



California Timber Regulation and Environment Evaluation System

External User Guide

Version 2.0

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1.0 Access CalTREES Web Portal and Site Navigation

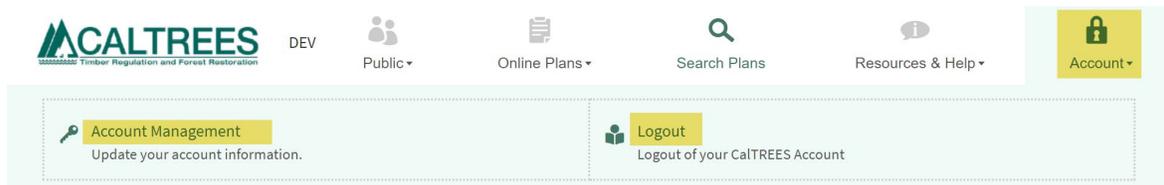
The CalTREES Web Portal can be reached at: <https://caltreesplans.resources.ca.gov/caltrees>.

No registration or user account is require to search and review plans or to generate CalTREES reports.

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. To access the **Search Plans** page, **click** on either  or  button. See Section [Section 7.0 Search for Timber Harvesting Documents](#) for more details.
2. To access CalTREES Resources and Help, **click** on the  button at the top of the page. This will provide links to resources such as the CalTREES User Guide and CalTREES Information portal.
3. To register in CalTREES and create a user login, **click** on the  button. See [Section 2.0 Create a New Online CalTREES Account](#) for more information.
4. If you have registered as a user in CalTREES and want to log into CalTREES, **click** on either  or  button. Then enter your User Name or Email and Password to access your account. See [Section 3.0 Functions Available when Logged Into CalTREES](#) for more information.
5. To log out of CalTREES or change account information, **click** on the , then select either Account Management and Logout.



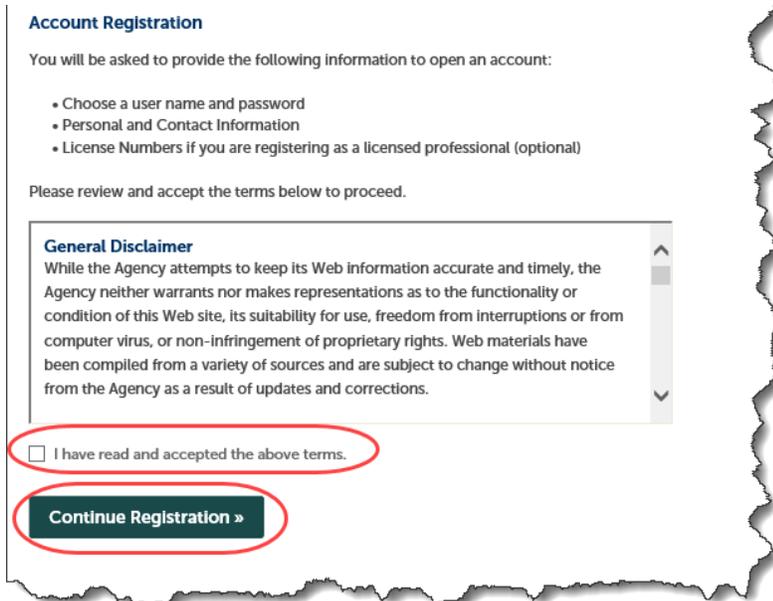
6. To access the list of CalTREES report available, **click** on the  button. See [Section 6.0 CalTREES Reports](#) for more details on the reports available.

2.0 Create a New Online CalTREES Account

A CalTREES user account is required to: 1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

2.1 Registering for a CalTREES Account

1. Click on  button located on the CalTREES homepage.
2. Read the disclaimer and check the box. Click on the **Continue Registration** button.



Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

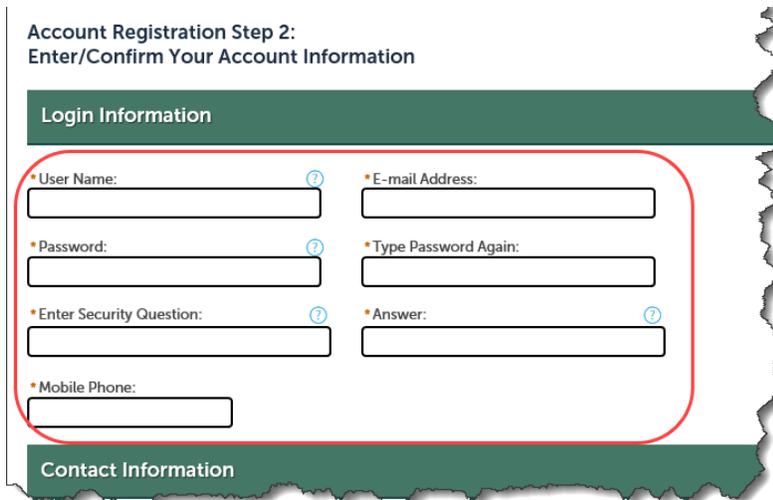
General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »

3. Under Login Information, enter information for all required fields.



**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

*User Name:

*E-mail Address:

*Password:

*Type Password Again:

*Enter Security Question:

*Answer:

*Mobile Phone:

Contact Information

4. Under the Contact Information section, click the **Add Contact Info** 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.

