



Submission Process

This quick reference card contains a listing of the procedures to follow in updating spatial information in an FSP, or amendment, that has been submitted to the FSP Tracking System. This card does not include information for submitting or updating other types of information such as stocking standards, supporting documents, etc. Information for submitting information other than spatial information can be found in the “Submitting an FSP User Guide” or “Amending an Approved FSP User Guide” available on the FSP Tracking System website at: <http://www.for.gov.bc.ca/his/fsp/userGuides/>.

The procedures listed below use the eziLink application to create an XML/GML file containing the necessary information for submission through the Electronic Submission Framework (ESF) to the FSP Tracking System.

The following procedures start with the eziLink application and continue until the XML/GML file is created. Information on submitting the XML/GML file can be found in the “Submitting an FSP User Guide” or “Amending an Approved FSP User Guide” available on the FSP Tracking System website at: <http://www.for.gov.bc.ca/his/fsp/userGuides/>. NOTE: To submit the XML/GML file, the submitter will need an access role of “submitter” for the client corresponding to the FSP. Contact Grant Neville at: Grant.Neville@gov.bc.ca to obtain this access.

This quick reference card references a supporting document titled the “District Checklist (update spatial information)”. This District Checklist should be completed by the personnel reviewing the FSP, or amendment, and provided to the Geomatics staff who are loading the spatial information. All the information the Geomatics staff will need to complete the spatial submission is contained in the District Checklist and this quick reference card.

Submitting Spatial Information to the FSP Tracking System

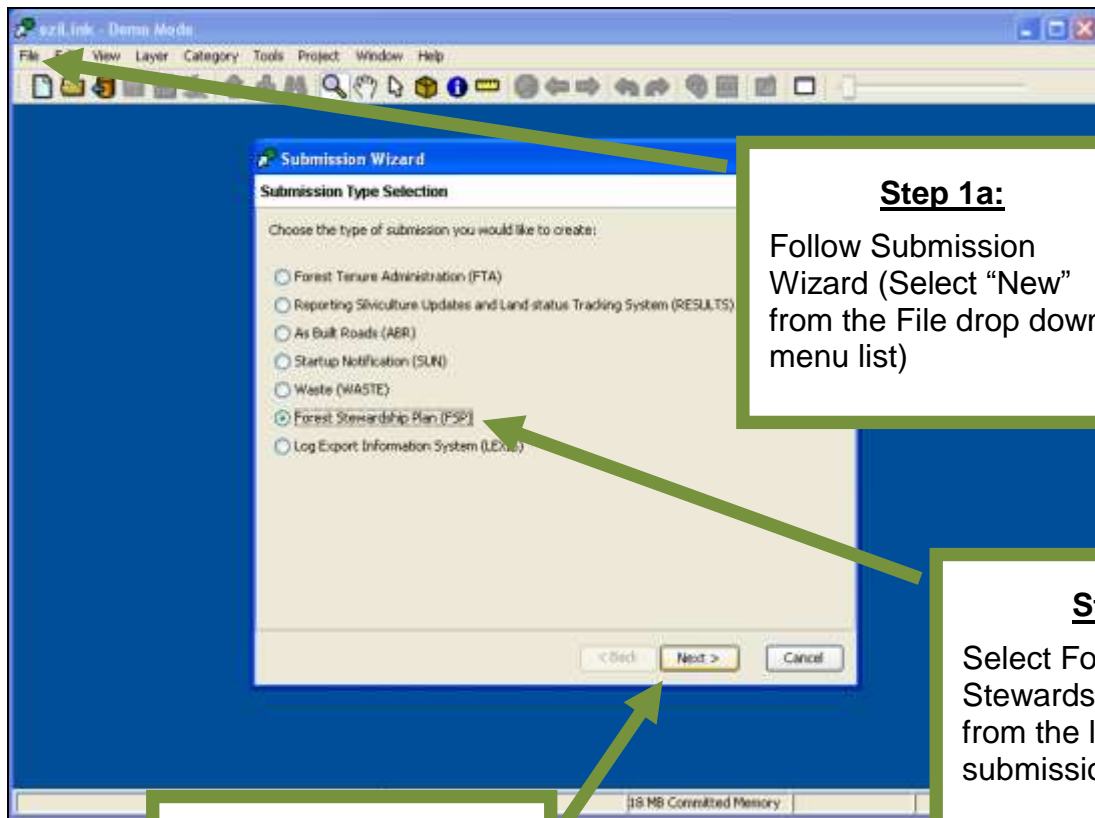
The table below lists the access roles and corresponding functionality within the FSP Tracking System for submitting spatial information in a range of statuses from “draft” to “approved”. NOTE: this quick reference card only provides procedures for updating FSPs and amendments with a status of “submitted”.

