

Ministry of Forests, Lands and Natural Resource Operations

# Replacing an Approved FSP

## User Guide

FSP Tracking System

*Release 1.5  
March, 2016*

---

## **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](mailto:NRS.ServiceDesk@gov.bc.ca).

| <b>Version</b> | <b>Date of Issue</b> | <b>Brief Description of Change</b> |
|----------------|----------------------|------------------------------------|
| 1.0            | March 22, 2016       | Original interim guidance.         |
|                |                      |                                    |
|                |                      |                                    |
|                |                      |                                    |
|                |                      |                                    |

**Table of Contents**

---

Document Change Control ..... i  
Table of Contents ..... ii  
Replacing an Approved FSP in the FSP Tracking System ..... 1  
    1.1 Amending an Approved FSP ..... 1  
    1.2 Extending an Approved FSP ..... 2  
    1.3 Reviewing and Adjudicating an FSP ..... 3

# Replacing an Approved FSP User Guide

---

## Replacing an Approved FSP in the FSP Tracking System

This guide provides interim guidance that is expected to be replaced in late 2016 when the FSP Tracker Website and ESF business agent will be updated. These updates will incorporate new functionality to better manage the replacement of approved FSPs. In the meantime, replacing an approved FSP in the FSP Tracking System will be completed using existing functionality in the following three steps:

- 1) Amending an Approved FSP<sup>1</sup>
- 2) Extending an Approved FSP<sup>2</sup>
- 3) Reviewing and Adjudicating an FSP<sup>3</sup>

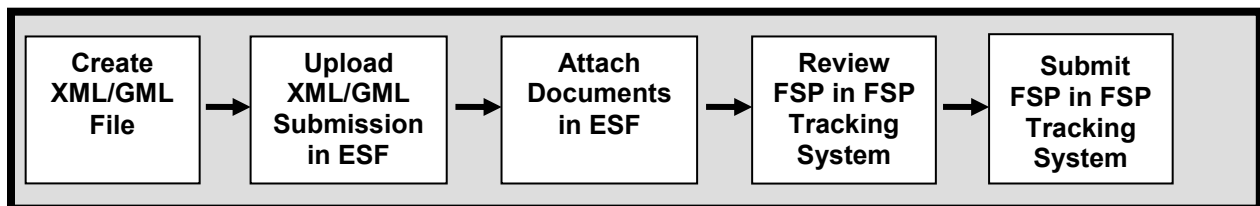
This guide is a supplement to the FSP Tracker User Guides identified in the bullets above. The guides are available in the FSP Tracking System Training Resource Center<sup>4</sup> along with additional general overview information and self-study activities.

### 1.1 Amending an Approved FSP

The first step to replacing an approved FSP using existing FSP Tracker functionality is to develop and submit an amendment. This amendment will essentially overwrite the current plan with a new ‘replacement’ plan. The amendment can be submitted 2 ways:

#### ***Electronic Submission Framework (ESF)***

The ESF submission process involves five steps as illustrated in the following diagram:



These steps are described in detail in the Amending an Approved FSP User Guide<sup>1</sup> sections 1.5-1.10. The following elements contradict Section 1.8 of the user guide and are required elements in an FSP replacement:

- Approval required indicator “Yes” (even if there are no changes)
- Amendment comment (describing the replacement plan)
- Attachments:
  - i. A complete FSP legal document
  - ii. Amendment description (describing the replacement plan)

---

<sup>1</sup> Amending an Approved FSP - [https://www.for.gov.bc.ca/ftp/his/external!/publish/fsp/userguides/Amending\\_an\\_FSP.pdf](https://www.for.gov.bc.ca/ftp/his/external!/publish/fsp/userguides/Amending_an_FSP.pdf)

<sup>2</sup> Extending an Approved FSP - <https://www.for.gov.bc.ca/ftp/his/external!/publish/fsp/userguides/Extending-FSP.pdf>

