

## How to Submit Your Forest Stewardship Plan Electronically

LICENSEES AND BCTS PERSONNEL CAN NOW electronically submit their Forest Stewardship Plans (FSP's) and amendments—taking advantage of a more efficient process than printing and submitting paper FSPs. Enhancements to the FSP business process have been made possible by the Forest Stewardship Plan Tracking System (FSPTS)—a computer application designed to support the electronic submissions, approvals, amendments and viewing of FSPs. The FSPTS is a useful computer application for professionals, industry planners and government personnel who review, monitor and enforce FSPs.

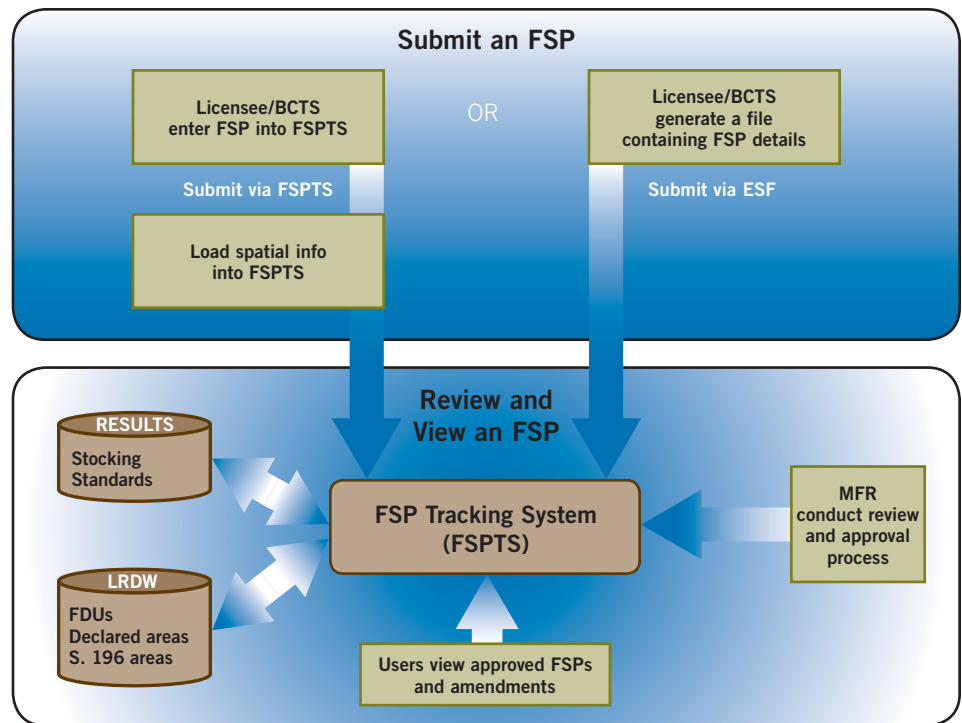
### Submitting Your Forest Stewardship Plan

While paper submissions of FSPs remain an option, licensees and BCTS can electronically submit their FSPs to the government through either of the two options described below.

**Just attach and send:** This option is the most straightforward. Licensees and BCTS simply describe their FSP, attach the legal FSP document and any supporting information and provide their stocking standards.

However, before a plan submitted in this manner can be approved, the boundaries of all proposed forest development units (FDUs) in the FSP must be loaded into the Land and Resource Data Warehouse (LRDW). This task typically involves licensees attaching files to their submission describing the boundaries of their forest development units and working with the Ministry of Forests and Range (MFR) to ensure the information is formatted and loaded into the LRDW.

**Create an electronic submission file:** This option involves licensees and BCTS preparing an electronic submission file containing all



the information on the FSP and submitting the file via the government's Electronic Submission Framework (ESF). The ESF is the same framework used by industry to submit other information to government such as cutting permit applications and silviculture obligation milestones.

