Replacing an Approved FSP

User Guide

FSP Tracking System

FSP Tracking System

Document Change Control

The information contained in this user guide may change based on experience and issues identified/resolved. Please check the FSPTS 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
1.5	March 22, 2016	Release 01.11.00 – Original interim replacement guidance.
1.6	June 20, 2017	Release 01.12.00 – New replacement functionality and schema published June 13, 2017. Changes made throughout the user guide.

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Replacing an Approved FSP in the FSP Tracking System

Replacing an approved FSP in the FSP Tracking System (FSPTS) can be accomplished using two different approaches:
1) Creating a new FSP in the FSPTS (*Section 1.1*)
2) Continuing with an existing approved FSP in the FSPTS (*Section 1.2)*

The approach that best fits the situation should be discussed between the District decision maker and submitter prior to FSPTS updates occurring. The primary FSPTS implications of the approach chosen are:
1) *FSP Numbering* – Continuing with an existing "Approved" or "In Effect" FSP in the FSPTS maintains the existing FSP number and creates another version/amendment number. When creating a new FSP in the FSPTS a new unique FSP number is assigned and no database link is maintained to the previous FSP.
2) *Stocking Standards* – Continuing with an existing "Approved" or "In Effect" FSP in the FSPTS allows the submitter the option to maintain the same stocking standard IDs. Creating a new FSP in the FSPTS will require a new set of stocking standards with new stocking standard IDs. Note that there is functionality to copy and paste existing stocking standards in the FSPTS to reduce the time it takes to enter redundant information.
3) *Spatial Information* – Continuing with an existing "Approved" or "In Effect" FSP in the FSPTS will not require an XML/GML file and map attachment updates if the spatial boundaries haven't changed. Creating a new FSP in the FSPTS will require an XML/GML file and map attachment updates. Note that if the spatial areas change, both an XML/GML file and map attachment updates are required in both approaches.

1.1 Creating a new FSP in the FSPTS

The steps required to create a new FSP in the FSPTS are outlined in the "Submitting an FSP" user guide available on the following website:
http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/forest-stewardship-plans/forest-stewardship-plan-tracking-system/fsp-tracking-training

The only requirement in addition to what's contained in the above link is to ensure that all pre-replacement FSPs are updated in the FSPTS to the appropriate expiry date – the expiry date in all pre-replacement FSPs should be the same date that the new FSP effective date. If an expiry date needs to be updated, have a district office FSP reviewer or decision maker contact the NRS.ServiceDesk@gov.bc.ca to request a data fix.

1.2 Continuing with an existing approved FSP in the FSPTS

This user guide describes the responsibilities, processes and data standards for using the FSPTS to submit FSP replacements to an existing approved FSP electronically to the government.

Background Information

1.3 When are replacement FSPs submitted to government?

Replacement FSPs can be submitted electronically when the licensee/BCTS wants or needs to replace their approved FSP. Replacement FSPs that have been loaded into the FSPTS should be submitted electronically. Submitting paper copies of replacements to FSPs already in the FSPTS is not recommended.

Once the pre-replacement FSP is marked as "Approved" or "In Effect" in the FSPTS, the licensee/BCTS can prepare and submit the replacement as they require. It is highly recommended that all existing unapproved ("Draft" or "Submitted") amendments are brought up-to-date to reflect the current state of the FSP prior to the creation of a replacement.

1.4 How are electronic replacement FSPs submitted to government?

Any one of the agreement holders on an approved FSP can submit replacements 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
- *FSPTS*—by searching for the approved FSP, entering the changes and attaching the amended FSP legal document and other supporting information.

Replacements in the FSPTS are treated as additional, separate records in the database. Each replacement 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 or replacement.

It is a requirement that replacements include a complete, updated version of the FSP and a description of the replacement. The submitter should draw the DDM's attention to what has changed in the replacement plan via the description of the replacement. The updated version of the FSP is added to the FSPTS via the "FSP Legal Document" field in the Attachments tab and the description of the replacement is added to the "Amendment Description" field.

The replacement 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.

Replacements to multi-district FSPs will be submitted once, by the licensee/BCTS, to the FSPTS 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.

1.5 What are the approval requirements for replacements?

Replacements can only be submitted as "Requiring Approval". The approval requirements for replacements will vary depending on the extent of how the FSP is being replaced.

