



California Timber Regulation  
and Environment Evaluation System

## **Public User Guide**

Version 4

November 2024

For technical assistance contact

[caltrees.support@fire.ca.gov](mailto:caltrees.support@fire.ca.gov)

# Contents

- 1.0 Access CalTREES Web Portal and Site Navigation ..... 4**
- 2.0 Create a New Online CalTREES Account ..... 5**
  - 2.1 Registering for a CalTREES Account..... 5
- 3.0 Available Features when Logged into CalTREES ..... 8**
  - 3.1 Submit Public Comments ..... 8
  - 3.2 Subscribe to Notifications ..... 8
  - 3.3 View My Records ..... 8
  - 3.4 Reports..... 9
  - 3.5 Plan Submission..... 9
    - 3.5.1 Contacts and Managing Agents of a Plan ..... 9
    - 3.5.2 New Exemption or Emergency Notice..... 10
    - 3.5.3 New THP or NTMP ..... 11
  - 3.6 Amendments, Addendums, and New Information Submission..... 15
  - 3.7 Notice of Timber Operations (NTO) for an NTMP Submission..... 18
  - 3.8 Linking RPF License to CalTREES Account ..... 19
- 4.0 Submit Public Comment ..... 20**
- 5.0 Subscribe to Notifications ..... 23**
- 6.0 CalTREES Reports..... 26**
  - 6.1 Recent Activity..... 27
  - 6.2 Status Report ..... 27
  - 6.3 County Report ..... 28
  - 6.4 Violations..... 28
  - 6.5 1st Review Tentative Report ..... 28
  - 6.6 2nd Review Tentative Report..... 28
  - 6.7 1st Review Complete Report..... 28
  - 6.8 2nd Review Complete Report..... 28
  - 6.9 Professional Licensing Reports ..... 28
- 7.0 Search for Timber Harvesting Documents ..... 29**
  - 7.1 Search Criteria ..... 29
  - 7.2 Wildcard Searching ..... 29
  - 7.3 Record Number/Harvest Document Number Search ..... 29
  - 7.4 Record Type/Plan Type and Record Status Search..... 30

- 7.5 Record Created Start and End Dates ..... 30
- 7.6 Project Name Search ..... 31
- 7.7 Legal Description Search ..... 31
- 7.8 Watershed Search..... 32
- 8.0 General Search Results..... 33**
- 8.1 Sorting Search Results..... 33
- 8.2 Exporting Search Results ..... 33
- 9.0 Reviewing Plans..... 34**
- 9.1 Specific Plan Review ..... 34
- 9.2 Record Details..... 34
- 9.3 Application Information..... 35
- 9.4 Application Information Table..... 35
- 9.5 Processing Status ..... 35
- 9.6 Related Records..... 36
- 9.7 Attachments ..... 36
- 10.0 Resources ..... 37**
- Appendix A..... 38**
- A.1 Search Criteria Definitions..... 38
- A.2 Status Definitions in CalTREES ..... 38
- A.3 CAL FIRE Regions..... 38
- A.4 CAL FIRE Units ..... 38
- A.5 List of County Abbreviations..... 39


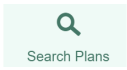





# 1.0 Access CalTREES Web Portal and Site Navigation

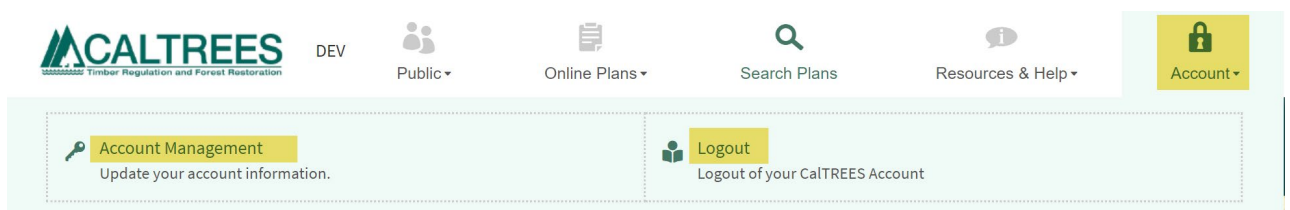
The CalTREES Web Portal can be reached at: <https://caltreesplans.resources.ca.gov/caltrees>.


**No registration or user account is required to search and review Plans, or to generate general 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 . See Section [7.0 Search for Timber Harvesting Documents](#) for more details.
2. To access CalTREES Resources and Help, click  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 . See [Section 2.0 Create a New Online CalTREES Account](#) for more information.
4. If registered as a user in CalTREES and want to log into CalTREES, click on either  or . 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.




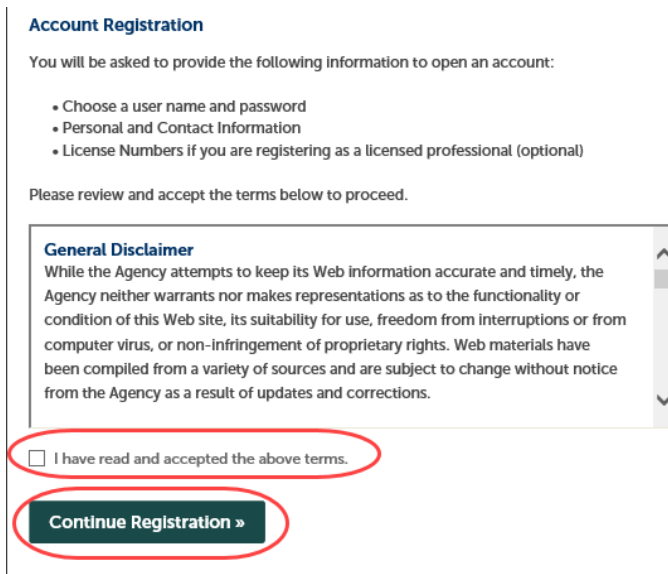
6. To access the list of CalTREES report available, click on . See [Section 6.0 CalTREES Reports](#) for more details on the reports available.

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



**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.

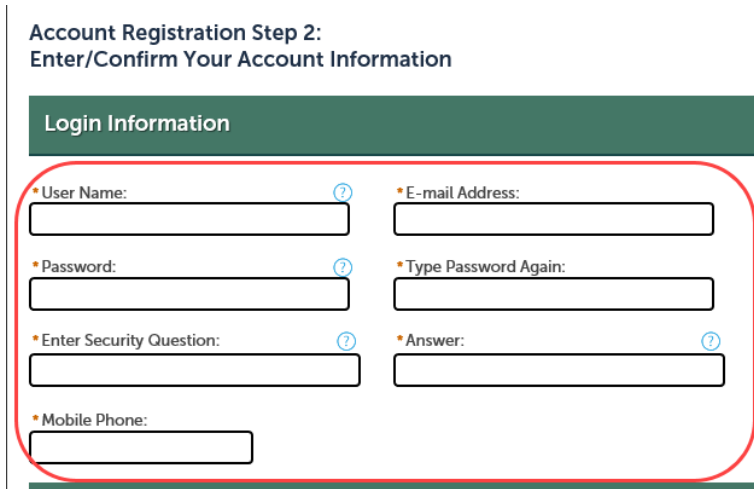
**General Disclaimer**

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:

4. Under the Contact Information section, click **Add Contact Info**.
5. In the Type drop-down list, select **Contact** and click **Continue**.
6. Enter the Contact information for all required fields.
7. Scroll down to the Contact Addresses section and click **Add Additional Contact Address**.

