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1.0 Access to CalTREES Web Portal and Site Navigation

The CalTREES Web Portal can be reached at: [https://caltreesplans.resources.ca.gov/caltrees](https://caltreesplans.resources.ca.gov/caltrees).

To search and review plans, no login is required. A CalTREES user account is required to: 1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

Navigating the CalTREES home page:

1) **Search link** – click this link to take you to the Search screen.

2) Additional link that takes you to the Search screen.

3) **CalTREES Information link** – click this link to take you to the *CalTREES Information Portal* site where you will find the CalTREES Support email address, training materials and other useful information.

4) **CalTREES User Guide link** – click this link to open the CalTREES External User Guide

5) **CalTREES Account Login** – enter your User Name or Email and Password to access your account. Please remember that you do NOT need to log into CalTREES to use the search and reporting features.

6) **New User Account link** – click this link to create a new CalTREES user account. See Section 2.0 Create a New Online CalTREES Account for more information.

7) **Reports List** – click the drop-down arrow to show the list of available reports. See Section 6.0 CalTREES Reports for more details on the reports listed.
8) **Announcements** - Click this link at the top-right of the screen to view any system-wide Announcements. All Announcements will be listed by date. Click on the **Title Link** to view.

9) Tabs help to navigate to different areas in CalTREES and each tab has different options. See [Section 3.0 Tabs](#) for more information.
2.0 Create a New Online CalTREES Account

To search and review plans, no login is required. A CalTREES user account is required to:
1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

1. Click on New Users link.

2. Read the disclaimer and check the box. Click on the Continue Registration button.

3. Under Login Information, enter information for all required fields.
4. Under the Contact Information section, click the Add New button.
5. In the Type drop-down list, select Contact and click the Continue button.
6. Enter the Contact information for all required fields.
7. Scroll down to the Contact Addresses section and click the Add Additional Contact Address button.
8. For Address Type, select **Mailing**. Enter the required information and click the **Save and Close** button to continue.

![Contact Information Form](image)

9. Click the **Continue** button. You will get this message box, click the **Continue** button.

![Message Box](image)

10. Click the **Continue Registration** button. You should receive this message:

![Registration Success](image)

11. You should also receive a Welcome email from “No_Reply@resources.ca.gov.”
12. Once your account has been created, you will need to login; click the Login Now button. Enter your email address and your password and click the Login button.

3.0 Tabs

The tabs help to navigate to different areas in CalTREES. Each tab has different options.

3.1 Home Tab

- **Dashboard** - this will show you any records you are working on that are "In Progress."
- **My Records** - this is where you will find any Notification Requests you have subscribed to.
- **My Account** - this is where you can update your account information such as password, address, etc.
- **Advanced Search** - takes you to the Search screen (within your account)

3.2 Timber Harvest Document Tab

In the future, this section is where timber harvesting documents can be submitted online. Please note that this section is only active for a select set of stakeholders.
3.3 CalTREES Public Services Tab

The Public Services tab has the Public Comment and Notification Request services available.

To submit a Public Comment, see Section 4.0 Submit a Public Comment for details.

To create a Notification Request, see Section 5.0 Subscribe to a Notification for details.

4.0 Submit a Public Comment

Click on the CalTREES Public Services tab.

You need to read the disclaimer and check the box each time before proceeding and then click “Continue”.

Click the circle for Public Comment and click “Continue.”
This will take you into the **Public Comment** page.

## 5.0 Subscribe to a Notification

Click on the **CalTREES Public Services** tab.

You need to read the disclaimer and check the box each time before proceeding and then click “Continue”.

Click the circle for Notification Request and click “Continue.”

This will take you into the **Notification Request** page.

**Frequency Settings:**
Select a notification frequency from the drop-down list

**Select Plan Type(s):**
Check the box for the Types of Records you would like to be notified about.

**Select Watershed(s):**
1. Click the **Add A Row** button.
2. Enter a **Watershed ID Number** or select from the drop-down menu and then click the **Submit** button.
3. Repeat as needed for additional Watersheds.

**Select County(ies):**
1. Click the **Add a Row** button
2. In the drop-down list, select the county and click the **Submit** button.

**County Choices**
To limit results to specific county(ies), add 1 or more rows to the table below.
Please Note: If you select Watershed AND county(ies), only documents that are included.

| County: |
| --Select-- |

**Submit**

3. Repeat as needed to add additional counties.

**NOTE**: You can click the Save and Resume Later button at any time to save your entries. You will receive the message below. On your Dashboard, click on **Resume Application** to complete your Notification Request.

