUs. Select the consolidated indicator if the FSP is a consolidated version. The FSP legal document must contain the signatures of those authorized to sign the amendment and must be in a .doc, .docx, or .pdf format.
 - Amendment Description (optional but encouraged). Attach a description of the amendment listing the FDUs that have changed and/or added.
 - FDU Map (image and zipped shape files) (mandatory). Attach a zipped folder containing the shape files for the FDU boundaries and a .pdf image of the FDUs for quality assurance purposes. When adding and/or changing FDUs, the complete spatial information for all FDUs must be submitted—the information is replaced, not updated, in the LRDW.
 - Supporting Documents (optional). Attach any additional information to aid the MFLNRO reviewers and decision maker in their review and adjudication process.
6. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.16.3 Amending FDUs via ESF

Submitting an amendment via the ESF involves the following major steps:

1. List the FSP to amend in the XML/GML file.
2. Describe the amendment in the XML/GML file (e.g., amendment description, approval required indicator).
3. Provide the Amendment Name in the XML/GML file (optional).
4. Include the FDU boundaries in the XML/GML file. When adding and/or changing FDUs, the complete spatial information for all FDUs must be submitted—the information is replaced, not updated, in the LRDW.
5. Submit the XML/GML file to the ESF.
6. Upload the necessary documents in the attachment portion of the ESF submission. An FSP legal document must be attached—as a full, consolidated version or as a subset containing just the amendment information. An amendment description should be submitted to aid the MFLNRO review and adjudication process. Supporting documents may be submitted to provide additional information for the MFLNRO review and adjudication process.
7. Once accepted in the FSP Tracking System, logon and review the amendment in the FSP Tracking System. Confirm the information uploaded from the ESF is complete and correct (e.g., FDU boundaries showing in MapView on the FDU/Map tab). Revise and/or enhance the information as necessary.
8. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.17 Declaring areas

1.17.1 Overview

Licensees/ BCTS can declare areas via an amendment submitted through the ESF or the FSP Tracking System.

If the licensee/BCTS can generate an XML/GML file of their declared area(s), they can submit an amendment through the ESF. The spatial information will automatically be loaded into the LRDW. This is the preferred, long term direction for declaring area(s).

If the licensee/BCTS does not have the tools or resources to create an XML/GML file, they can declare areas through an amendment submitted through the FSP Tracking System. To do so, licensees/BCTS should attach a zipped folder containing the spatial files of their declared area(s) under the “Declared Areas - FPPR section 14 (4)” section of the Attachments tab. A .pdf image of the declared area(s) should also be attached for quality assurance purposes. The district personnel will then load these files into the LRDW using eziLink when the resources are available to load and link the spatial information. The licensee/BCTS should discuss this approach with the District Manger before making the submission to confirm the availability of resources for completing this task.

Mapping standards for spatial information is described below in the Additional Information section of this Guide.

1.17.2 Declaring areas via the FSP Tracking System

Submitting an amendment via the FSP Tracking System involves the following major steps:

1. Find the FSP to amend using the Search menu item.
2. Open the FSP to amend and request an amendment by pressing the “Amend FSP” button on the FSP Information tab. Press on the Y beside Amendment Description to access the Amendment Description screen.
3. Describe the amendment by selecting the “Yes” radio button corresponding to “Identified/Declared Area Changes”. Indicate whether the amendment requires approval or not. Enter a short description of the amendment (e.g., list the area(s) you are declaring) and press save.
4. Add an Amendment Name on the FSP Information tab (optional). Save before moving to the Attachments Tab.
5. Attach the necessary documents on the Attachments tab:
 - FSP Legal Document (mandatory). This can be a full, consolidated version of the FSP that incorporates the amendment or a subset of the FSP that just lists the areas declared. Select the consolidated indicator if the FSP is a consolidated version. The FSP legal document must contain the signatures of those authorized to sign the amendment and must be in a .doc, .docx, or .pdf format.