**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.

**Contact Information**

\* 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
--------------	---------	--------

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

**Contact Information**

**Contact Address Information**

Address Type:

\* Address Line 1:

Address Line 2:

\* City:       \* State:       \* ZIP Code:

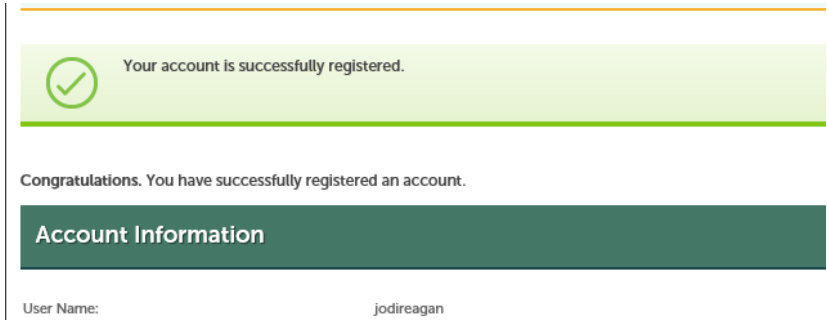
**Save and Close**    **Save and Add Another**    **Clear**    Discard Changes

9. Click **Continue**. The below message box will display, click **Continue**.

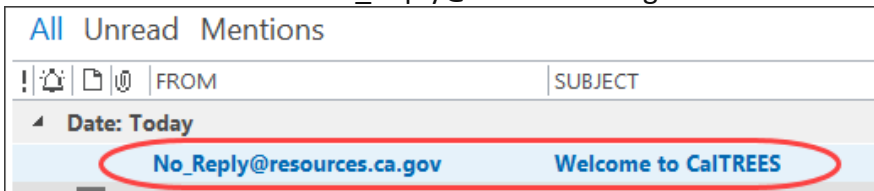
The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

**Continue**    **Cancel**

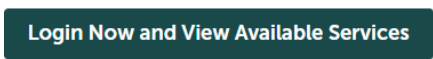
10. Click **Continue Registration**. The following message should display:



11. A welcome email from "No\_Reply@resources.ca.gov" will be sent.




12. Once your account has been created, login. Click **Login Now and View Available Services**.



### 3.0 Available Features when Logged into CalTREES


Once logged into CalTREES, additional features are available.

#### 3.1 Submit Public Comments


Submit Public Comment  
 Submit Online Public comments on in review Timber Harvesting Plans.


Use this feature to electronically submit an online Public Comment. See [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 access to 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
<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 Plan Submission

All Plan submissions need to be submitted from a logged in CalTREES account.

NOTE: The system has a short downtime window and will log out a user if no activity after 30 minutes.

#### 3.5.1 Contacts and Managing Agents of a Plan

For a submission the most challenging part of the process can be dealing with the contacts. Please reach out to the Review Team office or CalTREES support as listed under Resources in Section 10 of this user guide if there are any questions.

NOTE: always try to select from your account or look up an existing contact in the system prior to “creating” a contact to avoid duplicate entries in the database. If there are any changes to existing contacts reach out to the Review Office to update that information. When searching for existing contacts less is better, and the wildcard % symbol can be very helpful when trying to search contacts. Example: under Name of Business searching for all contacts that start with “timber”.

#### Look Up Contact



Type:

First:  Middle:  Last:

Name of Business:

This would return a list with the following to select from to add as a contact.

Showing 1-10 of 71

Individual/Organization	First Name	Middle Name	Last Name	Business Name	Contact Type
<input type="radio"/> Organization				TIMBERLINE LOGGING	Contact
<input type="radio"/> Organization				TIMBERLAKE TREE SERVICES	Contact
<input type="radio"/> Organization				TIMBER TREE COMPANY	Contact
<input type="radio"/> Organization				TIMBERWOLF ENT	Contact

NOTE: License Professionals contact information cannot be changed by Review offices, RPF license and LTO license must go through those offices for any changes to information connected to those contacts.

When going down the list of contacts make sure to select the type in the dropdown menu for each contact. And each contact will be required to provide a *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 will be public information.**

Required contact address type(s): Mailing

Showing 1-1 of 1

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

HD Onsite Contact

---

--Select--

HD Onsite Contact

Licensed Timber Operator

Primary RPF

Timber Owner

Timberland Owner

**Continue**    Discard Changes

Understand all the information for each contact will be added to the submission and therefore will be public information.

### 3.5.2 New Exemption or Emergency Notice

**Submit a New Plan**  
 Create and submit a new Harvesting Document online.

1. Click on **Submit a New Plan**, read and accept the disclaimer.
2. A list of available Plan options will appear. Click on the Plan option to submit and click **Continue**. The list below is all of the Plans available to submit, but depending on the CalTREES permission levels, this list may be different.

### Select a Record Type

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

▼ **Conversions**

- Less than 3 Acre Conversion
- Public / Private Utility Right-of-Way

▼ **Emergencies**

- Fuel Hazard Reduction (RM65)
- Notice of Emergency Timber Operations
- Sudden Oak Death Disease

▼ **Exemptions**

- 10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019
- Christmas Trees
- Drought Mortality and Unmerchantable Sawlog v2019
- Forest Fire Prevention v2019
- Oak Woodland Management v2019
- Post Fire Recovery v2020
- Small Timberland Owner
- Structure Protection (0 to 150 feet) v2019
- Structure Protection (150 to 300 feet) v2019

▼ **NTMP**

- Nonindustrial Timber Management Plan

▼ **THP**

- Timber Harvesting Plan

3. Fill in all required information pertaining to the type of Plan being submitted. CalTREES will guide the submitter through the process of entering and submitting a Plan.

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

**Save and resume later**

4. After all the required information has been entered, the **Review** page will display. Review the information entered into CalTREES, use the **Edit** button on the line next to a section for any edits. After the data has been updated, click **Continue Application**, returning the process back to the **Review** page. When satisfied with the data entered, click **Continue Application** and submit the Plan to CalTREES for Region Review to validate.
5. After clicking **Continue Application** to submit through CalTREES, a “Record Issuance” screen with the new Plan number will be displayed confirming submission.

### 3.5.3 New THP or NTMP

During submission of a Timber Harvesting Plan (THP) or Nonindustrial Timber Management Plan (NTMP) online through CalTREES, some information within Section I and Section II will be required for input. After submission, the RPF, and other parties of a Plan will receive notifications on the status of the Plan through the review process.

1. During the Plan selection process, select THP or NTMP in the dropdown menu and click continue.

**Select a Record Type**

Choose one of the following available record types.

- ▶ Conversions
- ▶ Emergencies
- ▶ Exemptions
- ▼ NTMP
  - Nonindustrial Timber Management Plan
- ▼ THP
  - Timber Harvesting Plan

2. Contact List.

Enter the contacts associated with the Plan. The system will not proceed unless all required contacts are entered. Reach out to the Region Review office for difficulties with contacts.

Step 1: Section 1 - General Info > Contacts

\* indicates a required field.

**Contact List**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Plan Submitter	1
Primary RPF	1
Timber Owner	1
Timberland Owner	1

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Primary Phone	Work Phone	Alternative Phone	E-mail	Action
No records found.							

3. Licensed Professional List

List known licensed professionals associated with the Plan. At least one is required to proceed to the next section. NOTE: this section may be pre-populated with the information related to the license chosen for the record during the initial Plan selection in step 1.

Step 1: Section 1 - General Info > Licenses

\* indicates a required field.

**Licensed Professional List**

To add a new licensed professional, click the Select from Account button. To find a licensed professional, click the Look Up button.

This section is required. Please add at least one record.