Login Information

* User Name: ? * E-mail Address:

* Password: ? * Type Password Again:

* Enter Security Question: ? * Answer: ?

* Mobile Phone:

Contact Information

Please add contact information and mailing address.

Add Contact Info

* First: Middle: * Last:

Name of Business:

* Primary Phone: Alternative Phone:

E-mail:

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

8. For Address Type, select **Mailing**. Enter the required information and click the **Save and Close** button to continue.

Contact Information

Contact Address Information

Address Type:

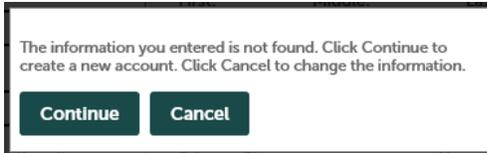
* Address Line 1:

Address Line 2:

* City: * State: * ZIP Code:

Save and Close Save and Add Another Clear Discard Changes

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



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



11. You should also receive a Welcome email from "No_Reply@resources.ca.gov."



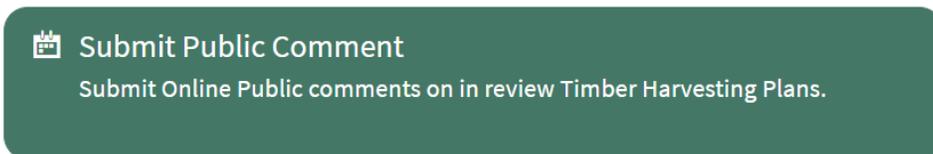
12. Once your account has been created, you will need to login; click the **Login Now and View Available Services** button.



3.0 Available Features when Logged Into CalTREES

Once logged into CalTREES, additional features are available.

3.1 Submit Public Comment



Use this feature to electronically submit an online Public Comment. See Section [Section 4.0 Submit Public Comment](#) for more details.

3.2 Subscribe to Notifications

 **Subscribe to Notifications**
 Subscribe to Automatic notifications and stay up to date on the latest Timber Harvesting in your area.

This feature allow users to set up an automated email notification to be sent when identified events occur to timber harvesting document. See [Section 5.0 Subscribe to Notifications](#) for more details.

3.3 View My Records

 **View My Records**
 Access your existing Subscriptions, Harvesting Documents, and Public Comments.

The “View My Records” feature allows you to access Notification Requests, Public Comments and Harvesting documents that you have submitted in CalTREES. The “View My Records” page is divided into two parts, upper part of the page lists the Harvest Documents that you have submitted. The lower part of the page displays the notifications you have subscribed to and the Public Comments you have submitted.

Timber Harvest Document							
Showing 1-3 of 3 Download results Add to collection							
<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status	Action	Short Notes
<input type="checkbox"/>	06/18/2020	20TMP-000057	Less than 3 Acre Conversion	Test Conversion - RBELL		Resume Application	
<input type="checkbox"/>	06/15/2020	20TMP-000054	Drought Mortality and Unmerchantable Sawlog	Test Drought Mortality - RBell		Resume Application	
<input type="checkbox"/>	06/10/2020	20TMP-000044	Notice of Emergency Timber Operations	Test Emergency - RBELL		Resume Application	

CalTREES Public Services									
Showing 1-4 of 4 Download results Add to collection									
<input type="checkbox"/>	Date	Document Number	Type	Description	Project Name	Expiration Date	Status	Action	SP
<input type="checkbox"/>	06/10/2020	20-NR-00002	Notification Request				Active	Additional Information	
<input type="checkbox"/>	04/26/2019	19-NR-00022	Notification Request				Active	Additional Information	
<input type="checkbox"/>	04/25/2019	19-NR-00020	Notification Request				Active	Additional Information	
<input type="checkbox"/>	04/24/2019	19-NR-00014	Notification Request				Active	Additional Information	

3.4 Reports

 **Reports**
 View various informational and statistics reports about Timber Harvesting, LTO Licensing, and RPF Licensing published through CalTREES online.

This allows access to online CalTREES reports. See [Section 6.0 CalTREES Reports](#) for more details.

3.5 Submit Timber Harvesting Plan



Submit a New Plan

Create and submit a new Harvesting Document online.

1. **Click** on the **Submit a New Plan** button, you will need to read and accept the disclaimer.
2. A list of plans will appear. **Click** on the button next to the plan you want to submit and **click Continue**. The list below is all of the plans available to submit, but depending on your CalTREES permissions, your list may be different.

Select Plan Type

Choose one of the following available record types. For assistance or to submit a plan not listed below please contact us.

