

Revised February 2019

How to submit the 2015-2020 Inspection Form, for inspectors and administrators

Introduction

This document is an overview of the PDF uploader which is used for submitting inspections to www.atfsdatabase.org.

This new PDF form has the capability of being printed for handwritten submissions or being typed into for easy emailing and an email upload process. **Because the information typed within this form can be imported into the database, it must be filled out correctly or the database will reject it.**

Handwritten or Hard Copy Method

Any forms that have been printed out and submitted in hard copy must be entered manually in to the database. This can be done either by the inspector or the state committee database lead. This is the most time consuming and error prone method of data entry as it relies on accurate interpretation of forester data.

This method does not require that the inspector be assigned to the property formally in the database ahead of time. All inspection types supported.

PDF Upload Method (Recommended)

Benefits of uploading directly into ATFS:

1. The inspector can type directly into PDF file, a process that is already familiar.
2. PDF can be emailed around easily to all parties
3. Reduce time between inspection and entry in an easy familiar manner.
4. Less chance of human error from copying over manually.

Caveats of upload method:

1. All required information must be filled *correctly* or an error message will be produced.
2. Inspection must be assigned in database ahead of time.
3. Inspector needs to have an up-to-date version of adobe reader to fill. Other programs may lock the form, mess with the fields which prevents uploading.
4. Error messages are returned via email which may get caught in spam folder or lost in cyberspace.

Any troubleshooting issues or questions can be directed to nchavez@forestfoundation.org .

Completed forms should be sent to inspectors@forestfoundation.org with the subject line 'Upload004'. If there are any errors, an email error message will be sent to the sender.

This method requires that an inspector be assigned formally in the database prior to the inspection occurring. All inspection types supported. Once the inspector is assigned within the database, a pre-populated form can be emailed to him/her. Pre-populated forms are only available for landowners and properties that exist the database and that is where the information is pulled from.

Required Fields of the 004 Form

Below is an example 004 form. Some fields and sections are always required while others are only required if a certain answer choice is made.

Red Highlighted fields/sections mean that are **always required** in order to be accepted **from an inspector**. Ex) location of management plan is always required to be filled even in a reinspection.

Orange Highlight indicates that this field is required under certain circumstances. Ex) Landowner signature is required for initial inspections.



American Tree Farm System (ATFS) Tree Farm Inspection Record

ATFS Form 004 Revised 01/15

State **Tree Farm Number**

INITIAL INSPECTION INITIAL INSPECTION: HOW DID THE LANDOWNER LEARN ABOUT ATFS? (Check All That Apply)

Certified/Recognition	My Inspector	Currently a Tree Farmer	ATFS Sign	Referred by Tree Farmer	Website
Pioneer	Brochure	Landowners Assn	Magazine	Forestry Association	Field Day/Education Event

REINSPECTION

Recertification/Renewal	Decertification (Choose One):	Deceased	Missing	No interest
Pioneer		Sold	Substandard	

FIELD INSPECTION DATE			INTERVIEW DATE			Type:		
Month	Day	Year	Month	Day	Year	Field	Phone	Email

LANDOWNER INFORMATION (Legal Owner)							PRIMARY CONTACT
Organization or Last Name					First Name		MI
Co-Owner / Contact Last Name					First Name		MI

PRIMARY CONTACT							
Mailing Address 1				Mailing Address 2			
City			State			Zip	Absentee Landowner? Yes No
Email			Phone			Preferred Contact Any Phone Email No Contact	

WHICH CONSERVATION ORGANIZATIONS ARE YOU INVOLVED IN? (Check All That Apply)

State Forestry Assn	State Landowner Assn	County/Local Forestry Assn	Ducks Unlimited	Nat Wild Turkey Fed	QDMA
Other (Please Specify)					

TREE FARM LOCATION

County	Town	Forested Acres	Location (Legal or GPS)
--------	------	----------------	-------------------------

OWNERSHIP TYPE (Check One)	WHICH PROGRAMS IS THE PROPERTY ENROLLED IN? (Check All That Apply)	
Non-Industrial Private/Family	Conservation Easement	Forest Tax Law / Tax Abatement
Other Public (non-State Forests)	Successional Planning (Estate Planning, etc)	
Municipal/City/Village	Cost Share (Please Specify)	Other (Please Specify)
Other	Federal State Local	

NOTES/UPDATES

APPROVALS

Landowner * Signature	Month	Day	Year	I (Landowner) understand that, by checking this box, my typed or written signature constitutes a legal signature.
Qualified ATFS Inspector Signature	Month	Day	Year	Recommendation: Certification/Recognition Pioneer Decertification
First Name	MI	Last Name		ID#
Regional Approval Signature	Month	Day	Year	Recommendation: Certification/Recognition Pioneer Decertification
State Approval Signature	Month	Day	Year	Recommendation: Certification/Recognition Pioneer Decertification

*Signature affirms commitment to comply with the 2015-2020 AFF Standards of Sustainability and all relevant laws/regulations/ordinances. Signature further permits agents of ATFS ingress and egress for purposes of verification and in coordination of corrective or preventative activities. Participation in ATFS is purely voluntary and may be discontinued by landowner at any time or if found ineligible by ATFS. Only required for new certifications.

