

Completing the Tree Farm Inspection Form

(004 Inspection Form including Standards Checklist)

Print all information except signatures

General Guidelines:

- 1) **Signatures** – Inspecting forester and state representative signatures are required on all forms. Inspecting forester initials are required on the Standards Checklist. All initial inspections must have the Tree Farmer’s signature on the form.
- 2) **Contact information** – Unless the information is recorded in the pre-populated portion of the form (unless the form is blank for an initial inspection or optional reinspection) be sure to fill in the necessary information.
- 3) **Form completeness** – Please review all items on the 004 inspection form. Please be sure to check all appropriate boxes on the Standards Checklist, fill in all dates necessary and include comments where appropriate. *If the form is not complete, a state committee representative or ATFS staff will be in contact for the missing information.*

Form Sections:

1) Pre-populated information

- Required sample forms and some optional inspection forms (5-6 year reinspections) will have pre-populated information in upper left-hand box below the Tree Farm number information. Review the pre-populated information for completeness and correctness. If the information is correct, leave the Tree Farmer and Tree Farm boxes blank (right side of the form below the inspection information). If necessary, update in the Tree Farmer and Tree Farm boxes.

2) Inspection

- For initial inspections, fill in the appropriate checkbox in the Initial Inspection box.
- For National Required Sample and optional inspections, indicate if the inspection results in a recertification, decertification (if so, indicate reason), or if the Tree Farm has been designated a Pioneer Tree Farm (more information under *Program Policies and Procedures*).

3) Tree Farmer contact

- For initial inspections, record landowner’s name (Organization or Tree Farm name must be accompanied by a contact name) and primary mailing address.
- For reinspections, confirm contact information with landowner.
- If available, be sure to record additional information such as email and phone.

4) Tree Farm

- Record ownership type (if other, please provide details).
- Acreage refers to forested acreage to be certified.
- If the Tree Farm lies in multiple counties, please include primary county in this section, and detail additional counties with acreage in the **notes** section.
- “Property Legal Address” refers to the legal location of the property, e.g. section, township and range

- “Directions to Property” refers to the local directions to help guide future inspectors and third-party assessors to the property if necessary
- GPS coordinates – please record in any form if available. Central point locations are sufficient.
- Be sure to indicate if the landowner is an absentee owner.

5) Inspecting Forester

- May be left blank if the pre-populated information in the left-hand side box is correct.

6) Forest Management Activity

- Check all boxes that apply to recent forest management activity (in past five years or since last inspection).
- Be sure to include descriptive comments on the activity performed if applicable.

7) Recommendations

- Enter brief description of recommendations as appropriate.

8) Management Plan Location

- Use this space to indicate if the landowner holds a current copy of the management plan, or if there it is held by a representative, such as a consulting forester or state agency office.
- Indicate when the plan was last reviewed, updated or revised.

9) Notes

- Provide any necessary explanations or general notes
- Include any interesting information about the Tree Farm or Tree Farmer not appropriate elsewhere on the form (e.g. Landowner hosts field days for the local

10) Authorization

- Tree Farmer must sign form if it is an initial inspection. Recommended for all other inspections as well.
- Inspecting forester must sign all forms, and initial Standards checklist.
- State approval is required on all forms
- Must include dates of approval.

11) Standards Checklist

- Review each Standard element (Performance measures and indicators) and check appropriate response box.
 - i.** Y (yes) – Indicates that an activity pertaining to the element has been completed and was in conformance (e.g. landowner has a management plan that meets the requirements of PM 1.1)
 - ii.** N (no) – indicates that an activity pertaining to the element has been complete but was not in conformance (e.g. landowner has not reforested within five years and is not in conformance with I 3.1.1)
 - iii.** N/A (not applicable) – No activity has been completed that pertains to the element (e.g. landowner does not conduct any prescribed burning on the Tree Farm and inspector checks N/A for PM 4.3)
- All lines must have some check in any of the three checkboxes. Be sure to check the boxes for indicators (I) as well as performance measures (PM)