

# Tree Farm System (ATFS) Tree Farm Inspection Record

Revised 01/15 Tree Farm Number [ ]

**INITIAL INSPECTION: HOW DID THE LANDOWNER LEARN ABOUT ATFS? (CHECK ALL THAT APPLY)**

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

Decertification (Choose One):  Deceased  Missing  No Interest  
 Sold  Substandard

**INTERVIEW DATE**

Month [ ] Day [ ] Year [ ] Type:  Field  Phone  Email

**PRIMARY CONTACT**

First Name [ ] MI [ ]   
First Name [ ] MI [ ]

Mailing Address 2 [ ]

State [ ] Zip [ ] Absentee  Yes  No  
Phone [ ] Preferred Contact  Any  Phone  Email  No Contact

**HOW ARE YOU INVOLVED IN? (Check All That Apply)**

State Landowner Assn  County/Local Forestry Assn  Ducks Unlimited  Nat Wild Turkey Fed  QDMA  N/A

Town [ ] Acres [ ] Location (Legal or GPS) [ ]

**WHAT PROGRAMS IS THE PROPERTY ENROLLED IN? (Check All That Apply)**

Conservation Easement  Forest Tax Law / Tax Abatement  State Forest Stewardship Program  
 Successional Planning (Estate Planning, etc)

Cost Share (Please Specify) [ ] Other (Please Specify) [ ]  
 Federal  State  Local  N/A

Month [ ] Day [ ] Year [ ]  I (Landowner), understand that checking this box constitutes this typed or written signature as a legal signature

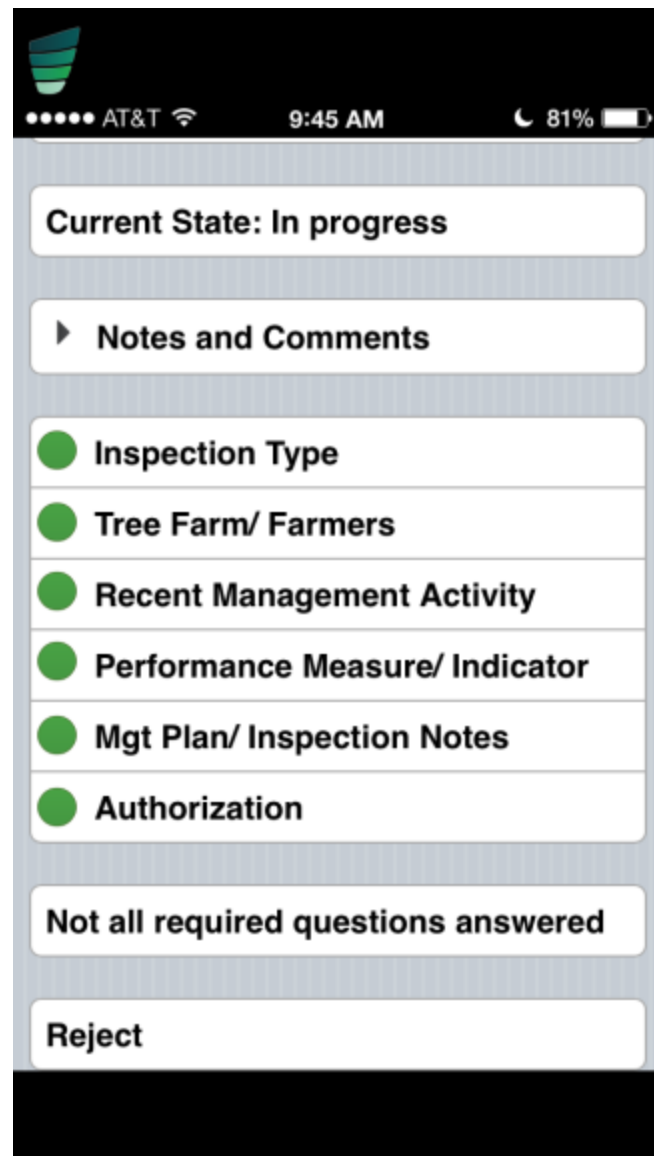
Month [ ] Day [ ] Year [ ] Recommendation:  Certification/Recognition  Pioneer  Decertification

MI [ ] Last Name [ ] ID# [ ]

Month [ ] Day [ ] Year [ ] Recommendation:  Certification/Recognition  Pioneer  Decertification

Month [ ] Day [ ] Year [ ] Recommendation:  Certification/Recognition  Pioneer  Decertification

# ATFS Inspections Made Easy



AT&T 9:45 AM 81%

**Current State: In progress**

▶ **Notes and Comments**

- **Inspection Type**
- **Tree Farm/ Farmers**
- **Recent Management Activity**
- **Performance Measure/ Indicator**
- **Mgt Plan/ Inspection Notes**
- **Authorization**

**Not all required questions answered**

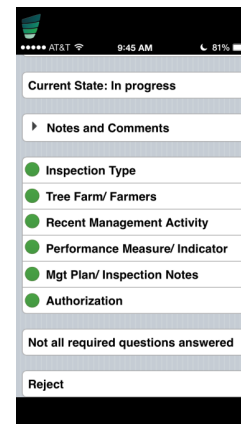
**Reject**



GROWING STEWARDSHIP FROM THE ROOTS

# Inspections: Building Blocks of ATFS



- Personalized interaction with foresters
- Valuable resource to landowners
- Validation of our Standards
- Process is evolving
  - Carbon copies-Paper-Electronic





