

Ministry of Forests, Lands and Natural Resource Operations

Reviewing & Adjudicating an 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
1.0-1.1	October 12, 2007	Original document.
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, 2011	Enhance the user guide for consistency with Release 1.5 of the FSP Tracking System. Changes made throughout the user guide.

Table of Contents

Document Change Control	2
Table of Contents.....	3
Reviewing and Adjudicating an FSP via the FSP Tracking System	4
1.1 When is the FSP reviewed and approved?.....	4
1.2 User access roles.....	4
1.3 Reviewing an FSP.....	6
1.3.1 Overview.....	6
1.3.2 Business rules.....	7
1.3.3 General review guidelines.....	7
1.3.4 Innovative FSPs	10
1.4 Adjudicating an FSP	11
1.4.1 Overview.....	11
1.4.2 Business rules.....	12
1.4.3 General adjudication guidelines.....	12
1.5 Reviewing and adjudicating stocking standards	16
1.5.1 Stocking standards must be approved by the DDM.....	16
1.5.2 Stocking standards for use in the RESULTS application	16
1.5.3 Expiry dates for stocking standards	17
1.5.4 Data fix for stocking standards incorrectly entered into RESULTS.....	18
1.6 Reviewing and adjudicating FDU boundaries	19
1.6.1 FDU boundaries in the FSP legal document.....	19
1.6.2 FDU boundaries in the LRDW	19
1.7 Additional Information	21
1.7.1 Reviewing amendments submitted without approval.....	21
1.7.2 Transitional FSPs	21
1.7.3 Setting up a District notification list	21
Appendix A: Definitions and Acronyms	23

Reviewing and Adjudicating an FSP via the FSP Tracking System

This user guide describes the responsibilities, processes and data standards for using the FSP Tracking System to support the review and adjudication process for FSPs. 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).

1.1 When is the FSP reviewed and approved?

When licensees/BCTS submit their FSP, or amendment requiring approval, the FSP Tracking System will automatically place the FSP in the InBox of the MFLNRO user(s) with user roles of “FSP reviewer” and “FSP decision maker”. Districts can also setup an email notification list in the FSP Tracking System to automatically send them an email when an FSP or amendment is submitted.

The FSP Tracking System provides the flexibility to match each district’s business process and workflows for reviewing and adjudicating an FSP. Each district will determine who and how the review process will work for their location. More information on establishing the district business process for reviewing the FSP can be found in Section 5.0 of Volume I of the AGFSP (Reviewing and Approving proposed FSPs).

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. Information and advice on reviewing and approving multi-district FSPs can be found in Section 5.7 of Volume I of the AGFSP (What are considerations for reviewing Multi-district FSPs?). If the licensee/BCTS submits a paper copy of a multi-district amendment, the district that took the lead in approving the multi-district FSP should enter the amendment into the FSP Tracking System on behalf of the licensee.

The FSP Tracking System is the only provincial system that supports the MFLNRO’s review and approval process for FSPs. This cannot be done through the Electronic Submission Framework (ESF).

1.2 User access roles

MFLNRO district personnel who wish to review FSPs through the FSP Tracking System will need to have an access role of “FSP Reviewer”. This access role will enable reviewers to:

- search for submitted FSPs, and amendments and extension requests requiring approval, through the InBox or Search menu;
- view an FSP, amendment or extension requests requiring approval, through the FSP Tracking System—including header information, documents, stocking standards and spatial

information such as Forest Development Unit (FDU) boundaries, declared areas and/or any *FRPA* Section 196 areas;

- track progress through the review process on the Workflow tab; and
- search and view approved FSPs via the Search menu.

DDMs who wish to mark the FSP as approved or rejected in the FSP Tracking System will need an access role of “FSP Decision Maker”. This access role will enable decision makers to:

- search for submitted FSPs, amendments and extension requests requiring approval, through the InBox or Search menu;
- view an FSP, amendment or extension request requiring approval, through the FSP Tracking System—including header information, documents, stocking standards and any spatial information such as FDU boundaries, declared areas and *FRPA* Section 196 areas;
- grant the licensee/BCTS an Opportunity To Be Heard (OTBH);
- “request clarification” on the FSP which turns the status back to “draft” and enables licensees/BCTS to make changes to the plan before re-submitting;
- mark the FSP, amendment or extension request as “approved” or “rejected”;
- attach the decision letter and any other documentation for storage with the FSP in the FSP Tracking System on the Attachments tab; and
- search and view approved FSPs via the Search menu.