Status of FSP or Amendment	BCeID (submitter)	IDIR (submitter)	IDIR (administrator)
Draft	<ul style="list-style-type: none"> • “Insert” will add spatial • “Update” will replace spatial 	<ul style="list-style-type: none"> • “Insert” will add spatial • “Update” will replace spatial 	<ul style="list-style-type: none"> • “Insert” will add spatial • “Update” will replace spatial
Submitted	<ul style="list-style-type: none"> • No changes permitted 	<ul style="list-style-type: none"> • “Update” will replace spatial 	<ul style="list-style-type: none"> • “Update” will replace spatial

Updating Spatial Information to Submitted FSPs



Status of FSP or Amendment	BCeID (submitter)	IDIR (submitter)	IDIR (administrator)
Approved	<ul style="list-style-type: none"> No changes permitted 	<ul style="list-style-type: none"> “Update” will replace spatial 	<ul style="list-style-type: none"> “Update” will replace spatial

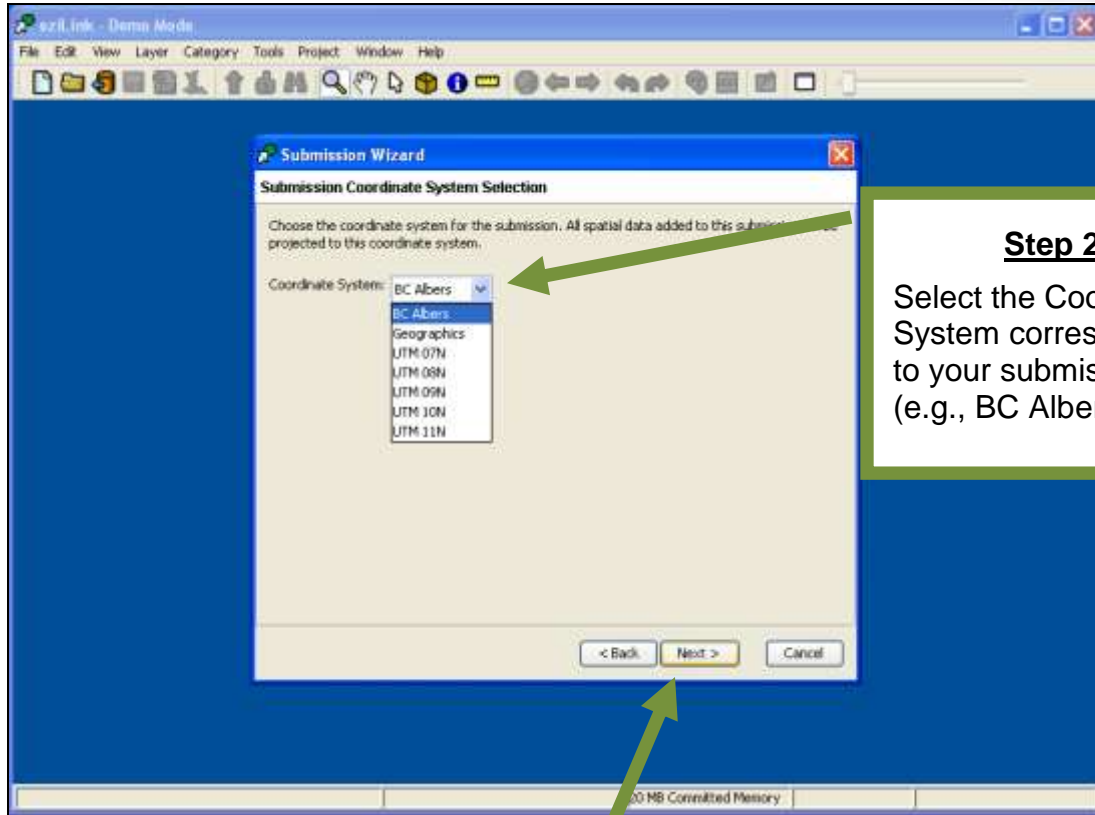


Step 1a:
Follow Submission Wizard (Select “New” from the File drop down menu list)

Step 1b:
Select Forest Stewardship Plan (FSP) from the list of submission types

Step 1c:
Press “Next >” button to continue

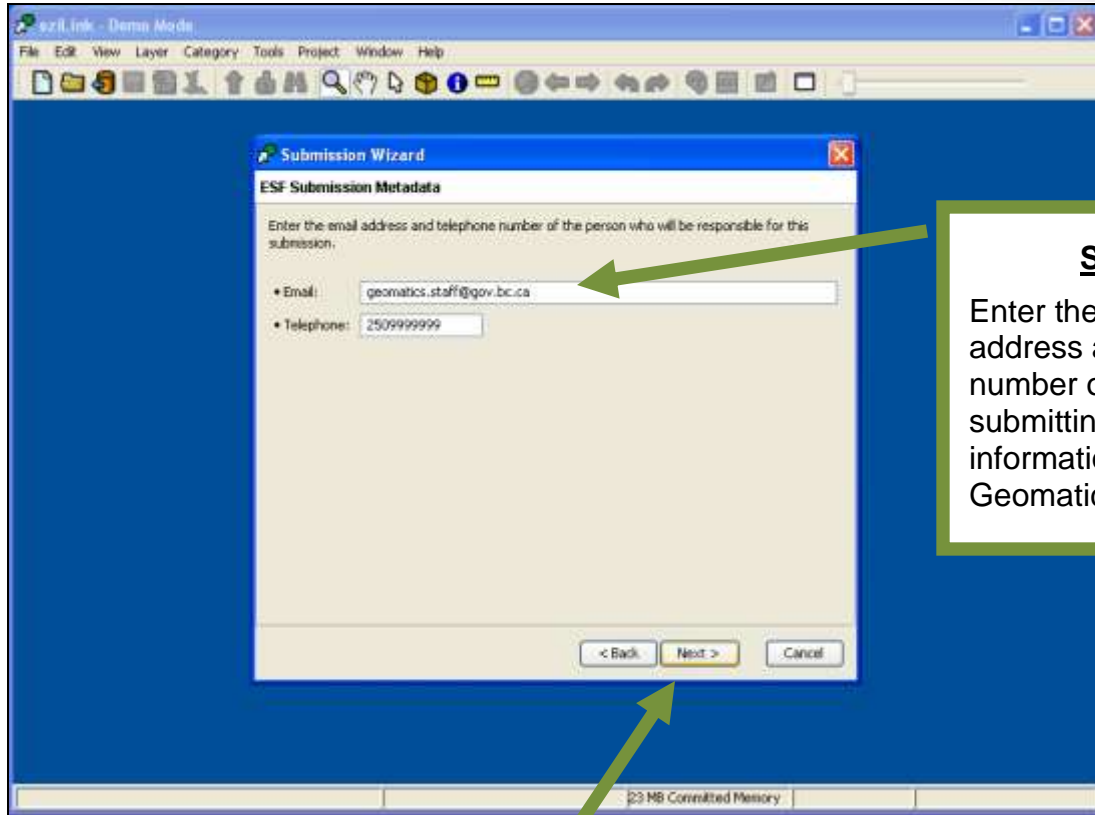
Updating Spatial Information to Submitted FSPs



