

How to Handle 2015-2020 Inspection Form Admin Version

Introduction

This new form has the capability of being printed for handwritten submissions or being typed into for easy emailing and an automatic upload process. Because the information typed within this form can be automatically uploaded into the database, it must be filled out correctly or the database will reject it. This document goes over proper use of the form for inspection processes and automatic upload.

Handwritten or Hard Copy of 004

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.

Electronic Submission of 004

This form can be directly typed into for easy emailing and/or for upload into the ATFS database. Electronic methods are encouraged to reduce the amount of time between an inspection and information entering the database. There is also less room for error as the database can extract data directly from the form and reject forms that are incorrectly completed. Completed forms should be sent to inspectors@forestfoundation.org. There has been designated one error message receiver per state if an invalid form is emailed to this account.

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 sent to him/her. Pre-populated forms are only available for landowners and properties already in the database since that is where the information is pulled from. This form can be typed directly into and emailed back to the state committee member, they will know how to upload.

Mobile Method: Inspector's App

The ATFS inspection app offers the same benefits of the traditional form with the convenience of being on your phone. Currently assigned re-inspections, assigned initial inspections and on-the-fly re-inspections are supported by the app. This means that brand new properties not already in the ATFS database cannot be inspected with the app. These are considered on-the-fly initial inspections and are not supported. Visit www.treefarmssystem.org/app for more info.

This method requires that an inspector be assigned formally in the database prior to the inspection occurring. On-the-fly initial inspections not supported. Once the inspector is assigned within the database, he or she will need to sync their app for the inspection to appear. Once they are done with the inspection, they must sync their app again for the data to flow into the database and submit for approval.

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. Some areas require that at least one piece be filled. When uploading electronically, if something is missing or inaccurate, an error message will be sent to the database lead explaining the error and solution.

Yellow highlighted fields/sections mean that are **always required** in order to be accepted **from an inspector**. Ex) Approvals Section at the end of pg.1. When the inspector submits this completed form they will only need to have their signature, first and last name filled here (and the Landowner signature area if it's an initial inspection). Ultimately the State approval will be needed and can be done electronically.

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					
	Month	Day	Year	Month	Day	Year	Type:
				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		State Forest Stewardship Program	
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
	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
<div> <div>Landowners Last Name</div> <div>State</div> <div>Tree Farm Number</div> </div>				

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
<div>Landowners Last Name</div> <div>State</div> <div>Tree Farm Number</div>			

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			
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?	
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