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

4. For Section I (General Information) input the Plan data into the corresponding fields.



Timber Harvesting Plan

1 Section 1 - General Info	2 Section 2 - Silviculture	3 Attachments	4 Step 3 - Checks	5 Review	6
----------------------------	----------------------------	---------------	-------------------	----------	---

Step 1: Section 1 - General Info > Section 1

\* indicates a required field.

### Legal Description

**7a. Legal Description**

Showing 0-0 of 0

Meridian	Township	Range	Section	Acreage	Assessor's Parcel Number	County	Land Grant
No records found.							

5. For Section II (Silviculture acres only), input the Plan data into the corresponding fields.

Timber Harvesting Plan

1 Section 1 - General Info	2 Section 2 - Silviculture	3 Attachments	4 Step 3 - Checks	5 Review	6
----------------------------	----------------------------	---------------	-------------------	----------	---

Step 2: Section 2 - Silviculture > Section 2

\* indicates a required field.

### Item 14a Silviculture

**EVENAGED**

Clearcutting:  Acres

Seed Tree Seed Step:  Acres

Seed Tree Removal Step:  Acres

Shelterwood Preparatory Step:  Acres

Shelterwood Seed Step:  Acres

Shelterwood Removal Step:  Acres

---

**UN-EVENAGED**

Selection:  Acres

6. On the attachments page upload the Plan Sections and Notice of Intent (NOI) or Notice of Preparation (NOP) if applicable.



**Step 3: Attachments > Attachments**

\* indicates a required field.

**Attachment**

To sort the Attachments list click on the column header of your choosing to toggle between ascending or descending order.  
 Note: System generated .pdf reports in attachments will be renamed the following day to the standard format of date (year, month, day, no spaces)\_Plan#\_report type. Example: An attachment initially named "7/Reports/THPAcceptanceLetter\_20231220\_125117.pdf" will be automatically renamed to "20231220\_1-23-00143-HUM\_LOC.pdf".

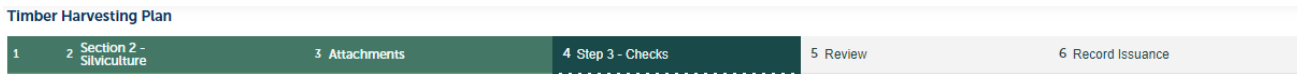
The maximum file size allowed is 250 MB.  
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Attachment Name	Attachment Type	Size	Latest Update	Description	Upload Date	Action
No records found.						

**Add**

The “Add” button allows for selecting one or more attachments for upload. For each attachment, include the type of document and a description before clicking “Save”.

- On Step 4, a confirmation of acres within Section I (legal description) and Section II, silviculture acres are required. If they are incorrect navigate back to the section using the green step tabs at the top of the page. If the acres are legitimately different, check the box confirming there is an explanation included in Section II of the submitted Plan.



**Step 4: Step 3 - Checks > Acres Checks**

This is a check of the Acreage from Section I and Section II. If acre totals are incorrect please use the numbered green tabs at the top of this page to go back to an earlier section of the online form to make changes.

\* indicates a required field.

**Total Acreage**

**Acreage Check**

Total Legal Description Acres (Section I - Item 7a):

Total Silviculture Acres (Section II - Item 14a):

Please confirm that the acreage is different:



- After all the required information has been entered, the **Review** page will display. Review the information entered into CalTREES, use the **Edit** button on the line next to a section for any edits. After the data has been updated, click **Continue Application**, returning the process back to the **Review** page. When satisfied with the data entered, click **Continue Application** and submit the Plan to CalTREES for Region Review to validate.

Timber Harvesting Plan

1    2 Section 2 - Silviculture    3 Attachments    4 Step 3 - Checks    5 Review    6 Record Issuance

Step 5: 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

Timber Harvesting Plan

Contact List

Edit

Required Contact Type	Minimum
✓ Plan Submitter	1
✓ Primary RPF	1
✓ Timber Owner	1
✓ Timberland Owner	1

- After clicking Continue Application to submit through CalTREES, a "Record Issuance" screen with the new Plan number will be displayed confirming submission. (or click on the green step buttons at the top of the screen for that section)

### 3.6 Amendments, Addendums, and New Information Submission

NOTE: 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 use the system, please contact the local review team office or CalTREES Support.

- Go to 'View My Records' under 'Online Records' from a logged in account.

The screenshot shows the CalTREES website navigation bar with the following items: Home, Public, Online Records (highlighted), Search Plans, Resources & Help, and Account. Below the navigation bar is a grid of four main action buttons: 'New Plan' (Create and submit a new Harvesting Document online), 'View My Records' (Access Plans you have previously submitted online), 'View Collections' (View and managed your Records Collections), and 'Link My License' (For RPF's, use this option to link your RPF License and get access to additional online Plan submittal options).

**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.

2. Navigate to the Plan to add new information and click "Open" in the Action column.

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

3. Choose Information, Addendum, or Deviation to add an Amendment, and click

**Continue Application »**

Information, Addendum, or Deviation  
 Notice of Timber Operations

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

**New Information**

**GENERAL**

Parent Document Number: 1-22NTMP-00002-MEN

\* Document Type: --Select--

Description: \* **New seasonal road of 400' to Unit A**

Addendum  
 **Minor Deviation**  
 Substantial Deviation

spell check

5. 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: Plan Submitter

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

✔ Contact added successfully.

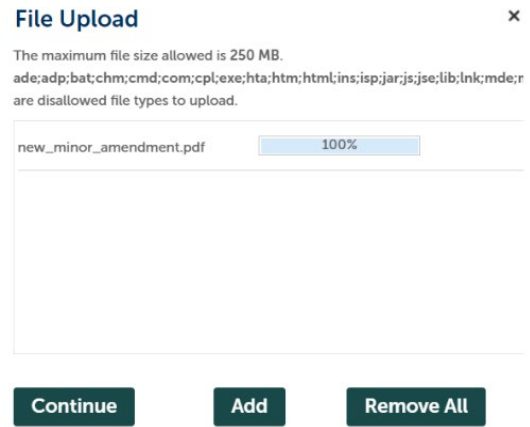
Showing 1-1 of 1

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

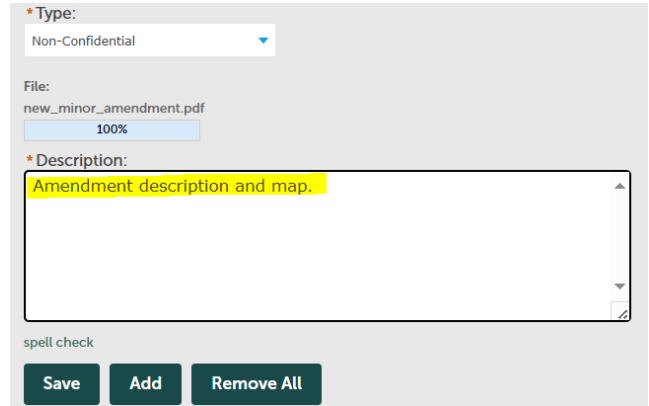
NOTE: The email provided will receive notifications during key points in the review process.



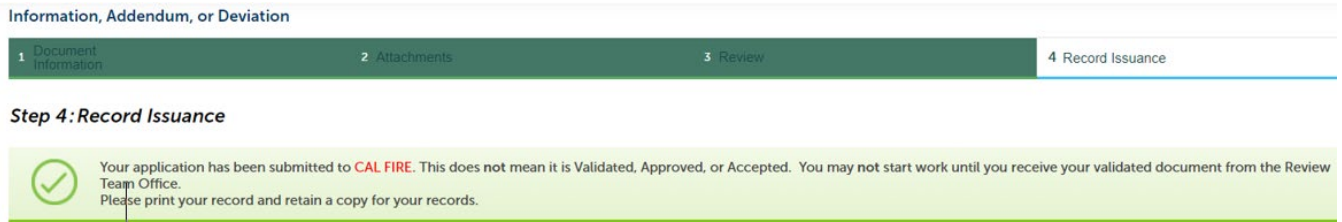
- 6. Add attachment. This should be a PDF which answers the who, what, when, where, why, and how of what is being submitted. This needs to be only one attachment, so please combine files into one pdf prior to this step. Click the “Add” button in the attachment screen and then click “Add” in the file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



- 7. 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.



