

# Memorandum

**To:** ALL REGISTERED PROFESSIONAL FORESTERS, LICENSED TIMBER OPERATORS, PLAN SUBMITTERS, AND OTHER INTERESTED PARTIES

**Date:** November 17, 2023

**Telephone:** 707-608-8017

**Website:** [www.fire.ca.gov](http://www.fire.ca.gov)

DocuSigned by:

*Shawn Headley*

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**From:** SHAWN HEADLEY, Forest Practice Admin Program Manager  
California Department of Forestry and Fire Protection (CAL FIRE)

**Subject:** Submittal of new information through CalTREES

Starting October 30, 2023, CalTREES <https://caltreesplans.resources.ca.gov/caltrees/> began accepting new information (Amendments) for submitted harvest Plans to CAL FIRE Forest Practice. Below are definitions for these submissions:

Additional Information – New info or correspondence for the Plan prior to approval.

Addendum – New info that does not change operations. Examples: Notice of Commencement, contacts change (phone number adjustments, new RPF or LTO), expected plant or animal surveys, inventory updates for NTMPs, etc.

Minor Amendment – New info that potentially changes operations. Examples: Surveys that could alter mitigations, expiration date extension, new roads < 600’, Substantial Deviations submitted as a minor with supporting documentation, etc. See Minor Deviation definition under 14 CCR 895.1.

Substantial Deviation – As defined under 14 CCR 895.1. Also referenced as a Major Amendment.

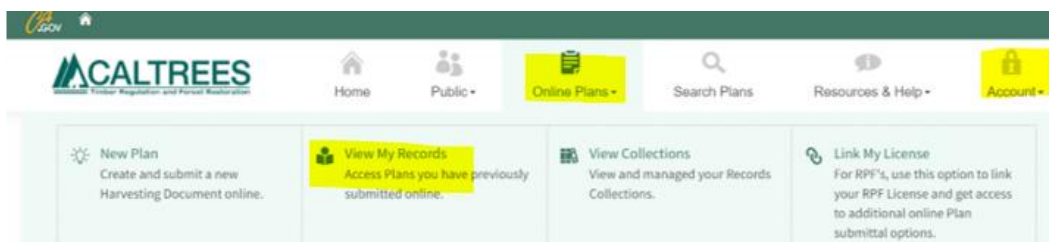
Note: If the Substantial Deviation has been determined to be minor in scope, in coordination with the Unit Forest Practice Inspector and other Review Team agency members as appropriate, the amendment can be submitted as a minor amendment.

This functionality is only for those that have created an account in CalTREES and are an approved agent of the Plan to submit. If there are problems encountered when trying to use the new functionality or other parts of the program, please contact the local review team office or CalTREES Support at the email addresses listed below:

Support: [caltrees.support@fire.ca.gov](mailto:caltrees.support@fire.ca.gov) , Santa Rosa: [santarosareviewteam@fire.ca.gov](mailto:santarosareviewteam@fire.ca.gov)  
Redding: [reddingreviewinbox@fire.ca.gov](mailto:reddingreviewinbox@fire.ca.gov) , Fresno: [calfirefresnoreviewinbox@fire.ca.gov](mailto:calfirefresnoreviewinbox@fire.ca.gov)

Listed below are some tips for new information submittals.

- 1) Login to your account and go to ‘View My Records’ under ‘Online Plans’



- 2) Navigate to the Plan to which you want to add new information and click "Open" in the Action column.

Timber Harvest Document							
Date	Document Number	Type	Application Name	Status	Action	Short Notes	
03/15/2022	1-22NTMP-00002-MEN	Nonindustrial Timber Management Plan	Parker Unit 11	Approved	Open		

- 3) Select the type of submission from the Document Type dropdown menu and include a concise description of the proposed new information. Note: Review Team has the authority to change and correct if needed.

**New Information**

**GENERAL**

Parent Document Number:

\* Document Type:

Description: \*

Additional Information  
Minor Deviation  
Substantial Deviation

spell check

- 4) Make sure there is a Plan Submitter included with the submission. The best way is to select "contact from account," and add one of the agents of the Plan, and click the correct mailing address.