Replacements are submitted to the FSPTS with a status of "Submitted" and the FSPTS automatically places the replacement in the InBox of the MFLNRO district user(s) with user roles of ``Reviewer" and "Decision Maker".

1.6 What user access roles are needed?

Licensees, BCTS and district personnel who wish to submit a replacement electronically will need to have an access role of "FSP Submitter". An access role of "FSP Submitter" will enable licensees/BCTS to:

- search previous FSP amendments in the FSPT to ensure the FSPTS is up-to-date;
- enter the replacement into the FSPTS;
- submit the replacement through either the FSPTS or the Electronic Submission Framework; and
- view FSPs and FSP amendments/replacements, 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 replacement or amendments 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 FSPs, replacements or amendments in the FSPTS. The access role of "FSP viewer" cannot view draft or submitted FSPs, amendments or replacements.

Access roles can be requested from the FSP website at:
http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/forest-stewardship-plans/forest-stewardship-plan-tracking-system

Note: MFLNRO personnel can check FSPTS Access roles by going to the ADAM website:
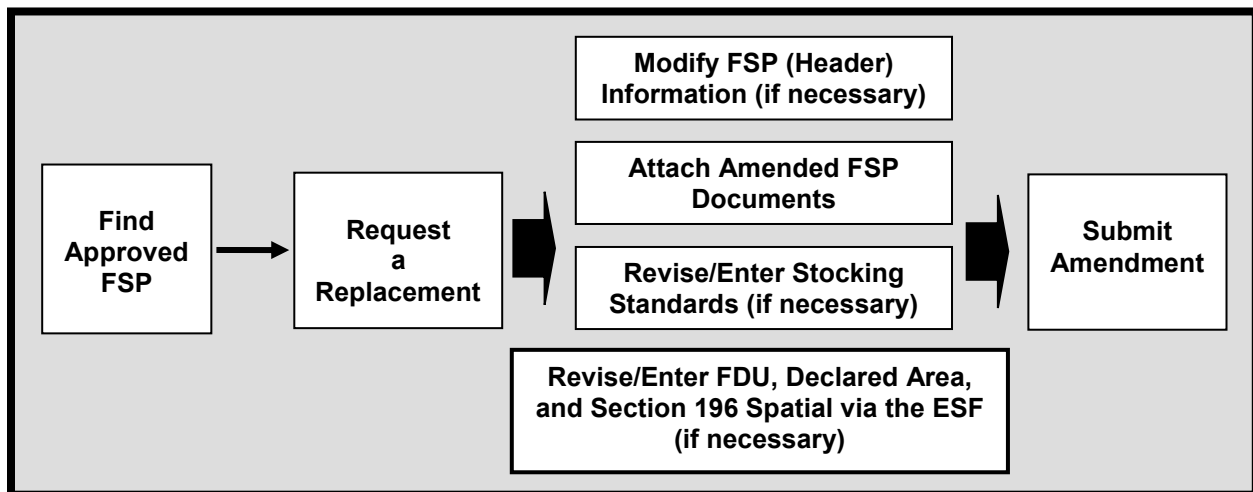https://apps.nrs.gov.bc.ca/ext/adam-for/delegationsMy.do

Submitting Replacements Through the FSP Tracking System (FSPTS)

This section covers the preparation and submission of replacements through the FSPTS.

Both the FSPTS and ESF can be used to prepare and submit a replacement to an approved FSP. However, the FSPTS is the preferred approach because the ESF requires software to create an XML/GML file while that FSPTS approach can be completed on the FSPTS website. That said, in situations where FDU boundaries, declared areas and FRPA Section 196 areas need to be added or updated, the ESF approach is required. In these situations, the preferred approach is to do all updates and submissions in the FSPTS except for the XML/GML update. More information on this approach is contained in the Additional Information Section of this Guide.

The process for submitting replacement to approved FSPs through the FSPTS is illustrated in the following diagram and described below.