Step 2a:
Select the Coordinate System corresponding to your submission (e.g., BC Albers)

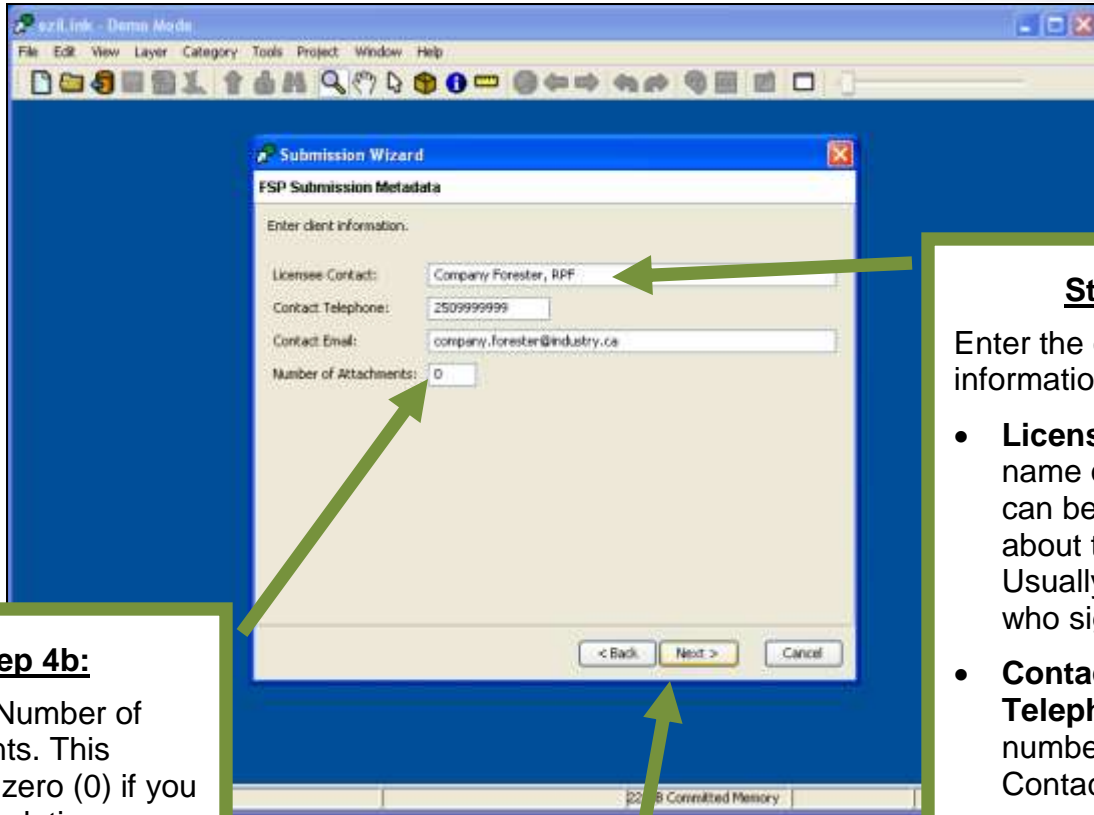
Step 2b:
Press "Next >" button to continue

Updating Spatial Information to Submitted FSPs



Step 3a:
Enter the e-mail address and telephone number of the person submitting the spatial information (e.g., Geomatics personnel).

