



Ministry of Forests, Lands
and Natural Resource Operations

Amending an FSP in the FSP Tracking System (FSPTS)

November 2013



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Detailed User Guides are available:

- Amending an Approved FSP User Guide:
http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/user_guides/Amending_an_FSP.pdf



How to submit an FSP amendment

- 2 ways to submit:
 - ✓ through Electronic Submission Framework (ESF)
- OR
- ✓ through FSPTS



ESF Submission

- Create and attach XML/GML file containing:
 - ✓ Amendment information (e.g. FDU boundaries, section 196 and declared areas, stocking standards)
- Attach FSP legal document , amendment description and other documents
- Submit through ESF <http://www.for.gov.bc.ca/his/esf/>
 - ✓ Not requiring approval – status changes to “in effect”
 - ✓ Requiring approval – status changes to “submitted”

Amend an FSP using FSPTS

- Search for approved FSP
- Request to “Amend FSP” (Information screen)
- Complete Amendment Description (Information screen)
- Attach amended documents (Attachments screen)
- Submit to MoFLNRO (Information screen)
 - ✓ If amendment required approval, status changes to “submitted”
 - ✓ If amendment did not require approval, status changes to “in effect”



Business Rules

- Description of amendment must include whether the amendment requires approval or not
- Any amendment that changes stocking standards or FDU boundaries, requires approval
- Attachments must include a document in the Legal Document section (Attachments screen)
- Amendments to FDU boundaries and/or stocking standards must have attachments in the appropriate section on the Attachments screen



How to review an amendment

- Identify FSP using InBox or Search menu
- View FSP including legal document; Map of FDU boundaries; Map of Section 196 and declared areas; stocking standards; supporting documentation
- Use Workflow Screen to track progress
- Reviewer can mark ready for DDM decision
- DDM can request clarification (reverts back to “draft” or provide OTBH)
- DDM attaches decision document (Attachments screen)
- DDM to mark as approved or rejected (Workflow screen)



Business Rules – Review & Approval

- Email is sent to MoFLNRO mail list when FSP, amendment or extension is submitted
- Email is sent to FSP Submitter when:
 - The FSP, amendment or extension is approved
 - The FSP, amendment or extension is rejected
 - The DDM provides an Opportunity to be Heard (OTBH)
 - The DDM requests clarification
- History button (next to Go button on every screen) contains audit trail of major activities in the submission process