

Ministry of Forests, Lands and Natural Resource Operations

Viewing an Approved 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.

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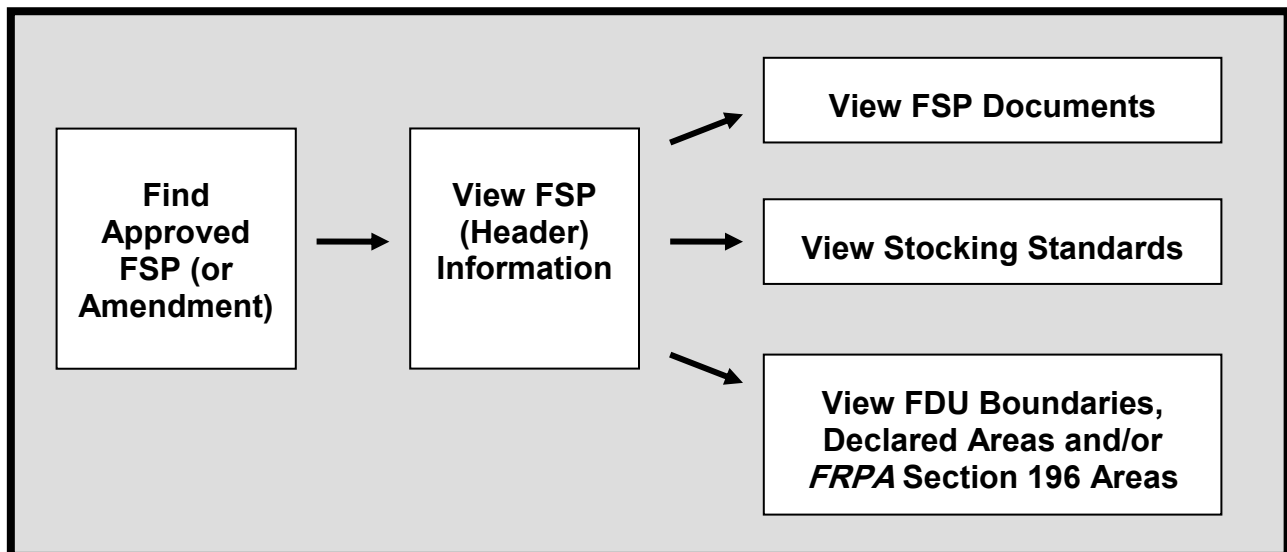
Viewing an Approved FSP via the FSP Tracking System

This user guide describes the responsibilities, processes and data standards for using the FSP Tracking System to support the retrieval and viewing of approved FSPs, their amendments and extensions. 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). (See Appendix A for reference link)

1.1 Introduction

Government and industry personnel can view an approved FSP, and any amendments and extensions, through the FSP Tracking System. This includes viewing the FSP legal document, spatial information stored in the LRDW via MapView (e.g., FDU boundaries, declared areas, *FRPA* Section 196 areas), stocking standards submitted with the FSP and any supporting documentation.

Licensees/BCTS must use the FSP Tracking System to find and view approved FSPs. They will not be able to view FSPs through the Electronic Submission Framework (ESF).



Viewing an approved FSP, or an amendment, involves searching for the FSP and then viewing the FSP through the same screens used by licensees/BCTS to enter the FSP. The user's access level will determine the FSPs they will find and be able to view in the application—as listed in the following table.

Access Role	Viewable FSPs
FSP submitter	Can view all FSPs, amendments and extension requests submitted by their organization regardless of status (e.g., draft, submitted, approved, in effect, rejected, opportunity to be heard sent).
FSP reviewer	Can view all FSPs, amendments and extension requests submitted by any organization to any district/region regardless of status (e.g. draft, submitted, approved, in effect, rejected, opportunity to be heard sent).
FSP decision maker	Same as FSP reviewer.
View only	Can view all approved FSPs, amendments and extension requests submitted by their organization.
View all	<p>Can view all approved FSPs, amendments and extension requests submitted by any organization to any district/region.</p> <p>NOTE: all IDIR users have been assigned “view all” access to the FSP Tracking System. If you are a BCeID user, you will need to request a viewer role on the FSP Tracking System website at: http://www.for.gov.bc.ca/his/fsp/. Restrictions on viewing FSP information may apply (e.g., licensees with “view all” access can view FSPs from other licensees and most attachments related to the FSP (submission letter, approval letter, etc.) but cannot view the corresponding documentation saved under the “supporting documentation” category in the attachments section of FSPTS).</p>

Note: You can check your FSPTS Access roles by going to the ADAM website: <https://apps14.for.gov.bc.ca/adam/welcome.do>

1.1.1 Business rules

The following business rules are supported by the FSP Tracking System when retrieving and viewing an approved FSP:

- reviewers cannot add, change or delete information submitted by the licensee/BCTS or attached by the DDM (e.g., decision letter); and
- access to supporting documentation for an FSP or amendment is restricted to the corresponding licensee/BCTS and government users (IDIR users).