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

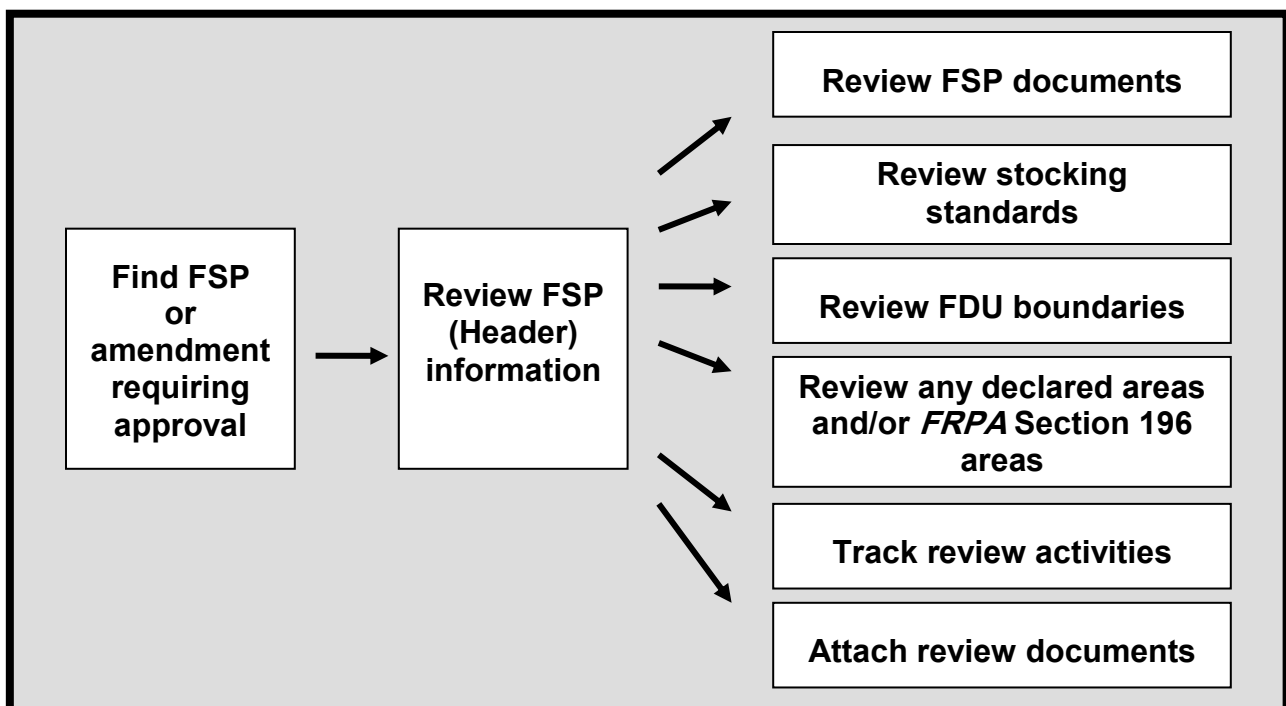
Access roles can be requested from the FSP website at <http://www.for.gov.bc.ca/his/fsp/>.

1.3 Reviewing an FSP

1.3.1 Overview

The FSP Tracking System supports district personnel in reviewing FSPs, amendments and extension requests submitted electronically as well as tracking their workflow activities (optional).

The FSP review process involves the steps illustrated in the following diagram and described below.



Users with an access role of “FSP reviewer” can go to their InBox to find FSPs and amendments to review. They can also use the Search menu to find FSPs, and amendments requiring approval, to review. More details on approving FSP extension requests can be found in the Extending an Approved FSP User Guide.

Once found, the reviewer can use the FSP Tracking System to view the FSP including attachments, stocking standards and spatial information such as Forest Development Unit (FDU) boundaries, declared areas and/or any *FRPA* Section 196 areas identified. The reviewer cannot change any of the information submitted by the licensee/BCTS but can capture information on the review process through the Workflow tab—specifically, checking the activities listed in the Review Details (optional) section of the Workflow tab and/or adding information in the comments field.

Reviewers should use caution when noting information on the review process in the FSP Tracking System. **The information noted and saved with the FSP on the Workflow tab can be viewed by any government user of the FSP Tracking System (i.e., IDIR user) but not licensees/BCTS.** Reviewers should avoid noting any confidential or sensitive information on the Workflow tab.

When the reviewer has completed their activities, they should mark the FSP as “ready for DDM determination” on the Workflow tab. At this point, the district should follow their local business process for invoking the DDM determination activities.