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│                              │   Modify FSP (Header)     │                          │
│                              │ Information (if necessary)│                          │
│                              └──────────────────────────┘                          │
│                              ┌──────────────────────────┐                          │
│  ┌──────────┐   ┌──────────┐ │   Attach Amended FSP     │   ┌──────────┐           │
│  │   Find   │   │ Request  │ │      Documents           │   │  Submit  │           │
│  │ Approved │──▶│    a     │▶└──────────────────────────┘ ▶ │Amendment │           │
│  │   FSP    │   │Replacement│┌──────────────────────────┐   └──────────┘           │
│  └──────────┘   └──────────┘ │ Revise/Enter Stocking    │                          │
│                              │ Standards (if necessary) │                          │
│                              └──────────────────────────┘                          │
│                    ┌────────────────────────────────────┐                          │
│                    │  Revise/Enter FDU, Declared Area,   │                          │
│                    │  and Section 196 Spatial via the ESF│                          │
│                    │           (if necessary)            │                          │
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To start with, users find the approved FSP they wish to replace in the FSPTS. Once found, the user requests a replacement to the FSP and provides a brief description of the replacement. At this point, the user can modify the header information (if necessary), modify/enter stocking standards (if necessary), and attach the FSP legal document, replacement description and other documents to aid the review and approval process. On-line validation will identify major errors in the submission and request the user to correct before submitting the replacement. When the replacement is successfully submitted, it will be turned over to the MFLNRO for the review and approval process.

1.7 General replacement guidelines

Submissions must be made by a user with an access role of "FSP Submitter". Electronic submissions, of replacement to an approved FSP, via the FSPTS, are made by:

- finding the approved FSP in the FSPTS;
- indicating (requesting) that the FSP is to be replaced and providing a brief description of the replacement;
- 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 FSP legal document complete with signature(s) of those required to prepare the replacement (mandatory). Only one FSP legal document can be attached to the submission;
- a replacement 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 replacement can also be attached (optional). Licensees/BCTS can attach multiple documents for any of the attachment types (except the FSP legal document).
- attaching any spatial updates (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 (conditional). Note that all spatial updates require an ESF submission in addition to an attached shapefile or PDF. See the Scenarios Section of this user guide for examples of submitting updates to spatial information; and
- modifying/entering stocking standards (conditional).

Once the replacement is submitted, the Licensee/BCTS cannot make any further changes to their submission. If you submitted something with an error, see Section 1.19 of this user guide titled "Replacements submitted in error" for more information.

In the FSPTS, 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 replacement 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.

Since all replacements require MFLNRO approval, it is recommended the licensees/BCTS notify the lead MFLNRO district office that a replacement has been submitted. The FSPTS will automatically place the replacement 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 a replacement has been submitted electronically will avoid any delays in finding the replacement in their InBox. Districts can also setup an email notification list in the FSPTS that will automatically generate an email and send to everyone on the notification list when any amendment or replacement is submitted.

1.8 Business rules

The following business rules apply to replacements submitted through the FSPTS:
- replacements can only be requested from an "approved" or "in effect" version of the FSP;
- replacements can only be updated by the licensee/BCTS while the replacement is in "draft" status;
- replacements can only be deleted by the licensee/BCTS while the replacement is in "draft" status;
- the licensee/BCTS must attach the legal FSP document. The document must be in a .doc, .docx, or .pdf format.
- a replacement description should be attached describing the sections of the plan that have changed from the previously approved version of the plan;
- other documents may be attached. These documents must have an extension of .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf or .zip;
- additions/updates to spatial information (FDU boundaries, declared areas or FRPA Section 196 areas) need to be submitted through both the FSPTS as attachments and the ESF as a XML/GML file. The spatial information does not have to be re-submitted if they have not changed from what was included in the previously approved version of the plan. 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; and

1.9 General content requirements

Requirements for submitting replacements for approval through the FSPTS include the following:

General Content Requirements	
Find the Approved FSP (Search Menu)	Search for the approved FSP using the search tools under the Search menu. The following search criteria may assist in finding an approved FSP: • **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 FSPTS). • **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,

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	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.
Request a replacement (FSP Information Tab)	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) Replacement Description: <u>Y</u> Users will then be asked to identify the type(s) of information being updated (e.g., FDUs, declared areas, stocking standards). NOTE: the "FDU Changes" type refers to updates that add or change the spatial FDU boundaries. Changes to forest licences that comprise the FDU do not have to be indicated in this category. Users should also provide a short description of the changes proposed in the replacement. When the replacement 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. 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".
Modify FSP (Header) Information (if necessary) (FSP Information Tab)	**District (Mandatory)** Ensure the district(s) covered in the replacement plan area are selected in the district field. Add or remove districts if any applicable changes in the amendment. Copies of the plan do not need to be submitted to each district in the plan area—the system will automatically place the submitted replacement in the InBox of all applicable districts.
	Agreement Holder (Client Number/Acronym) (Mandatory) Ensure all agreement holders are listed. Specify the client number/acronym for each agreement holder to be added to the plan

