**ATFS Inspections Made Easy**

**Tree Farm System (ATFS) Tree Farm Inspection Record**

**Primary Contact**
- **Name:**
- **Email:**

**Location:**
- **Town:**
- **Address:**
- **Location (Legal GPS):**

**What Programs & The Property Enrolled In?**
- **Conservation Easement**
- **Forest Legacy**
- **Agreement**
- **State Forest Stewardship Program**
- **Estate Planning**
- **Successional Planning**
- **Other (Specify):**

**Cost Share (Please Specify):**
- **Federal:**
- **State:**
- **Local:**
- **NA:**

**Months Day Year**
- **Readership:**
- **Decertification (Choose One):**
- **Diseased**
- **Degraded**
- **Missing**
- **No Interest**
- **Sold**
- **Substandard**

**Certification/Recognition**
- **Fellow**
- **Partner**
- **Decertification**
- **Other (Specify):**

**Recommendation**
- **Certification/Recognition**
- **Fellow**
- **Partner**
- **Decertification**
- **Other (Specify):**

**Current State: In progress**

- **Notes and Comments**
- **Tree Farm/ Farmers**
- **Recent Management Activity**
- **Performance Measure/ Indicator**
- **Mgt Plan/ Inspection Notes**
- **Authorization**
- **Not all required questions answered**
- **Reject**
Inspections: Building Blocks of ATFS

• Personalized interaction with foresters
• Valuable resource to landowners
• Validation of our Standards
• Process is evolving
  – Carbon copies-Paper-Electronic
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
How does it work?

- Assignment
- Sync and flow into Database
- Submit for Approval
- Inspector gathers information
- Synchronize
- Sync and flow into Database

GROWING STEWARDSHIP FROM THE ROOTS
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.treefarmsystem.org/app
- Will be coming to google play soon
Specific Download Instructions

- [https://www.treefarmsystem.org/app](https://www.treefarmsystem.org/app)
It is live!

CAUTION
PROCEED CAREFULLY
Getting Started

• Don’t have a username/password?
• Email: Inspectors@forestfoundation.org
Getting Started

1. Prior to the Sync
   - Start sync
   - Check for updates
   - Settings
   - Help

2. During the Sync
   - Jobs
     - Downloading new jobs
     - Cancel sync
     - Check for updates
     - Settings
     - Help
Assigned Inspections

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

Reinspection or Initial Certification, Pioneer or Decertification

Field, Email, or Phone inspection
Assigned Inspections

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

If ownership has changed make a note.
Assigned Inspections

Contact information can be edited
Assigned Inspections

Landowner Conservation Involvement

What conservation organizations is the primary landowner involved in? (Check all that apply)

- State Forestry Assn
- County/Local Forestry Assn
- Ducks Unlimited
- Nat Wild Turkey Fed
- QDMA
- Other

Please Specify
other

Landowner Survey
Assigned Inspections

- 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

<table>
<thead>
<tr>
<th>Tree Farm Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Farm</td>
</tr>
<tr>
<td>Tree Farm Program Enrollment</td>
</tr>
<tr>
<td>Tree Farm Notes</td>
</tr>
<tr>
<td>Complete</td>
</tr>
</tbody>
</table>

**Tree Farm Program Enrollment**

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

**Cost Share:**

- Federal
- State
- Local
Standards Checklist

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
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.

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

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

Choose your approver. They receive an email notification.

A landowner signature is required for all initial inspections!

If landowner signs, this box is required!
Submitting Inspections

1. Mark Job Complete

2. Start sync
On-the-Fly Re-Inspections
On-the-Fly Re-Inspections
On-the-Fly Re-Inspections

Will be blank
On-the-Fly Re-Inspections
When to use the app?

- Assigned initial inspection
- Assigned re-inspection
- On-the-fly re-inspections
www.treefarmsystem.org/app

The ATFS Inspection App

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.

FREE for Android

FREE for iPhone

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

STARTING THE APP
Learn how to launch and log into the ATFS Inspection App on your iPhone, iPad or Android.

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.
Questions about app?

And Now Introducing...
American Tree Farm System (ATFS) Tree Farm Inspection Record
ATFS Form 004 Revised 01/15

State: 
Tree Farm Number: 

**Initial Inspection**
- Certified/Recognition
- My Forsterer
- Currently a Tree Farmer
- ATFS Sign
- Refereed by Tree Farmer
- Website
- Brochure
- Landowners Assn
- Magazine
- Forestry Association
- Field Day/Education Event

**Renewal**
- Decertification
- Choose One: Deceased, Missing, No Interest
- Sold
- Substandard

**Field Inspection Date**
- Month
- Day
- Year

**Interview Date**
- Month
- Day
- Year

**Landowner Information (Legal Owner)**
- Organization/Last Name
- First Name
- M

**Co-Owner/Contact Last Name**
- First Name
- M

**Primary Contact**
- Mailing Address 1
- Mailing Address 2
- City
- State
- Zip
- Absentee
- Yes
- No
- Email
- Phone
- Preferred Contact
- Address
- City
- State
- Zip
- Absentee
- Yes
- No

**What 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
- ODMF
- N/A
- Other (Please Specify)

**Tree Farm Location**
- County
- Town
- Acres
- Location (Legal or GPS)

**Ownership Type (Check One)**
- Non-Industrial Private/Family
- Public Lands
- Other (Please Specify)

**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)

**Notes/Updates**
- 

**Approvals**
- Landowner's Signature
- Month
- Day
- Year

I (Landowner), understand that checking this box constitutes this typed or written signature as a legal signature.
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 with subject upload004
4. Log into database and approve
Log in to the database

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

• Steps 2 & 3: Fill form and email in
  – Attach PDF to email like any other file
  – 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
<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will I need to use a specific file name?</td>
<td>No, but you do need to use Upload004 as the subject line</td>
</tr>
<tr>
<td>Can I send multiple files at once?</td>
<td>Yes! Not unless you want to. Handwritten copies are still acceptable, they will just need to be manually entered</td>
</tr>
<tr>
<td>If I fill out a hard copy do I need to fill out a PDF?</td>
<td>Within a matter of minutes. Will vary by connectivity</td>
</tr>
<tr>
<td>How long will it take to appear as submitted in ATFS?</td>
<td>We have not advertised this tool to inspectors yet, but will in the coming months</td>
</tr>
<tr>
<td>Can an inspector submit a PDF for upload?</td>
<td></td>
</tr>
</tbody>
</table>