●●●● AT&T 

9:45 AM

 81% 

**Current State: In progress**

▶ **Notes and Comments**

**Inspection Type**

**Tree Farm/ Farmers**

**Recent Management Activity**

**Performance Measure/ Indicator**

**Mgt Plan/ Inspection Notes**

**Authorization**

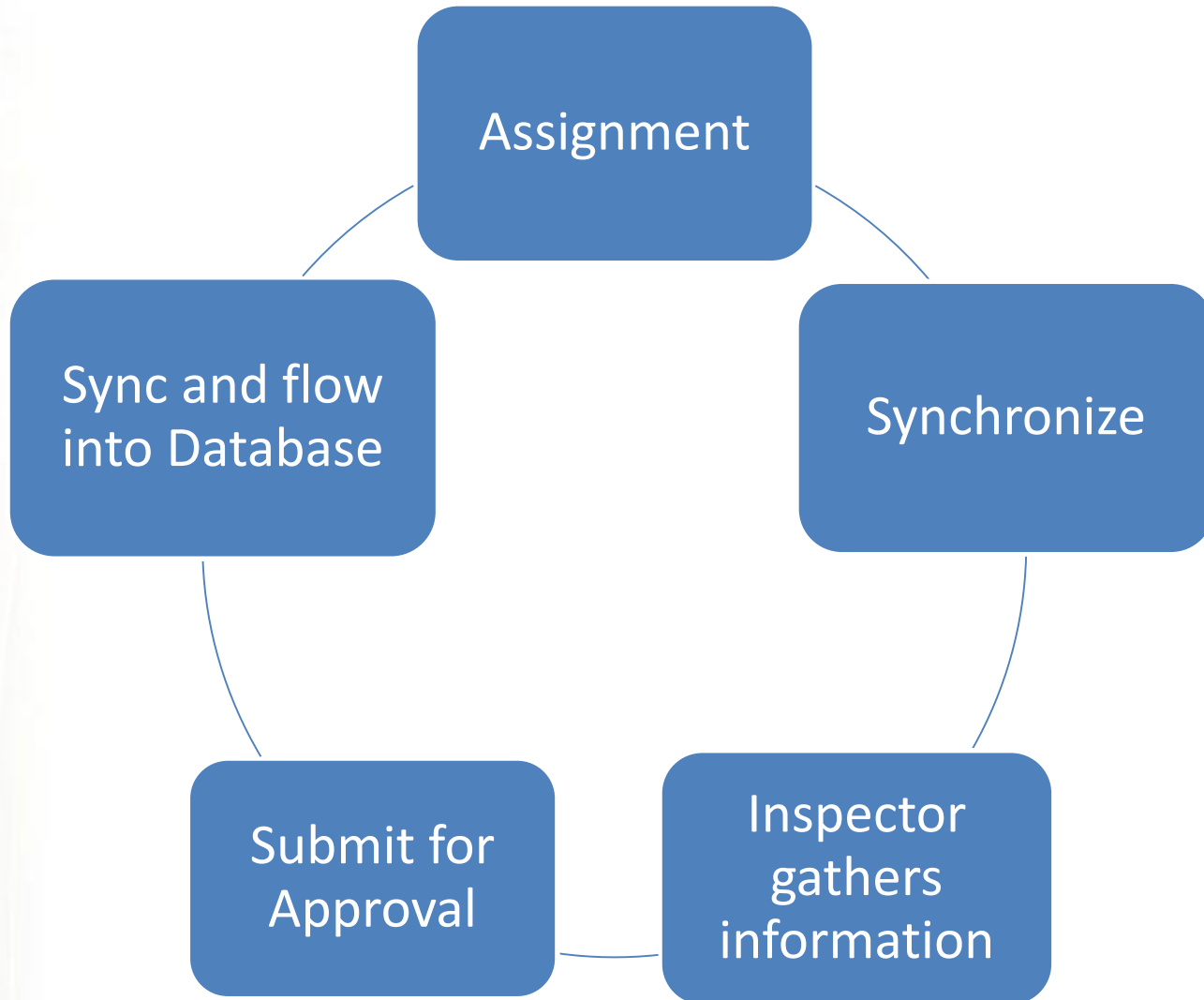
**Not all required questions answered**

**Reject**



GROWING STEWARDSHIP F

# How does it work?



# Great Benefits!

1. Instantly entered and submitted into database
2. Always have a 004 form on hand for perfect opportunities
3. No worry of missing crucial information
4. All parties receive a copy of the filled in form via email
5. User Friendly, easy
6. Minimize time between inspection, submission, approval and distribution of copies
7. No internet needed to fill out



# Where to find the app?

## **Iphones and Ipads**

- Download the Konformance app from the Apple App Store

## **Android Devices**

- Special download link on [www.treefarmssystem.org/app](http://www.treefarmssystem.org/app)
- Will be coming to google play soon


# Specific Download Instructions

- <https://www.treefarmssystem.org/app>


[Home](#) :: [For Foresters](#) :: [ATFS Inspection App](#) :: How to Download

## Download Instructions [Share](#)

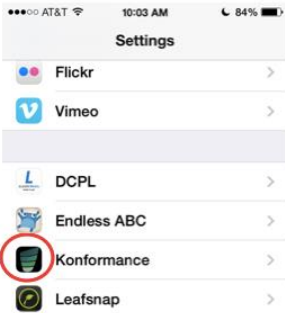
**IF YOU HAVE AN IPHONE OR IPAD**

 Download the Konformance app from the app store. You can search for "Konformance." If you see this logo (left), you will know that you have the correct app.

1. **Don't open the app yet.** If you open the app, shut it down by double clicking the home button and either swiping the app image up or long pressing on the Konformance icon in the taskbar if it is present and then pressing the red minus which appears in the top left of the app icon in the taskbar if you haven't upgraded to iOS 7.
2. Go to **Settings** on your iPhone/iPad



3. Scroll down and select the **Konformance** app



4. Check the settings and make sure they are as follows:





ROOTS



It is live!