- ▼ **Exemptions**
 - 10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019
 - Christmas Trees
 - Drought Mortality and Unmerchantable Sawlog
 - Forest Fire Prevention v2019
 - Less than 3 Acre Conversion
 - Oak Woodland Management v2019
 - Post Fire Recovery v2020
 - Public / Private Utility Right-of-Way
 - Small Timberland Owner
 - Structure Protection (0 to 150 feet) v2019
 - Structure Protection (150 to 300 feet) v2019
- ▼ **Emergency**
 - Fuel Hazard Reduction (RM65)
 - Notice of Emergency Timber Operations
 - Sudden Oak Death Disease
- ▼ **Conversions**
 - Less than 3 Acre Conversion
 - Public / Private Utility Right-of-Way

3. You will be required to fill in information pertaining to the type of plan being submitted. CalTREES will guide you through the process of entering and submitting a plan.

NOTE: Anytime during the process, you can **click** the **Save and resume later** button to save the information currently entered in CalTREES. This button is at the bottom of each data entry screen.

Save and resume later

4. Once all information for the plan has been entered, you will reach the **Review** page. Please review the information entered into CalTREES and if you need to change any information, use the **Edit** button on the line next to section that needs to be edited. Once data has been updated, click **Continue Application**, and you return to the review page. When you are satisfied with the data entered, click **Continue Application** and then you will submit the plan to CalTREES.

Less than 3 Acre Conversion

1 2 3 Information 4 Legal Description Info 5 Additional Info 6 Review 7 Record Issuance

Step 6: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to submit request.

Record Type

Less than 3 Acre Conversion

License Professional List Edit

Required License Type Minimum
 RPF 1

Showing 1-2 of 2

License Number	License Type	Contact Name	Business Name	Action
A123456	LTOA	R Bell		Edit
12345678	RPF	R Bell	RBELL	Edit

- After you click on the **Continue Application** button, the timber harvesting document will be submitted to CalTREES. A screen with the new plan number will be displayed. Go to the "Review My Plans" to see a full list of the documents that you have submitted.

Less than 3 Acre Conversion

1 2 3 Information 4 Legal Description Info 5 Additional Info 6 Review

Step 7: Record Issuance

Your application has been submitted to CAL FIRE. This does not mean it is Validated, Approved, or Accepted. per 14 CCR 1104.1(a)(4) 15 days from the date of the Directors receipt of the Notice of Exemptions unless you receive the Validated copy from the department

Thank you for using our online services.
 Your Record Number is 2-20EX-00010-PLA.

3.6 Linking RPF License to CalTREES Account

Once you have registered in CalTREES. If you are an RPF, you can link your RPF license information to your CalTREES account. Use the "Link My License" button.

Link My License
 For RPF's, use this option to link your RPF License and get access to additional online Plan submittal options.

You will look up your license and enter a PIN provide to you by the Board of Forestry and Fire Protection. If you have not receive your PIN, please contact Board of Forestry and Fire Protection to create one for you.

4.0 Submit Public Comment

This feature allows users to submit online public comments.

To access the Submit Public Comment functions:

- From the home page, **click** on the **Submit Public Comment** button or

 **Submit Public Comment**
Submit Online Public Comments on in review Timber Harvesting Plans.

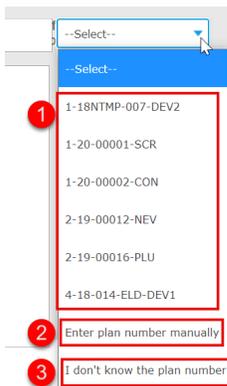
2) From the top of the page, **click on the Public**, then click on the **Submit Public Comment** button.



1. Read the general disclaimer and check the box before proceeding.

Part 1 – Required Information

2. In the Public Comment Information area, select the item you would like to comment on. Use the selection drop down to 1. Select a plan from the list, 2. Select “Enter a plan number manually” and you will be prompted to enter a plan number or 3. Select “I don’t know the plan number” and then you will be prompted to enter the County and City near the activity you are commenting on.

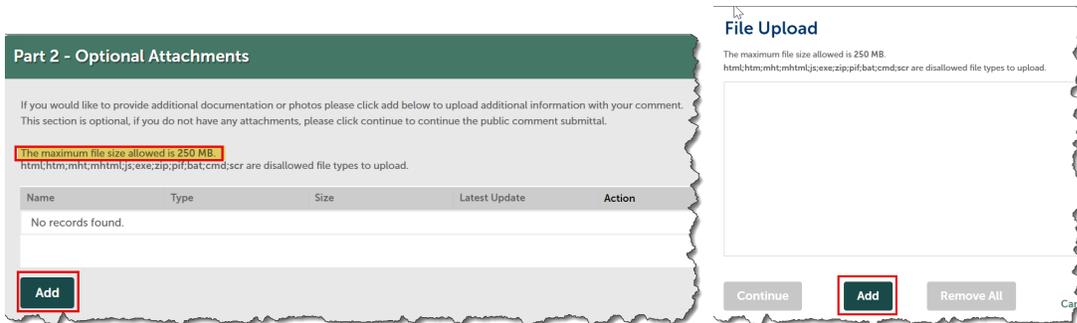


3. The next field is the text for the public comment. The limit on the text for the public comment field is 4,000 characters. If that is not enough character to express your comment, please attach a file Part 2.