Reviewers will be able to see and view FSPs that are in a draft state—FSPs that licensees/BCTS are in the process of entering into the FSP Tracking System. Reviewers should ignore these draft FSPs as the licensee/BCTS is not expecting these plans to be reviewed until they are formally submitted and visible in the MFLNRO InBox with a status of “submitted”.

1.3.2 Business rules

The following business rules are supported by the FSP Tracking System when MFLNRO district personnel are reviewing an FSP or an amendment requiring approval:

- reviewers can use the workflow tools to track activities and add comments during the review process (optional); and
- reviewers cannot add, change or delete information submitted by the licensee.

1.3.3 General review guidelines

General Review Guidelines	
Find the FSP or Amendment Requiring Approval (InBox menu)	Search for the FSP, or amendment requiring approval, to review using the search tools in the InBox or Search menu. The search tools in the InBox will find an FSP based on the following criteria: <ul style="list-style-type: none"> • Org Unit—searching for FSPs submitted to a district/region. Ensure the appropriate district/region is selected in the drop down list; • FSP ID—finding an FSP based on the unique identifier assigned to each FSP; • FSP Name—searching for an FSP based on the name of the FSP. Wildcards are permitted in the FSP name field; • Status—searching for FSPs that are draft, submitted, rejected or with a status of opportunity to be heard sent; and • 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.

General Review Guidelines	
<p>Review the FSP (Header) Information (FSP Information Tab)</p>	<p>Under this tab, users can view, but not add/change/delete, the header information for the FSP. This information should have been provided by the licensee/BCTS (e.g., mandatory data submission items):</p> <ul style="list-style-type: none"> • District(s); • Agreement holder(s) (client number/acronym); • FSP Name; • FSP Term or FSP Expiry Date; • Amendment Name (optional for amendments); and • Contact information (name, phone, email).
<p>Review FSP Documents (Attachments Tab)</p>	<p>Reviewers can view and print, but not add, change or delete, the attachments submitted by the licensee/BCTS:</p> <ul style="list-style-type: none"> • FSP Legal Document (required document)—this is the FSP to review. It should be complete with signatures of those required to prepare a plan. Reviewers must ensure the document in the system is the submitted version that is being reviewed and approved—not an earlier draft. • Amendment Description (optional)—should be blank if this is the original FSP submission. If this is an amendment requiring approval the licensee/BCTS may have attached a summary of the changes that have been made to the FSP. • Stocking Standards Report (optional)—if present, this report lists the stocking standards that are proposed in the FSP legal document. If blank, then the stocking standards are contained with the FSP legal document itself or on the Stocking Standards tab. More information is available in the Section of this User Guide labeled Section 1.5 “Reviewing and adjudicating stocking standards”. • FDU Map (optional)—if present, this should be a zipped folder of spatial files for the FDU boundaries. When the district has the necessary resources, they can unzip the files and load this information into the LRDW. This should have been discussed between the licensee/BCTS and the District Manager prior to the submission. 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 representative. • Identified Areas – <i>FRPA</i> Section 196(1) (optional)—for any blocks and roads in the approved forest development plan with the assessments complete that are to be included in the FSP. This should be a zipped folder of the corresponding spatial files and follow the same process listed above for FDU boundaries. • Identified Areas – <i>FRPA</i> Section 196(2) (optional)—for any blocks and roads in the approved forest development plan without

General Review Guidelines	
	<p>the assessments complete that are to be included in the FSP. This should be a zipped folder of the corresponding spatial files and follow the same process listed above for FDU boundaries.</p> <ul style="list-style-type: none"> • Identified Areas – FPPR Section 14(4) (optional)—for any areas being declared in the FSP or amendment. This should be a zipped folder of the corresponding spatial files and follow the same process listed above for FDU boundaries. • Supporting documents—containing information submitted by the licensee/BCTS to support their FSP. 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>Review Stocking Standards (Stocking Standards Tab)</p>	<p>See Section 1.5 of this user guide “Reviewing and adjudicating stocking standards”.</p>
<p>Review FDU Boundaries (FDU/Map Tab)</p>	<p>See Section 1.6 of this user guide “Reviewing and adjudicating FDU boundaries”.</p>
<p>Review <i>FRPA</i> Section 196 / Declared Areas (Identified Areas/Map Tab)</p>	<p>Review any <i>FRPA</i> Section 196 areas submitted for consistency with the corresponding blocks and roads in the approved forest development plan.</p> <p>Review any areas declared under section 14(4) of the FPPR. These declared areas must be within the boundaries of a forest development unit within an approved FSP. If the declared area is outside or extends beyond an approved FDU boundary, then the amendment should be rejected or `request clarification` (after an “Opportunity To Be Heard” is offered) as the FDU boundaries or declared areas will need to be amended to be consistent with each other.</p> <p>The link to MapView can be used to display the spatial information of the declared areas and/or the <i>FRPA</i> Section 196 area.</p>
<p>Track Review Activities (Workflow Tab)</p>	<p>Reviewers can use the optional tools in the Workflow tab to track review activities. Several pre-defined workflow activities are available for the user to record activities and add comments</p>