Step 3b:
Press "Next >" button to continue

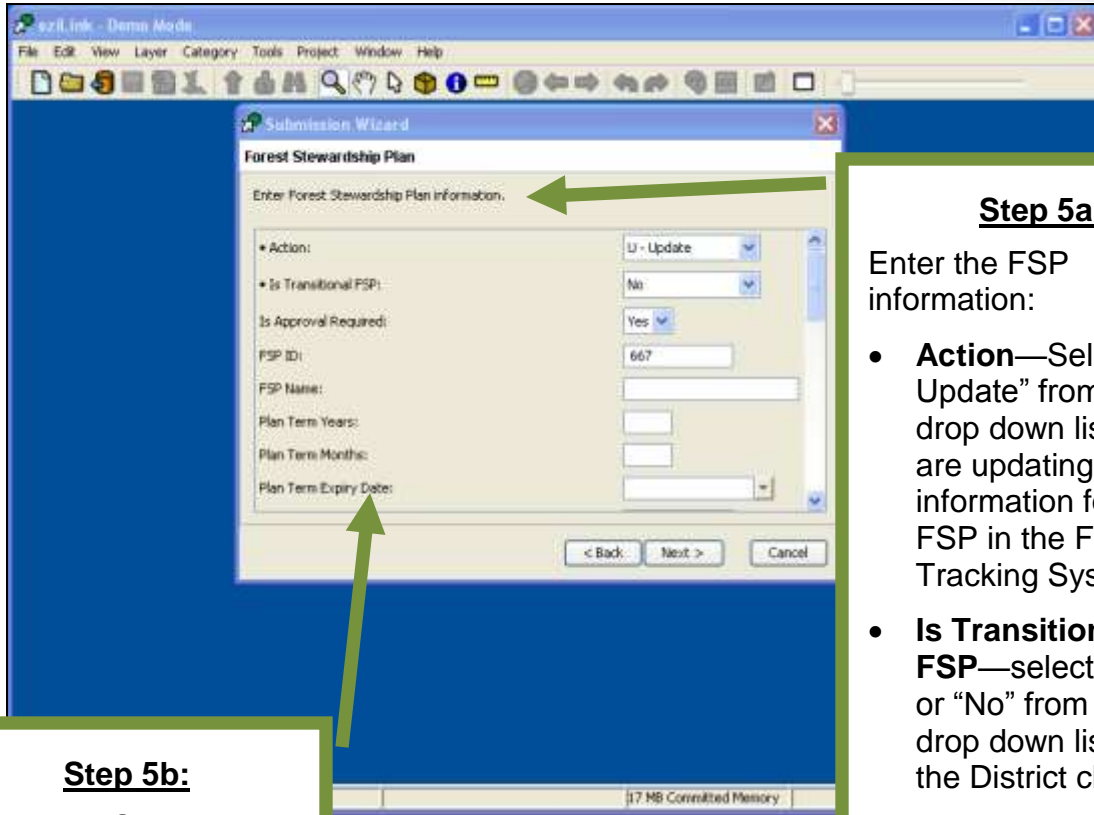


Step 4b:
Enter the Number of Attachments. This should be zero (0) if you are only updating spatial information for an FSP or amendment already in the FSP Tracking System.

Step 4c:
Press “Next >” button to continue

Step 4a:
Enter the client information:

- **Licensee Contact**—name of person who can be contacted about the FSP. Usually the person who signs the FSP
- **Contact Telephone**—phone number for Licensee Contact
- **Contact Email**—email address of the Licensee Contact



Step 5a:

Enter the FSP information:

- **Action**—Select “U-Update” from the drop down list (If you are updating spatial information for an FSP in the FSP Tracking System)
- **Is Transitional FSP**—select “Yes” or “No” from the drop down list as per the District checklist
- **Is Approval Required**— select “Yes” or “No” from the drop down list as per the District checklist
- **FSP ID**—enter the unique identifier for the FSP as defined in the FSP Tracking System (from the District checklist)
- **FSP Name**—leave blank

Step 5b:

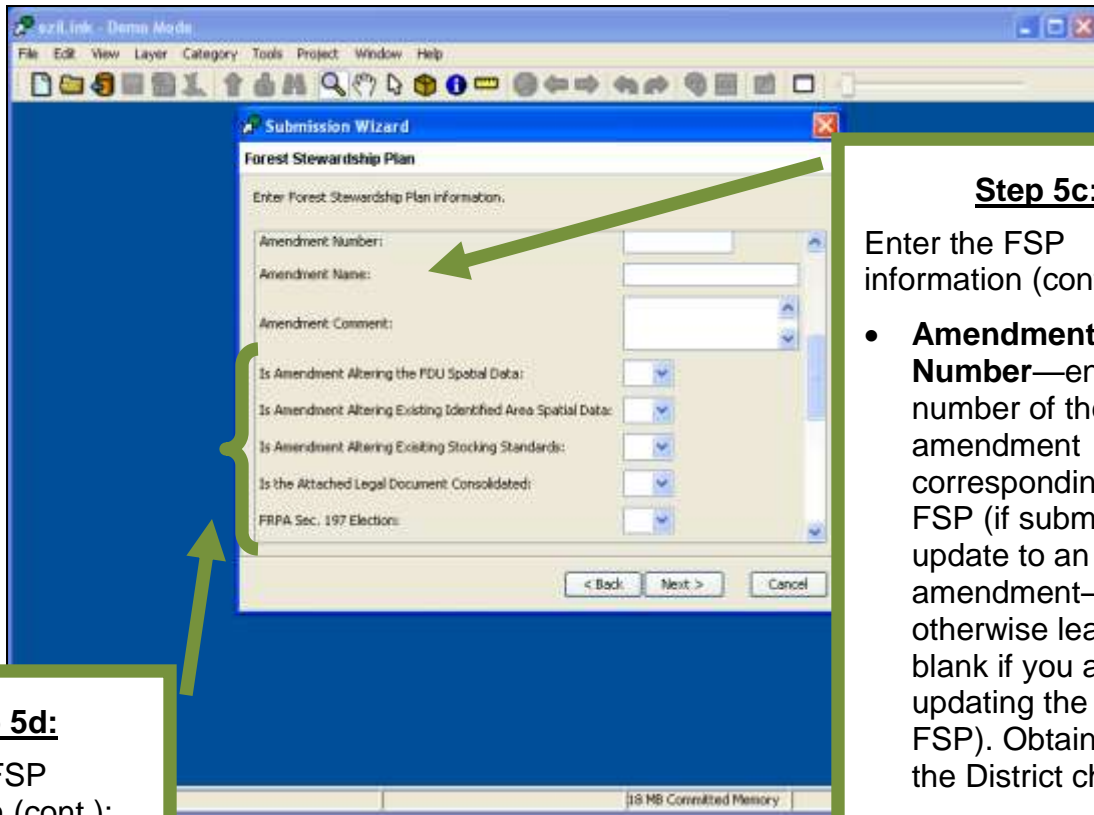
Enter the FSP information (cont.):