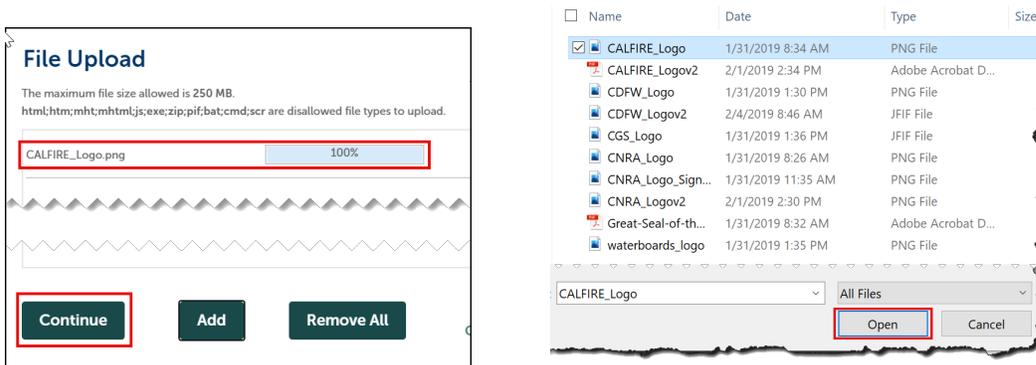
* 4. Enter your comments on the proposed timber harvesting plan for consideration by the review team:

Part 2 – Optional Attachments area allows files to be attached to the Public Comment. This is optional. The maximum file size is 250MB.

4. **Click** the **Add** button in this section to add documents. Then, **click** the **Add** button on the File Upload screen.

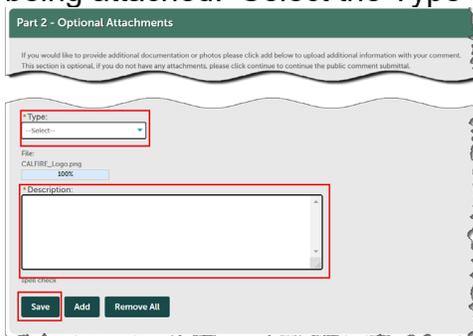


5. On the next screen, select the file(s) to attach and **click** on **Open**. Then the list of files will be listed on the File Upload screen and if the list is correct, **click** on **Continue**.



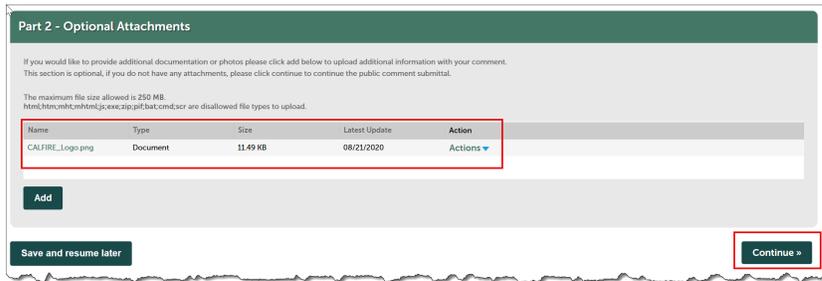
This will take you back to the Part 2 screen again.

6. At this point, you are required to enter the Type field which describes the type of file being attached. Select the Type of file from the dropdown menu.



7. Then enter a description of the attachment in the Description text box.
8. Once this information has been entered, then **click** the **Save** button to save the attachment to the comment.

- After you click Save, the attached file(s) will be listed and then **click the Continue** button.

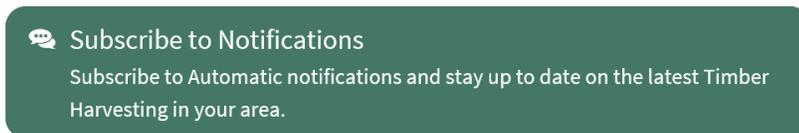


5.0 Subscribe to Notifications

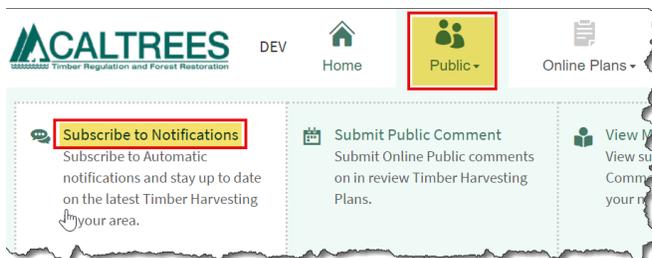
This feature allow users to set up an automated email notification to be sent when identified events occur to timber harvesting document.

To access the Subscribe to Notification functions:

- From the home page, **click on the Subscribe to Notifications** button or



- From the top of the page, **click on the Public**, then **click on the Subscribe to Notifications** button.



Read the disclaimer and check the box before proceeding.