General Review Guidelines	
	<p>associated with those activities (e.g., First Nations review complete on a specific date). An “other” item is included to cover additional workflow activities. These activities are optional and have been provided to assist the reviewer track their activities. They do not have to be completed.</p> <p>When the reviewer has completed their review, they should mark the plan as “ready for DDM determination” on the Workflow tab and then follow local district procedures for informing the DDM that the plan is ready for their determination.</p>

1.3.4 Innovative FSPs

MFLNRO reviewers and decisions makers should be aware of any innovative concepts in the FSP, or amendment, and review the appropriate information. For example, some licensees have submitted innovative stocking standards that contain most of the information and commitments in the supporting rationale. In this scenario, the user must refer to information on the Stocking Standards tab and a document in the Supporting Document section of the Attachments tab in order to review the stocking standards.

1.4 Adjudicating an FSP

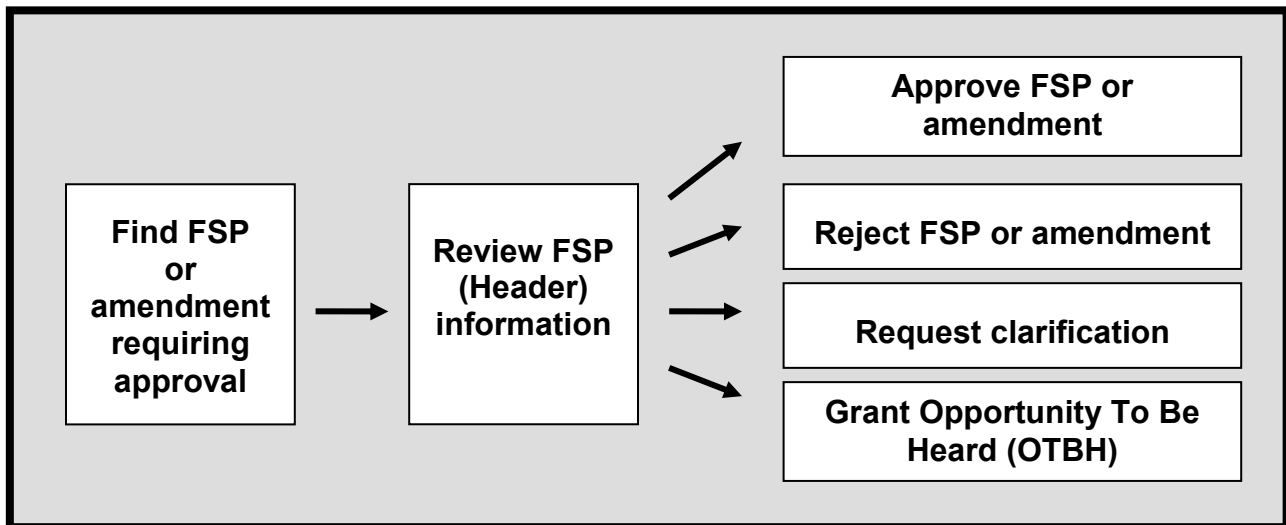
1.4.1 Overview

FSP Decision makers will find the FSPs and amendments requiring approval to adjudicate in their InBox or via the Search menu. Once found, the decision maker can use the FSP Tracking System to view the FSP submission and then approve or reject the FSP or amendment requiring approval. They can also “request clarification” and offer an Opportunity to be Heard (OTBH).

When the review and approval process is complete, the decision maker can attach the decision letter and any supporting documentation on the Attachment tab (e.g., rationale, review checklists). Any information attached in the DDM Decision section of the Attachments tab will be viewable by any user. Information attached in the Supporting Documentation section of the Attachments tab can only be viewed by government users (IDIR users) and the corresponding licensee/BCTS. Comments made on the Workflow tab can only be seen by government users (IDIR users) and not licensees/BCTS.

Once the decision letter is attached, the DDM can mark the FSP, or amendment requiring approval, as approved or rejected in the FSP Tracking System. The system will send an email to the licensee/BCTS contact when the FSP or amendment is marked as approved or rejected.

The FSP adjudication process involves the steps illustrated in the following diagram and described below.



