Process for Submitting American Tree Farm System Inspections
March 2018

1) Each Tree Farm inspector should make sure he or she is an active inspector and that he or she has signed the harassment policy, using the American Tree Farm System database at www.atfsdatabase.org. If the inspector does not know his or her username (first initial last name) or password (“changeme”), he or she should contact Nephtali Chavez at nchavez@forestfoundation.org.

2) If the inspector was once a Tree Farm Inspector and is now listed as inactive or expired, he or she can log in to the database, go to “Training”, then to "Take On-Line Training" to do a refresher course. If he or she has never been a Tree Farm Inspector, he or she should talk to the Michigan Tree Farm Chair or Vice Chair about training opportunities.

3) When contacting a landowner about doing an inspection, it will either be an Initial Inspection meaning that the landowner has never been in Tree Farm, or a Re-inspection meaning that the parcel is listed in Tree Farm but is due for Re-inspection. A Re-inspection should be done each time new Standards are released or if the parcel is selected by National Tree Farm for a Required Inspection. Doing Required Inspections in time is critical for Michigan Tree Farm to receive funding from National Tree Farm. For example, Required Inspections need to be completed and submitted for approval before December.

4) If it is an Initial Inspection, the Regional Chair or other Michigan Tree Farm committee member with such privileges needs to create the Tree Farmer and the Tree Farm in the Tree Farm database, meaning that this person needs the landowner’s contact and parcel information.

5) Once the Tree Farm is in the database (whether it be one that was created because it is an Initial Inspection, or because it is a Re-inspection) it is important to let the Regional Chair know who is doing the inspection for the parcel so the Regional Chair can officially assign the inspection in the Tree Farm database. A map of Michigan Tree Farm Regional Chairs is at www.treefarmsystem.org/Michigan.

6) To do a Tree Farm inspection, the inspector can take one of two approaches:

   A) The inspector can fill out (this means type the information in the document, NOT write it with a pen and scan it) the fillable pdf version of the inspection form and email it to the appropriate Regional Chair. A fillable inspection form can be found on the ATFS database. Once the inspector has completed the fillable inspection form and emailed it to the Regional Chair, the Regional Chair can electronically sign the form and email it to inspectors@forestfoundation.org using the Subject Line “Upload004”. In the “Upload004” email, the Regional Chair should cc Scott Robbins with the Administrative office, at srobbins@michiganforest.com so he knows exactly when an inspection is being submitted for approval at the State level. This is especially critical when it is a new Tree Farmer since Scott Robbins sends a welcome letter to each new Tree Farmer. The result of this email is that the Michigan Tree Farm Chair will receive a request to approve the inspection using the ATFS database. This eliminates the need for Regional Chairs to re-enter information on the ATFS database.

   B) A second approach (not as efficient as the first approach) for inspectors is enter the inspection information directly on the ATFS database and submit it to the Regional Chair for approval (request for approval in this case is done directly on the ATFS database, not via email and not...
using a fillable pdf file). This requires the inspector to know how to use the ATFS database. A user manual for the ATFS database is available on the ATFS database. Regional Chairs are also available to answer questions and offer training opportunities.

7) Here is how to approach an inspection with a landowner (regardless of the decision made, the inspector sends the inspection to the Regional Chair after making a decision):

A) Decide if it is an Initial Inspection or Re-inspection.
B) Decide if they have a forest management plan that meets the 2015-2020 Standards. The 2015-2010 Standards can be found at [www.treefarmsystem.org](http://www.treefarmsystem.org). If the landowner has a plan that is lacking just a little bit, the inspector (including Forestry Assistance Program [FAP] foresters) can write a Plan Addendum. The inspector should contact his or her Regional Chair, Michigan Tree Farm Vice Chair or Michigan Tree Farm Chair for a copy of the Plan Addendum template.
C) If the landowner is interested in Tree Farm, has a forest management plan and is implementing practices that meet the Standards, then check the Certify box (either as an Initial Inspection or Re-inspection) and send the inspection along to the Regional Chair.
D) If the landowner is interested in Tree Farm, is in need of a new forest management plan (in other words, an Addendum would not be enough) and is willing to hire a private sector forester to write such a plan, still complete the inspection but check the Pioneer box, then send the inspection to the Regional Chair. Once they have an updated plan, the inspector can do the inspection again and check the Certify box if everything looks good.
E) If it is a Re-inspection and the landowner is not interested, the inspector is not able to reach the landowner, or the contact information is no longer valid, then check the Decertify box and send the inspection to the Regional Chair.

8) Inspectors get reimbursed for doing Tree Farm inspections, regardless of the outcome of the inspection. Inspectors should contact their Regional Chair, Michigan Tree Farm Vice Chair or Chair for an updated copy of the reimbursement form. MDARD has asked that reimbursements for FAP foresters are paid to the conservation district.

2018 Michigan Tree Farm Committee

Administrator - Scott Robbins, Michigan Forest Products Council - srobbins@michiganforest.com
Chair - Brittany VanderWall, Presque Isle Conservation District - brittany.vanderwall@macd.org
Vice-Chair - Kayti Brinkman, Martell Forestry - brinkmank16@gmail.com
Secretary - Nick Sanchez, Montcalm Conservation District - Nick.Sanchez@mi.nacdnet.net
Treasurer – Julie Crick, Michigan State University Extension - crickjul@anr.msu.edu
Communications – Amanda Hattis, Michigan Forest Products Council - asumerix@michiganforest.com
Training Facilitator - Mike Smalligan, Department of Natural Resources – smalliganm@michigan.gov

Regional Coordinators
- West UP - Cory Howes, JM Longyear - corymhowes@gmail.com
- Central UP - Gary Bucklin, consulting forester - gbucklin1@gmail.com
- East UP – Travis Kangas, Louisiana Pacific Corp - Travis.Kangas@lp corp.com
- Northeast LP – Nia Becker, Clare Conservation District - nia.becker@macd.org
- Northwest LP – Josh Shields, Manistee Conservation District - joshua.shields@macd.org
- Southwest LP – James Gray, consulting forester - jamesgray@naturalcapitalforestry.com
- Southeast LP – Nikita Brabbit, consulting forester - nbrabbit@gmail.com