**Select Contact from Account**

Shawn W Headley

\* Type:

Select contact addresses for this contact to attach to the record.  
**Note: All information (including addresses) provided here will become public information viewable to all users of CalTREES.**

Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address
<input checked="" type="checkbox"/> Mailing	135 Ridgway Avenue

**Continue** Discard Changes

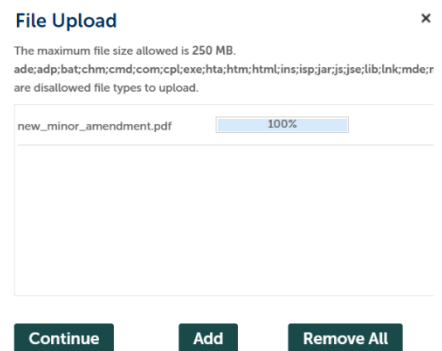
✔ **Contact added successfully.**

Showing 1-1 of 1

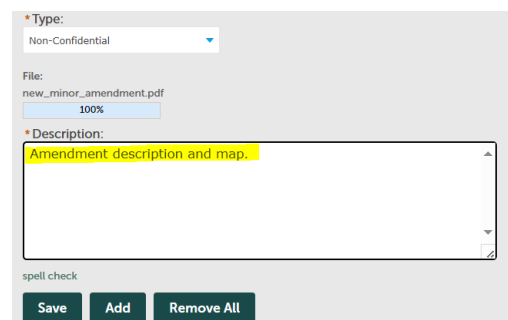
Full Name	Business Name	Contact Type	Primary Phone	Work Phone	Alternative Phone	E-mail	Action
Shawn W Headley		Plan Submitter	707-608-8017			shawn.headley@fire.ca.gov	Edit Delete

Note: The email provided will receive notifications during key points in the review process.

5) Add attachment. This should be a PDF which answers the who, what, when, where, why, and how of what is being submitted. This needs to be only one attachment, so please combine files into one pdf prior to this step. Include maps when appropriate, those are important. Click the “Add” button in the attachment screen and then click “Add” in the file upload screen. Navigate to where the PDF is saved, click on the file, and when the status bar hits 100%, click continue.



6) By default, the upload type is non-confidential. Any confidential information associated with the submission must be emailed to the Region Review office rather than uploaded into CalTREES. Include a description for what is being uploaded, not necessarily repeating the amendment description. Keep it simple “Amendment description and map.” Remember to click save before continuing.




7) Review submission and edit anything that looks incorrect with the “Edit” button on that item.

8) Finally, there will be a received file number “REC” which is the initial tracking ID until the Review Team confirms the submission and it gets the standard amendment number. Email notifications will automatically be sent with this submission and identify if it was accepted or denied along with the official number of the amendment.

Information, Addendum, or Deviation

1 Document Information      2 Attachments      3 Review      4 Record Issuance

**Step 4: Record Issuance**

 Your application has been submitted to CAL FIRE. This does not mean it is Validated, Approved, or Accepted. You may not start work until you receive your validated document from the Review Team Office. Please print your record and retain a copy for your records.

Thank you for using our online services.  
Your Record Number is REC23-00000123.

9) Once accepted, another email will be sent with a link, and in the “Attachments” of the record with a cover letter / summary as the first page of the amendment. Note: if the submittal is a Substantial Deviation (major amendment), at this step there will be an email notice that the deviation will continue to First Review and follow the discretionary review process before the final approval page (Directors Determination) is added to the attachment

CAL FIRE’s Forest Practice Program hopes the information contained in the memorandum is useful to harvest plan proponents and we look forward to deploying full THP and NTMP submittal functionality though CalTREES in the future. Questions or comments regarding the content of this memorandum may be directed to Shawn Headley at 707-608-8017 or by email at [shawn.headley@fire.ca.gov](mailto:shawn.headley@fire.ca.gov)