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	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.
	FSP Name (Mandatory) 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).
	Amendment Name (Optional) A unique name for the replacement can be specified by the licensee/BCTS.
	FSP Term or Expiry Date (Mandatory) 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 approved based on the FSP Effective Date and the FSP Term.
	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). The FSPTS 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. **Press "save" before moving to another tab.**
Attachments (Attachments Tab)	**Display** On this tab, users have an option to display the documents associated with the current replacement or all documents submitted including the original FSP (i.e., All Current and In Effect/Approved Amendments (view only)). Select the radio button that corresponds to the desired view. Users must have the radio button labeled "Amendment {X}" selected in order to

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	attach documents.
	FSP Legal Document (Mandatory) A document must be attached for this attachment type. This must be a consolidated version of the FSP legal document (i.e., complete, up-to-date version of the plan that incorporates any changes made in the replacement). The consolidated indicator ("Cons") must be selected when the FSP legal document is attached. The document must be either a Word 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 replacement 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.
	Amendment Description (Optional yet encouraged) Licensees/BCTS are encouraged to attach a document containing a description of the changes made in this replacement. This will make it easier for MFLNRO reviewers and decision makers, and other viewers, to identify the changes made. This description is typically longer and more detailed than the brief description entered on the Amending Information screen presented when the replacement is initially requested (see above under "Requesting replacement"). It is also an attached document vs. the text entered on the Amendment Information screen. Users can, for example, attach the replacement covering letter as an Amendment Description on the Attachments tab and enter a sentence or two in the summary of changes on the Replacement Information screen.
	Stocking Standards (Optional) If the replacement is prepared with the proposed stocking standards as a separate document, the Licensee/BCTS can attach the stocking standards

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	component here. If the Licensee/BCTS has the stocking standards within their replacement 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. More information on updating stocking standards is listed below in the Scenarios Section of this guide.
	FDU Map - Mandatory if adding/updating FDUs Additions/updates to FDU boundaries need to be submitted through both the FDU Map attachment tab in the FSPTS and the ESF as a XML/GML file. There is no requirement to add an FDU Map attachment (or XML/GML) if the FDU boundaries have not changed from what was included in the previously approved version of the plan. 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 create an XML/GML file and load the information into the LRDW. 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. 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. Changes to the forest licence(s) that apply within the FDU boundaries can be made on the FDU/Map tab. The forest license(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.
	Identified Areas - *FRPA* Section 196(1) - Mandatory if adding/updating a FRPA Section 196(1) area Same requirements as discussed in the above FDU Map section. 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.

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	More information on submitting *FRPA* Section 196 areas is contained in the Scenarios Section of this user guide.
	Identified Areas - FRPA Section 196(2)--Mandatory if adding/updating a FRPA Section 196(2) area Same requirements as discussed in the above FDU Map section. 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. More information on submitting *FRPA* Section 196 areas is contained in the Scenarios Section of this user guide.
	Declared Areas - FPPR Section 14(4) - Mandatory if adding/updating declared areas Same requirements as discussed in the above FDU Map section. 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. More information on declaring areas is contained in the Scenarios Section of this user guide .
	Supporting Documents (Access restricted ….) - Optional yet encouraged Licensees/BCTS can attach additional information they wish to submit to aid the MFLNRO in their review and adjudication process (e.g., supporting documentation). 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. Supporting documentation can be .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf or .zip files. 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 replacement, users can refer to it by pressing the "Reference" button and selecting the applicable document(s) from the drop down list. Access to information contained within this section is restricted to the agreement holder and the MFLNRO users. This enables licensees/BCTS