<sup>3</sup> Reviewing and Adjudicating an FSP -

[https://www.for.gov.bc.ca/ftp/his/external!/publish/fsp/userguides/Review\\_and\\_Adjudicate\\_an\\_FSP.pdf](https://www.for.gov.bc.ca/ftp/his/external!/publish/fsp/userguides/Review_and_Adjudicate_an_FSP.pdf)

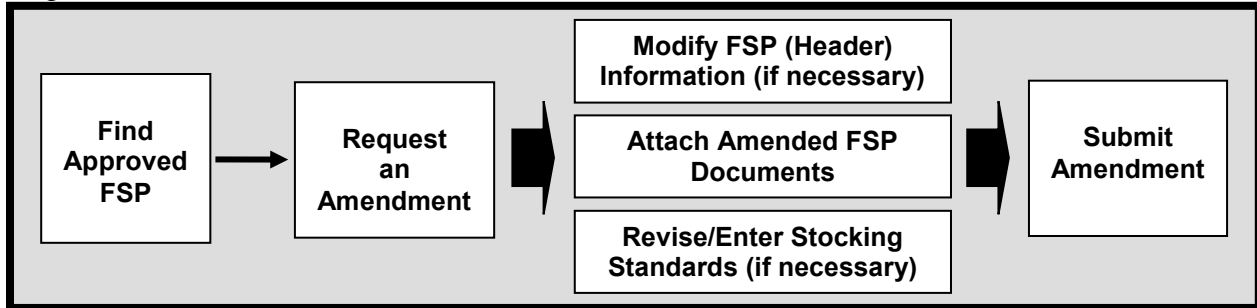
<sup>4</sup> FSP Tracking System Training Resource Center - <https://www.for.gov.bc.ca/his/fsp/training.htm>

# Replacing an Approved FSP User Guide

---

## *FSP Tracker Website*

The FSP Tracker website submission process involves six steps as illustrated in the following diagram:



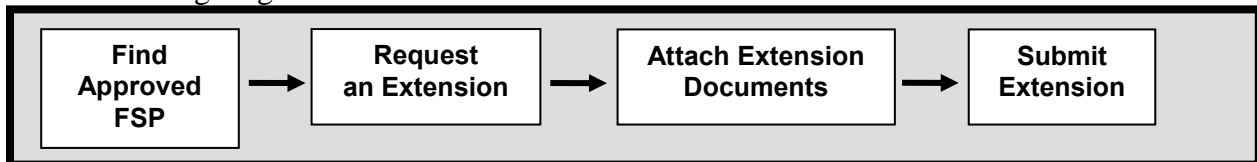
These steps are described in detail in the Amending an Approved FSP User Guide<sup>1</sup> sections 1.11-1.15. The following elements contradict Section 1.14 of the user guide and are required elements in an FSP replacement:

- Approval required indicator “Yes” (even if there are no changes)
- Attachments:
  - i. A complete FSP legal document
  - ii. Amendment description (describing the replacement plan)

## 1.2 Extending an Approved FSP

The second step to replacing an approved FSP using existing FSP Tracker functionality is to develop and submit an extension. This step is required to update the FSP expiry date which can't be done using the existing amendment functionality in step one.

The process for submitting extension requests to approved FSPs can only be done on the FSP Tracker website. The FSP Tracker website submission process involves four steps as illustrated in the following diagram:



These steps are described in detail in the Amending an Approved FSP User Guide<sup>2</sup> sections 2.1-2.5. The following elements contradict Section 2.4 of the user guide and are required elements in an FSP replacement:

- Comment (Identify this as a “Replacement request”).
- Attachments:
  - i. A description of the replacement plan (a complete FSP legal document is not required)

# Replacing an Approved FSP User Guide

---

## 1.3 Reviewing and Adjudicating an FSP

All of the general adjudication guidelines outlined in section 1.4.3 of the Reviewing and Adjudicating an FSP User Guide<sup>3</sup> are the same for an FSP replacement as they are for an FSP amendment and extension.