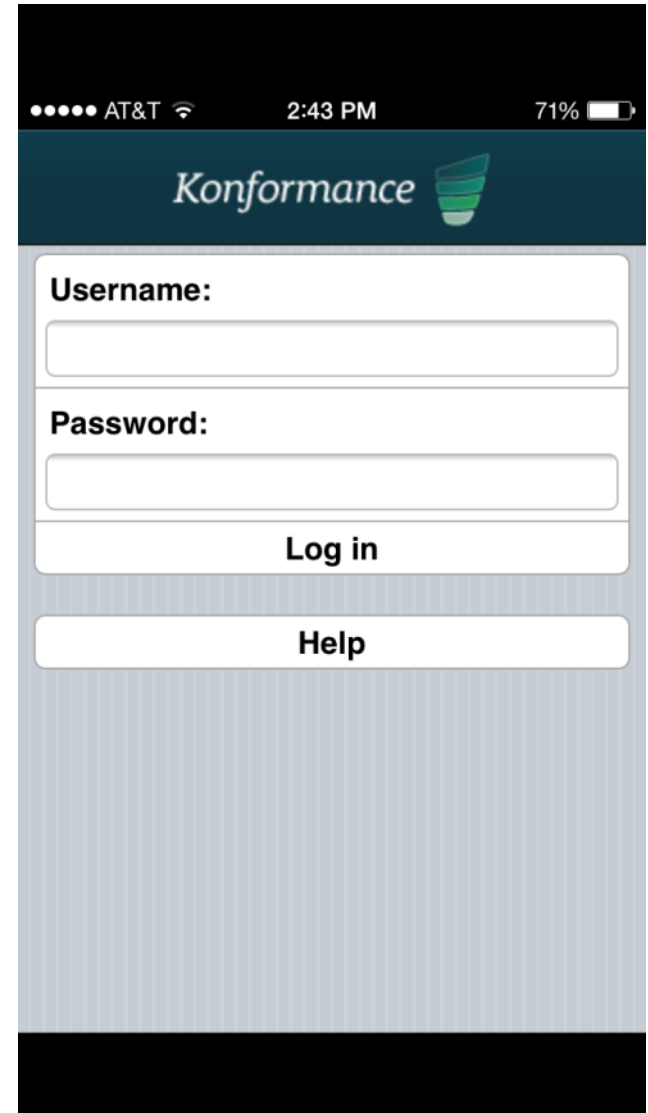
**CAUTION**  
**PROCEED**  
**CAREFULLY**



GROWING STEWARDSHIP FROM THE ROOTS

# Getting Started

- Don't have a username/password?
- Email:  
Inspectors@forestfoundation.org



AT&T 2:43 PM 71%

Konformance

Username:

Password:

