

## **E-POSTING OF TIMBER HARVESTING DOCUMENTS SUBMITTED TO THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

This E-Posting site contains documents associated with the submittal and approval of timber harvesting plans (THPs) and non-industrial timber management plans (NTMPs). All documents on the site are in PDF format and are readable via the free reader from Adobe Acrobat. This is a pilot project, and currently includes only those THPs and NTMPs processed through the Santa Rosa Region office. The information provided on this site is intended to assist in the review of harvest plans, but does not contain all information in the administrative record. The administrative record is available for review in the CDF Region office. Examples of information that are not posted to the site include: letters from the public and confidential information.

### **DOCUMENTS THAT ARE UPLOADED IN THEIR RESPECTIVE FOLDERS INCLUDE:**

- In a specifically identified and numbered THP or NTMP folder:
  - Submitted THP or NTMP, uploaded by Sections (1 – 6).
  - Notice of Intent and Notice of Preparation
  - Additional information submitted by the RPF outside responses provided to specific review team questions and/or recommendations.
  - Return letters (Letters from the review team explaining why a plan is unacceptable for filing)
  - Resubmitted THPs/NTMPs uploaded by Sections, including associated Notice of Intent forms. Previously posted plans (earlier submissions) will be deleted from the FTP site.
  - First review team questions
  - Notice of Filing
  - RPF response to first review questions
  - PHI reports from review team agencies
  - RPF response to PHI reports
  - Second review team recommendation(s)
  - Letters of non-concurrence from review team agencies
  - CDF response to letters of non-concurrence
  - Letters of Plan denial
  - Notice of Conformance
  - Approved THP or NTMP. Originally submitted plan will be removed from the FTP site when approved plan is posted.
  - Official Response
- Notice of Submissions
- Tentative first review lists (plans proposed for upcoming RT meeting)
- First review Summaries
- Tentative Second review lists (plans proposed for upcoming second review team meeting)
- 2<sup>nd</sup> review team summaries; includes review team chair's recommendations to the Director.

(MORE FOLLOWS)

## HOW TO IDENTIFY A FILE: THE NAMING CONVENTION, ACRONYMS AND WHAT THEY MEAN.

Each document will be uploaded and identified by a specific naming convention. The naming convention used for the THP or NTMP will begin with the date received, followed by the THP (or NTMP) number, followed by the type of document. The following fabricated examples illustrate the file naming convention.

- In a 2004 THP folder for the north coast area, there could be a folder labeled 1-04-536SON. In that folder you may find the following documents:
  - 20040922\_1-04-536SON\_Sec1.pdf. This describes a document received on 9/22/04 with the THP number of 1-04-536 SON and represents Section 1 of that THP.
  - 200409022\_1-04-536SON\_NOI.pdf. This describes a document received on 9/22/04 with the THP number of 1-04-536 SON and represents the Notice of Intent
  - 20041022\_1-04-536SON\_PHI-DFG.pdf. This describes a document received on 10/22/04 with the THP number of 1-04-536 SON and represents the PHI report from the California Department of Fish and Game.
  - 20041122\_1-04-536SON\_PHI-DFG2.pdf. This describes a document received on 11/22/04 with the THP number of 1-04-536 SON and represents a second PHI report from the California Department of Fish and Game.
- In a First Review Team Tentative List Folder, you may find:
  - 20041014\_1stRTTentList.pdf. This is the tentative list for the first review team meeting scheduled for 10/14/04.
- In a First Review Team Summary List Folder, you may find:
  - 20041014\_1stRTSum.pdf. This is the summary of the first review team meeting held on 10/14/04.