**Select Timber Harvesting Document Number(s)**

1. Click the **Add a Row** button.

2. Enter the Timber Harvesting document number and click the **Submit** button.

**Document Choices**
To add specific Timber Harvesting Document Number(s), add 1 or more rows to the table below. Listed below will be included in notifications even if no other criteria matches.

| Timber Harvesting Document Number: |
| 1-19-00008-HUM |

**Submit**

3. Click the **Continue** button.
4. The Review page is displayed next. Review all information and make changes as needed.
5. Click the **Continue** button to submit your Notification Request application.

**NOTE:** Once your Notification Request is complete, you are given a Record Number. You do not need to write this number down.

**View Record Details**

1. To view Record Details for any Notification, click on the **Home** tab and then click on **My Records**.
2. Expand the arrow next to CalTREES Public Services and you will see your Notification Request. Click on the **Document Number link** to open the record.
3. Under **Record Details**, expand the arrow next to **More Details**, and then click the **plus (+) sign** for **Application Information** and **Application Information Table** to display the details of the Notification Request.

4. Click the **Update Information** button to unsubscribe from that particular Notification Request or make changes to it.
6.0 CalTREES Reports
To get to the online reports, Click on the arrow next to “Reports” on the CalTREES home page or the Search home page. Once you click on the arrow, a list of reports will be displayed. Click on the name of report that you would like to run. Once all parameters are entered, Click submit to run the report.

6.1 1st Review Complete Report

*Input Parameters for all Review Reports*

Provide a list of all First Reviews completed in the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the First Reviews completed in the seven days before the end date provided.

6.2 1st Review Tentative Report

Provides a tentative list of First Reviews that will take place during the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the tentative First Reviews scheduled in the seven days before the end date provided.

6.3 2nd Review Complete Report

Provides a list of all Second Reviews completed in the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the Second Reviews completed in the seven days before the end date provided.
6.4 2nd Review Tentative Report

Provides a tentative list of Second Reviews that will take place during the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the tentative Second Reviews scheduled in the seven days before the end date provided.

6.5 NOS – NOR (Notice of Submission and Notice of Recirculation) Report

Provides the official list of NOS and NORs that occurred during the specified time period. The CAL FIRE Region number and the start and end dates must be provided. In diagram on right is the list of parameters that need to be entered for this report:

6.6 THP Status Report

Provides a list of the timber harvest plans that are currently being processed. No input parameters are required.
7.0 Search for Timber Harvesting Documents

To reach the Search Home Page, Click on: 1) “Search” magnifying glass or 2) the words “Search Timber Harvest Documents”.

7.1 Search Criteria

All items on the search page can be used as search criteria. Figure 1 - CalTREES Search Criteria shows all eight of the fields that can be used for searching in CalTREES. On the Search Home Page, to make the “Watersheds” search field visible, Click on the “Search Additional Criteria” link.

CalTREES Help text can be found for items that have a question mark next to the item (①). Click on the question mark next to the item and additional information about the search field will pop up.

Once all search criteria has been entered, Click the “Search” button. To clear the search parameters entered on the search screen, Click the “Clear” button.

7.2 Wildcard Searching

The CalTREES application has a wildcard character (%) that can be used to assist with searching for plans in CalTREES. The wildcard can be used in the text fields, but can’t be used in the “Date” fields or fields with dropdown menu choices. The wildcard is used to take the place of any other character or string of characters in the field. The wildcard can be used multiple time in a search field to assist in narrowing down the search results.
7.3 Record Number/Harvest Document Number Search

The Record Number field is equivalent to the Harvest Document Number. The Record Number field format is 2-17EX-934-SHA where the field is represented by following components: [Region#]-[YY][Type]-[Sequence #]-[County].

- **Region #** - 1 = North Coast - Santa Rosa, 2 = Cascade - Redding, 3 = Southern - Riverside, 4 = Central Sierra - Fresno
- **YY** - Last 2 digits of year plan was submitted
- **Type** – the type of plan; EX = Exemption, EM = Emergency and NTMP. Please note Type is not used for THP
- **Sequence** = Unique Sequence Number assigned to plan. Plans submitted before October 1, 2018 will have a three digit sequence and plans submitted on or after October 1, 2018 will have a five digit sequence code.
- **County** = three character County identifier (see Appendix A for the list of all Counties and their associated 3 letter identifier)

Examples of wildcard (%) use in the Record Number/Harvest Document Number field:

- To search for all plans in Region 2, use the following format “2-%”
- To search for all plans in Shasta county, use the following format “%-SHA”
- To search for all plans submitted in 2018, use the following format “%-18%
- To search for Emergency plans in Region 2 in Shasta County, use the following format - “2-%EM-%-SHA”
- To search for Emergency plans in Region 2 submitted in 2018 in Shasta County, use the following format “2-18EM-%-SHA”

7.4 Record Type/Plan Type and Record Status Search

Record Type is equivalent to the Plan Type. The Record Type and Record Status have dropdown menus that can be used to determine search criteria.