Log in

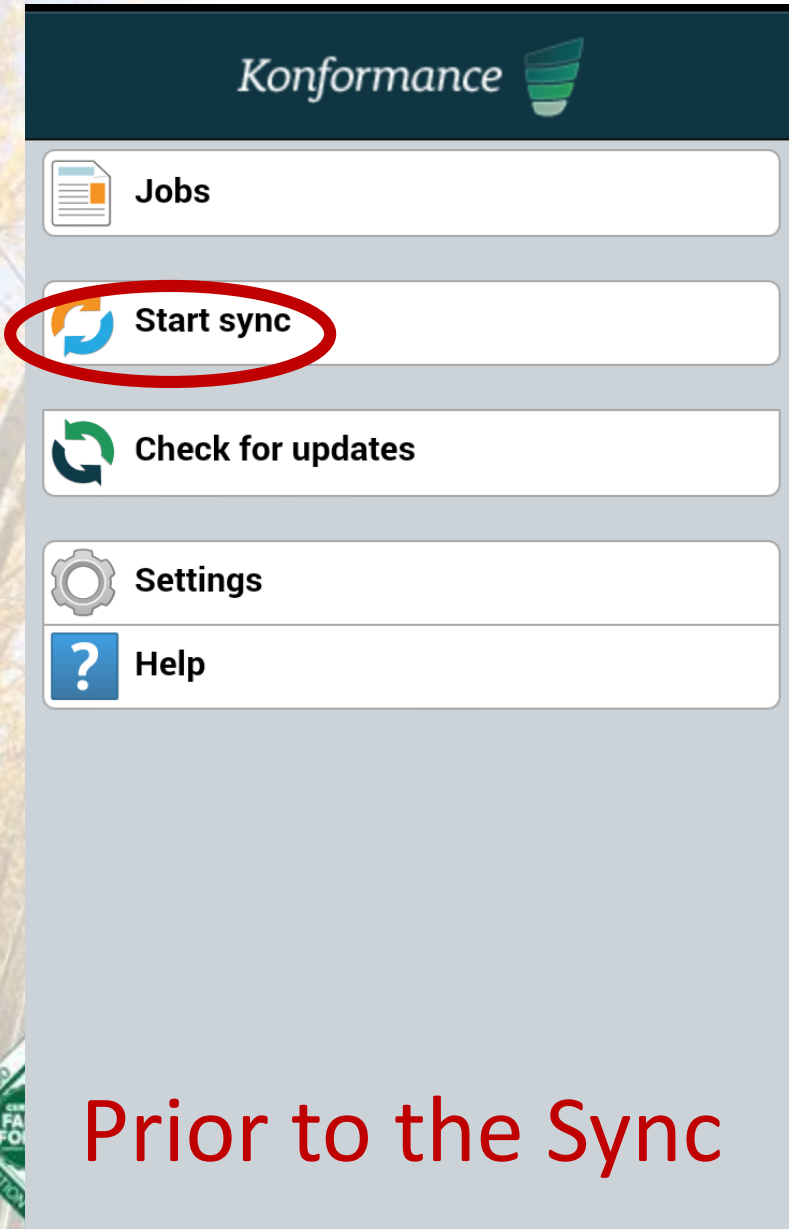
Help



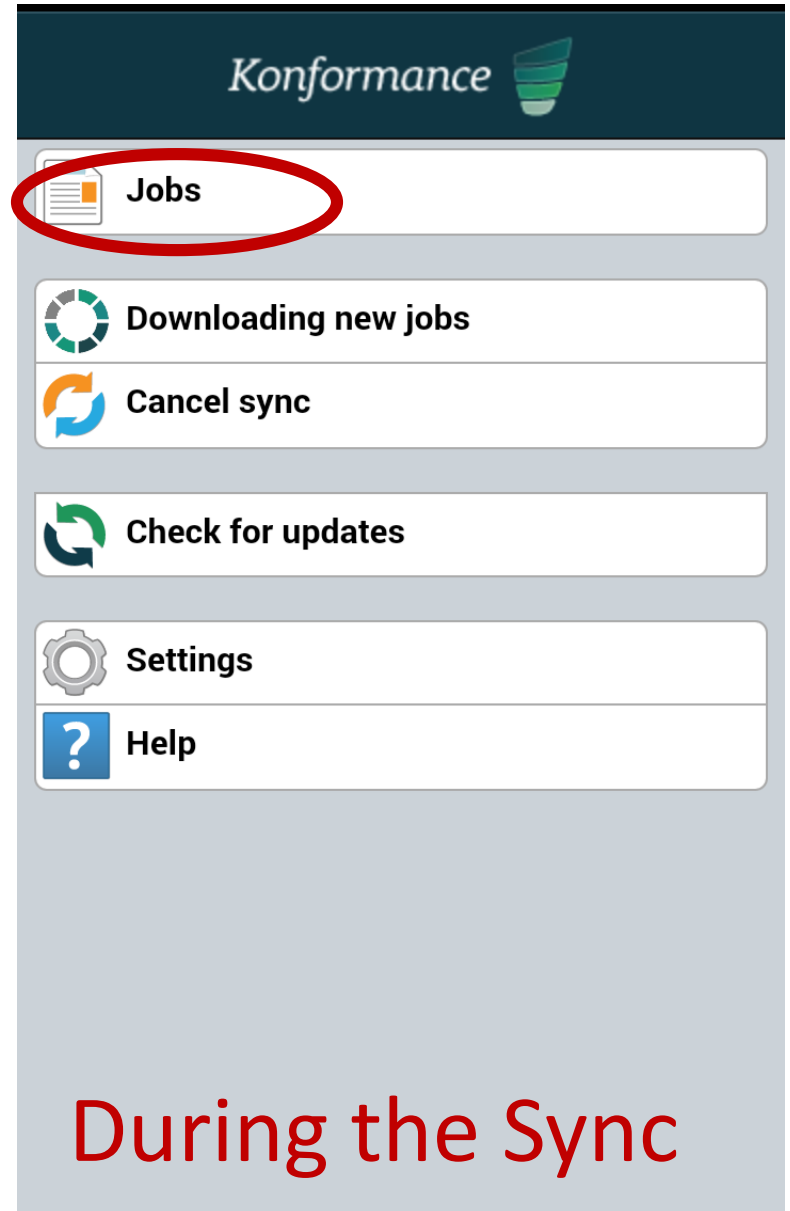
GROWING STEWARDSHIP FROM THE ROOTS

# Getting Started

1



2



# Assigned Inspections

Back

InspectionRecord004 Version 10

John Bowdish

John Bowdish

Reference:145960

John Bowdish 06-29-21

31-30-21 32-30-21

Scheduled: 26/03/15 14:12

[Directions](#)

**Current State: Downloaded**

**Inspection Type**

**Tree Farmer**

**Tree Farm**

**Standards Checklist**

**Notes/Updates**

**Approvals**

**Not all required questions answered**



# Assigned Inspections

[Back](#) Inspection Type

▼ Type of Inspection

**Type of Inspection**  
Reinspection ▼

**Reinspection Outcome**  
▼

**Please provide an inspection or interview date:**

**Field Inspection Date**

**Interview Date**

**Type:**  
▼

**Go Back**  
[Go Back](#)

Reinspection or Initial

Certification,  
Pioneer or  
Decertification

Field, Email, or Phone  
inspection



# Assigned Inspections

[Back](#) **Tree Farmer**

- ▶ **Tree Farmer**
- ▶ **Primary Contact Information**
- ▶ **Landowner Conservation Involvement**
- ▶ **Landowner Survey**
- ▶ **Complete**

Important Note: You cannot change the owner's names. This is to prevent accidental deletion of owners.

If ownership has changed make a note.

▼ **Tree Farmer**

**Please populate contact fields and choose a primary contact.**

**Organization or Primary Owner Last Name**  
Bowdish

**Primary Owner First Name**  
John

**Primary Owner Middle Initial**

**Primary Contact?**

**Co-owner/Contact Last Name**  
Bowdish

**First Name**  
Shirley

**Middle Initial**

**Primary Contact?**

# Assigned Inspections

**Back** **Tree Farmer**

- ▶ Tree Farmer
- ▶ **Primary Contact Information**
- ▶ Landowner Conservation Involvement
- ▶ Landowner Survey
- ▶ Complete

▼ **Primary Contact Information**

**Primary Contact Mailing Address 1**  
525 Bowdish Rd

**Primary Contact Mailing Address 2**

**Primary Contact City**  
Kalispell

**Primary Contact State**  
MT ▼

**Primary Contact Zip**  
59901-6854

**Is the Primary Owner an Absentee Landowner**  
No ▼

**Primary Contact Email**

**Primary Contact Phone**  
406-862-8020

**Primary Contact Preferred Contact**



Contact information can be edited

# Assigned Inspections

**Back** **Tree Farmer**

- ▶ **Tree Farmer**
- ▶ **Primary Contact Information**
- ▶ **Landowner Conservation Involvement**
- ▶ **Landowner Survey**
- ▶ **Complete**

▼ **Landowner Conservation Involvement**

What conservation organizations is the primary landowner 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**

▶ **Landowner Survey**



# Assigned Inspections

**Back** **Tree Farmer**

- ▶ **Tree Farmer**
- ▶ **Primary Contact Information**
- ▶ **Landowner Conservation Involvement**
- ▶ **Landowner Survey**
- ▶ **Complete**

▼ **Landowner Survey**

How did the primary landowner learn about ATFS?