- Amendment Description (optional but encouraged). Attach a description of the amendment listing the declaring area(s).
 - Declared areas - FPPR section 14(4) (mandatory). Attach a zipped folder containing the shape files for the declared area(s) and a .pdf image of the areas for quality assurance purposes.
 - Supporting Documents (optional). Attach any additional information to aid the MFLNRO reviewers and decision maker in their review and adjudication process.
6. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.17.3 Declaring an area via ESF

Submitting an amendment via the ESF involves the following major steps:

1. List the FSP to amend in the XML/GML file.
2. Describe the amendment in the XML/GML file (e.g., amendment description, approval required indicator).
3. Provide the Amendment Name in the XML/GML file (optional).
4. Include the boundaries of the declared area(s) in the XML/GML file.
5. Submit the XML/GML file to the ESF.
6. Upload the necessary documents in the attachment portion of the ESF submission. An FSP legal document must be attached—as a full, consolidated version or as a subset containing just the amendment information. An amendment description should be submitted to aid the MFLNRO review and adjudication process. Supporting documents may be submitted to provide additional information for the MFLNRO review and adjudication process.
7. Once accepted in the FSP Tracking System, logon and review the amendment in the FSP Tracking System. Confirm the information uploaded from the ESF is complete and correct (e.g., declared areas showing in MapView on the Identified Areas/Map tab). Revise and/or enhance the information as necessary.
8. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.18 Identifying FRPA Section 196 areas

1.18.1 Overview

Licensees/BCTS can identify *FRPA* Section 196 areas for their FSP via an amendment submitted through the ESF or the FSP Tracking System.

If the licensee/BCTS can generate an XML/GML file of their *FRPA* Section 196 identified area(s), they can submit an amendment through the ESF. The spatial information will

automatically be loaded into the LRDW. This is the preferred, long term direction for identifying *FRPA* Section 196 area(s).

If the licensee/BCTS does not have the tools or resources to create an XML/GML file, they can identify their *FRPA* Section 196 areas through an amendment submitted through the FSP Tracking System. To do so, licensees/BCTS should attach a zipped folder containing the spatial files of their *FRPA* Section 196 area(s) under the “Identified Areas - *FRPA* Section 196(1)” and/or “Identified Areas – *FRPA* Section 196(2)” area on the Attachments tab. A .pdf image of the *FRPA* Section 196 area(s) should also be attached for quality assurance purposes. The district personnel will then load these files into the LRDW using eziLink when the resources are available to load and link the spatial information. The licensee/BCTS should discuss this approach with the District Manger before making the submission to confirm the availability of resources for completing this task.

1.18.2 Identifying areas via the FSP Tracking System

Submitting an amendment via the FSP Tracking System involves the following major steps:

1. Find the FSP to amend using the Search menu item.
2. Open the FSP to amend and request an amendment by pressing the “Amend FSP” button on the FSP Information tab. Press on the Y beside Amendment Description to access the Amendment Description screen.
3. Describe the amendment by selecting the “Yes” radio button corresponding to “Identified/Declared Area Changes”. Indicate whether the amendment requires approval or not. Enter a short description of the amendment (e.g., list the *FRPA* Section 196 area(s) you are identifying) and press save.
4. Add an Amendment Name on the FSP Information tab (optional). Save before moving to the Attachments Tab.
5. Attach the necessary documents on the Attachments tab:
 - FSP Legal Document (mandatory). This can be a full, consolidated version of the FSP that incorporates the amendment or a subset of the FSP that just lists the *FRPA* Section 196 areas identified. Select the consolidated indicator if the FSP is a consolidated version. The FSP legal document must contain the signatures of those authorized to sign the amendment and must be in a .doc, .docx, or .pdf format.
 - Amendment Description (optional but encouraged). Attach a description of the amendment listing the *FRPA* Section 196 area(s) identified.
 - Identified areas - *FRPA* Section 196(1) (mandatory if relevant). Attach a zipped folder containing the shape files for the areas you are identifying under *FRPA* Section 196(1)—cutblocks and roads under an approved forest development plan with the assessments complete. Include a .pdf image of the identified areas for quality assurance purposes.
 - Identified areas - *FRPA* Section 196(2) (mandatory if relevant). Attach a zipped folder containing the shape files for the areas you are identifying under *FRPA*

Section 196(2)—cutblocks and roads under an approved forest development plan without the assessments complete. Include a .pdf image of the identified areas for quality assurance purposes.