- 8. Summary page will open. Review submission and edit anything that looks incorrect with the “Edit” button on that item. Or click on the green step buttons at the top of the screen for that section.
- 9. Finally, there will be a received file number “REC” which is the initial tracking ID until the Review Team confirms the submission. Email notifications will automatically be sent which identify if it was accepted or denied along with the official number of the amendment or addendum.

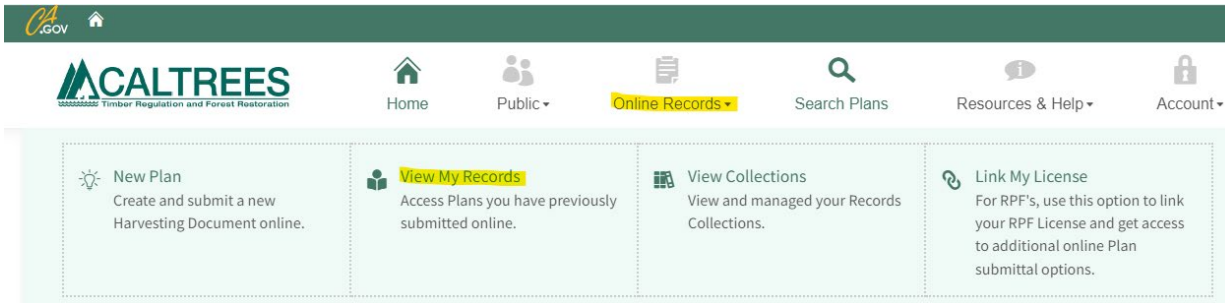


Thank you for using our online services.  
Your Record Number is REC23-00000123.

- 10. Once accepted, another email will be sent with a link, and in the “Attachments” of the record there will be an acceptance cover letter / summary as the first page of the Amendment or Addendum.  
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.

### 3.7 Notice of Timber Operations (NTO) for an NTMP Submission

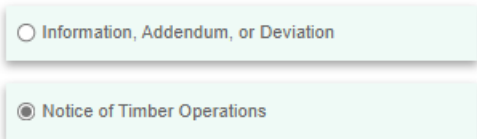
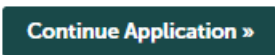
1. Go to 'View My Records' under 'Online Records' from a logged in account.



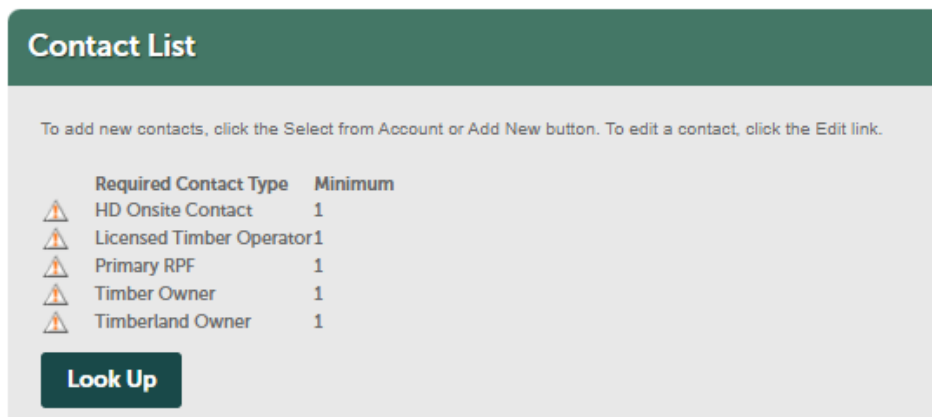
2. Navigate to the NTMP to add the NTO for and click "Open" in the Action column.



3. Select Notice of Timber Operations, and click

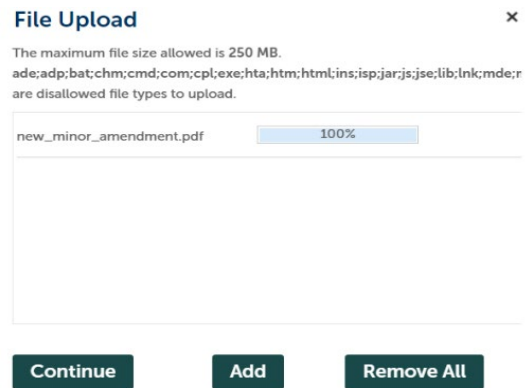


4. Add the appropriate contacts and licensed professionals for the NTO.

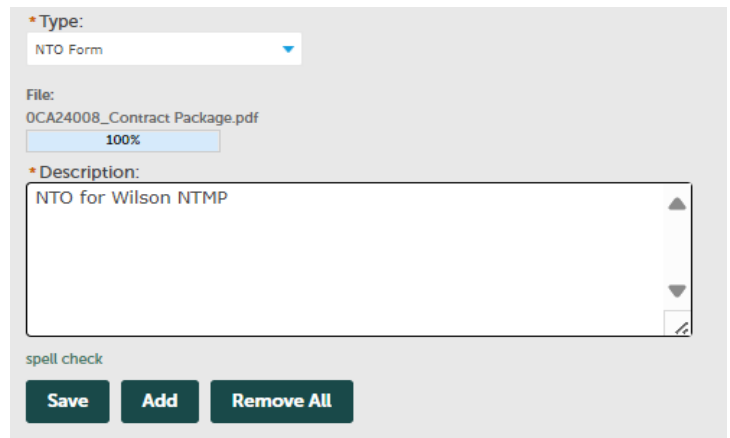


5. Follow the prompts to add the Timber Operation dates, heavy equipment to be used, legal description, silviculture, and watershed info. **These are all required to submit an NTO.**

6. Add the completed NTO form attachment from the most recent form available on the CAL FIRE Forest Practice forms page online (form number RM-68A). This needs to be only one attachment, so please combine additional files and pages into one pdf prior to this step. 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.




7. By default, the upload type is the NTO Form. 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 “NTO for Wilson Family NTMP” Remember to click save before continuing.



8. After all the required information has been entered, the Review page will display. Review the information entered into CalTREES, use the Edit button on the line next to a section for any edits. (or click on the green step buttons at the top of the screen for that section) After the data has been updated, click Continue Application, returning the process back to the Review page. When satisfied with the data entered, click Continue Application and submit the Plan to CalTREES for Region Review to validate.
9. Finally, there will be a Record Issuance to confirm the submission. Additional email notifications will automatically be sent with the submission and identify if it was accepted or denied along with the official number of the NTO.
10. Once accepted, another email will be sent with a link, and in the “Attachments” of the record there will be an acceptance cover letter / summary attached as the first page of the NTO.

### 3.8 Linking RPF License to CalTREES Account

Once registered in CalTREES. If an RPF, link the RPF license information to a 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.

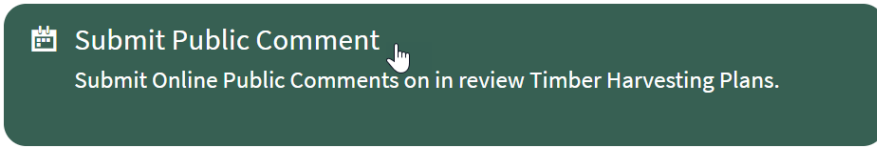
Look up the RPF license and enter a PIN provided by the Board of Forestry and Fire Protection. If you have not received your PIN, please contact CalTREES Support to link your RPF license to your CalTREES account.