This option is the most efficient in terms of the actual submission and is the long term vision for electronically submitting FSPs. However, this option requires licensees, or their consultants, to have the tools to create an electronic submission file that contains their FSP details including stocking standards and the boundaries of their proposed forest development units. On the plus side, this option does not require the

formatting and loading of forest development unit boundaries into the LRDW because it is done automatically by the FSPTS using information in the electronic submission file. For more information about preparing electronic submission files, visit the MFR's ESF website at: <http://www.for.gov.bc.ca/his/esf/>.

### What About Amendments?

Amendments to approved FSPs can also be submitted electronically to the FSPTS via the two options described above. This includes amendments to declare areas where planning activities are complete, add new licensees and/or agreements into the FSP, address the expiry of FSPs, change stocking standards and add or modify forest development units.



# Interest

By Grant Neville, RPF, and John Gallimore, RPF

FSPTS—Fact or Fiction?		
Users need to understand spatial technology and the Internet to use the FSPTS.	FICTION	False. The FSPTS is designed to be simple and intuitive to use. FSPTS experts are available in MFR district offices to answer questions and provide assistance. Information and training materials are also available on the FSPTS website at: <a href="http://www.for.gov.bc.ca/his/fsp/training.htm">http://www.for.gov.bc.ca/his/fsp/training.htm</a> .
Stocking standards for FSPs are now entered into the FSPTS	FACT	True. The Forest and Range Practices Act (FRPA) requires stocking standards to be included in the FSP. The FSPTS supports this requirement by allowing licensees/BCTS and their professionals to enter and submit their stocking standards into the FSPTS, instead of RESULTS. Once the stocking standards are reviewed and approved in the FSPTS, they will automatically be made available for use in RESULTS. There are several tools within the FSPTS to aid the submission of stocking standards including adding or copying stocking standards from district defaults and/or other plans.
Licensees/BCTS need to submit both paper and electronic copies of their FSP to government	FICTION	False. Paper copies of the FSP, or amendment, no longer need to be submitted for the review and approval process if they are submitted electronically to the FSPTS. The FSPTS enables MFR district personnel to electronically view the submitted FSPs and record their progress through the review and approval process using tracking tools contained within the application.
Everyone will see proprietary information submitted by licensees/BCTS	FICTION	False. Users with proper application access privileges will be able to view approved FSPs in the FSPTS—the same information they would see during the public review and comment activities. However, security tools within the FSPTS will restrict access to any proprietary information submitted by the licensee/BCTS. This will allow licensees and BCTS to feel safe when submitting information that could be confidential yet important for supporting their FSP during the review and approval activity.

## Reviewing, Approving and Viewing Electronic Plans

Once the FSP is submitted, government reviewers and decision makers can use the FSPTS to conduct the review and approval process. Optional tools in the FSPTS provide checklists and electronic notes to assist government personnel track their progress through the review and approval activities.

The FSPTS's central storage of all approved plans and amendments means that licensees, BCTS and government personnel can access and view FSPs and amendments from anywhere with an internet connection.

The ability to view approved FSPs submitted by other licensees and BCTS facilitates the exchange of information on the latest

science, ideas and best practices. Mapping tools linked to the FSPTS enables users to view electronic maps of information contained within FSPs such as approved forest development units. Viewing this information electronically helps identify overlaps in planning areas—providing planners time to discuss and address issues across licensees before cutting or road permits are applied for.

Professionals, licensees, BCTS and government personnel are encouraged to use the FSPTS to take advantage of the enhanced business process for FSPs. In addition to using the FSPTS to submit stocking standards for their FSP, electronic submissions, reviews, approvals and retrievals via the FSPTS will reduce

the cost and effort of submissions, support an electronic review and approval process and increase the ease of accessing and viewing plans.

Additional information and training on the FSPTS can be found on the FSPTS website at: <http://www.for.gov.bc.ca/his/fsp/training.htm>.

*Grant Neville, RPF, is on a temporary assignment with the Resource Tenures and Engineering Branch as business lead for the FSPTS. He lives in Invermere where he is a tenures forester with the Rocky Mountain Forest District.*

*John Gallimore, RPF, is a forestry analyst with the Information Management Branch of the Ministry of Forests and Range. He is a project manager overseeing the design, development and implementation of the FSP tracking system.*