- Supporting Documents (optional). Attach any additional information to aid the MFLNRO reviewers and decision maker in their review and adjudication process.
6. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.18.3 Identifying areas via ESF

Submitting an amendment via the ESF involves the following major steps:

1. List the FSP to amend in the XML/GML file.
2. Describe the amendment in the XML/GML file (e.g., amendment description, approval required indicator).
3. Provide the Amendment Name in the XML/GML file (optional).
4. Include the boundaries of the *FRPA* Section 196 area (s) in the XML/GML file. The schema will require the areas to be separated into 196(1) and 196(2) cutblocks/roads.
5. Submit the XML/GML file to the ESF.
6. Upload the necessary documents in the attachment portion of the ESF submission. An FSP legal document must be attached—as a full, consolidated version or as a subset containing just the amendment information. An amendment description should be submitted to aid the MFLNRO review and adjudication process. Supporting documents may be submitted to provide additional information for the MFLNRO review and adjudication process.
7. Once accepted in the FSP Tracking System, logon and review the amendment in the FSP Tracking System. Confirm the information uploaded from the ESF is complete and correct (e.g., identified areas showing in MapView on the Identified Areas/Map tab). Revise and/or enhance the information as necessary.
8. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.19 Changing the forest licence for a FDU

1.19.1 Overview

Licensees/BCTS can add and/or change the forest licences associated with an FDU in an approved FSP via an amendment submitted to the FSP Tracking System. At least one licence owned by one of the agreement holders in the FSP must be specified for each FDU. Forest licences that are added to an approved FDU but are outside the boundaries of the FDU will require an amendment to add/change the FDU boundaries accordingly.

1.19.2 Amending via the FSP Tracking System

Submitting an amendment via the FSP Tracking System involves the following major steps:

1. Find the FSP to amend using the Search menu item.
2. Open the FSP to amend and request an amendment by pressing the “Amend FSP” button on the FSP Information tab. Press on the Y beside Amendment Description to access the Amendment Description screen.
3. Describe the amendment by selecting the “No” button for all the radio buttons listing the types of amendments. Indicate whether the amendment requires approval or not. Enter a short description of the amendment (e.g., list the FDU(s) you are changing forest licences for) and press save.
4. Add an Amendment Name on the FSP Information tab (optional). Save before moving to the Attachments Tab.
5. Attach the necessary documents on the Attachments tab:
 - FSP Legal Document (mandatory). This can be a full, consolidated version of the FSP that incorporates the amendment or a subset of the FSP that just lists the FDU(s) and the new/changed forest licences. Select the consolidated indicator if the FSP is a consolidated version. The FSP legal document must contain the signatures of those authorized to sign the amendment and must be in a .doc, .docx, or .pdf format.
 - Amendment Description (optional but encouraged). Attach a description of the amendment listing the FDU(s) and the corresponding forest licences that are being added and/or changed.
 - Supporting Documents (optional). Attach any additional information to aid the MFLNRO reviewers and decision maker in their review and adjudication process.
6. Add and/or change the forest licences on the FDU/Map tab. Press the Update button corresponding to the FDU(s) to be amended. Add and delete forest licences associated with the FDU.
7. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.20 Adding stocking standards

1.20.1 Overview

Licensees/BCTS can add new stocking standards to approved FSPs via an amendment submitted through the ESF or the FSP Tracking System.

If the licensee/BCTS can generate an XML/GML file of their new, proposed stocking standards for an approved FSP, they can submit an amendment through the ESF. Once the amendment is marked as approved, all corresponding stocking standards will be marked as approved and made available for use in the RESULTS application.

If the licensee/BCTS does not have the tools or resources to create an XML/GML file, they can enter their new stocking standards on the Stocking Standards tab and submit the amendment through the FSP Tracking System.

Each stocking standard entered or submitted into the FSP Tracking System will have a status and effective date assigned by the application. The status of the stocking standard will match the status of the corresponding FSP or amendment. For example, if the amendment is approved, all stocking standards in the amendment will also be set to “approved” status. If the amendment is set back to “draft” status, all stocking standards in the amendment will also be set back to “draft” status. The system will also assign an effective date for the approved stocking standard based on the effective date of the amendment. The DDM sets the effective date of the FSP as either the date the FSP is approved or a different date if requested by the licensee/BCTS.