STANDARD 1. COMMITMENT TO PRACTICING SUSTAINABLE FORESTRY (MANAGEMENT PLAN)			
PM 1.1 Landowner has and implements a written forest management plan consistent with the size of the forest and the scale and intensity of the forest activities.		Yes	No
Location of management plan, maps and other related documents?			
Notes/Observations	Indicator 1.1.1. Management plan is active, adaptive and embodies the landowner's current objectives, remains appropriate for the land certified and reflects the current state of knowledge about natural resources and sustainable forest management.	Yes	No
	1.1.2. (a) Management plan describes current forest conditions, landowner's objectives; management activities aimed at achieving landowner's objectives, documents a feasible strategy for activity implementation and includes a map accurately depicting significant forest-related resources.	Yes	No
	1.1.2. (b) Management plan demonstrates consideration of the following resource elements: forest health, soil, water, wood and fiber production, threatened and endangered species, special sites, invasive species and forests of recognized importance (FORI).	Yes	No
	1.1.2. (c) Where present and relevant to the property, the plan describes management activities related to the following elements: fire, wetlands, desired species, recreation, forest aesthetics, biomass, and/or carbon.	Yes	No
	1.1.3. The landowner should monitor for changes that could interfere with the management objectives as stated in management plan. When problems are found, are reasonable actions taken?	Yes	No

STANDARD 2. COMPLIANCE WITH LAWS			
PM 2.1 Landowner complies with all relevant federal, state, county and municipal laws, regulations and ordinances governing forest management activities.		Yes	No
Notes/Observations	Indicator 2.1.1. Landowner corrects conditions that led to adverse regulatory actions, if any.	Yes	No
	2.1.2. Landowner should obtain advice from appropriate qualified natural resource professionals or qualified contractors who are trained in, and familiar with, relevant laws, regulations and ordinances.	Yes	No

STANDARD 3. REFORESTATION AND AFFORESTATION					
Has the property been harvested or afforested since 2010 under this ownership? (If no, skip to Standard 4: Air, Water and Soil Protection)		Yes	No		
If yes, PM 3.1 reforestation or afforestation achieved by a suitable process that ensures adequate stocking levels.		Yes	No		
Notes/Observations	Indicator 3.1.1 Harvested forest land achieves adequate stocking of desired species reflecting the landowner's objectives, within five years after harvest, or within a time interval as specified by applicable regulation.	Yes	No		
	<table border="1"> <tr> <td>Tot. Number of acres affected?</td> <td>Methods of regeneration</td> <td>Species selected?</td> </tr> </table>	Tot. Number of acres affected?	Methods of regeneration	Species selected?	
Tot. Number of acres affected?	Methods of regeneration	Species selected?			

STANDARD 4: AIR, WATER AND SOIL PROTECTION			
PM 4.1 Landowner meets or exceeds practices prescribed by State Forestry Best Management Practices (BMPs) that are applicable to the property.		Yes	No
Notes/Observations	Indicator 4.1.1. Landowner implements specific State Forestry BMPs that are applicable to the property.	Yes	No
	4.1.2. Landowner minimizes road construction and other disturbances within riparian zones and wetlands.	Yes	No
PM 4.2 Landowner considers a range of forest management activities to control pests, pathogens and unwanted vegetation.		Yes	No
Have pesticides been used on the property? (If no, skip to Prescribed Fire)		Yes	No
Notes/Observations	Indicator 4.2.1. Landowner should evaluate alternatives to pesticides for the prevention or control of pests, pathogens and unwanted vegetation to achieve specific management objectives.	Yes	No
	4.2.2. Pesticides used are EPA-approved and applied, stored and disposed of in accordance with EPA-approved labels and by persons appropriately trained, licensed and supervised.	Yes	No

Landowner's Last Name	State	Tree Farm Number
-----------------------	-------	------------------

PRESCRIBED FIRE

Is prescribed fire used on the property? (If no, skip to Standard 5: Fish, Wildlife, Biodiversity and Forest Health) Yes No

If yes, **PM 4.3** prescribed fire conforms with landowner's objectives and pre-fire planning. Yes No If yes, number of acres treated:

Notes/Observations	Indicator 4.3.1. Prescribed fire conforms with the landowner's objectives and state and local laws and regulations.	Yes	No
---------------------------	--	-----	----

STANDARD 5: FISH, WILDLIFE, BIODIVERSITY AND FOREST HEALTH

THREATENED AND ENDANGERED SPECIES

Indicator
5.1.1. Landowner conferred with natural resource agencies, state natural resource heritage programs, qualified natural resource professionals or reviewed other sources of information to determine occurrences of threatened or endangered species on the property and their habitat requirements. Yes No

Which resources were consulted to determine occurrences of threatened or endangered species on the property?

