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To: All Forest Licensees
District Managers
Timber Sales Managers

From: Doug Konkin
Deputy Minister

Re: Electronic Submission Framework Guide

The strength in our corporate data bases is consistent, accurate and complete information that is well understood by end users. We have invested several million dollars over the past three years to ensure that we have reliable data upon which land managers can confidently make decisions. Business practices have and will continue to be reviewed to ensure the consistency necessary to provide reliable data.

Our reviews have revealed that the practice of amending road tenure sections/branches to make roads longer or shorter has not been done consistently. The approved method to make a Forest Service Road (FSR) branch or Road Permit (RP) section longer or shorter is to have the submitter amend the existing road section/branch and upload the entire geometry of the road section the licensee wants under tenure after the amendment is issued. Some licensees and BCTS Offices have been submitting new road sections or branches to extend roads while others have been amending existing roads. The process of adding a branch/section to extend a road is no longer acceptable and districts are to reject applications that follow this practice.

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Forest Tenures Administration (FTA) 4.0 is to be released in the spring of 2007. Many enhancements to roads functionality will be included in this release. Upgrade training will be provided prior to the release. As part of this upgrade, administrative responsibility for the FSRs will be divided between Timber Sales and Operations Division. Administrative responsibility denotes which division (Ops/BCTS) is responsible for inspection and maintenance of the road segment. This means that an FSR branch can be the responsibility of either division at the SEGMENT (see ESF submission guide for definition of segment) level and responsibility may change between the two divisions multiple times over the length of a branch. This division of administrative responsibility will be captured in FTA 4.0. District



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Managers and Timber Sales Managers are to work with their staff to divide FSRs by administrative responsibility to the segment level. This information should be put into the Forest Road Management Application (FRMA) prior to the implementation of FTA 4.0. Responsibility segments will be sourced from FRMA for the implementation of FTA 4.0, therefore this information must be in FRMA prior to February 15, 2007. Districts are to work with their Regional FRMA contact to ensure the work is done efficiently.

The updated ESF Industry/BCTS Submission guide for roads is attached and must be followed for the submission of road tenures. A subsequent ESF submission guide will be released in advance of FTA 4.0 to show enhanced features in the new release. These procedures must be followed to ensure that roads related data is correct and consistent across the province. Failure to follow these procedures will result in a loss of data, data integrity issues and the inability to use the data for reporting purposes.

If you have any questions please contact Dona Stapley, Data Integrity Analyst, (250) 387-8318.

Original signed by
Doug Konkin,
Deputy Minister
Doug Konkin
Deputy Minister

Attachment

cc: Regional Executive Directors