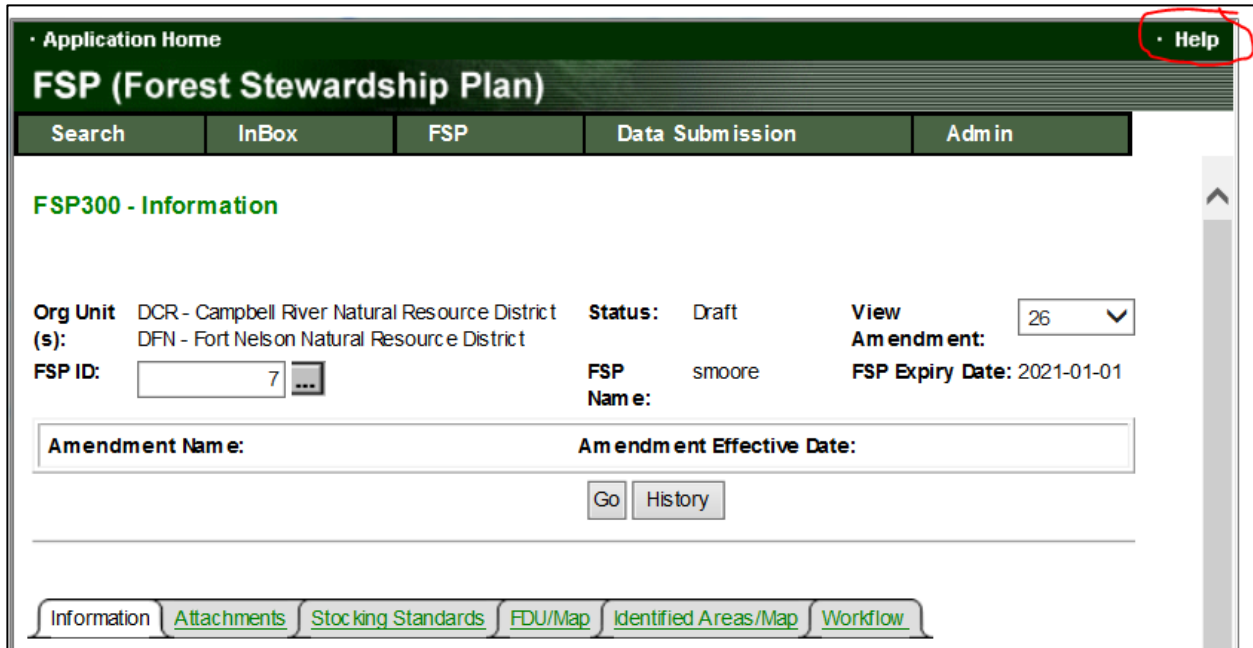| General Content Requirements	
	to submit supporting information that may be sensitive or confidential in nature.
Revise/Enter Stocking Standards (Stocking Standards Tab)	**Stocking Standards (Mandatory if adding/updating stocking standards)** Licensees/BCTS can add new stocking standards through a replacement. Stocking standards entered on the Stocking Standards tab will be marked as approved when the replacement is approved and be available for use in the RESULTS application. 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 FSPTS 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. More information on entering stocking standards is available in the

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	Additional Information section of this user guide.
Change Forest Licence(s) for an FDU (FDU/Map Tab)	**Forest licence(s) associated with a Forest Development Unit (Optional)** Submitters 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.

Update Spatial Information
 	
(FDU/Map & Identified Areas/Map tabs)
	Additions/updates to spatial information (FDU boundaries, declared areas or FRPA Section 196 areas) need to be submitted through both the FDU Map attachment tab in the FSPTS <u>and the ESF as a XML/GML file</u>. There are two options to updating the spatial information via an XML/GML file:
	  1) Preferred Option – Licensees/BCTS create and upload an XML/GML file to add the spatial information to their "draft" replacement. This allows the licensee to do most of the replacement updates on the FSPTS website and solicit mapping support from their office to create the XML/GML file to update the spatial files only. This is the preferred approach for submitting spatial information and is the same approach, using many of the same tools, as used in RESULTS, FTA and other MFLNRO ESF applications.
	  2) 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 create an XML/GML file and load the information into the LRDW.
	
	Weather the XML/GML file is created by the licensee or MFLNRO district staff, the key is that the XML/GML file be formatted as an "Update" (actionCode = "U") to the "draft" version of the amendment that was created when the "Replace FSP" button was hit. This "Update" XML/GML should contain all of the spatial GML coordinates and only the essential header information (FSP number, amendment number, plan name, client number(s), district code(s), expiry date and amendment indicators). An example spatial update XML/GML is contained in Appendix A.