## 4.0 Submit Public Comment

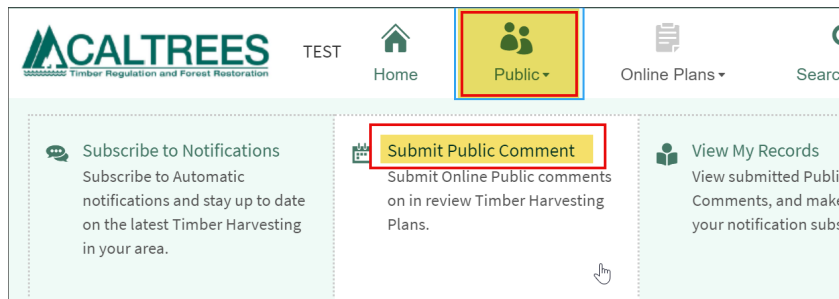
This feature allows users to submit online public comments.

To access the Submit Public Comment functions:

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



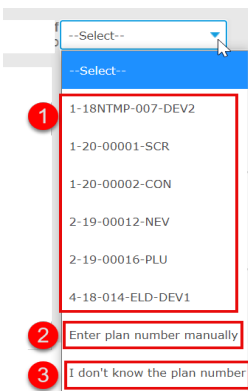
2. From the top of the page, click on the **Public**, then click on the **Submit Public Comment** button.



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

### Part 1 – Required Information

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

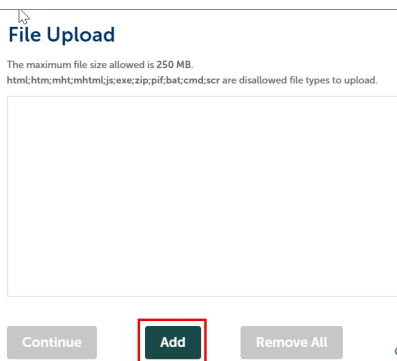
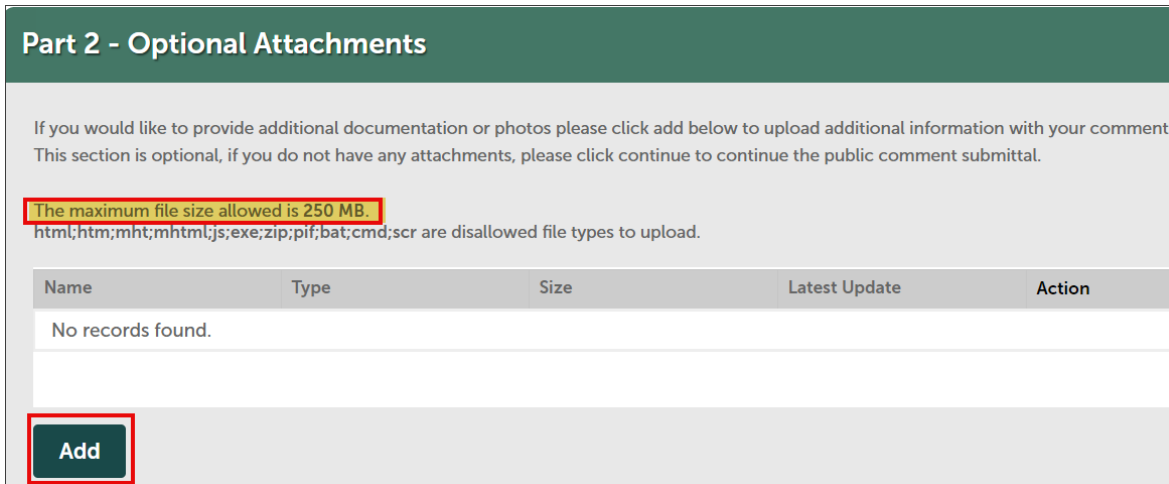


5. The next field is the text for the public comment. The limit on the text for the public comment field is 4,000 characters. If that is not enough character to express your comment, please attach a file Part 2.

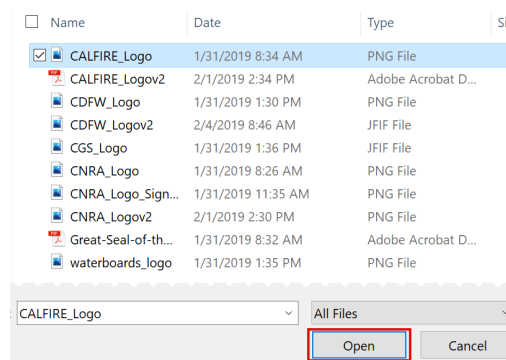
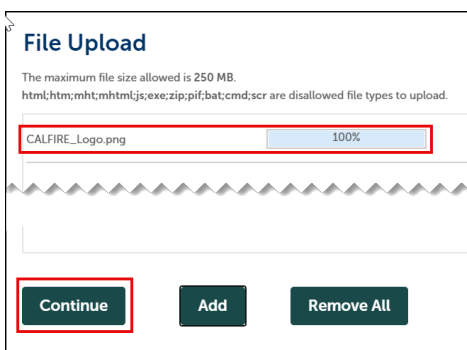


Part 2 – Optional Attachments area allows files to be attached to the Public Comment. This is optional. The maximum file size is 250MB.

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



- 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.



- Enter the Type field which describes the type of file being attached. Select the Type of file from the dropdown menu.

**Part 2 - Optional Attachments**

If you would like to provide additional documentation or photos please click add below to upload additional information with your comment. This section is optional, if you do not have any attachments, please click continue to continue the public comment submittal.

\*Type:  
--Select--

File:  
CALFIRE\_Logo.png  
100%

\*Description:

spell check

Save Add Remove All

- 9. Then enter a description of the attachment in the Description text box.
- 10. Once this information has been entered, click **Save** to attach to the comment.
- 11. After clicking Save, the attached file(s) will be listed, click **Continue**.

**Part 2 - Optional Attachments**

If you would like to provide additional documentation or photos please click add below to upload additional information with your comment. This section is optional, if you do not have any attachments, please click continue to continue the public comment submittal.

The maximum file size allowed is 250 MB.  
html;htm;mht;mhtml;js;exe;zip;plf;bat;cmd;scr are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
CALFIRE_Logo.png	Document	11.49 KB	08/21/2020	Actions ▾

Add

Save and resume later

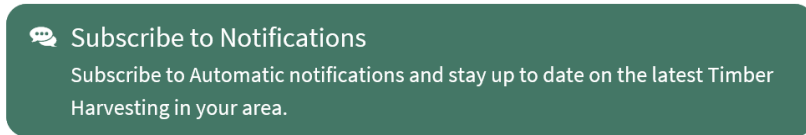
Continue »

## 5.0 Subscribe to Notifications

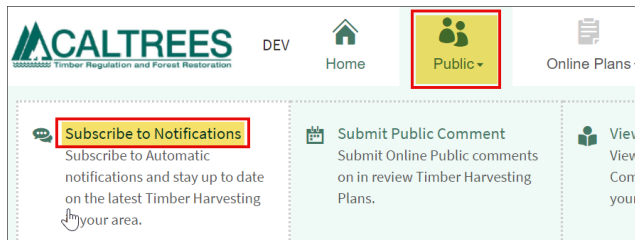
This feature allow users to set up an automated email notification to be sent when identified events occur to timber harvesting document.