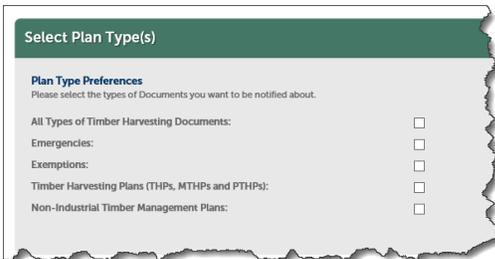
Note: The only parameter that is required is the Frequency field. All other items are optional, but it is recommended that parameters are entered into at least one other field. If not, notifications for ALL plans will be received.

The parameters that can be entered are: Plan Type(s), Watershed(s), County(ies), and Timber Harvesting Document Number(s).

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



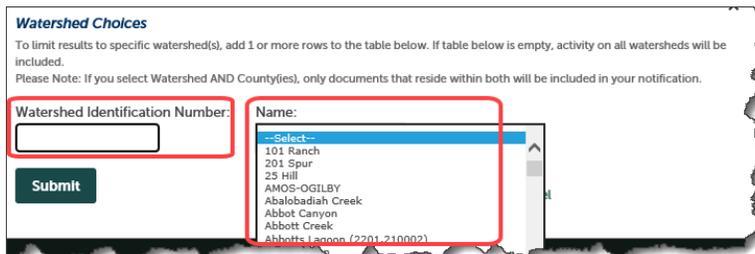
2. **Select Plan Type(s)** - Check the box for the Types of Records you would like to be notified about.



NOTE: ONLY USE THE WATERSHED CHOICE OR THE COUNTY SELECTION, DO NOT USE BOTH. If both are used, the outcome will only be notifications about plans that are in both the identified Watershed and the identified County.

Select Watershed(s):

3. Click the **Add A Row** button.
4. Enter a **Watershed ID Number** or select from the drop-down menu and then click the **Submit** button.

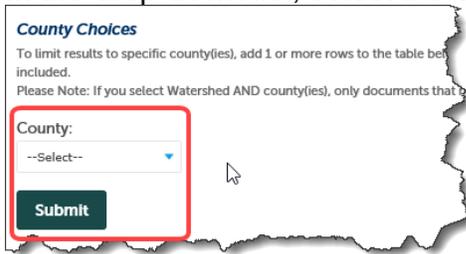


5. Repeat as needed for additional Watersheds.

Select County(ies):

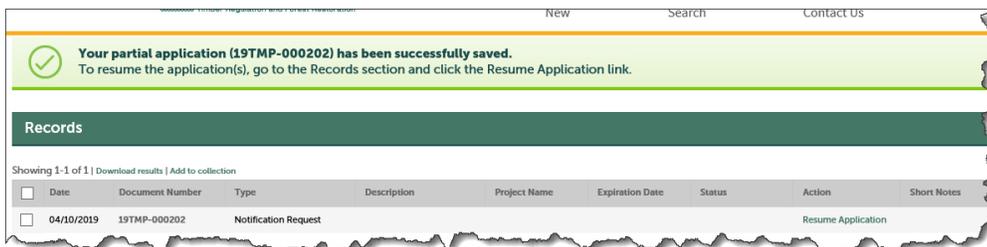
6. Click the **Add a Row** button

- In the drop-down list, select the county and click the **Submit** button.



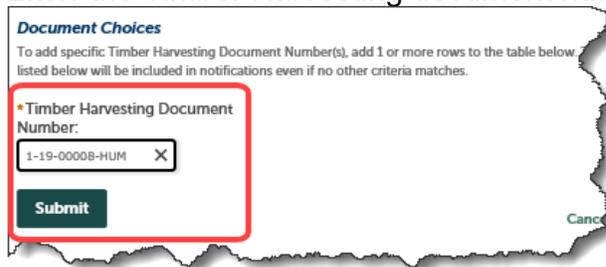
- Repeat as needed to add additional counties.

NOTE: You can **click the Save and Resume Later** button at any time to save your entries. You will receive the message below. When you are ready to continue filling out the information, go to **View My Records** and **click on Resume Application** to complete your Notification Request.



Select Timber Harvesting Document Number(s)

- Click the **Add a Row** button.
- Enter the Timber Harvesting document number and click the **Submit** button.

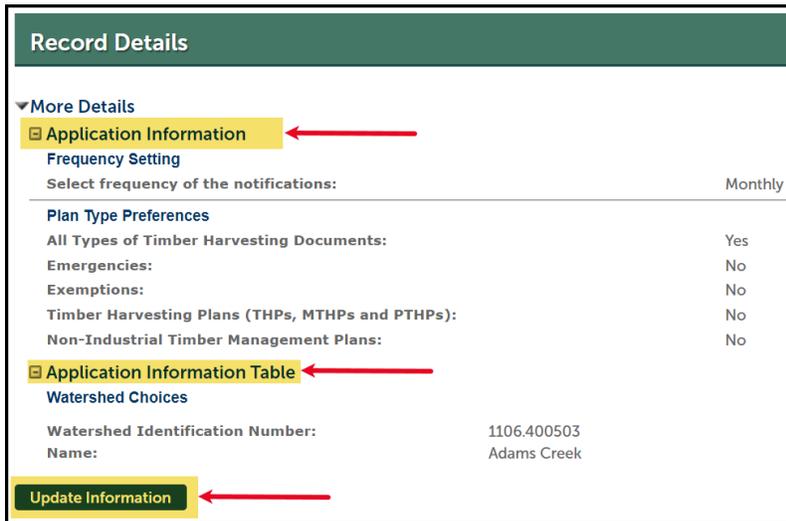


- Click the Continue button.
- The Review page is displayed next. Review all information and make changes as needed.
- Click the Continue** button to submit your Notification Request application.