When viewing the dropdown list for Record Type, it will display differently depending on the internet browser being used. If Internet Explorer (IE) is being used, a full list of items will be shown in the dropdown menu, but only the items that can be used in the search will be available to select. All other choices will be “greyed out”. If your browser is Chrome, then only the searchable Record Types will be displayed.

Record Status values are based on the Record Type chosen as search criteria. A Record Type must be selected to be able to enter a Record Status as search criteria. When a Record Type is chosen, only Record Status’ appropriate for that Record Type will be displayed in the dropdown menu.

The Record Status has several choices and some of the choice will not be used. Please see the Appendix A for the most common Record Status’ and their definitions.
7.5 Record Created Start and End Dates

The Record Created Start Date and Record Created End Date represent the date range when a plan was submitted to CAL FIRE. Please note this does not represent the date a plan changed from one status to another.

One example of searching by date is:
- To search plans submitted between January 1, 2018 and August 1, 2018, enter “01/01/2018” in the Record Created Start Date and enter “08/01/2018” in the Record Created End Date.

7.6 Project Name Search

The Project Name is a field that can be submitted on the harvest document plan. It is an optional field, so it may not always exist on all plans in CalTREES. This field is a text field and the wildcard (%) can be used to assist with searching.

Examples of searching by Project Name:
- To find plans with “Carr” anywhere in the Project Name field, enter the following format - “%Carr%”
- To find plans where Project Name begins with “Carr”, enter the following format - “Carr%”
- To find plans where Project Name ends with “Carr”, enter the following format - “%Carr”

7.7 Legal Description Search

When searching by the Legal Description, there is a very specific format that must be used. The format is [Meridian][Township][2 spaces][Range][2 space][Section#]. Below are the components of the Legal Description with the valid values for the search:

- **Median** - H = Humbolt, M = Mount Diablo, S = San Bernardino
- **Township** - ##N or ##S (where ## represents a two digit number; 0 pad if only one digit, ex. 05N)
- **Range** - ##E or ##W (where ## represents a two digit number; 0 pad if only one digit, ex. 05E)
- **Section** - # (space pad if only one digit, ex. ’1’)

If the Township or Range are only one digit, a leading zero must be added to make the search value contain 3 characters. For example, if the Township is “3n”, the search value of the Township should be “03n”. The same is true of the Range. If the Range is “5E”, the search value of the Range should be “05E”. Please note, the cardinal directions can be upper or lower case.

If the Section is only one digit, then an additional space must be added in front of the number. For example, Section is equal to 1, then a space is added before the number – “1” and this space is in addition to the two spaces required between the Range and Section.
Example searches:

<table>
<thead>
<tr>
<th>What you are searching for</th>
<th>Enter This Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Diablo, Township 16N</td>
<td>M16N%</td>
<td></td>
</tr>
<tr>
<td>Mount Diablo, Township 16N, Range 10W</td>
<td>M16N_10W</td>
<td></td>
</tr>
<tr>
<td>Mount Diablo, Township 16N, Range 10W, and Section 3</td>
<td>M16N_10W_3</td>
<td>2 spaces between Township and Range and since Section is only one digit, 3 spaces between Range and Section</td>
</tr>
<tr>
<td>Mount Diablo, Township 6N, Range 10W, and Section 12</td>
<td>M06N_10W_12</td>
<td>2 spaces between Township and Range, 2 between Range and Section</td>
</tr>
<tr>
<td>Any Meridian, Township 16N, Range 4W and any Section</td>
<td>%16N_04W%</td>
<td>2 spaces between Township and Range</td>
</tr>
<tr>
<td>Only Humboldt Meridian</td>
<td>H%</td>
<td></td>
</tr>
<tr>
<td>Humboldt, any township, Range 5E, and Section 10</td>
<td>H%05E_10</td>
<td>2 spaces between Range and section</td>
</tr>
</tbody>
</table>

Once search results are found, to see the actual Legal Description field for a specific plan, a specific plan must be chosen and reviewed. See Section 5 – Reviewing Plans for details on how to review the details of a specific plan. In short, once a plan is chosen, go to "Record Info", then "Record Details", then "More Details", then "Applications Information Table". This is the table that lists the actual Legal Descriptions for the chosen plan.