**My Inspector**

**Brochure**

**Currently a Tree Farmer**

**Landowners Assn**

**ATFS Sign**

**Magazine**

**Referred by Tree Farmer**

**Forestry Association**

**Website**

**Field Day/Education Event**



# Assigned Inspections

**Back** **Tree Farm**

- ▶ **Tree Farm**
- ▶ **Tree Farm Program Enrollment**
- ▶ **Tree Farm Notes**
- ▶ **Complete**

▼ **Tree Farm**

**TreeFarm Number**  
1921

**Ownership Type**  
Non-Industrial Private/Family ▼

**County**  
Flathead

**Town**

**State**  
MT ▼

**Acres**  
220

**Quarter**

**Section**

**Township**



# Assigned Inspections

**Back** **Tree Farm**

- ▶ **Tree Farm**
- ▶ **Tree Farm Program Enrollment**
- ▶ **Tree Farm Notes**
- ▶ **Complete**

▼ **Tree Farm Program Enrollment**

What programs is the property enrolled in?  
(check all that apply)

**Conservation Easement**

**Forest Tax Law/Tax Abatement**

**State Forest Stewardship Program**

**Successional Planning (Estate planning, etc)**

**Other**

Cost Share:

**Federal**

**State**

**Local**



# Standards Checklist

[Back](#) Standards Checklist

- ▶ Standard 1
- ▶ Standard 2
- ▶ Standard 3
- ▶ Standard 4
- ▶ Standard 5
- ▶ Standard 6
- ▶ Standard 7

Follow up questions are hidden when I choose 'No'

## Fish, Wildlife, Biodiversity and Forest Health

**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 ▼

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

State Dnr database

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

No ▼

## 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 ▼



# Notes/Updates

[Back](#) **Notes/Updates**

▼ **Notes/Updates**

**Notes/Updates**

Property has changed in ownership to son. Son is Bobby Grant contact him at bgrant@gmail.com

**Go Back**

[Go Back](#)

[Back](#) **Notes/Updates**

▼ **Notes/Updates**

**Notes/Updates**

Landowner recently attended pest workshop and will attempt some natural invasive control in coming months.

**Go Back**

[Go Back](#)

This space can be used for any important notes about this specific inspection or any items that need to be updated by your administrator including landowner changes.

# Approvals

**Back** **Approvals**

▼ Approvals

**Approval**

**Landowner physical or text signature required for all initial inspections**

**Landowner Signature**

**Landowner Typed Signature**

**Date**

**I (Landowner), understand that checking this**

Choose your approver. They receive an email notification.

A landowner signature is required for all initial inspections!

**Landowner Typed Signature**

**Date**

**I (Landowner), understand that checking this box constitutes this typed or written signature as a legal signature. Required if an initial inspection.**

**Inspector: Please provide a drawn signature.**

**Inspecting Forester Signature**

**Inspector Typed Signature**

If landowner signs, this box is required!

**I (Landowner), understand that checking this**



# Submitting Inspections

[Back](#) InspectionRecord004 Version 10

John Bowdish      John Bowdish  
Reference:145960

John Bowdish 06-29-21  
31-30-21 32-30-21      Scheduled: 26/03/15 14:12

[Directions](#)

Current State: In progress

- Inspection Type
- Tree Farmer
- Tree Farm
- Standards Checklist
- Notes/Updates
- Approvals

Not all required questions answered

[Back](#) InspectionRecord004 Version 10

John Bowdish      John Bowdish  
Reference:145960

John Bowdish 06-29-21  
31-30-21 32-30-21      Scheduled: 26/03/15 14:12


[Directions](#)

Current State: In progress


- Inspection Type
- Tree Farmer
- Tree Farm
- Standards Checklist
- Notes/Updates
- Approvals