1.1.2 General content requirements

Approved FSPs, and amendments and extensions will be found in the FSP Tracking System via the “search” menu. Retrieving and viewing of approved FSPs is separate from reviewing and

approving an FSP. Users with “view only” or “view all” authority will not be able to access the “InBox”—only users with “FSP reviewer” and “FSP decision maker” authority.

Users can use one or more of the criteria on the Search menu to find FSPs, and amendments, to view. Search results returned will depend on the user’s access role. For example, users with view access will not find any FSPs if they search on a FSP Status other than “approved” as they can only view approved FSPs and amendments. The table in section 1.1 Introduction above lists the types of FSPs and amendments users can view depending on their access role.

Once an FSP or amendment is identified in the search results, users can view it through the FSP Tracking System. General searching and viewing guidelines are listed in the table below.

General Searching/Viewing Guidelines	
<p>Find the Approved FSP or Amendment (Search menu)</p>	<p>Search for the approved FSP using the search tools under the Search menu. The following search criteria will assist in finding an FSP:</p> <ul style="list-style-type: none"> • Org Unit—searching for 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); • FSP ID— finding an 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 based on the user defined name of the amendment. Wildcards are permitted in the amendment name field; • Date Type—searching for an FSP, or amendment, based on a specified date type and range—for example, date the FSP was initiated, submitted, approved, 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; and • Approval Required—searching for FSPs and amendments that were submitted with or without DDM approval. All FSPs, except transitional FSPs, are automatically submitted requiring approval. Amendments can be submitted with or without DDM approval required.
<p>View 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 including:</p> <ul style="list-style-type: none"> • District(s); • Agreement holder(s) (client number/acronym); • FSP Name; • Amendment Name (amendments only); • FSP Term and FSP Expiry Date; and • Contact information for licensee/BCTS (name, phone, email).

General Searching/Viewing Guidelines	
View FSP Documents (Attachments Tab)	<p>Viewers have an option on this tab to display the attachments for a specific amendment, or to display all the attachments submitted across all amendments and the original FSP.</p> <p>Viewers can view and print, but not add, change or delete, the attachments submitted by the Licensee or BCTS:</p> <ul style="list-style-type: none"> • FSP Legal Document (must be included in application)—complete with signatures of those required to prepare the plan or amendment. The `Cons` or `consolidated` indicator will identify if the attached document is the full, up-to-date version of the plan containing all amendments or a subset of the plan containing just the amended information. • Stocking Standards (if submitted with FSP). • Supporting documentation—containing information to support the FSP and/or documentation from the MFLNRO review process (e.g., DDM decision letter). The FSP Tracking System maintains security on these documents to limit who can see the information in order to protect sensitive or confidential information. Only the licensee and government users (IDIR users) can view documents in this section.
View Stocking Standards (Stocking Standards Tab)	<p>View the stocking standards proposed for the FSP that have been submitted with the FSP.</p> <p>More information on stocking standards is available on the RESULTS website at: http://www.for.gov.bc.ca/his/results/.</p>
View FDU Boundaries (FDU/Map Tab)	<p>The FDU/Map tab displays Forest Development Unit (FDU) boundaries that have been loaded into the LRDW. FSPs should have FDU boundaries loaded into the LRDW before they are marked as approved.</p> <p>The FDU boundaries on the FDU/Map tab will be displayed via the MapView application. Users can use the MapView functionality 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.</p>
View Declared Areas and <i>FRPA</i> Section 196 Areas (Identified Areas/Map Tab)	<p>The Identified Areas/Map tab displays any declared areas and/or <i>FRPA</i> Section 196 areas in the plan. This spatial information can be viewed via the link to the MapView application.</p>

1.2 User access roles

Users who wish to search and view approved FSPs through the FSP Tracking System will need to have one of the following access roles (see table above under the section labeled “Introduction”):

- FSP submitter—to view all FSPs submitted by their organization—regardless of status (e.g., draft, submitted);
- FSP reviewer;
- FSP decision maker;
- View only—to view approved FSPs submitted by their organization; and
- View all—to view approved FSPs submitted by any organization. This applies to the FSP legal document only. Any supporting information attached to the FSP legal document cannot be viewed by licensees/BCTS from another organization.

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

1.3 Viewing Amendments

Licensees/BCTS are encouraged to submit complete, amended FSPs when submitting an amendment versus submitting a “1-page” amendment listing the incremental change. However, the system does not enforce this. As a result, the correct version (at any point in time) of an approved FSP in the FSP Tracking System could be one FSP document containing all amendments or an FSP document and a series of “1-page” amendments. The “consolidated” indicator in the FSP Legal Document section on the Attachments tab will identify whether the plan, or amendment, contains a consolidated version or a subset.

Readers will need to check the amendments when reviewing an approved FSP to ensure they have all the necessary information. Review all “Amendment Descriptions” to ensure the FSP contains all the applicable amendments.

1.4 Viewing tips

Users should consider the following tips when viewing FSPs and amendments in the FSP Tracking System:

- **Expired FSPs**—check the FSP Expiry Date in the tombstone area of the FSP to confirm the FSP, or amendment, has not expired; and
- **Expired Stocking Standards**—check the expiry date of the stocking standards on each of the stocking standard records in the Stocking Standards tab to confirm the stocking standard has not expired.

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” 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.