- **Plan Term Years**—Leave blank
- **Plan Term Months**—Leave blank
- **Plan Term Expiry Date**—Leave blank

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Step 5d:

Enter the FSP information (cont.):

- **Leave all questions blank**
- **FRPA Sec. 197 Election:**—
Leave blank

Step 5c:

Enter the FSP information (cont.):

- **Amendment Number**—enter the number of the amendment corresponding to the FSP (if submitting an update to an amendment—otherwise leave blank if you are updating the original FSP). Obtain from the District checklist.
- **Amendment Name**—Leave blank
- **Amendment Comment**—Leave blank

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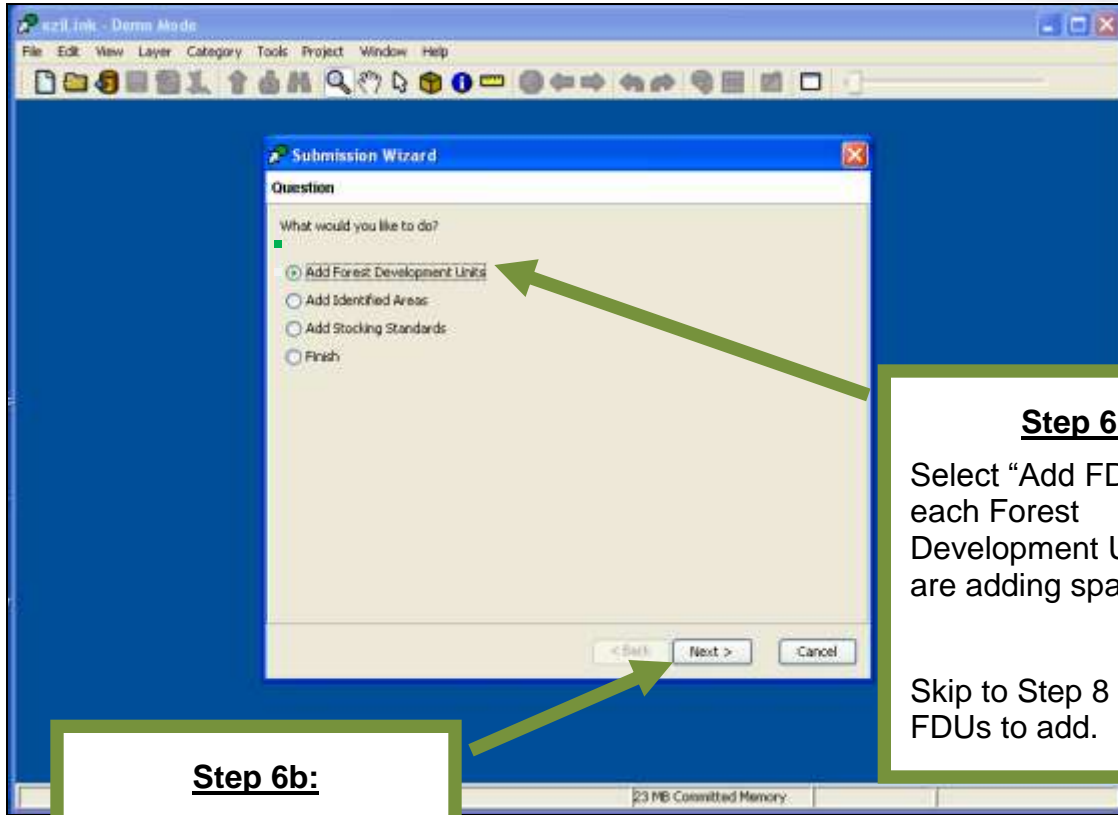
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Step 5e:
Enter the FSP information (cont.):

- **Administrative District Codes**—Leave blank
- **Plan Holder Client Numbers**—Leave blank
- **Ministry Default Stocking Standards IDs**—Leave blank