Mark Job Complete 1


Reject


Konformance 

Jobs

 Start sync 2

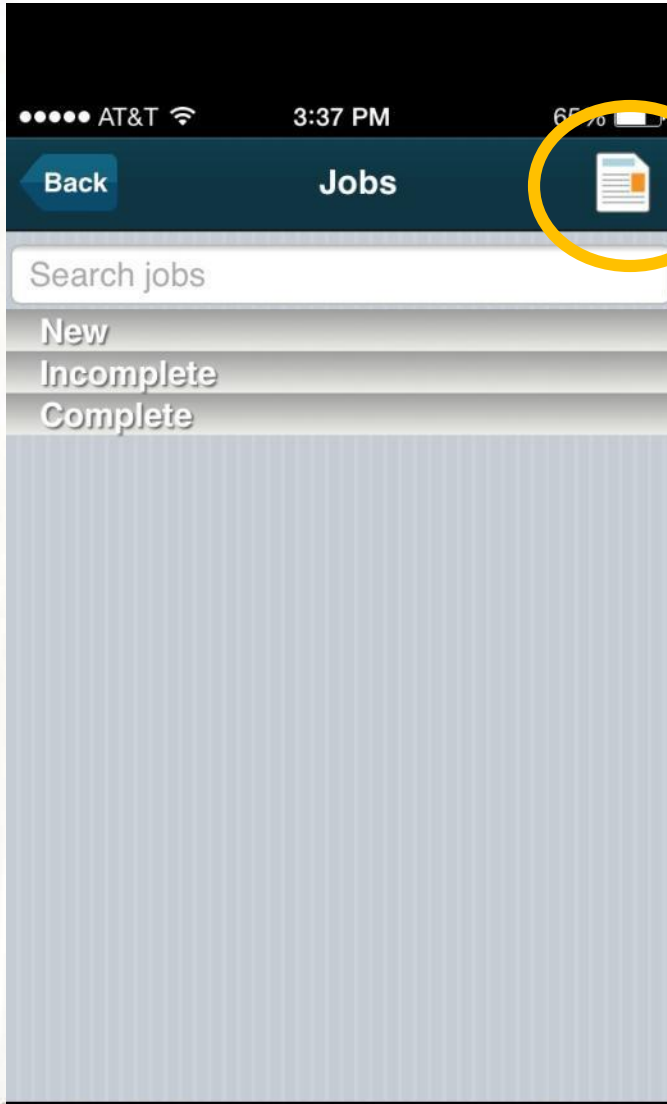
 Check for updates

 Settings

 Help



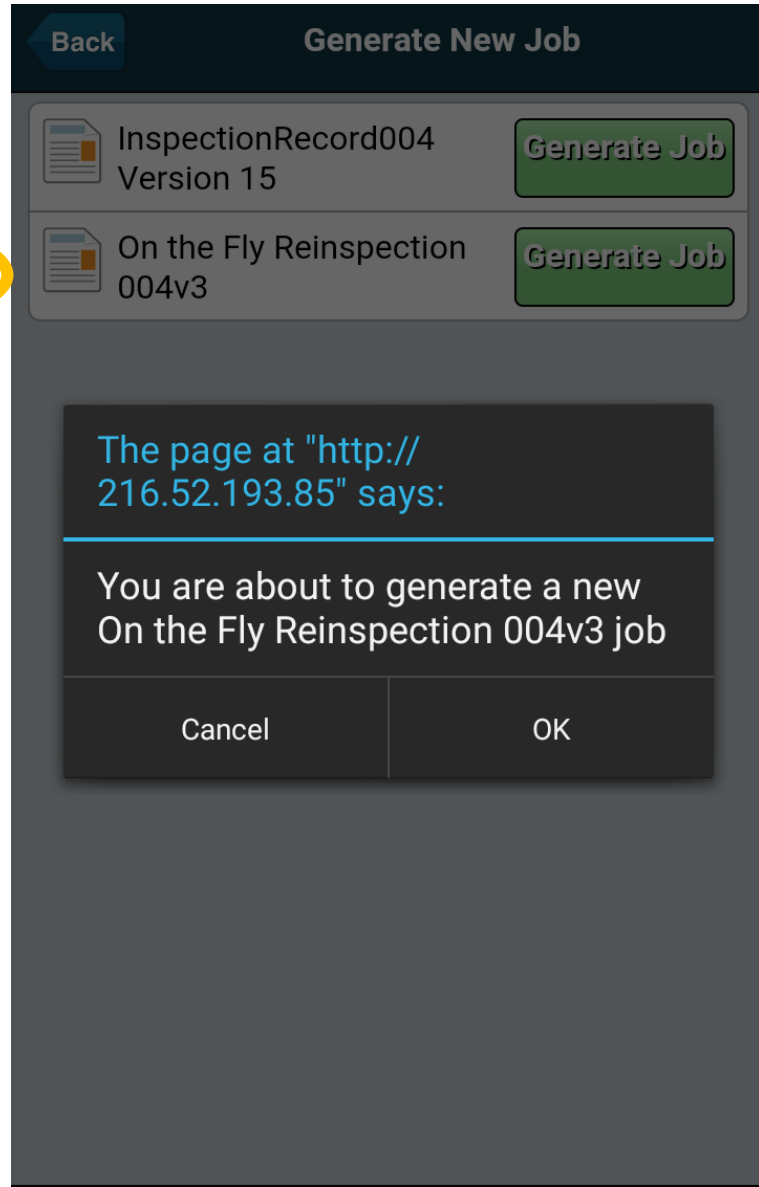
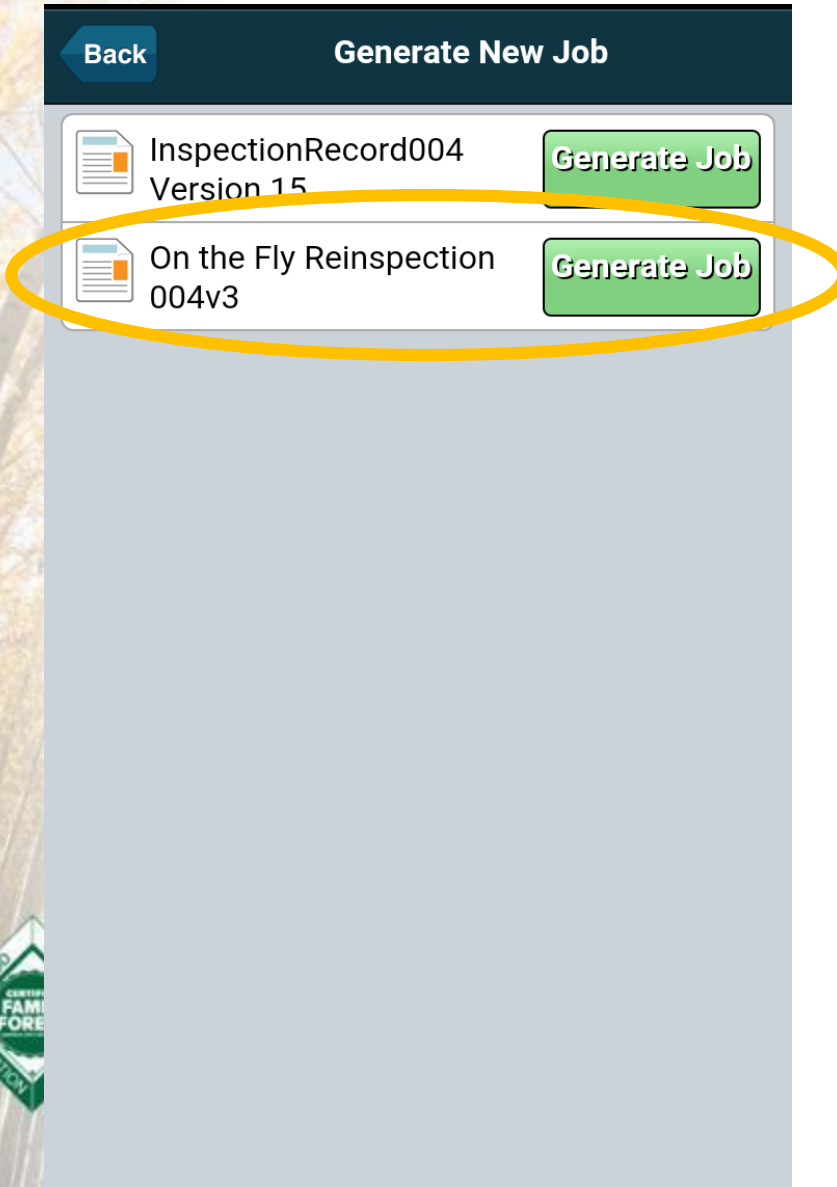
# On-the-Fly Re-Inspections