Submit FSP (FSP Information Tab)	Users can submit their amendment via the "submit" button on the FSP Information tab. 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. Replacements 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 1.19 "Replacements submitted in error" if the replacement was submitted

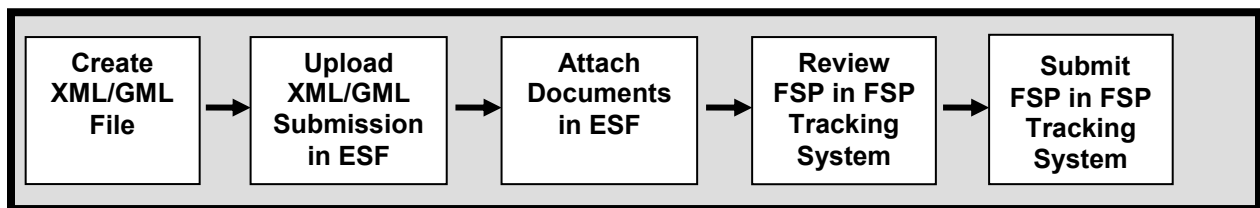| General Content Requirements |
|---|
| incorrectly. |

1.10 Submission errors

The FSPTS validates the replacement 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 FSPTS should provide enough information to resolve the error.

Submitting Replacements Through the Electronic Submission Framework (ESF)

This section covers the submission of replacements through the ESF. This method requires the software to create an XML/GML file that contains the replacement information.

The FSPTS has the capability to accept amendments and replacements through the ESF; however, there are only a few software packages available to create the necessary XML/GML files to submit via the ESF. As an alternate method, licensees/BCTS, can submit their amendments and replacements online via the FSPTS and avoid having to create XML/GML files. This process is described in the previous section of this User Guide titled "Submitting replacements through the FSPTS". Note that in situations where the FDU boundaries, declared areas or FRPA Section 196 areas need to be updated, an XML/GML submission is required. The preferred method used by most submitters is to initiate, update and submit the replacement through the FSPTS described in the previous section and only create an XML/GML to update the spatial in a draft replacement that has been previously initiated in the FSPTS website. Therefore, most of the updates are done on the website and a submitter receives mapping support to create an XML/GML for the spatial update only.

If the submitter chooses to submit the entire replacement through the ESF, the process involves five main steps as illustrated in the following diagram.

Create XML/GML File	→	Upload XML/GML Submission in ESF	→	Attach Documents in ESF	→	Review FSP in FSP Tracking System	→	Submit FSP in FSP Tracking System

The submission must include an XML/GML file containing header information including the FSP ID of the approved FSP being replaced. The XML/GML file may also contain any new stocking standards, areas to declare and new/changed forest development units the licensee/BCTS wish to update in 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. Once the replacement is uploaded in the ESF and accepted in the FSPTS, submitters can conduct a quality assurance review of the replacement in the FSPTS prior to submitting the replacement to government via the FSPTS.

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://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/forest-stewardship-plans/forest-stewardship-plan-tracking-system/fsp-tracking-training

Tools to create and format an XML/GML file are described in the "Submitting an FSP User Guide".

1.11 General amendment guidelines

Submissions must be made by a user with an access role of "FSP Submitter". The process for submitting replacements to the ESF is similar to the process for submitting the original FSP. The submission involves:

- Creating the XML/GML file containing information about the plan to be replaced (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 contains indicators to tell the system the XML/GML file is an amendment or replacement and whether it requires/doesn't require MFLNRO approval. All replacements require MFLNRO approval (mandatory);
- Uploading the XML/GML file;
- Attaching the FSP legal document complete with signatures of those required to prepare the amendment (mandatory).
- Attaching replacement description document and other supporting documentation can also be attached. These documents are optional but a replacement 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 FSPTS to confirm, revise and/or enhance the amendment as necessary (in the FSPTS). Once the amendment is uploaded from the ESF and accepted in the FSPTS, users can log on to the FSPTS and find the draft replacement to review; and
- Submitting the amendment to the government through the FSPTS.