1.4.2 Business rules

The following business rules are supported by the FSP Tracking System when the DDM is making their determination on an FSP or an amendment requiring approval:

- decision makers can attach their determination letter via the Attachments tab under the “DDM Decision” line item. The determination letter must be attached before the plan is marked as approved/rejected. Once the plan is approved/rejected, the system will prevent anyone from adding, changing or deleting information in the FSP or amendment;
- decision makers can also attach documents under the Supporting Documents section of the Attachments tab (e.g., review checklists, rationale). Viewing of documents attached in the Supporting Document section will be restricted to the licensee/BCTS and any government user (IDIR users). Access to documents attached under the DDM Decision section is available to all users of the FSP Tracking System;
- decision makers cannot add, change or delete information submitted by the licensee/BCTS;
- decision makers are the only users who can mark an FSP, or amendment requiring approval, as approved or rejected;
- decision makers are the only users who can “request clarification” and offer an Opportunity To Be Heard (OTBH); and
- the system will automatically send an email to the licensee’s contact person when the FSP or amendment is approved or rejected as well as when a “request clarification” is made and an OTBH offered.

1.4.3 General adjudication guidelines

General Adjudication Guidelines	
Find the FSP or Amendment Requiring Approval (InBox menu)	Search for the FSP to approve/reject using the search tools in the InBox or via the Search menu. The search tools for the InBox are described above in the General Review Guidelines section for reviewing an FSP.
Review the FSP (Header) Information (FSP Information Tab)	Under this tab, the DDM can view, but not add/change/delete, the header information for the FSP (to confirm the correct FSP, or amendment requiring approval, to approve/reject). The information displayed on this tab includes: <ul style="list-style-type: none"> • District(s); • Agreement holder(s) (client number/acronym); • FSP Name; • Amendment Name (optional for amendments); • FSP Term or FSP Expiry Date; and; • Contact information (name, phone, email).

General Adjudication Guidelines	
<p>Approve an FSP or Amendment Requiring Approval</p> <p>(Attachments Tab; Workflow Tab)</p>	<p>Before marking an FSP as approved in the FSP Tracking System, the DDM should ensure that:</p> <ul style="list-style-type: none"> • the FSP legal document that is stored in the system is the same as the FSP being approved (e.g., not an earlier version if a paper based FSP is submitted). This will be the FSP that others will look at when conducting post-FSP approval activities (e.g., C&E planning their inspections). An incorrect version in the system could cause issues with users expecting to view the approved FSP; • stocking standards are completely entered into the application and the same as the stocking standards being approved (e.g., if stocking standards submitted in the FSP legal document and on the Stocking Standards tab). These stocking standards will be made available in the RESULTS application for assignment to FSP openings; • FDU boundaries stored in the LRDW are the same as the boundaries in the FSP being approved. Incorrect FDU boundaries in the LRDW could be an issue with users expecting to view the correct boundaries; • <i>FRPA</i> section 196 areas correspond to blocks and roads under an approved Forest Development Plan; and • declared areas are within the boundaries of an FDU in an approved FSP. <p>Before approving the FSP, or amendment requiring approval, in the application, the decision letter must be attached to the FSP in the FSP Tracking System. This can be done by attaching the decision letter on the Attachments tab under the “DDM Decision” line item. The letter that is attached should be an exact copy of the approval letter containing the signature of the DDM and any rationale. Multiple documents can be attached—for example, the approval letter is separate from the rationale document.</p> <p>Once the decision letter is attached, the FSP can be marked as approved in the “DDM Only” section of the Workflow tab. The DDM can specify the submission, effective and/or decision dates when approving the FSP, or amendment requiring approval. The DDM can also attach a comment before saving. The FSP, or amendment requiring approval, will then have a status of approved. The system will automatically send the licensee/BCTS contact an email with the change in status.</p> <p>At this point, no further changes can be made to the FSP by either the licensee/BCTS or DDM. An amendment is now required to make any</p>