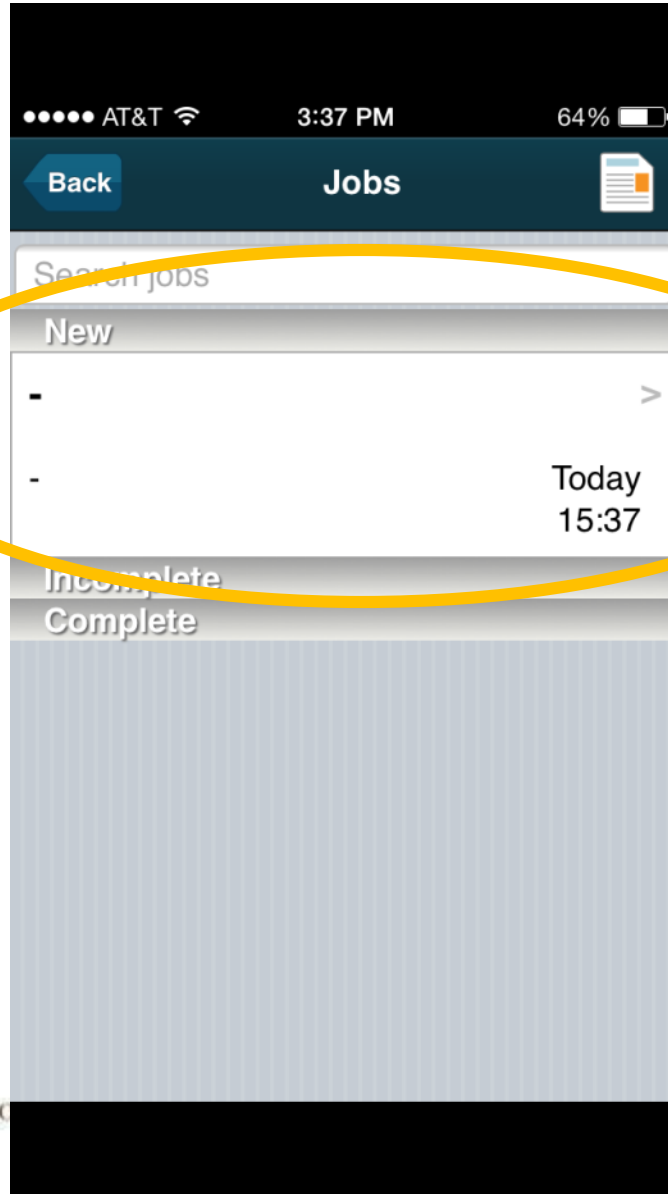
GROWING



# On-the-Fly Re-Inspections



# On-the-Fly Re-Inspections



Will be blank



# On-the-Fly Re-Inspections

AT&T 3:38 PM 64%

Back Tree Farm/ Farmers

▼ Tree Farm

**Tree Farm Number**

**State**

▶ Tree Farm Notes



GROWING STEWARDSHIP FROM

# When to use the app?

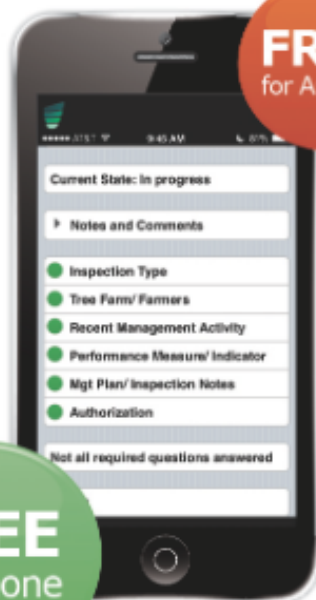
- Assigned initial inspection
- Assigned re-inspection
- On-the-fly re-inspections



# www.treefarmssystem.org/app

## The ATFS Inspection App

 [Share](#)



**FREE**  
for Android

**FREE**  
for iPhone

### MEET OUR NEW APP

- A quick and easy way to complete your ATFS inspections
- Download it to your smartphone or tablet, then it's always with you
- Complete an inspection even if you don't have an internet connection, just synch the app when you are back online

### DOWNLOAD THE APP TODAY

[See our instructions for downloading](#) the app for iPhone, iPad and Android.



### DOWNLOAD INSTRUCTIONS

Get instructions for downloading the app and configuring it for your smartphone or iPad.

[GET THE APP](#)

### STARTING THE APP

Learn how to launch and log in to the ATFS Inspection App on your iPhone, iPad or Android.

[READ MORE](#)

### APP GUIDELINES

Before using the ATFS Inspector App, there's a few things you need to keep in mind. Please read and follow our best practices for using the new app.

[READ GUIDELINES](#)



GROWING STEWARDSHIP |

Questions about app?

And Now Introducing...



GROWING STEWARDSHIP FROM THE ROOTS



# 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)  |
|--|---|
| <input type="checkbox"/> Certified/Recognition<br><input type="checkbox"/> Pioneer | <input type="checkbox"/> My Forester <input type="checkbox"/> Currently a Tree Farmer <input type="checkbox"/> ATFS Sign <input type="checkbox"/> Referred by Tree Farmer <input type="checkbox"/> Website<br><input type="checkbox"/> Brochure <input type="checkbox"/> Landowners Assn <input type="checkbox"/> Magazine <input type="checkbox"/> Forestry Association <input type="checkbox"/> Field Day/Education Event |

| REINSPECTION   |
|--|
| <input type="checkbox"/> Recertification/Renewal <input type="checkbox"/> Decertification (Choose One): <input type="checkbox"/> Deceased <input type="checkbox"/> Missing <input type="checkbox"/> No interest<br><input type="checkbox"/> Pioneer <input type="checkbox"/> Sold <input type="checkbox"/> Substandard |

| FIELD INSPECTION DATE   | INTERVIEW DATE   |
|---|--|
| Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> | Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Type: <input type="checkbox"/> Field <input type="checkbox"/> Phone <input type="checkbox"/> Email |

| LANDOWNER INFORMATION (Legal Owner)               |                                 |                         | PRIMARY CONTACT          |
|---|---------------------------------|-------------------------|--------------------------|
| Organization or Last Name <input type="text"/>    | First Name <input type="text"/> | MI <input type="text"/> | <input type="checkbox"/> |
| Co-Owner / Contact Last Name <input type="text"/> | First Name <input type="text"/> | MI <input type="text"/> | <input type="checkbox"/> |