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 **View My Records** button.
2. The Notification Request will be listed under CalTREES Public Services. 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 update or unsubscribe to the Notification Request.

6.0 CalTREES Reports

The CalTREES reports can be reached several ways.

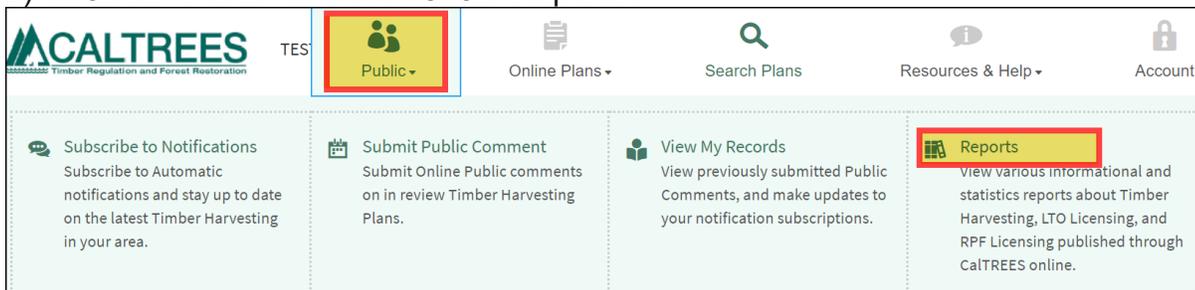
If you are not logged into CalTREES, **Click** on the  Reports button.

If you are logged into, you can access reports in two ways:

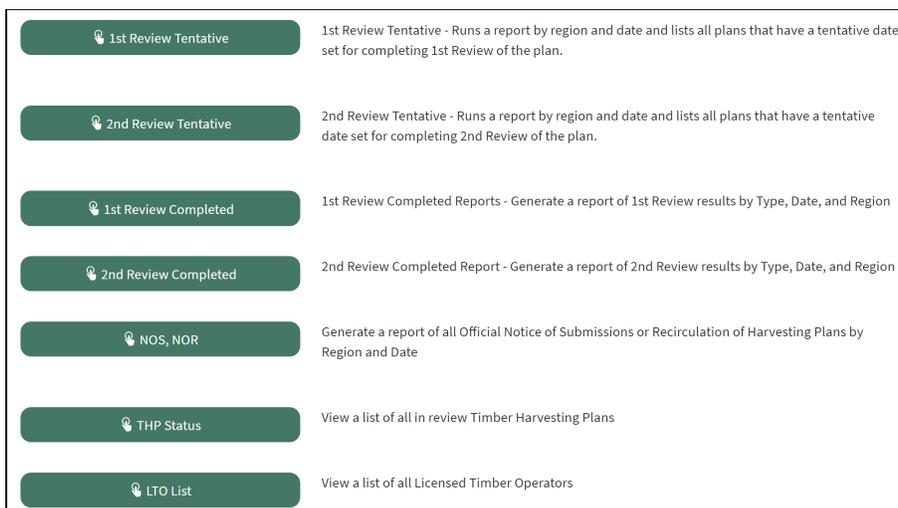
1) **Click** on “Reports” button on the homepage or



2) **Click** on “Public” and then **click** “Reports”.



A list of reports will appear and **click** on the button that describes the report you are interested in.



6.1 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.

Input Parameters Review Reports
 Please input report parameter(s):

*Region:1=Coast,2=Casc,3,4=Sierra:

*1st Review Date From: 

*1st Review Date To: 

6.2 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.

6.3 1st Review Complete Report

Provides 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.

6.4 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.

6.5 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. Below are the list of parameters that need to be entered for this report.

Input Parameters for NOS-NOR Reports
 Please input report parameter(s):

*Region:1=Coast,2=Casc,3,4=Sierra:

*For period beginning on: 

*For period ending on: 

6.6 THP Status Report

Provides a list of the timber harvest plans that are currently being processed. No input parameters are required.

6.7 Licensed Timber Operator (LTO) List

Provides a list of the valid Licensed Timber Operators. No input parameters are required.