General Adjudication Guidelines	
	<p>changes.</p> <p>NOTE: comments entered on the Workflow tab can be viewed by any government user (i.e., IDIR account).</p>
<p>Rejecting an FSP or Amendment Requiring Approval</p> <p>(Attachments Tab; Workflow Tab)</p>	<p>See NOTE below before rejecting an FSP. The process for rejecting an FSP is the same as approving an FSP described above:</p> <ul style="list-style-type: none"> • ensure the document being rejected is the version in the system, not an earlier draft; • attach the decision letter, with rationale, under the “DDM Decision” on the Attachments tab. The file attached should contain the DDM’s signature and any rationale. Multiple documents can be attached—for example, the rejection letter is separate from the rationale document; • mark the FSP as rejected, with comments, on the Workflow tab in the “DDM only” section. The FSP, or amendment requiring approval, will then have a status of rejected and an email will automatically be sent to the FSP contact. <p>At this point, no further changes can be made to the FSP by either the licensee/BCTS or DDM.</p> <p>NOTE:DDMs should avoid using the `reject` function if the intent is to have the licensee/BCTS make changes to the plan before it is approved. In this situation, the `Request Clarification` is a better option than rejecting an FSP and having the licensee/BCTS submit a new FSP. The `Request Clarification` function sets the plan status back to draft and enables the licensee/BCTS to make changes to the plan, or amendment, and re-submit. FSPs rejected by the DDM cannot be deleted from the FSP Tracking System. FSPs can only be deleted, by the “FSP Submitter” if they are in “draft” status.</p>
<p>Request Clarification</p> <p>(Workflow Tab)</p>	<p>The function of “requesting clarification” sends the FSP, or amendment, back to the licensee/BCTS to enable them to make changes/clarifications and then re-submit for review and approval. When a licensee/BCTS originally submits their FSP, or amendment, they cannot make any further changes as the plan is deemed to be in the Ministry’s possession for review and approval purposes. However, if the licensee/BCTS volunteers to make some changes to their plan after they have submitted it, they can contact the DDM and ask to have the plan sent back to them for changes via the “request clarification” function. This also could happen after an Opportunity to Be Heard is held and the licensee/BCTS would like to make changes to the FSP, or amendment, and resubmit.</p>

General Adjudication Guidelines	
	<p>The “request clarification” function is intended to give decision makers an option, other than rejecting an FSP, to clarify an issue in a submitted FSP. This function is a powerful tool that should be used wisely. The FSP Tracking System was not designed as a tool to support an iterative development approach to the FSP (e.g., sending draft versions back and forth between licensees/BCTS and government). The FSP should be in its final form when it is submitted for review and approval—and the use of the request clarification function should be the exception rather than the norm.</p> <p>To “request clarification”, the decision maker should mark the corresponding check box in the “DDM Only” section of the Workflow tab. Comments can be added and saved as well. The system will automatically send an email to the FSP contact notifying them of the change in status. A phone call to the FSP contact may also be warranted to inform them that the plan has been “sent back” to them for their changes and re-submission.</p> <p>Once the DDM has requested clarification, the MFLNRO cannot add or change comments in the plan. The plan is now in draft status and should not be reviewed any further until the licensee/BCTS re-submits. MFLNRO reviewers and decision makers will need to review the entire plan when the licensee/BCTS re-submits to identify the areas that have changed.</p>
<p>Grant an Opportunity to Be Heard (OTBH) (Workflow Tab)</p>	<p>The DDM can offer the licensee/BCTS an Opportunity To Be Heard (OTBH) before approving or rejecting the FSP, or amendment. This can be recorded in the OTBH Details section of the Workflow Tab. When an OTBH is offered, the status changes to “Opportunity to Be Heard Sent” and no changes are permitted to the plan, or amendment, by either the licensee/BCTS or the MFLNRO. Once the OTBH has been held (OTBH Heard), this information can be entered in the OTBH Details section of the Workflow tab. At this point, the status of the plan, or amendment, returns to “submitted” and the MFLNRO personnel can continue their review/approval activities within the FSP Tracking System.</p>

1.5 Reviewing and adjudicating stocking standards

Stocking standards must be:

1. submitted with the FSP legal document for review and approval by the DDM; and
2. entered or submitted in a format that can be used in the RESULTS application (e.g., assign to openings).

1.5.1 Stocking standards must be approved by the DDM

These stocking standards can be located within the FSP Tracking System:

1. within the legal FSP document found on the Attachment tab; or
2. as a separate Stocking Standards report (and referenced in the FSP) and found on the Attachment tab; AND
3. submitted or entered into the Stocking Standards tab.

These stocking standards are the version that is adjudicated by the DDM. These stocking standards should be reviewed and adjudicated as part of your district's FSP review process (e.g., review by silviculture personnel).

Stocking standards must be provided on the Stocking Standards tab in order that they are available to the RESULTS application (see section below). As a result, stocking standards may be found in more than one location (e.g., within the FSP legal document and on the Stocking Standards tab). A quality assurance check may be necessary to ensure all versions of the stocking standards are the same. The reviewer should check with the licensee/BCTS if any questions or issues with the stocking standards in more than one location.

