



**MINISTRY OF FORESTS AND RANGE**

## **RESULTS ATTACHMENT STANDARD**

### **Government Funded Silviculture Activities**



Ministry of Forests and Range



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## 1. Preamble

The RESULTS attachments page may be used to store additional, supporting information that does not have any other place to reside.

Supporting documentation must provide future managers with useful information related to the opening. Supporting information should be concise and focus on the issues relevant to the activity.

## 2. Attachment Standard

- a. **Attachment Size** - Each file cannot exceed 1 megabyte (1000 KB). If an attachment is greater than 1 megabyte and is necessary for future management of the stand and all efforts have been made to reduce its size, you may get an exemption from this standard by contacting your regional representative for an email approval.
- b. **Number of Attachments** - A maximum of 10 attachments per database record can be attached. If the 10 attachment limit has been used and additional documents are required, the recipient should consider amalgamating documents together. Alternatively, use Windows folder compression to store all the files in a single zip file (note the attachment size still applies).
- c. **Attachment Naming** - Where the attachment is directly related to an activity, the description must be in the format: YYYY\_base\_tech\_meth (where YYYY is the year the activity is completed, base is the applicable 2-letter silviculture activity code, tech is the applicable 2-letter silviculture activity technique code, and meth is the applicable silviculture activity method code). If the activity is not directly related to an activity, use a description that provides the date, and content/purpose of the attachment.
- d. **Project-level Documents** - For documents that are not specific to an individual opening and there is a requirement (e.g. via contract or other means) to include a copy in RESULTS as an attachment, save the document once in the first applicable opening and then reference this opening with a comment describing the location of the document in the remaining openings. For example, if there is a project-level document that applies to multiple openings and it is important to save a copy of the document in RESULTS, then save a copy of the project-level document as an attachment for one opening, then use comments in the subsequent openings to reference the document.

### **3. Attachment Requirement**

#### **Required**

- Documents that are specified under standards or policy documentation
- Requested by the District Manager
- Requested by Regional or District Program Representatives

#### **Not Required**

- Documents that are confidential in nature
- Documents that are related to contracts
- Documents that are **not** specific to an individual opening

These documents are to be placed into Enterprise Document and Records Management System (EDRMS - TRIM). Contact the Regional or District Representative for the procedure for transferring this information.

### **4. Program Requirements for Supporting Documentation**

1. Survey Map showing plot location
2. Survey Summary
3. Treatment Map and Treatment Prescription (signed by an RPF), where future treatments are recommended
4. ROI printout where applicable
5. Colour photograph for each Stratum

### **5. Additional Guidance**

#### **a. Photos**

Where the supporting information includes photographs, the photograph must support the activity being reported and a single photo showing only the features discussed is preferable. Do not attach multiple photos all showing essentially the same thing. If you have multiple photos of the site, select the most appropriate based on composition and clarity.

All photos should be post-processed to minimize the size through the compression of bit depth (number of colors), resolution and dimension. Numerous software packages can be used including Microsoft Office Picture Manager, Microsoft Excel, Adobe Photoshop and numerous freeware packages. The intent of post-processing pictures is to reduce the file size while not compromising the composition and clarity.

#### **b. Maps**

Maps should only be submitted in the form of spatial data via ESF. One exception applies to maps containing plot locations which are not supported via ESF. Again,

manage the file size through reducing the resolution [96 dpi (dots per inch) usually works well] on export from the mapping software or from post-processing the files using software packages such as Microsoft Office Picture Manager, Microsoft Excel, Adobe Photoshop and numerous freeware packages.

**c. Managing an Attachment Package**

Some Forests for Tomorrow recipients have found that Microsoft Excel has allowed them to manage the multiple forms, photos and maps required to be attached in one Excel spreadsheet. Once these forms etc are added to Excel, the photos and maps can be compressed (144 dpi works well) and the package can be exported to a single resolution-reduced PDF file (96 dpi works well).