7.8 Watershed Search

Watershed information is submitted on timber harvest plans and there are several ways to search for the information. To search by the Watershed, the exact Watershed can be entered or the wildcard(%) can be used.

- Search by specific Watershed - If you would like to search for plans in a specific Watershed, then entire Watershed number can be entered into the field. For example, “6532.230501” could be entered and CalTREES would find all plans with that specific Watershed.
- Search using wildcard(%) – the wildcard can be used anywhere in the Watershed field. Here are a couple of examples of how it can assist with searching.
  - To search for a group of Watersheds that start with “6532”, then enter “6532%”
  - To search for a Watershed starting with “6532” and ended with “01”, then inter “6532%01”

Once search results are found, to see the actual Watershed field for a specific plan, a specific plan must be chosen and reviewed. See Section 5 – Reviewing Plans for details on how to review the details of a specific plan. In short, once a plan is chosen, go to “Record Info”, then “Record Details”, then “More Details”, then "Applications Information Table". This table first lists the Legal Description and then the actual Watersheds are listed second in the table.
8.0 General Search Results

8.1 Sorting Search Results

The search results are displayed in a table and will provide a list of plans that meet the search criteria. At the top of the results are column labels and the column labels can be to sort the results. To sort the results, Click on the column label and it will sort the results in ascending order and Click the label again and results will be sorted in descending order.

8.2 Exporting Search Results

The search results can be exported in a CSV format by clicking on the Download results link. This export will provide a list of all the plans found in the search.
9.0 Reviewing Plans

To select a specific plan, **Click** on the document number link of the plan you would like to review.

<table>
<thead>
<tr>
<th>Date</th>
<th>Document Number</th>
<th>Description</th>
<th>Location</th>
<th>Validation</th>
</tr>
</thead>
</table>

9.1 Specific Plan Review

Once a specific plan is chosen, the following information will be displayed.

To get additional information about the plan, **Click** on the “Record Info” link.
9.2 Record Details

To see the Record Details information, Click on “Record Details”. This section includes License Professional and Contacts. The “Application Information” and “Application Information Table” contains different types of data depending on the document type. Click on the plus sign (+) next to the label to see details.

9.3 Application Information

When reviewing the parent record, you can Click on the plus sign (+) next to the “Application Information” and information such as total number of acres will be displayed.

9.4 Application Information Table

When reviewing the parent record, you can Click on the plus sign (+) next to “Application Information Table” and information about the parent record will be displayed. Since the parent record is currently selected, the Legal Descriptions (Location) and, depending on the plan, the Watersheds will be displayed.
9.5 Processing Status

The Processing Status section shows the step in the plan processing. The symbols next to the phase have different meanings:

1) The green check mark means the step has been completed
2) The hour glass means the step is in progress
3) If there is no symbol next to a step, that means the step has not started

To see more details about the step, **Click** on the arrow next to the step name. In the example, all steps up to Completion and Stocking Report are complete. The Review Team Verification step has been highlighted to show the due date of the task and when it was completed.

9.6 Related Records

CalTREES creates a structure below the main document also called the parent record. The lower level items are called Related Records. The Related Records represent the different sections of the timber harvest plan. To view details about Related Records, click the “View” link next to the item.

Now, the information in the “Application Information” and “Application Information Table” will pertain to the Related Record chosen.
9.7 Attachments

The attachments are documents that pertain to the plan. In this example, there are two documents associated to the plan. One is the plan ("Harvest Document Image") that was submitted and the other is the acceptance letter generated by CAL FIRE. To view the documents, **Click** on the Attachment Name of the specific document that you would like to view.
Appendix A

A.1 Search Criteria Definitions

1) **Record Number** – harvest document number
2) **Record Type** – list of all plan types; can only select all types or one specific type
3) **Record Status** – values are based on Record Type and must choose Record Type for a list of values to be displayed
4) **Record Created Start Date** and 5) **Record Created End Date** – represents the date range the plan was submitted
6) **Project Name** – Project Name assigned to harvest document by submitter
7) **Legal Description** - the Meridian, Township, Range and Section where plans reside
8) **Watersheds** - Watersheds in California that average between 3,000 and 10,000 acres are identified by CALWATER planning watershed numbers.