Licensees/BCTS can add, change and delete stocking standards as long as they have a status of “draft”. Stocking standard cannot be deleted once they are approved. It is also not possible to change an approved stocking standard as it may have already been used on an Opening in RESULTS. The recommended option for addressing the requirement to change a stocking standard is to create a new “amended” standard and have the old standard expired. You can use the “copy” functionality in the FSP Tracking System to create a new stocking standard that is a copy of the existing standard and then edit as necessary before submitting for DDM review and adjudication. Licensees/BCTS should contact the MFLNRO to have “old” stocking standards expired. Only MFLNRO personnel can expire approved stocking standards—at the request of the licensee/BCTS. This does not apply to default stocking standards as these standards are automatically approved and do not expire.

FSP stocking standards submitted or entered into the Stocking Standards tab of the FSP Tracking System must be identical to the standards that are proposed in the amendment (FSP legal document). Once entered into the application, the stocking standards will be assigned a unique identification number called a Stocking Standard ID. These stocking standards IDs cannot be associated with a Forest Development Plan (FDP), except for districts using defaults which have elected to use the same SSIDs as FDP stocking standards.

Stocking standards for FSPs will no longer be entered into RESULTS. Stocking standards for Forest Development Plans (FDP) approved under the Code, as well as Woodlot Plan (WLP) stocking standards under *FRPA*, will continue to be submitted to RESULTS through the current “Standards Proposal” tool. FDP standards in RESULTS cannot be assigned to FSP openings.

Site specific changes to stocking standards that are within approved variations will be done in RESULTS once the stocking standard is assigned to a standard unit. Approved variations are built in to the additional standard or may be within the FSP legal document itself or part of a comprehensive stocking standard addendum.

More information on entering stocking standards is available on the RESULTS website at: http://www.for.gov.bc.ca/his/results/business.htm#FSP_Procedures including a document entitled "Procedures for using FSP-approved standards in RESULTS".

1.20.2 Adding stocking standards via the FSP Tracking System

Submitting an amendment via the FSP Tracking System involves the following major steps:

1. Find the FSP to amend using the Search menu item.
2. Open the FSP to amend and request an amendment by pressing the “Amend FSP” button on the FSP Information tab. Press on the Y beside Amendment Description to access the Amendment Description screen.
3. Describe the amendment by selecting the “Yes” radio button corresponding to “Stocking Standard Changes”. Indicate whether the amendment requires approval or not. Enter a short description of the amendment (e.g., list the stocking standards you are adding) and press save.
4. Add an Amendment Name on the FSP Information tab (optional). Save before moving to the Attachments Tab.
5. Attach the necessary documents on the Attachments tab:
 - FSP Legal Document (mandatory). This can be a full, consolidated version of the FSP that incorporates the amendment or a subset of the FSP that just lists the stocking standards added. Select the consolidated indicator if the FSP is a consolidated version. The FSP legal document must contain the signatures of those authorized to sign the amendment and must be in a .doc, .docx, or .pdf format.
 - Amendment Description (optional but encouraged). Attach a description of the amendment listing the stocking standards added.
 - Supporting Documents (optional). Attach any additional information to aid the MFLNRO reviewers and decision maker in their review and adjudication process.
6. Add stocking standards on the Stocking Standards tab (mandatory). Stocking standards can be entered or added/copied from another licensee/BCTS plan and/or from MFLNRO default stocking standards (e.g., district, region, branch default stocking standards). The functionality to add/copy stocking standards from another FSP or default stocking standard is only available in the FSP Tracking System to licensees/BCTS (e.g., not available in ESF nor to MFLNRO users). This functionality is available via the “Search Standards” button on the Stocking Standards tab:
 - **Copy from another licensee/BCTS**—use the search criteria to locate the stocking standard(s) you wish to copy from another FSP into your FSP or amendment. Ensure the field for “Default Standards” is set to “No”. Use the other criteria fields to narrow your search (e.g., enter the “Client” name if known). Once found and copied into your FSP or amendment, the stocking standard(s) are assigned a new SSID and belong to your FSP or amendment (no longer associated with the other licensee’s/BCTS FSP). Once copied, the stocking standard can be changed as much as necessary before being submitted for MFLNRO review and adjudication.
 - **Add default stocking standards**—use the search criteria to locate the default stocking standard(s). Ensure the field for “Default Standards” is set to “Yes” and the “Client” field is blank. Once the desired default stocking standards are located, they can be added to the FSP through the “Add” button—in which case

they retain the SSID and the status of approved (default stocking standards cannot be edited and retain a status of “approved”).