Step 5f:
Press “Next >” button to continue

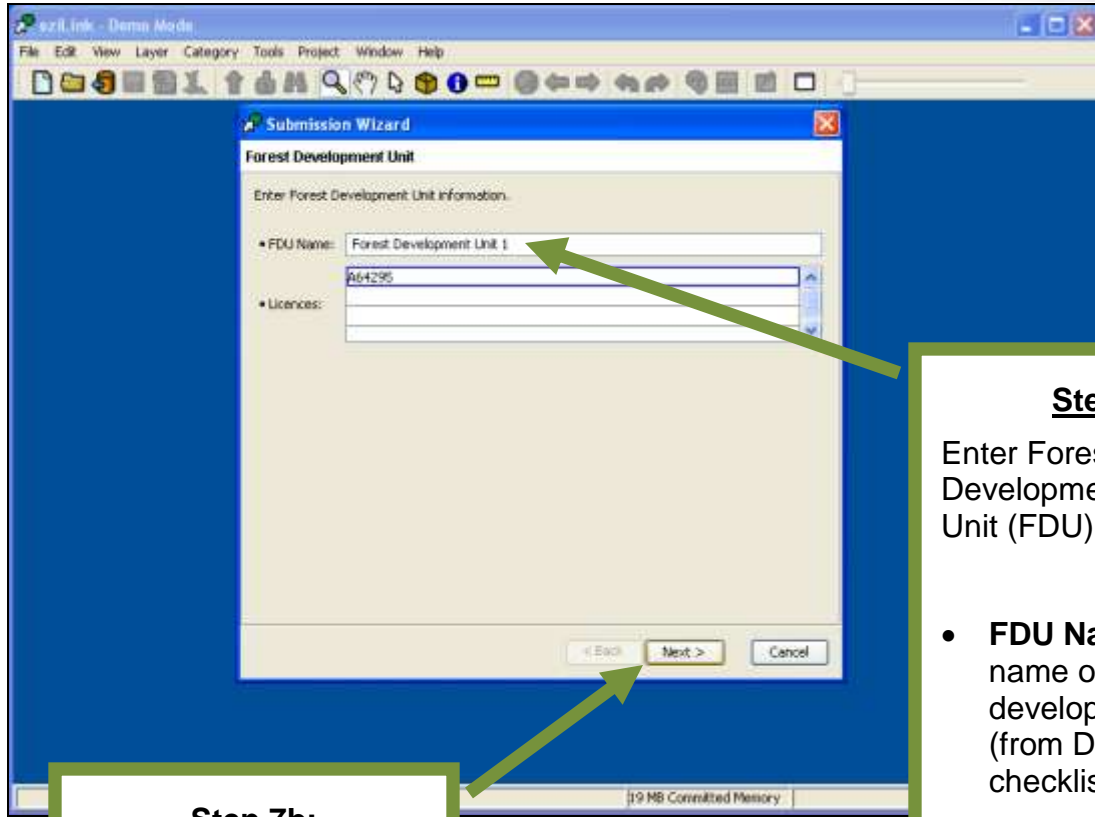
Updating Spatial Information to Submitted FSPs



Step 6b:
Press "Next >" button to continue

Step 6a:
Select "Add FDUs" for each Forest Development Unit you are adding spatial for.

Skip to Step 8 if no FDUs to add.



Step 7a:

Enter Forest Development Unit (FDU) information.

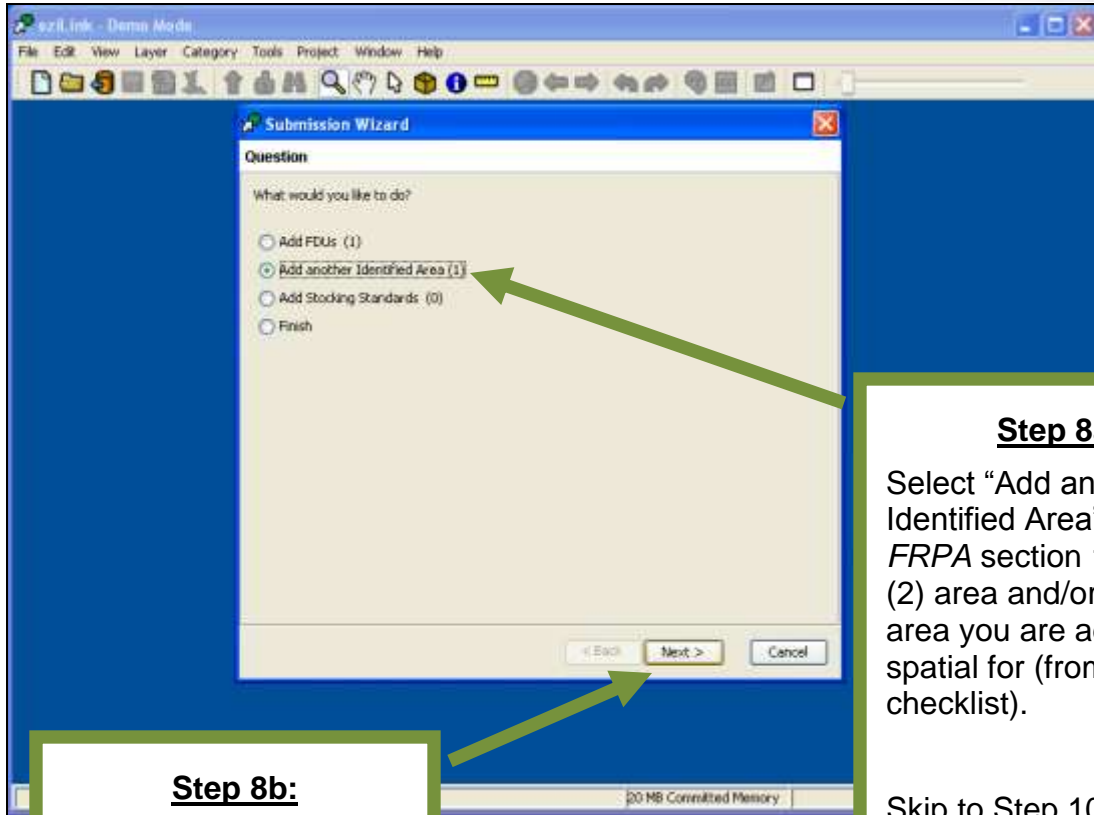
- **FDU Name**—Enter name of forest development unit (from District checklist)
- **Licences**—Enter all the forest licences corresponding to the forest development unit (from District checklist)

Step 7b:

Press “Next >” button to continue.