A.2 Common Record Status Definitions in CalTREES

<table>
<thead>
<tr>
<th>Record Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Plans that were returned, withdrawn, denied, not approved and not resubmitted.</td>
</tr>
<tr>
<td>Closed</td>
<td>CAL FIRE determined the plan is not in compliance</td>
</tr>
<tr>
<td>Denied</td>
<td>15 working days that Director has to approve plan</td>
</tr>
<tr>
<td>Filed</td>
<td>Plan has been submitted to CAL FIRE</td>
</tr>
<tr>
<td>In Review</td>
<td>Plan is in First Review</td>
</tr>
<tr>
<td>In Second Review</td>
<td>Plan is in Second Review</td>
</tr>
<tr>
<td>PHI Scheduled</td>
<td>PHI for this plan has been scheduled</td>
</tr>
<tr>
<td>Public Comment</td>
<td>The last 10 day period for public comment to be provided</td>
</tr>
<tr>
<td>Recirculation</td>
<td>New information after multi-agency review needing public review period.</td>
</tr>
<tr>
<td>Returned</td>
<td>Plan returned prior to filing date for insufficencies</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Harvest document withdrawn from review by Plan Submitter prior to determination of conformance.</td>
</tr>
</tbody>
</table>

A.3 CAL FIRE Regions

<table>
<thead>
<tr>
<th>Numeric CAL FIRE Regions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – North Coast Region I</td>
<td>Santa Rosa</td>
</tr>
<tr>
<td>2 – Cascade Region II</td>
<td>Redding</td>
</tr>
<tr>
<td>3 – Southern Region III</td>
<td>Riverside</td>
</tr>
<tr>
<td>4 – Central Sierra Region IV</td>
<td>Fresno</td>
</tr>
</tbody>
</table>
## A.4 CAL FIRE Units

<table>
<thead>
<tr>
<th>CAL FIRE Units</th>
<th>Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEU Amador-El Dorado</td>
<td>MVU San Diego</td>
</tr>
<tr>
<td>BDU San Bernardino</td>
<td>NEU Nevada-Yuba-Placer</td>
</tr>
<tr>
<td>BEU San Benito-Monterey</td>
<td>RRU Riverside</td>
</tr>
<tr>
<td>BTU Butte</td>
<td>SCU Santa Clara</td>
</tr>
<tr>
<td>CZU San Mateo-Santa Cruz</td>
<td>SHU Shasta-Trinity</td>
</tr>
<tr>
<td>FKU Fresno-Kings</td>
<td>SKU Siskiyou</td>
</tr>
<tr>
<td>HUU Humboldt-Del Norte</td>
<td>SLU San Luis Obispo</td>
</tr>
<tr>
<td>LMU Lassen-Mendocino</td>
<td>TCU Tuolumne-Calaveras</td>
</tr>
<tr>
<td>LNU Sonoma-Lake-Napa</td>
<td>TGU Tehama-Glenn</td>
</tr>
<tr>
<td>MEU Mendocino</td>
<td>TUU Tulare</td>
</tr>
<tr>
<td>MMU Madera-Mariposa-Merced</td>
<td></td>
</tr>
</tbody>
</table>

## A.5 List of County Abbreviations

<table>
<thead>
<tr>
<th>County Abbreviations</th>
<th>County Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALA Alameda</td>
<td>MAD Madera</td>
</tr>
<tr>
<td>ALP Alpine</td>
<td>MAN Marin</td>
</tr>
<tr>
<td>AMA Amador</td>
<td>MAR Mariposa</td>
</tr>
<tr>
<td>BUT Butte</td>
<td>MEN Mendocino</td>
</tr>
<tr>
<td>CAL Calaveras</td>
<td>MER Merced</td>
</tr>
<tr>
<td>COL Colusa</td>
<td>MOD Modoc</td>
</tr>
<tr>
<td>CCA Contra Costa</td>
<td>MOO Mono</td>
</tr>
<tr>
<td>DEL Del Norte</td>
<td>MON Monterey</td>
</tr>
<tr>
<td>ELD El Dorado</td>
<td>NAP Napa</td>
</tr>
<tr>
<td>FRE Fresno</td>
<td>NEV Nevada</td>
</tr>
<tr>
<td>GLE Glenn</td>
<td>ORA Orange</td>
</tr>
<tr>
<td>HUM Humboldt</td>
<td>PLA Placer</td>
</tr>
<tr>
<td>IMP Imperial</td>
<td>PLU Plumas</td>
</tr>
<tr>
<td>INY Inyo</td>
<td>RIV Riverside</td>
</tr>
<tr>
<td>KER Kings</td>
<td>SAC Sacramento</td>
</tr>
<tr>
<td>KIN Kern</td>
<td>SBO San Benito</td>
</tr>
<tr>
<td>LAS Lassen</td>
<td>SBR San Bernardino</td>
</tr>
<tr>
<td>LAN Los Angeles</td>
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