- **Copy default stocking standards**—if the licensee/BCTS wants to modify a default stocking standard and include it in their FSP, they should copy, instead of add, a default stocking standard. Follow the steps listed above for adding a default stocking standard until the desired standard is located. Press the “Copy” button to bring the stocking standard into your FSP and allow changes to be made before being submitted for MFLNRO review and adjudication. The copied stocking standard will no longer be a default stocking standard—it will be assigned a new SS ID and have a status of draft.
7. Submit the amendment by pressing the Submit button on the FSP Information tab.

1.20.3 Adding stocking standards via ESF

Submitting an amendment via the ESF involves the following major steps:

1. List the FSP to amend in the XML/GML file.
2. Describe the amendment in the XML/GML file (e.g., amendment description, approval required indicator).
3. Provide the Amendment Name in the XML/GML file (optional).
4. Include the new stocking standards in the XML/GML file.
5. Submit the XML/GML file to the ESF.
6. Upload the necessary documents in the attachment portion of the ESF submission. An FSP legal document must be attached—as a full, consolidated version or as a subset containing just the amendment information. An amendment description should be submitted to aid the MFLNRO review and adjudication process. Supporting documents may be submitted to provide additional information for the MFLNRO review and adjudication process.
7. Once accepted in the FSP Tracking System, logon and review the amendment in the FSP Tracking System. Confirm the information uploaded from the ESF is complete and correct (e.g., all stocking standards can be found on the Stocking Standards tab). Revise and/or enhance the information as necessary.
8. Submit the amendment by pressing the Submit button on the FSP Information tab.

Additional Information

1.21 Mapping standards for spatial information

The following standards apply to the submission of electronic spatial information describing the boundaries of forest development units, declared areas and/or *FRPA* Section 196 areas in a Forest Stewardship Plan (FSP). Spatial information must meet predetermined data standards to ensure the quality and integrity of the data within the FSP Tracking System and the LRDW. The spatial information must conform to the same spatial data topology rules that apply to other MFLNRO systems such as FTA and RESULTS.

1.21.1 Content

The spatial information must define the outer boundaries of the FDU(s), declared area(s) or *FRPA* Section 196 area(s) as proposed in the FSP. These areas can be submitted as a single polygon or multiple polygons comprising the one FDU, declared area or *FRPA* Section 196 area.

The information is stored in separate layers in the LRDW. Therefore, the information must be submitted as separate files (e.g., separate datasets for FDU information, declared areas, *FRPA* Section 196(1), *FRPA* Section 196(2)). It is also preferred that information comprising multiple areas be submitted through ESF as a multi-polygon. For example, if a declared area comprises three areas—two areas and a connecting road—then the three areas should be merged into one multi-part polygon.

Identified areas (i.e., *FRPA* section 196(1), *FRPA* section 196(2), declared areas) cannot overlap identified areas submitted in previous FSP amendments. Only submit the spatial information applicable to the amendment. Do not include previous declared areas, future areas or other type of area in the shape file.

Roads must be submitted as polygons. There is no standard for the width of a road buffer—this is up to the licensee/BCTS to determine.

1.21.2 Map Scale

The base map is 1:20,000. All spatial boundaries must originate from a 1:20,000 (or greater) map scale. This scale corresponds with the scale of the Terrain Resource Information Management (TRIM) map base. A map scale greater than 1:20,000 (e.g., 1:10,000 or 1:5,000) will not increase the positional accuracy of the submission with respect to the TRIM map.

1.21.3 Position

Maps are checked for positional accuracy with 1:20,000 TRIM maps.

1.21.4 Accuracy

At the 1:20,000 scale, spatial boundaries must be within one millimetre of their true North American Datum of 1983 (NAD83) map location (within 20m of their true location). One tie point must be established within 10m of its true NAD83 position for all traversed boundaries.

1.21.5 Minimum Resolution

Minimum resolution refers to the degree to which closely related features can be distinguished. Linear features (e.g., roads) should not be less than 10m apart (some GIS systems have difficulty processing smaller resolutions).

1.21.6 Acceptable Units

The hectare (ha) is the acceptable unit.