A successful submission will be turned over to the MFLNRO for the review and approval process. If the submission is unsuccessful, the submitter will receive an error message outlining the issue.

Since all replacements require MFLNRO approval, it is recommended the licensees/BCTS notify the lead MFLNRO district office that a replacement has been submitted. The FSPTS will automatically place the replacement 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 a replacement has been submitted electronically will avoid any delays in finding the replacement in their InBox. Districts can also setup an email notification list in the FSPTS that will automatically generate an email and send to everyone on the notification list when any amendment or replacement is submitted.

1.12   Business rules

The following business rules apply to replacements submitted through the ESF:
- replacements can only be requested from an "approved" or "in effect" version of the FSP;
- the licensee/BCTS must attach the legal FSP document. The document must be in a .doc, .docx, or .pdf format.
- a replacement description should be attached describing the sections of the plan that have changed from the previously approved version of the plan;
- other documents may be attached. These documents must have an extension of .doc, .docx, .xls, .xlsx, .pdf, .jpg, .txt, .rtf or .zip;
- additions/updates to spatial information (FDU boundaries, declared areas or FRPA Section 196 areas) need to be submitted as attachments and as an XML/GML file. Note that if the spatial information has changed, the entire set of spatial (e.g. all FDUs) need to be submitted and not just the changes as spatial XML/GML submissions overwrite previous submissions. The spatial information does not have to be re-submitted if they have not changed from what was included in the previously approved version of the plan.

1.13   General content requirements

Requirements for submitting replacements for approval through the FSPTS include the following:

General Content Requirements	
Create XML/GML File	Create the XML/GML file containing the following information: **FSP (Header) Information (Mandatory)** Identifies the approved FSP to be replaced 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. The header also includes a description of the changes included in the replacement (changes to FDUs, declared areas, stocking standards), a text box to enter a brief summary of the changes contained in the replacement when compared to the previously approved plan. **Stocking Standards (Conditional)** Any new stocking standards should be submitted to the FSPTS 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.

General Content Requirements

		Spatial Information (Conditional) **FDU Boundaries** Changes to Forest Development Unit (FDU) boundaries can be submitted with the replacement. 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 have not changed from those contained in the previously approved FSP. **Declared Areas** The boundaries of areas to declare under section 14(4) of the FPPR can be submitted with the replacement. The area declared must be within the boundaries of an FDU in an approved FSP. NOTE: this information is not required if the declared area boundaries have not changed from those contained in the previously approved FSP. **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 replacement. 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. NOTE: this information is not required if the boundaries have not changed from those contained in the previously approved FSP. **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 license(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".
Upload Submission in ESF (XML/GML File)		**Choose Submission Type (Mandatory)** Select "Forest Stewardship Plan submission" from the drop down list. **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

General Content Requirements	
	Browse to Submission file (XML/GML) (Mandatory) Browse to the XML/GML file and attach to the submission. When done, press the "Upload Submission" button.
Finalize Submission in ESF	**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. When done, press the "Finalize Submission" button.
Upload Attachments in ESF	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. 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. 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 are attached. **FSP Legal Document (Mandatory)** A document must be attached for this attachment type. This must be a consolidated version of the FSP legal document (i.e., complete, up-to-date version of the plan that incorporates the replacement updates). The attached file must be a Word 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.

General Content Requirements

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 a replacement is prepared with the stocking standards as a separate document, the Licensee/BCTS can attach the stocking standards component here. If the License/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 FSPTS, 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.

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.

Map of *FRPA* Section 196-1 (Optional)

This document may not be required for submitting replacements. Licensees/BCTS may attach an image of their *FRPA* 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 *FRPA* Section 196(1) areas for storage in the LRDW—this must be included in the XML/GML file.