7.0 Search for Timber Harvesting Documents

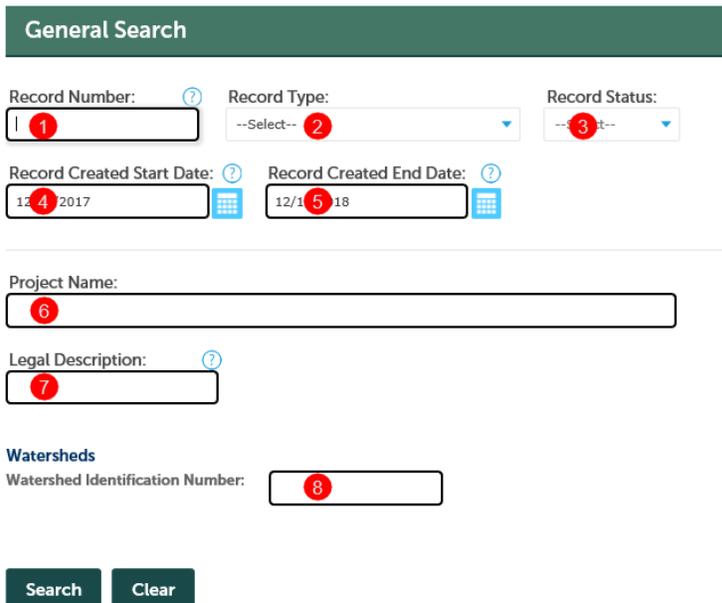
To access the **Search Plans** page, click on either  or  button.

7.1 Search Criteria

All items on the search page can be used as search criteria. Figure 2 - 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 (?). **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 paramaters entered on the search screen, **Click** the “Clear” button.



The screenshot shows the 'General Search' form with the following fields and callouts:

- 1**: Record Number text input field.
- 2**: Record Type dropdown menu.
- 3**: Record Status dropdown menu.
- 4**: Record Created Start Date text input field with a calendar icon.
- 5**: Record Created End Date text input field with a calendar icon.
- 6**: Project Name text input field.
- 7**: Legal Description text input field with a question mark icon.
- 8**: Watershed Identification Number text input field.

At the bottom of the form are 'Search' and 'Clear' buttons.

Figure 1 - CalTREES Search Criteria

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 charaters 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 = Humboldt, 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:

What you are searching for	Enter This Value	Notes
Mount Diablo, Township 16N	M16N%	
Mount Diablo, Township 16N, Range 10W	M16N 10W	
Mount Diablo, Township 16N, Range 10W, and Section 3	M16N 10W 3	2 spaces between Township and Range and since Section is only one digit, 3 spaces between Range and Section
Mount Diablo, Township 6N, Range 10W, and Section 12	M06N 10W 12	2 spaces between Township and Range, 2 between Range and Section
Any Meridian, Township 16N, Range 4W and any Section	%16N 04W%	2 spaces between Township and Range
Only Humboldt Meridian	H%	
Humboldt, any township, Range 5E, and Section 10	H%05E 10	2 spaces between Range and section

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 enter “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.

Showing 1-50 of 272 | [Download results](#)

<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status
<input type="checkbox"/>	11/08/2018	2-18EM-00160-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00162-SHA	Notice of Emergency Timber Operations	Shasta-Cascade - Delta Fire - Boulder Creek	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00159-SHA	Notice of Emergency Timber Operations	Michael, John and Sharon Oconnell - Delta Fire	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00161-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder (2)	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00163-SHA	Notice of Emergency Timber Operations	Reenan - Delta Fire	Validated

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.

Showing 1-50 of 80 | [Download results](#)

<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status
<input type="checkbox"/>	06/12/2020	2-20-00098-SHA	Timber Harvest Plan	BUSHBAR	PHI Scheduled
<input type="checkbox"/>	06/10/2020	2-20-00096-SHA	Timber Harvest Plan	RED RYDER	In Review
<input type="checkbox"/>	04/02/2020	2-20-00059-SHA	Timber Harvest Plan	BEAR FLAT	Approved
<input type="checkbox"/>	03/25/2020	2-20-00052-SHA	Timber Harvest Plan	SPI - JACKRABBIT	Approved

9.0 Reviewing Plans

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

<input type="checkbox"/>	11/08/2018	2-18EM-00160-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00162-SHA	Notice of Emergency Timber Operations	Shasta-Cascade - Delta Fire - Boulder Creek	Validated

9.1 Specific Plan Review

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

Home **Timber Harvest Document**

Search Timber Harvest Documents

Record 2-18EM-00160-SHA:

Notice of Emergency Timber Operations

Record Status: Validated

Record Info ▾

Record Details

Licensed Professional:
 STEVE HILLS TRUCKING & LOGGING LLC
 PO BOX 335
 FORTUNA, CA, 95540
 Phone:707-768-3781
 LTOA AB780
 View Additional Licensed Professionals>>

Project Description:
 SPI - Delta Fire - Little Boulder

► More Details

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

Record 2-18EM-00160-SHA:

Notice of Emergency Timber Operations

Record Status: Validated

Record Info ▾

- Record Details
- Processing Status
- Related Records
- Attachments

Licensed Professional:
 STEVE HILLS TRUCKING & LOGGING LLC
 PO BOX 335
 FORTUNA, CA, 95540
 Phone:707-768-3781
 LTOA AB780
 View Additional Licensed Professionals>>

Project Description:
 SPI - Delta Fire - Little Boulder

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.