Repeat steps 6 and 7 for each FDU (from District checklist)

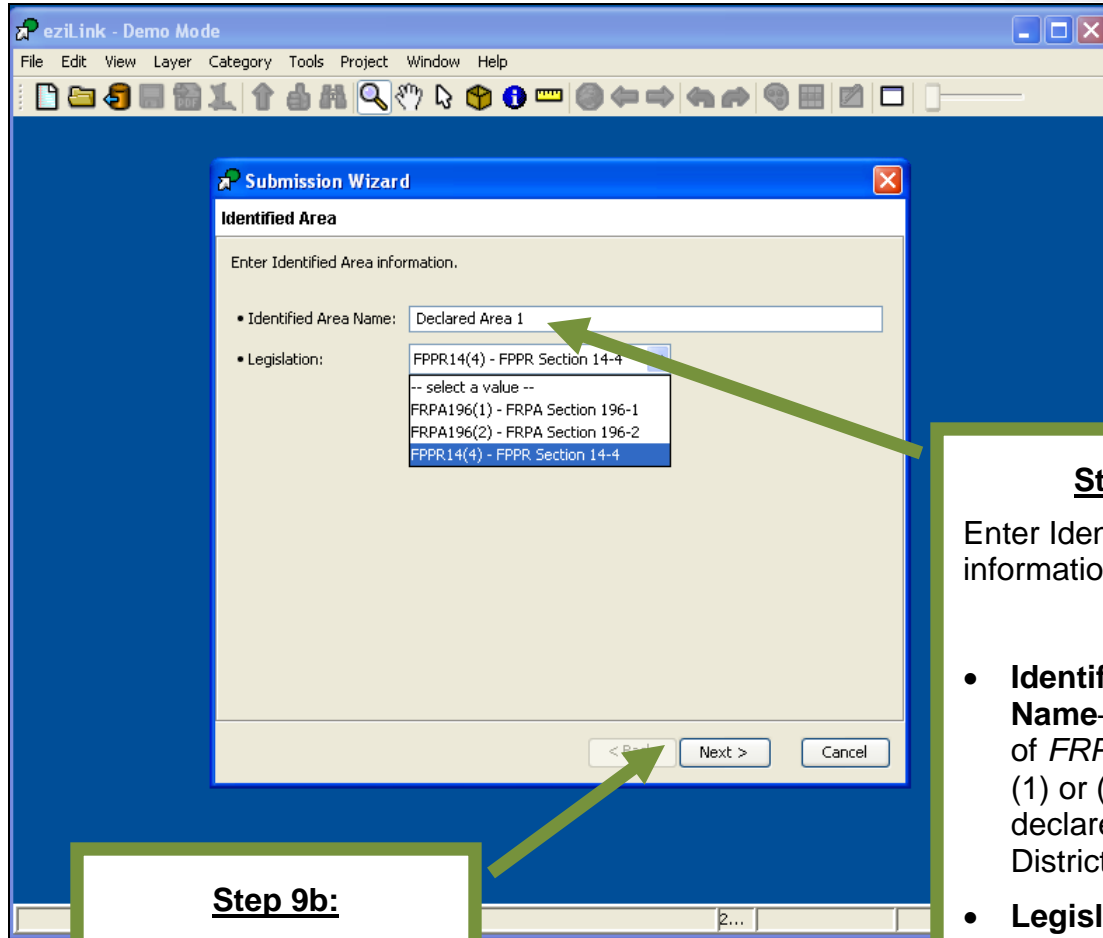
Updating Spatial Information to Submitted FSPs



Step 8a:
Select "Add another Identified Area" for each *FRPA* section 196 (1) or (2) area and/or declared area you are adding spatial for (from District checklist).

Skip to Step 10 if no Identified Areas to add.

Step 8b:
Press "Next >" button to continue



Step 9a:

Enter Identified Area information.