### AGENCY ACRONYMS

AGENCY	DEFINITION
CC	California Coastal Commission
CDF	California Department of Forestry & Fire Protection
CGS	California Geological Survey
CP	County Planning
DFG	California Department of Fish and Game
DPR	California Department of Parks and Recreation
FWS	United States Fish and Wildlife Service
NMFS	National Marine Fisheries Service
RNP	Redwood National Park
WQ	Water Quality

### COUNTY ACRONYMS

COUNTY IDENTIFIER	COUNTY
DEL	Del Norte
HUM	Humboldt
LAK	Lake
MEN	Mendocino
NAP	Napa
SMO	San Mateo
SCL	Santa Clara
SCR	Santa Cruz
SON	Sonoma
TRI	Trinity

## ACRONYMS ASSOCIATED WITH THE NAMING CONVENTIONS

IDENTIFIER	WHAT IT IDENTIFIES:
First Set of numbers in the name (e.g. 20050804)	A date identifying August 4, 2005, or 8/4/05.
The Second Set of numbers in a name (e.g. 1-05-100 HUM or 1-05NTMP-01 HUM)	The CDF Region the plan is located in, followed by the year of initial submittal, and if an NTMP this is noted, the THP/NTMP number, and the county designator.
1stRTQs.pdf	A cover letter accepting a plan for filing, and questions for the RPF and agencies as a result of the first review team meeting.
1stRTQ-RespRPF.pdf	Responses from the RPF to questions developed during the first review team meeting. "RPF" followed by a number, identifies an additional response.
1stRTSum.pdf	A general summary of the first review team meeting
1stRTTentList.pdf	The plans tentatively scheduled for a first review team meeting on a particular date.
2ndRTRecs.pdf	The second review team chair's recommendation for a specific plan. The recommendation sheet also identifies the tentative date for close of public comment
2ndRT-RespRPF	Responses from the RPF to recommendations developed during the second review team meeting. "RPF" followed by a number, identifies an additional response.
2ndRTSum.pdf	A general summary of the second review team meeting.
2ndRTTentList.pdf	Plans tentatively scheduled for the second review team meeting on a particular date.
ADD.pdf	Additional information sent in by the RPF for a plan in addition to the responses to RTQs, PHI reports, or recommendations. ADD followed by a number, identifies multiple additions.
Denial.pdf	A letter of denial for a specific plan
NOC.pdf	The Notice of Conformance letter for a specific plan.
NOF.pdf	A Notice of Filing for a particular plan.
NOI.pdf	A Notice of Intent submitted with THP..
Noncon-CGS.pdf; Noncon-DFG.pdf; etc.	A letter of non-concurrence to the second review team chair's recommendation, and identifies which agency submitted the non-concurrence.
Noncon- CGS_CDFResp.pdf,	A response from the CDF second review team chair to a non-concurrence by an agency.
NOP.pdf	A Notice of Preparation submitted with NTMPs,
NOS.pdf	A Notice of Submission includes the plans received in the previous week.
OR.pdf	The official response to letters of concern received from the public.
PHI-WQ.pdf, PHI-DFG.pdf, etc.	A preharvest inspection (PHI) report from a particular agency (see table above for Agency acronyms). Agency identifiers followed by a number indicates an additional report.
PHI-RespRPF.pdf	Responses from the RPF to recommendations developed during the preharvest inspection. Often an RPF will address recommendations from all of the agencies in one response. "RPF" followed by a number identifies an additional response.
ResubSec1.pdf Resub Sec2.pdf etc.	A plan that has been resubmitted after being returned separated by sections (see below for information specific to each section.
Rtn.pdf	A CDF generated letter which identifies the reason a plan is being returned, and may include additional questions from CDF and other agencies.
RtnHld.pdf	A CDF generated letter where CDF retains the plan on file, but identifies the reason for return, and requests that changed pages be submitted.
Sec1.pdf; Sec2.pdf; Sec3.pdf, Sec4.pdf; Sec5.pdf; or Sec6.pdf	The respective Sections (sec) of the plan (generally, Section 1 = Item #'s 1 – 13; Section 2 = Item #'s 14 – 38 for a THP and Item #'s 14 - #48 for an NTMP; Section 3 = Supporting Documentation; Section 4 = Cumulative Impacts discussion; Section 5 = Attachments; Section 6 = Confidential Information
Sec1app.pdf; Sec2app.pdf; Sec3app.pdf, etc.	These represent the respective Sections (sec) of an approved plan (see above for information specific to each section)