1.21.7 Geometry Validation

Suggested validation parameters for polygons submitted include the following listed below. These parameters are based on the validation tools in the eziLink application (under Tools). Suggested validation includes all the Geometry Metrics Validation options except “polygon orientation”. Polygons should be closed with a minimum angle of 1.0 and a minimum polygon area of 0.001. Check the minimum segment length is 0.001. Avoid the validation options under “Geometry Types Validation”.

1.22 Data fix for stocking standards incorrectly entered into

RESULTS

Licenseses/BCTS who incorrectly entered their *FRPA* stocking standards into the RESULTS application instead of the FSP Tracking System can correct the situation through a data fix.

The process involves the following steps:

1. Request the FSP Administrator to unapprove the FSP or amendment. This will set the FSP or amendment status back to “submitted”.
2. Ask the FSP Decision Maker to go into the workflow screen of the FSP Tracking System and “Request Clarification”. This will set the FSP or amendment status back to “draft”.
3. Ask the FSP Submitter to go in to the Stocking Standards tab and use the Search Standards screen to find the stocking standard incorrectly entered into RESULTS (i.e., use the SSID in the search field). Copy the stocking standard into the FSP or amendment. The stocking standard will be copied across with a new SSID and a status of “draft”.
4. If this is an amendment for just the changed stocking standard, ask the FSP Submitter to go to the FSP Information screen, and click on the amendment hyperlink. Select “Yes”

for the Stocking Standards changes button, and ensure that the Requires Approval button is set to “No” and press “Save”.

5. Ask the FSP Submitter to return to the FSP Information screen and click on the Submit button to resubmit the FSP or amendment.
6. Ask the RESULTS decision maker to go into their RESULTS InBox and reject the previously submitted stocking standard. This should set the status to “draft” and the stocking standard can be deleted. Contact the licensee/BCTS to let them know the new SSID for the “new” stocking standard that is now part of the FSP in the FSP Tracking System.

1.23 Administering amendments

1.23.1 Submitting paper based amendments

The goal is to have all FSPs, and amendments, submitted electronically and available through the FSP Tracking System. If the approved FSP has been entered into the FSP Tracking System, users are encouraged to submit amendments electronically, through either the ESF or FSP Tracking System.

Licensees/BCTS should check with their local MFLNRO District Manager if any questions or concerns.

1.23.2 Amendments submitted in error

Licensees/BCTS who submit an amendment incorrectly, should contact the corresponding MFLNRO district office.

An amendment submitted without approval, but requiring review and approval, should be re-submitted by the Licensee/BCTS with the flag set to indicate the amendment requires review and approval. The MFLNRO district office should be notified first that the original amendment was submitted in error. The DDM should then use the Workflow tab in the FSP Tracking System to un-mark the amendment as approved and then “Request clarification”. This will then set the status of the amendment to draft and enable the licensee/BCTS to re-submit the amendment with “approval required”.

An amendment submitted for MFLNRO review and approval but not requiring approval should be discussed with the MFLNRO district office. It is probably easiest if the DDM goes into the system and “requests clarification”—turning the status of the FSP back to draft to enable the Licensee/BCTS to “un-check” the approval flag on the FSP Information tab and re-submit.

1.23.3 Fixing incorrect submissions

In general, amendments should be submitted to amend the FSP legal document. Amendments should not be submitted to fix data entry errors. Any errors in entering or submitting information to the FSP Tracking System should be addressed by a data fix. Contact NRS.ServiceDesk@gov.bc.ca to request a data fix.

If you find you submitted your amendment with incorrect information (e.g., stocking standards incomplete or incorrect), you can correct this information through the following process. Contact the local DDM and ask them to change the status of the amendment in the FSP Tracking System to “Request clarification”. This turns the status of the amendment back to “draft” and allows you to correct the data. Logon to the FSP Tracking System and correct the necessary information on the corresponding page/tab. When done, press the “submit” button on the FSP Information tab to

send the amendment back to the MFLNRO. NOTE: this process is not applicable to FDU boundaries which can only be submitted through re-creating the XML/GML file and submitting through ESF. In this case, you must request a data fix to delete the first amendment submitted and submit a new amendment.

1.24 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.

1.25 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. Its 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 = $(l * w * \text{dpi}^2 * \text{depth}) / 8$ 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