1.5.2 Stocking standards for use in the RESULTS application

Individual FSP stocking standards must be submitted or entered into the Stocking Standards tab of the FSP Tracking System. Stocking standards on this tab will be stored in the central database and made available for use in the RESULTS application. Stocking standards not submitted or entered into this tab will not be available to RESULTS.

If stocking standards are submitted as part of the legal FSP document or as a separate Stocking Standards report on the attachments tab, they will need to be submitted or entered to the Stocking Standards tab. The MFLNRO review team will need to conduct a quality assurance review between the stocking standards on the Stocking Standards tab and the stocking standards in the legal FSP document or Stocking Standards report. Both versions of the stocking standards need to be identical (e.g., no data entry errors). Discrepancies between the versions of stocking standards should be addressed with the organization/person who submitted/entered the stocking standards into the Stocking Standards tab.

Stocking standards do not have to be submitted with the initial FSP. The licensee/BCTS can submit this information at a later date. However, the stocking standards must be provided before

the FSP can be marked as approved in the FSP Tracking System. If unclear, the reviewer should contact the licensee/BCTS person listed in the “contact” section of the FSP Information tab to clarify the submission of stocking standards.

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, once the FSP is approved, all stocking standards in the FSP will also be set to “approved” status. The DDM does not need to go into RESULTS and separately “approve” each stocking standard proposed in the FSP. If the DDM “requests clarification”, and the FSP is set back to “draft” status, all stocking standards in the FSP will also be set back to “draft” status. This does not apply to default stocking standards as these standards are automatically approved and do not expire.

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.

The creation, submission and approval of FSP stocking standards in RESULTS ceased with the implementation of the FSP Tracking System in February, 2007. Stocking standards for Forest Development Plans will continue to be submitted to RESULTS through the current “Standards Proposal” tool—as well as Woodlot Plan (WLP) stocking standards under the *FRPA*. FDP standards in RESULTS cannot be assigned to FSP openings but can be used as templates for FSP openings created prior to the implementation of the FSP Tracking System.

If, during the transition to the FSP Tracking System, you approved stocking standards in the RESULTS application, you may need to request a data fix to ensure they are available in both the FSP Tracking System and the RESULTS application. Several scenarios, along with workarounds, for stocking standards that may need a data fix are described in the document labelled “Stocking Standards Scenarios”. This document can be found on the FSP Tracking System website at: <http://www.for.gov.bc.ca/his/fsp/business.htm>. (Please note that the “Stocking Standards Scenarios” document has been flagged for updating as of March 2011 - check with the Forest Tenures Branch to see if a newer version is available.) The section below labelled “Data fix for stocking standards incorrectly entered into RESULTS” contains more information on one option for correcting stocking standards.

More information on entering and reviewing 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”.

1.5.3 Expiry dates for stocking standards

During the review process, MFLNRO reviewers should check the expiry date of the stocking standards to confirm the standard has not expired. Licensees/BCTS can specify an expiry date for each stocking standard listed on the Stocking Standards tab. If no expiry date is specified the expiry date will match the expiry date of the FSP. This is the preferred option.

Once the FSP, or amendment, is approved, the stocking standards will be automatically approved. At this point, the standards can no longer be changed or approved. They can only be changed by submitting a new stocking standard and expiring the old, approved standard. The DDM is the only user who can expire an approved stocking standard—at the request of the licensee/BCTS. To expire a stocking standard, the DDM needs to open the stocking standard on the Stocking Standards tab and add a date in the Expiry field.

1.5.4 Data fix for stocking standards incorrectly entered into RESULTS

Licensees/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 SS ID in the search field). Copy the stocking standard into the FSP or amendment. The stocking standard will be copied across with a new SS ID and a status of “draft”.
4. If this is an amendment to just correct the stocking standards entered into RESULTS, 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 originally 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 SS ID for the “new” stocking standard that is now part of the FSP in the FSP Tracking System.

1.6 Reviewing and adjudicating FDU boundaries

Licenseses/BCTS will identify the boundaries of their forest development units (FDUs) in two locations within the FSP Tracking System. Both versions of these FDU boundaries will need to be reviewed. The two locations are:

1. within the FSP legal document; and
2. in the LRDW.

Licenseses/BCTS who submit their FSP, or amendment, as an XML/GML file through the Electronic Submission Framework will have their FDU boundaries automatically loaded into the LRDW. Some licenseses who cannot generate an XML/GML may submit their FSP, or amendment, with the electronic spatial files for the FDU boundaries attached but not loaded into the LRDW. These spatial files will need to be downloaded, unzipped and loaded into the LRDW.