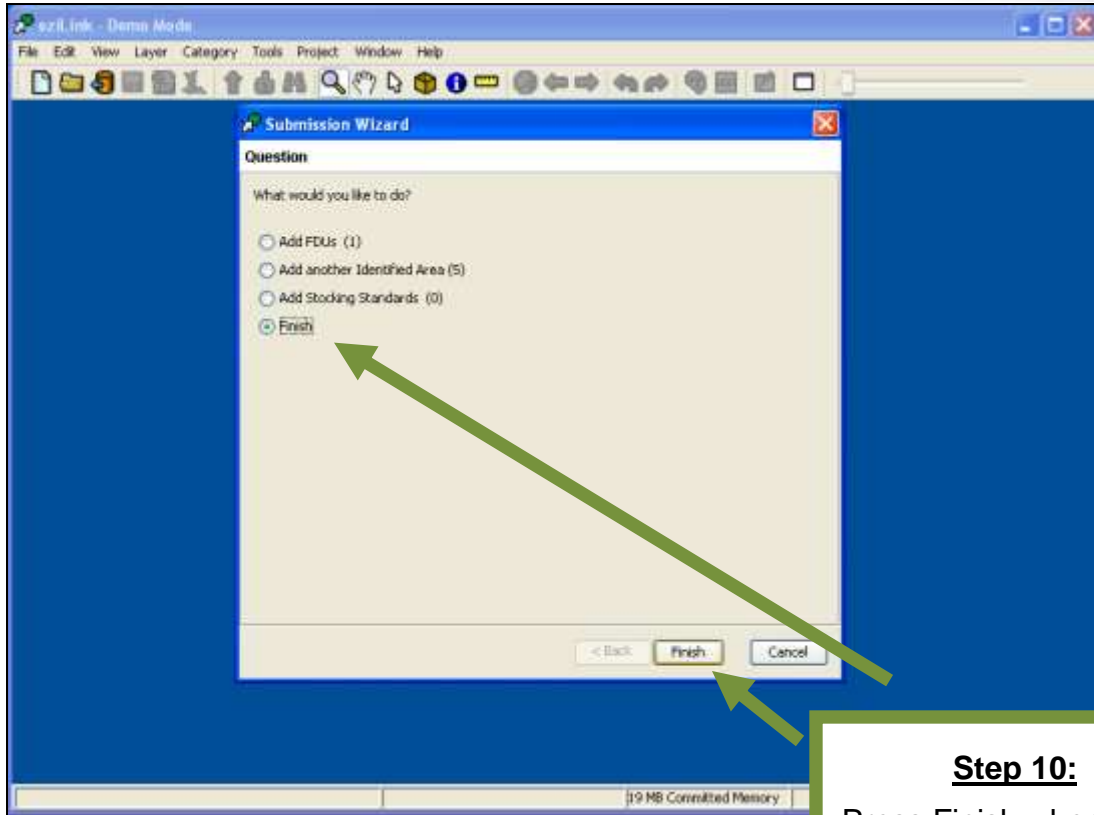
- **Identified Area Name**—Enter name of *FRPA* section 196 (1) or (2) area or declared area (from District checklist)
- **Legislation**—Select the appropriate legislation from the drop down list (from District checklist)

Step 9b:

Press “Next >” button to continue.

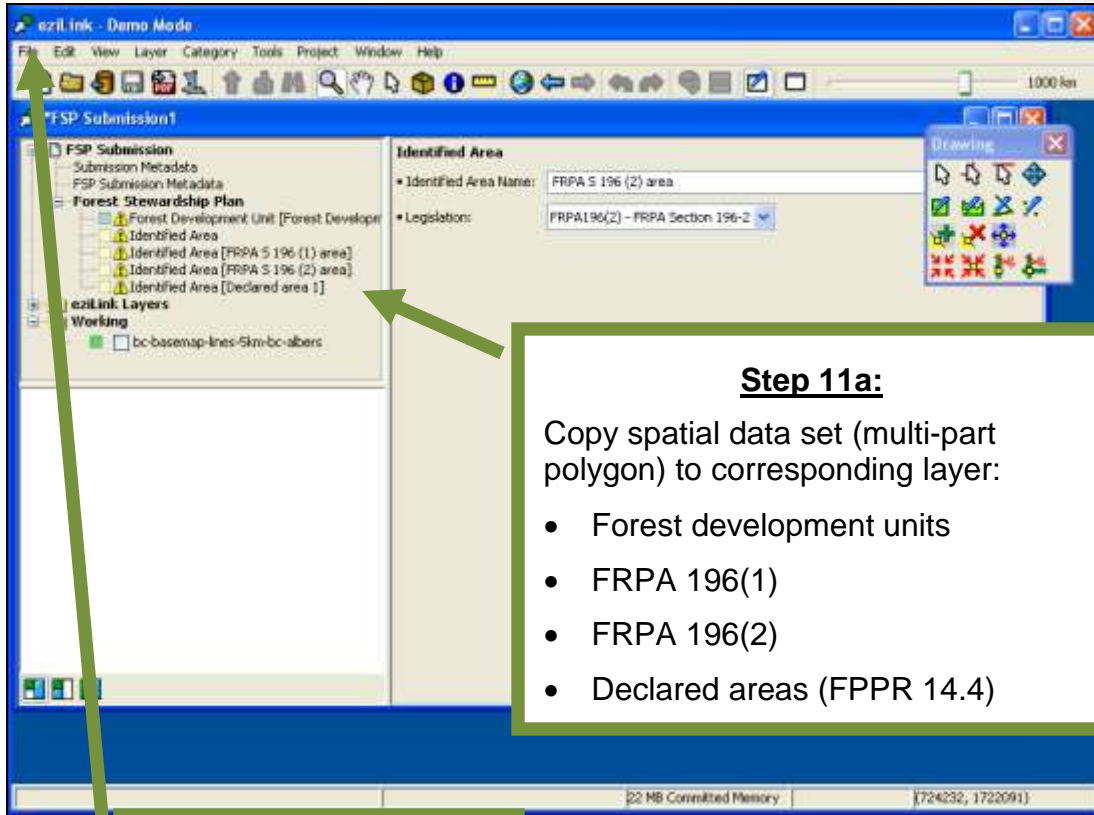
Repeat steps 8 and 9 for each Identified Area—*FRPA* section 196 (1) and (2) area and/or declared area (from District checklist)

Updating Spatial Information to Submitted FSPs



Step 10:
Press Finish when done.

Updating Spatial Information to Submitted FSPs



Step 11a:
Copy spatial data set (multi-part polygon) to corresponding layer:

- Forest development units
- FRPA 196(1)
- FRPA 196(2)
- Declared areas (FPPR 14.4)

Step 11b:
Save submission when done and submit to the Electronic Submission Framework (ESF)