To access the Subscribe to Notification functions:

1. From the home page, click **Subscribe to Notifications**



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

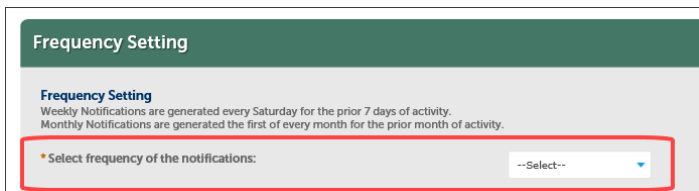


Read the disclaimer and check the box before proceeding.

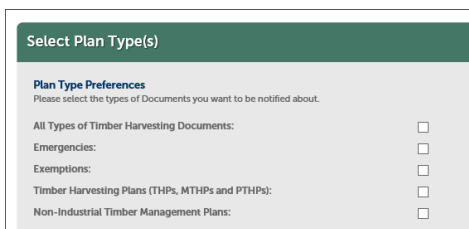
NOTE: The only parameter that is required is the Frequency field. All other items are optional, but it is recommended that parameters are entered into at least one other field. If not, notifications for ALL Plans will be received.

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

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



4. **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.

5. **Select Watershed(s)**, Click **Add A Row**.

6. Enter a **Watershed ID Number** or select from the drop-down menu and then click **Submit**.

7. Repeat as needed for additional Watersheds.

8. **Select County(ies)**, Click **Add a Row**.

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

10. Repeat as needed to add additional counties.

NOTE: Click the **Save and Resume Later** at any time to save entries.

**Your partial application (19TMP-000202) has been successfully saved.**  
To resume the application(s), go to the Records section and click the Resume Application link.

**Records**

Showing 1-1 of 1 | Download results | Add to collection

<input type="checkbox"/>	Date	Document Number	Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	04/10/2019	19TMP-000202	Notification Request					Resume Application	

When ready to continue filling out the information, go to **View My Records** and click on **Resume Application** to complete the Notification Request.

11. **Select Timber Harvesting Document Number(s)**, Click **Add a Row**.

12. Enter the Timber Harvesting document number and click **Submit**.

13. Click Continue.

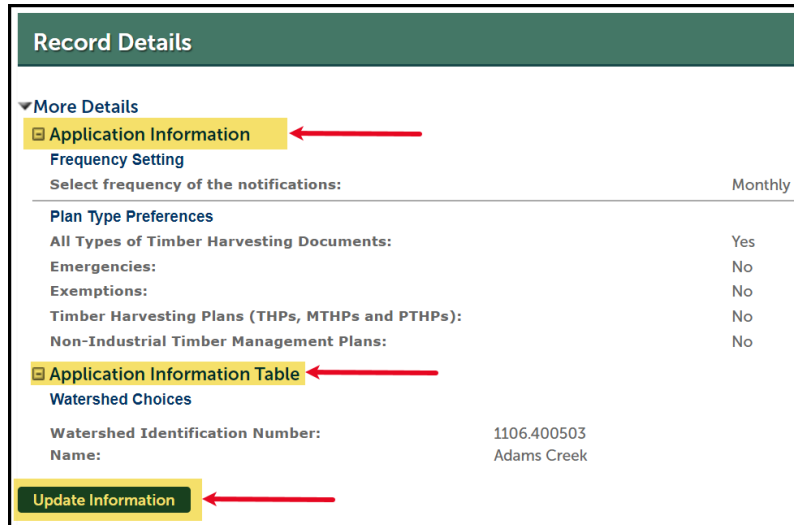
14. The Review page is displayed next. Review all information and make changes as needed.

15. Click **Continue** to submit the Notification Request application.

NOTE: Once the Notification Request is complete, a Record Number is given.



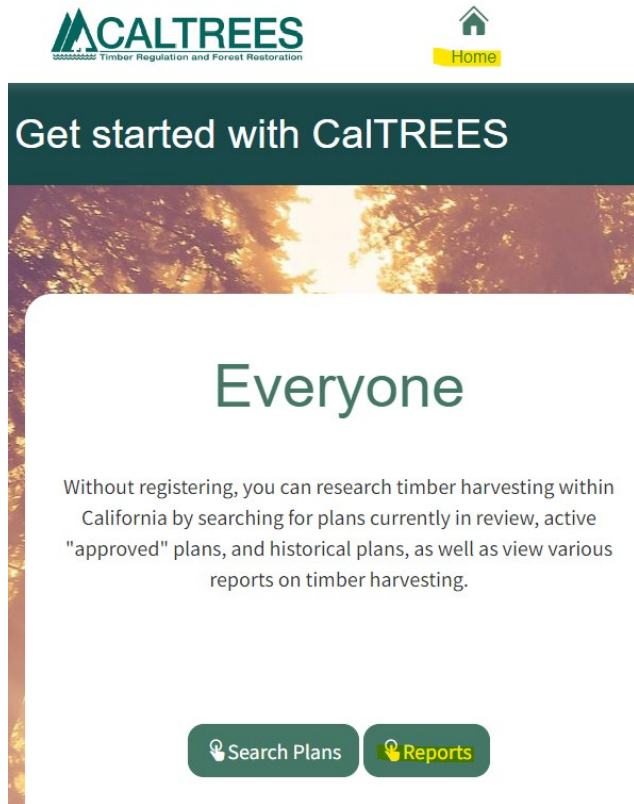
- 16. To **view Record Details** for any Notification, click on **View My Records**.
- 17. The Notification Request will be listed under CalTREES Public Services. Click on the **Document Number link** to open the record.
- 18. Under Record Details, expand the arrow next to **More Details**, and then click the **plus (+)** sign for **Application Information** and **Application Information Table** to display the details of the Notification Request.



- 19. Click **Update Information** to update or unsubscribe to the Notification Request.

## 6.0 CalTREES Reports

If not logged into CalTREES, from the Home page, click on the Reports button to access reports.

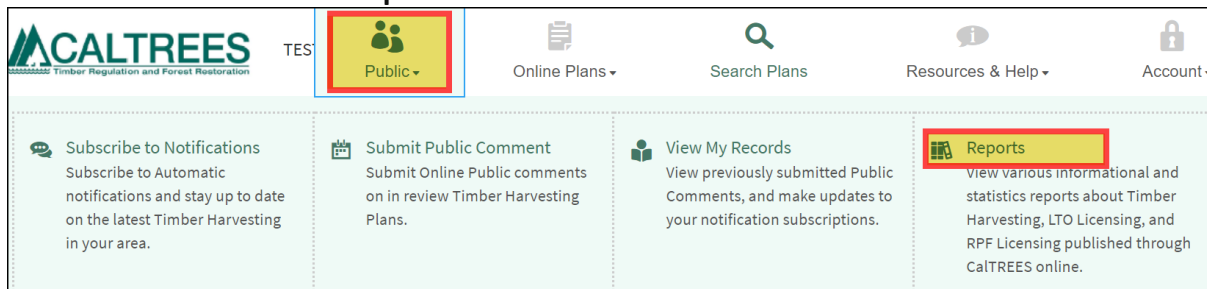


If logged into an account in CalTREES, reports are available in two ways:

1. Click **Reports** on the Home page.



2. Click **Public** and then click **Reports**.



A list of reports will appear. This page contains common reporting requests from the CalTREES regarding Harving Plans, LTO status, and more.

NOTE: CalTREES data may be incomplete. Please contact a CAL FIRE Region Review office if missing data or inconsistencies have been identified with the information presented.

**Timber Harvesting Reports**

Run a searchable report of recent Timber Harvesting activity.

Recent Activity
Status Report
County Report
Violations

---

**1st Review Tentative Report**

Runs a report by region and date and lists all plans that have a tentative date set for completing 1st Review of the plan.