| PRIMARY CONTACT                        |                            |  |   |
|--|----------------------------|--|---|
| Mailing Address 1 <input type="text"/> |                            | Mailing Address 2 <input type="text"/>   |   |
| City <input type="text"/>              | State <input type="text"/> | Zip <input type="text"/>   | Absentee <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Email <input type="text"/>             | Phone <input type="text"/> | Preferred Contact <input type="checkbox"/> Any <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> No Contact |   |

| WHAT CONSERVATION ORGANIZATIONS ARE YOU INVOLVED IN? (Check All That Apply)   |
|---|
| <input type="checkbox"/> State Forestry Assn <input type="checkbox"/> State Landowner Assn <input type="checkbox"/> County/Local Forestry Assn <input type="checkbox"/> Ducks Unlimited <input type="checkbox"/> Nat Wild Turkey Fed <input type="checkbox"/> QDMA <input type="checkbox"/> N/A<br><input type="checkbox"/> Other (Please Specify) <input type="text"/> |

| TREE FARM LOCATION          |                           |                           |  |
|-----------------------------|---------------------------|---------------------------|--|
| County <input type="text"/> | Town <input type="text"/> | Acre <input type="text"/> | Location (Legal or GPS) <input type="text"/> |

| OWNERSHIP TYPE (Check One)  | WHAT PROGRAMS IS THE PROPERTY ENROLLED IN? (Check All That Apply)   |  |
|---|---|--|
| <input type="checkbox"/> Non-Industrial Private/Family<br><input type="checkbox"/> Public Lands<br><input type="checkbox"/> Other (Please specify) <input type="text"/> | <input type="checkbox"/> Conservation Easement <input type="checkbox"/> Forest Tax Law / Tax Abatement <input type="checkbox"/> State Forest Stewardship Program<br><input type="checkbox"/> Successional Planning (Estate Planning, etc) | <input type="checkbox"/> Other (Please Specify) <input type="text"/> |
|   | Cost Share (Please Specify) <input type="text"/><br><input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> N/A   |  |

| NOTES/UPDATES        |
|----------------------|
| <input type="text"/> |

| APPROVALS                                  |                            |                          |                           |  |
|--|----------------------------|--------------------------|---------------------------|--|
| Landowner * Signature <input type="text"/> | Month <input type="text"/> | Day <input type="text"/> | Year <input type="text"/> | <input type="checkbox"/> I (Landowner), understand that checking this box constitutes this typed or written signature as a legal signature |



# Easy Upload PDF!

# Overview of Process

1. Assign Inspection and download PDF
2. Inspector Fills and submits to approval person via email
3. Data entry person receives the file and emails in to [inspectors@forestfoundation.org](mailto:inspectors@forestfoundation.org) with subject upload004
4. Log into database and approve





# Log in to the database

- Step 1: Assign and download form
  - Example: DE-148-00



## American Tree Farm System (ATFS) Tree Farm Inspection Record

ATFS Form 004 Revised 01/15

Initial Certification/Recognition: 04/24/2015

State  Tree Farm Number

Inspector: Nephtali Chavez (147590) Last Insp: 04/10/2015 TF Status: Recognition

Inspector Email: [nchavez@forestfoundation.org](mailto:nchavez@forestfoundation.org) DUE: 10/31/2015

| INITIAL INSPECTION                                       |   |   | INITIAL INSPECTION: HOW DID THE LANDOWNER LEARN ABOUT ATFS? (Check All That Apply) |  |  |  |
|--|---|---|--|--|--|--|
| <input type="radio"/> Certified/Recognition              | <input checked="" type="checkbox"/> My Inspector    | <input checked="" type="checkbox"/> Currently a Tree Farmer | <input type="checkbox"/> ATFS Sign   | <input type="checkbox"/> Referred by Tree Farmer | <input type="checkbox"/> Website                   |  |
| <input type="radio"/> Pioneer                            | <input type="checkbox"/> Brochure                   | <input type="checkbox"/> Landowners Assn                    | <input checked="" type="checkbox"/> Magazine                                       | <input type="checkbox"/> Forestry Association    | <input type="checkbox"/> Field Day/Education Event |  |
| REINSPECTION   |   |   |  |  |  |  |
| <input checked="" type="radio"/> Recertification/Renewal | <input type="radio"/> Decertification (Choose One): |   | <input type="radio"/> Deceased   | <input type="radio"/> Missing                    | <input type="radio"/> No interest                  |  |
| <input type="radio"/> Pioneer                            |   |   | <input type="radio"/> Sold   | <input type="radio"/> Substandard                |  |  |
| FIELD INSPECTION DATE                                    |   | INTERVIEW DATE  |  |  | Type:  |  |
| Month  | Day   | Year  | Month  | Day  | Year   | <input checked="" type="radio"/> Field <input type="radio"/> Phone <input type="radio"/> Email |
| <input type="text" value="9"/>                           | <input type="text" value="1"/>                      | <input type="text" value="2015"/>                           | <input type="text"/>   | <input type="text"/>                             | <input type="text"/>                               |  |



GROWING STEWARDSHIP FROM THE ROOTS

# Emailing Form

- Steps 2 &3: Fill form and email in
  - Attach PDF to email like any other file
  - [inspectors@forestfoundation.org](mailto:inspectors@forestfoundation.org), upload004
  - You can CC others and email multiple inspections



# Final Approval

- Go back into ATFS database and approve the inspection to finalize the process



GROWING STEWARDSHIP FROM THE ROOTS

# FAQ

# Any Questions?

## Q



- Will I need to use a specific file name?
- Can I send multiple files at once?
- If I fill out a hard copy do I need to fill out a PDF?
- How long will it take to appear as submitted in ATFS?
- Can an inspector submit a PDF for upload?

## A



- No, but you do need to use Upload004 as the subject line
- Yes!  
Not unless you want to.
- Handwritten copies are still acceptable, they will just need to be manually entered within a matter of minutes.
- Will vary by connectivity  
We have not advertised this tool to inspectors yet, but will in the coming months