1.6.1 FDU boundaries in the FSP legal document

Boundaries of the forest development units proposed in an FSP, or amendment, must be submitted as part of the FSP legal document. These FDU boundaries are the version that is reviewed and adjudicated by the DDM. These FDU boundaries should be reviewed and adjudicated as part of your district's FSP review process (e.g., review by silviculture personnel).

The FDU boundaries should be found as part of the FSP legal document on the Attachment tab in the FSP Tracking System.

Tips and techniques for reviewing FDU boundaries in the FSP legal document include the following:

- reviewers should confirm the Licence listed under each FDU belongs to the Licensee and are active/valid licences. BCTS is exempt from this requirement as no specific licences are involved.

1.6.2 FDU boundaries in the LRDW

Electronic files of spatial information describing the FDU boundaries will also be submitted to the FSP Tracking System by the licensee/BCTS. The FSP Tracking System will automatically store this information in the LRDW. These boundaries need to be reviewed to ensure they are available in the LRDW and identical to the boundaries that are described in the FSP legal document.

These FDU boundaries will be found on the Map/FDU tab in the FSP Tracking System. They can be viewed by using the MapView link corresponding to each FDU listed. Reviewers can use the functionality of MapView to add other layers of information to aid the review process such as adding layers for ungulate winter range and wildlife habitat areas over top of the FDU boundaries.

Spatial files of the FDU boundaries do not have to be submitted with the initial FSP. The licensee/BCTS can submit this information at a later date. However, the FDU boundaries must be submitted to the FSP Tracking System and loaded into the LRDW before the FSP, or amendment, can be marked as approved in the FSP Tracking System. If unclear, the reviewer should contact the licensee/BCTS person listed in the “contact” section of the FSP Information tab to clarify the submission of FDU boundaries.

The “Submitting an FSP User Guide” contains mapping standards for forest development unit (FDU) boundaries. These are not legal requirements but suggested standards to ensure quality information is stored in the LRDW. Suggested validation parameters for forest development unit polygons 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”.

1.7 Additional Information

1.7.1 Reviewing amendments submitted without approval

MFLNRO Reviewers and Decision Makers are encouraged to check the amendments that licensees/BCTS have submitted “without approval”. Spot checks or audits of these amendments may be a good idea to check that licensees/BCTS are submitting amendments appropriately—as well as keeping the MFLNRO personnel up-to-date on amendments to approved FSPs.

The FSP Tracking System marks these amendments on the Search menu. These amendments submitted without approval can also be found by using the search criteria on the Search menu (e.g., set “Approval Required” to “No”). A list of amendments submitted without approval will be displayed. The MFLNRO Reviewer and/or Decision Maker can then review the amendments to assess if they have been submitted correctly or not.

The DDM can use the Workflow tab to change the status of any amendments wrongly submitted without approval to “Opportunity To Be Heard”, “Request Clarification” (e.g., set status back to draft to enable licensees/BCTS to change the amendment and re-submit), or “Rejected”. It is recommended the DDM provide an “Opportunity To Be Heard” before rejecting an amendment submitted incorrectly. To change the status to “Request Clarification”, the DDM must first un-approve the amendment by removing the approved checkmark. The DDM will then be presented with options to approve, request clarification or reject the amendment.

1.7.2 Transitional FSPs

MFLNRO Reviewers and Decision Makers should also monitor transitional FSPs to ensure they have been submitted correctly. More information on transitional FSPs can be found in FRPA bulletins number 2, 7 and 13 on the Provincial *FRPA* Implementation Team (PFIT) website at: http://www.for.gov.bc.ca/hth/timten/FRPA_implementation/Bulletins.htm. If a transitional FSP has been submitted incorrectly, the DDM should provide an “Opportunity To Be Heard” before rejecting the transitional FSP. If the transitional FSP has been rejected, the DDM should also review any amendments submitted to the transitional FSP and reject accordingly.

1.7.3 Setting up a District notification list

MFLNRO districts can setup an email notification list in the FSP Tracking System that will automatically generate an email and send to everyone on the notification list when an FSP or amendment is submitted. This includes amendments requiring approval and those submitted without approval. The email will include a brief description of the FSP (e.g., FSP ID) and amendment (e.g., information entered on the Amendment Information screen).

To setup the notification list, the DDM will use the Admin Tab menu and select their district from the drop down list. Add users to the notification list by entering their IDIR account into the field on the screen

Emails will be sent to everyone on the list via a batch process (e.g., nightly process) vs. as soon as the FSP, or amendment, is submitted. Therefore, there could be a slight time delay between when the FSP, or amendment, is submitted and when the email is sent.

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” 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.