1 - Coast - Santa Rosa
2 - Cascade - Redding
3 - South - Riverside
4 - Sierra - Fresno

---

**1st Review Completed Report**

Runs a report by region and date and list the results of 1st Review of the plan.

1 - Coast - Santa Rosa
2 - Cascade - Redding
3 - South - Riverside
4 - Sierra - Fresno

---

**2nd Review Tentative Report**

Runs a report by region and date and lists all plans that have a tentative date set for completing 2nd Review of the plan.

1 - Coast - Santa Rosa
2 - Cascade - Redding
3 - South - Riverside
4 - Sierra - Fresno

---

**2nd Review Completed Report**

Runs a report by region and date and list the results of 2nd Review of the plan.

1 - Coast - Santa Rosa
2 - Cascade - Redding
3 - South - Riverside
4 - Sierra - Fresno

---

**Notice of Submittal and Recirculation Report**

Generate a report of all Official Notice of Submissions or Recirculation of Harvesting Plans by Region and Date.

1 - Coast - Santa Rosa
2 - Cascade - Redding
3 - South - Riverside
4 - Sierra - Fresno

---

**Professional Licensing Lists**

View a list of valid Licensed Timber Operators (LTO), Consulting Registered Professional Foresters (RPF), and Consulting Certified Range Masters (CRM).

LTO List
RPF Consulting List
CRM Consulting List

NOTE: Majority of the reports will require a date range input for the query.

### 6.1 Recent Activity

Displays recent Plan Addendums, Amendments, Notice of Commencements, Notice of Submission, Completion Reports, Emergencies, and Exemptions received by CAL FIRE in the past year.

### 6.2 Status Report

Displays submitted info to CAL FIRE Forest Practice for Plans with the goal of the report to familiarize those interested with the Plan review process and provide general information on current Plans under review.

### **6.3 County Report**

Creates a list of approved or returned harvest documents for a given county.

### **6.4 Violations**

This report is a list of administrative actions. An administrative action is the lowest level of enforcement. It is an allegation and is documented with a “Notice of Violation”. The Department alleges that a violation of the Forest Practice Rules/Forest Practice Act has occurred of the specific code(s) identified. Additional enforcement action may be taken, but this report only identifies administrative actions.

### **6.5 1st Review Tentative Report**

Creates a tentative list of First Reviews that will take place during the specified week. The report will extract the tentative First Reviews scheduled in the seven days before the end date provided.

### **6.6 2nd Review Tentative Report**

Creates a tentative list of Second Reviews that will take place during the specified week. The report will extract the tentative Second Reviews scheduled in the seven days before the end date provided.

### **6.7 1st Review Complete Report**

Creates a list of all First Reviews completed in the specified week. The report will extract the First Reviews completed in the seven days before the end date provided.

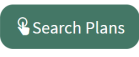

### **6.8 2nd Review Complete Report**

Creates a list of all Second Reviews completed in the specified week. The report will extract the Second Reviews completed in the seven days before the end date provided.

### **6.9 Professional Licensing Reports**

Provides the official valid list of Licensed Timber Operators (LTO), Consulting Registered Professional Foresters (RPF), or Consulting Certified Range Masters (CRM).

## 7.0 Search for Timber Harvesting Documents

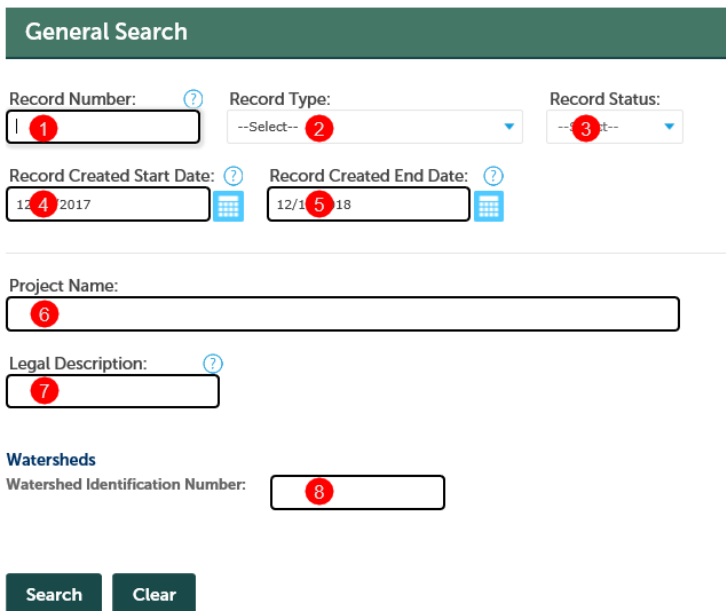
To access the **Search Plans** page, click on either  or .

### 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 is 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 have been entered, click **Search**. To clear the search parameters entered on the search screen, click **Clear**.



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 date input field.
- 5**: Record Created End Date date input field.
- 6**: Project Name text input field.
- 7**: Legal Description text input field.
- 8**: Watershed Identification Number text input field.

Buttons for 'Search' and 'Clear' are located at the bottom of the form.

### 7.2 Wildcard Searching

The CalTREES application has a wildcard character (%) that can be used to assist with searching in CalTREES. The wildcard can be used in the text fields but cannot 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, NTMP = Nonindustrial Timber, Management Plan, THP = Timber Harvesting Plan.
- **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 the 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 Statuses 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 Statuses 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. 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” 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 ## is the 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** Note: the wildcard character (%) is supported for this search:

<Meridian><3-character Township><2 spaces><3-character Range><2 spaces><2-character Section#>

What is being searched	Enter	Comments
Mount Diablo, Township 16N	M16N%	
Mount Diablo, Township 16N, Range 10W	M16Nxx10W	
Mount Diablo, Township 16N, Range 10W, and Section 3	M16Nxx10Wxx03	2 spaces between township and range, 2 between range and section
Mount Diablo, Township 6N, Range 10W, and Section 12	M06Nxx10Wxx12	2 spaces between township and range, 2 between range and section
Any Meridian, Township 16N, Range 4W and any Section	%16Nxx04W%	2 spaces between township and range
Only Humboldt Meridian	H%	
Humboldt, any township, Range 5E, and Section 10	H%05Exx10	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 selected and reviewed. Once a Plan is selected, 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 selected 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 - 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, the Plan must be selected and reviewed. Once a Plan is selected, 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 used 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	<b>2-18EM-00160-SHA</b>	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 selected, the following information will be displayed.

The screenshot shows a web interface for a Timber Harvest Document. At the top, there is a breadcrumb 'Home > Timber Harvest Document' and a search bar. The record ID 'Record 2-18EM-00160-SHA:' is highlighted with a red box. Below it, the title 'Notice of Emergency Timber Operations' is displayed. The record status 'Record Status: Validated' is also highlighted with a red box. A 'Record Info' dropdown menu is highlighted with a red box. Below this is a 'Record Details' section with a dark green header. The details are split into two columns: 'Licensed Professional' (STEVE WILLS TRUCKING & LOGGING LLC) and 'Project Description' (SPI - Delta Fire - Little Boulder). There are links for 'View Additional Licensed Professionals>>' and 'More Details'.

To get additional information about the Plan, click on the **Record Info** link.