Are there known occurrences of threatened and endangered species on the property? (If no, skip to Desired Species) Yes No

If yes, which species? Number of acres affected:

If yes, **PM 5.1** forest management activities protect habitats and communities occupied by threatened or endangered species as required by law. Yes No

If yes, **5.1.2.** forest management activities incorporate measures to protect identified threatened or endangered species on the property Yes No

If yes, what management activities have been undertaken or are planned to protect the habitats and communities occupied by threatened or endangered species?

DESIRED SPECIES

Has the landowner identified objectives related to desired species and/or forest communities? (If no, skip to PM 5.3: Forest Health) Yes No

If yes, which species? Number of acres affected:

If yes, **PM 5.2** landowner should address the desired species and/or desired forest communities when conducting forest management activities, if consistent with landowner's objectives. Yes No

Notes/Observations	Indicator 5.2.1. Landowner should consult available and accessible information on management of the forest for desired species and/or forest communities and integrate it into forest management.	Yes	No
---------------------------	--	-----	----

FOREST HEALTH

PM 5.3 Landowner should make practical efforts to promote forest health. Yes No

Notes/Observations	Indicator 5.3.1. Landowner should make practical efforts to promote forest health, including prevention, control or response to disturbances such as wildland fire, invasive species and other pests, pathogens or unwanted vegetation, to achieve specific management objectives.	Yes	No
---------------------------	---	-----	----

Which forest health issues are relevant to the property? Number of acres affected:

In what ways is the landowner seeking to prevent, control or respond to forest health concerns?

FORESTS OF RECOGNIZED IMPORTANCE (FORI)

Which resources were consulted to determine relevance to FORI on property?

Are FORI relevant to the property? (If no, skip to Standard 6: Forest Aesthetics) Yes No

If yes, **PM 5.4** forest management activities should maintain or enhance forests of recognized importance (FORI). Yes No

Notes/Observations	Indicator 5.4.1. If relevant, appropriate to the scale and intensity of the situation, forest management activities should incorporate measures to contribute to the conservation of identified forests of recognized importance.	Yes	No
---------------------------	--	-----	----

Landowner's Last Name	State	Tree Farm Number
-----------------------	-------	------------------

STANDARD 6: FOREST AESTHETICS

PM 6.1 Landowner should manage the visual impacts of forest management activities consistent with the size of the forest, the scale and intensity of forest management activities and the location of the property. Yes No

Notes/Observations	Indicator 6.1.1. Forest management activities should apply visual quality measures compatible with appropriate silvicultural practices.	Yes	No
---------------------------	--	-----	----

STANDARD 7: PROTECT SPECIAL SITES

Notes/Observations	Indicator 7.1.1. Landowner made a reasonable effort to locate and protect special sites appropriate for the size of the forest and the scale and intensity of forest management activities.	Yes	No
---------------------------	--	-----	----

Which resources were consulted to reach this determination? For example, field observations by qualified natural resource professional, state natural, historical or cultural heritage databases or offices.

Are special sites relevant to the property? (If no, skip to Standard 8: Forest Product Harvests and Other Activities) Yes No

If yes, which special sites are present?	Number of occurrences:	How are special sites protected?
--	------------------------	----------------------------------

Notes/Observations	If yes, PM 7.1 forest management activities consider and maintain any special sites relevant on the property.	Yes	No
---------------------------	--	-----	----

STANDARD 8: FOREST PRODUCT HARVESTS AND OTHER ACTIVITIES

PM 8.1 Landowner should use qualified natural resource professionals and qualified contractors when contracting for services. Yes No

Notes/Observations	Indicator 8.1.1. Landowner seeks qualified natural resource professionals and qualified contractors when undertaking forest management activities.	Yes	No
	8.1.2. Landowner should engage qualified contractors who carry appropriate insurance and comply with appropriate federal, state and local safety and fair labor rules, regulations and standard practices.	Yes	No
	8.1.3. Landowner should retain appropriate contracts or records for forest product harvests and other management activities to demonstrate conformance to the Standards.	Yes	No

PM 8.2 Landowner monitors forest product harvests and other management activities to ensure they conform to their objectives. Yes No

Notes/Observations	Indicator 8.2.1. Harvest, utilization, removal and other management activities conducted in compliance with the landowner's objectives and to maintain the potential of the property to produce forest products and other benefits sustainably.	Yes	No
---------------------------	--	-----	----