Record Details

Licensed Professional:
 STEVE WILLS TRUCKING & LOGGING LLC
 PO BOX 335
 FORTUNA, CA, 95540
 Phone:707-768-3781
 LTOA A8780

Project Description:
 SPI - Delta Fire - Little Boulder

<<Hide Additional Licensed Professionals

1) STEPHEN JOSEPH GROMACKI sgromacki@spi-ind.com
 SIERRA PACIFIC INDUSTRIES
 P O BOX 496014
 REDDING, CA, 96049-6014
 Phone:530-378-8121
 Alternative Phone:530-356-4049
 RPF 002526

2) C L T LOGGING INC
 P O BOX 130
 GRENADA, CA, 96038
 Phone:530-459-3608
 Alternative Phone:530-459-3608
 LTOA A9827

More Details

Related Contacts

Timber Owner information
 Organization
 SIERRA PACIFIC INDUSTRIES
 Primary Phone:707-443-7030
 Mailing
 P O BOX 496014
 REDDING, CA, 96049-6014
 United States

Timberland Owner information
 Organization
 SIERRA PACIFIC INDUSTRIES
 Primary Phone:707-443-7030
 Mailing
 P O BOX 496014
 REDDING, CA, 96049-6014
 United States

Application Information
Application Information Table

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.

Application Information Table

Location

Meridian:	Mount Diablo
Township:	35N
Range:	3E
Section:	27
Acresage:	113
Section:	6
Acresage:	2
County:	Shasta

Watersheds

Watershed Identification Number:	5526.330202
Name:	Jackrabbit Flat
CALWATER Version:	2.2
Watershed Identification Number:	5526.320001
Name:	Washburn Bue Park
CALWATER Version:	2.2
Watershed Identification Number:	5526.320002
Name:	Rocky Ledge
CALWATER Version:	2.2

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 has 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

Processing Status

- ✓ ▾ Intake
 - Due on 11/08/2018
 - Marked as Submitted on 11/08/2018
- ✓ ▾ Review Team Verification
 - Due on 11/15/2018
 - Marked as Verified on 11/08/2018
- ✓ ▶ Archaeologist Verification
- ✓ ▶ Review Team Decision
- ✓ ▶ Send Letter
- ⌚ ▶ Completion and Stocking Report
 - Complete

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 item.

Related Records

[View Entire Tree >](#)

Document Number	Type	Application Name	Date	View
2-18-00150-SHA	Timber Harvest Plan	McCumber	11/15/2018	
2-18-00150-SHA-REVIEW	THP Multi Agency Review	Review Form for THP:2-18-00150-SHA	11/15/2018	View
2-18-00150-SHA-GEN	Sec 1 General	McCumber	11/15/2018	View
2-18-00150-SHA-SILV	Sec 2 Item 14 Silviculture	McCumber	11/15/2018	View

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.

Attachments

Attachments below are for the selected record and may include any additional associated records.

To sort the Attachments list click on the column header of your choosing to toggle between ascending or descending order.

The maximum file size allowed is 250 MB.

-

Click on the name of the file and the document will be displayed.

Attachment Name	Attachment Type	Record ID	Record Type	Entity Type	Latest Update
/Reports/EXAcceptanceLetter_20200710_105526.pdf	Acceptance Letter	2-20EX-01119-SHA	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	07/10/2020
20200710_2-20EX-01119SHA.pdf	Harvest Document Image	2-20EX-01119-SHA	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	07/10/2020

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 Meridan, 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

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

A.3 CAL FIRE Regions

Numeric CAL FIRE Regions
1 – North Coast Region I - Santa Rosa
2 – Cascade Region II - Redding
3 – Southern Region III - Riverside
4 – Central Sierra Region IV - Fresno

A.4 CAL FIRE Units

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

A.5 List of County Abbreviations

List of Counties with Abbreviations					
ALA	Alameda	MAD	Madera	SJN	San Joaquin
ALP	Alpine	MAN	Marin	SLO	San Luis Obispo
AMA	Amador	MAR	Mariposa	SMO	San Mateo
BUT	Butte	MEN	Mendocino	SBA	Santa Barbara
CAL	Calaveras	MER	Merced	SCL	Santa Clara
COL	Colusa	MOD	Modoc	SCR	Santa Cruz
CCA	Contra Costa	MOO	Mono	SHA	Shasta
DEL	Del Norte	MON	Monterey	SIE	Sierra
ELD	El Dorado	NAP	Napa	SIS	Siskiyou
FRE	Fresno	NEV	Nevada	SOL	Solano
GLE	Glenn	ORA	Orange	SON	Sonoma
HUM	Humboldt	PLA	Placer	STA	Stanislaus
IMP	Imperial	PLU	Plumas	SUT	Sutter
INY	Inyo	RIV	Riverside	TEH	Tehama
KER	Kern	SAC	Sacramento	TRI	Trinity
KIN	Kings	SBO	San Benito	TUL	Tulare
LAS	Lassen	SBR	San Bernardino	TUO	Tuolumne
LAN	Los Angeles	SDO	San Diego	VEN	Ventura
LAK	Lake	SFO	San Francisco	YOL	Yolo
				YUB	Yuba