Map of *FRPA* Section 196-2 (Optional)

This document may not be required for submitting replacements. Licensees/BCTS may attach an image of their *FRPA* Section 196(2) areas here (i.e., cutblock and/or roads in an approved forest development plan

	General Content Requirements
	where the required assessments are not complete). This is not the same as submitting boundaries of their *FRPA* Section 196(2) areas for storage in the LRDW—this must be included in the XML/GML file. **Map of FPPR Section 14-4 (Optional)** This document may not be required for submitting replacements. 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. **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.
Review amendment in the FSPTS	Once the FSP replacement is submitted in the ESF and accepted in the FSPTS, the draft amendment can be reviewed in the FSPTS before final submission to the government: • Logon to the FSPTS; • Find the draft replacement/FSP in the FSPTS using the FSP ID and amendment number provided when uploading the replacement in the ESF. Use the "search" menu to find the replacement/FSP if the FSP ID and/or amendment number is not available; • Review the draft replacement in the FSPTS. Confirm the information on the FSP Information tab is correct, files are attached in the 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 • Revise and/or enhance the information as necessary (e.g., MFLNRO district default stocking standards can be added in the FSPTS).
Submit amendment in FSPTS	Users can submit their amendment via the "submit" button on the FSP Information tab. NOTE: once the replacement is submitted, users can no longer make any changes to it. Users should be sure they are ready to submit the repalcement before they press the "submit" button. For example, retain the replacement in "draft" status until all FSP stocking standards have been changed/entered.

1.14   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 under "Overview Presentation" at:
http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/forest-stewardship-plans/forest-stewardship-plan-tracking-system/fsp-tracking-training

Samples of the FSP Schema can also be found on the ESF website at:
https://apps.nrs.gov.bc.ca/ext/esf/submissionViewTypes.do?action=default

1.15   Submission errors

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.

Additional Information

1.16　　　Stocking standards

Licensees/BCTS can add new stocking standards to approved FSPs via a replacement submitted through the ESF or the FSPTS.

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 FSPTS.

Each stocking standard entered or submitted into the FSPTS 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 replacement. 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 standards can be amended or expired at a later date but cannot be deleted once they are approved. 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 FSPTS must be identical to the standards that are proposed in the 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 are no longer 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://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/silviculture/silviculture-reporting-results/business-and-policy-documentation including a document entitled "Addendum to Procedures for using FSP-Approved Standards in RESULTS".

1.17 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 FSPTS 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.

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.

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.

Position

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

Accuracy

At the 1:20,000 scale, spatial boundaries must be within one millimeter 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.

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).

Acceptable Units

The hectare (ha) is the acceptable unit.

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".

1.18   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 FSPTS 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 FSPTS 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 FSPTS.

1.19   Administering amendments

Submitting paper based amendments

The goal is to have all FSPs and amendment, extension and replacement requests submitted electronically and available through the FSPTS. If the approved FSP has been entered into the FSPTS, users are encouraged to submit amendments electronically, through either the ESF or FSPTS. Licensees/BCTS should check with their local MFLNRO District Manager if any questions or concerns.

Replacements submitted in error

Licensees/BCTS who submit a replacement incorrectly, should contact the corresponding MFLNRO district office. The DDM should then go to the Workflow tab in the FSPTS and use the "Request clarification" functionality. This will then set the status of the amendment back to "draft" and enable the licensee/BCTS to edit the content and re-submit the replacement with the intended information.

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 FSPTS 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 FSPTS to "draft" by first deleting the approval date on the Workflow tab, hitting save and then using the "Request clarification" functionality. This turns the status of the amendment or replacement back to "draft" and allows you to correct the data. Logon to the FSPTS 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.

Appendix A – Example FDU Update XML/GML file

```
<esf:submissionMetadata>
  <esf:emailAddress>Bob.Jones@gov.bc.ca</esf:emailAddress>
  <esf:telephoneNumber>2508281000</esf:telephoneNumber>
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<esf:submissionContent>
  <fsp:fspSubmission>
    <gml:boundedBy>
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    </gml:boundedBy>
    <fsp:fspSubmissionMetadata>
      <fsp:licenseeContact>Bob Jones</fsp:licenseeContact>
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        <fsp:amendmentID>6</fsp:amendmentID>
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              <fsp:licenceNumber>A18167</fsp:licenceNumber>
            </fsp:licenceList>
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                <gml:outerBoundaryIs>
                  <gml:LinearRing>
                    <gml:coordinates>1171244.4388427734,828642.135925293 1183293.1553344727,818126.8927612305
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                </gml:outerBoundaryIs>
              </gml:Polygon>
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  </fsp:fspSubmission>
</esf:submissionContent>
</esf:ESFSubmission>
```

Appendix B – 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 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 *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.

Appendix C – Scanning Tips and Standards (version 1.2)

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 * dpi^2 * 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