This screenshot shows the 'Record Info' dropdown menu expanded. The record ID 'Record 2-18EM-00160-SHA:' and title 'Notice of Emergency Timber Operations' are visible at the top. The record status 'Record Status: Validated' is shown below. The dropdown menu contains several options: 'Record Info' (selected), 'Record Details', 'Processing Status', 'Related Records', and 'Attachments'. The 'Record Details' option is highlighted with a yellow background. Below the dropdown, the 'Project Description' section is partially visible, showing 'G & LOGGING LLC' and '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

<<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

**Project Description:**

SPI - Delta Fire - Little Boulder

**More Details**

Related Contacts

**Timberland 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, click on the plus sign ( ) next to **Application Information**

Application Information Table

**Location**

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

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**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, click on the plus sign ( ) next to the 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

For details, click the arrow next to the step name. In the example, all steps up to Completion and Stocking Report are complete. The Verification step is 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 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	<a href="#">View</a>
2-18-00150-SHA-GEN	Sec 1 General	McCumber	11/15/2018	<a href="#">View</a>
2-18-00150-SHA-SILV	Sec 2 Item 14 Silviculture	McCumber	11/15/2018	<a href="#">View</a>

## 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 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.

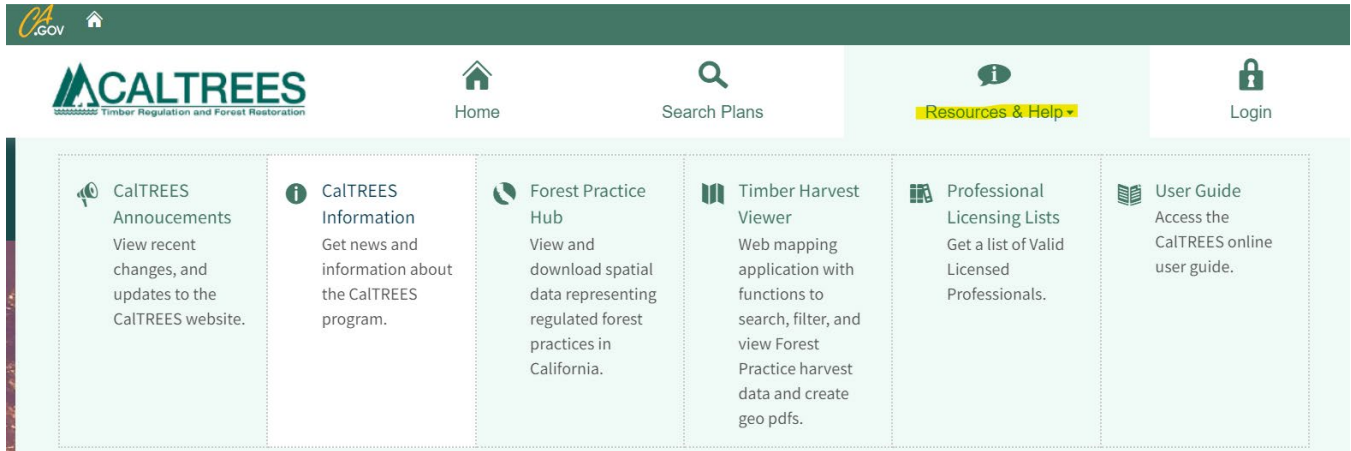
The maximum file size allowed is 250 MB.

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
<a href="#">/Reports/EXAcceptanceLetter_20200710_105526.pdf</a>	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

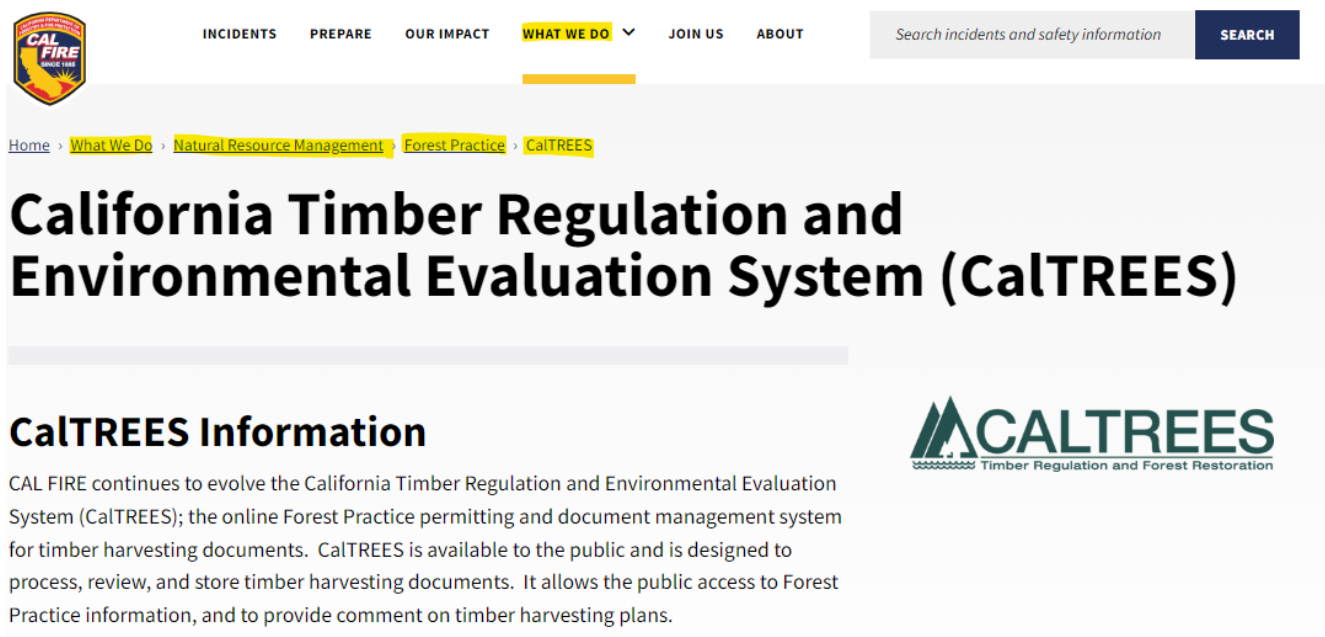
## 10.0 Resources

There are several links in the Resources & Help menu with a variety of support areas for users. Any problems, questions or issues with CalTREES, please send an email to [caltrees.support@fire.ca.gov](mailto:caltrees.support@fire.ca.gov).



On the CAL FIRE website see the CalTREES page for additional support material. There are several links to memos, user guides, and instructional videos.

<https://www.fire.ca.gov/what-we-do/natural-resource-management/forest-practice/caltrees>



### Review Team Offices

Fresno:	<a href="mailto:fresnoreviewinbox@fire.ca.gov">fresnoreviewinbox@fire.ca.gov</a>	(559) 243-4107
Redding:	<a href="mailto:reddingreviewinbox@fire.ca.gov">reddingreviewinbox@fire.ca.gov</a>	(530) 224-2445
Santa Rosa:	<a href="mailto:santarosareviewteam@fire.ca.gov">santarosareviewteam@fire.ca.gov</a>	(707) 576-2959

# Appendix A

## A.1 Search Criteria Definitions

- 1) **Record Number** - harvest document (HD) number
- 2) **Record Type** - list of all Plan types; can only select one specific type
- 3) **Record Status** - list based on Record Type status options
- 4) **Record Created Start / End Date** - the date range the Plan was submitted
- 6) **Project Name** - project Name assigned to harvest document by submitter
- 7) **Legal Description** - Meriden, Township, Range and Section where timber ops take place
- 8) **Watersheds** - California State Planning Watershed names and numbers from v2.2

## A.2 Status Definitions in CalTREES

Record Status	Definition
Approved / Accepted	Has been approved or accepted and ready for Timber Operations
Closed	Plans that have been completed
Denied	CAL FIRE determined the Plan is not in compliance
Director Decision	15 working days that Director has to approve Plan
Filed	Plan has proceeded past First Review and ready for a Preharvest Inspection (PHI) if needed
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 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