



**California Timber Regulation and  
Environmental Evaluation System  
(Online Submission of Harvesting Documents)**

**Public Training for Harvest  
Document Search and Review**

November 28, 2018

# Presentation Overview

**Greetings and Introduction**

**Purpose of this Meeting**

**Search Criteria and Wildcard**

**Searching for Documents in CalTREES**

**Reviewing Documents**

**Online Reports**

**Questions / Input**

# Purpose of This Meeting

- Only cover how to search and review plans in CalTREES (similar to functionality currently in FTP THP Library)
- CalTREES went live internally and submitted plans are entered into CalTREES by CAL FIRE
- Plans received before CAL FIRE went live have been migrated to CalTREES

# CalTREES Search Criteria

Home **Timber Harvest Document**

Search Timber Harvest Documents

Search for Records  
Enter information below to search for records.

**General Search**

Record Number:  <sup>?</sup> **1**

Record Type:  **2**

Record Status:  **3**

Record Created Start Date:  <sup>?</sup> **4**

Record Created End Date:  <sup>?</sup> **5**

Project Name:  **6**

Legal Description:  <sup>?</sup> **7**

Do not include Additional Criteria  
**Watersheds**

Watershed Identification Number:  **8**

**Search** **Clear**

- 1) **Record Number** (Harvest Doc Number)  
\*can also use to search by Region, Year, County
- 2) **Record Type** (Plan Type)
- 3) **Record Status** - specific to Plan Type
- 4) **Record Created Start Date** (Submitted Date)
- 5) **Record Created End Date** (Submitted Date)
- 6) **Project Name**
- 7) **Legal Description**
- 8) **Watershed**

Note: Help text is available by clicking the <sup>?</sup> symbol

# Search Using the Wildcard

## CalTREES Wildcard is “%”

- Can be used anywhere in a field
- Can be used multiple times in a field
- “%-SHA”; result- all records ending in “-SHA”
- “2-18%”; result - all records beginning with “2-18”
- “2-%EM-%-SHA”; result – all records starting with “2-”, containing “EM” and ending with “-SHA”

Note: to limit search results use additional criteria

# CalTREES Search Results

- Initial Search Results are displayed in a table
- Labels in table can be used to sort results
- Results can also be exported via “Download Results” link

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

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

# Reviewing Plans

- To review information for a specific plan, Click on the plan number

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

# Specific Plan Review

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

The screenshot displays a web interface for reviewing timber harvest documents. At the top, there are navigation links for 'Home' and 'Timber Harvest Document', with the latter being the active page. Below the navigation is a search bar labeled 'Search Timber Harvest Documents'. The main content area features a red-bordered box containing the record ID 'Record 2-18EM-00160-SHA:'. Below this is the title 'Notice of Emergency Timber Operations'. Another red-bordered box shows the 'Record Status: Validated'. A 'Record Info' dropdown menu is also visible. The bottom section, titled 'Record Details', is divided into two columns: 'Licensed Professional' and 'Project Description'. The licensed professional information includes the name 'STEVE WILLS TRUCKING & LOGGING LLC', address 'PO BOX 335 FORTUNA, CA, 95540', phone number '707-768-3781', and LTOA number 'A8780'. The project description is 'SPI - Delta Fire - Little Boulder'. There are links for 'View Additional Licensed Professionals>>' and 'More Details'.

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

**Project Description:**  
SPI - Delta Fire - Little Boulder

[View Additional Licensed Professionals>>](#)

► [More Details](#)



# Record Info Review

- 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

### Project Description:

G & LOGGING LLC

SPI - Delta Fire - Little Boulder

# Record 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

### 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

#### Application Information

#### Application Information Table

### Project Description:

SPI - Delta Fire - Little Boulder

##### Timberland Owner information

Organization  
SIERRA PACIFIC INDUSTRIES  
Primary Phone:707-443-7030

Mailing  
P O BOX 496014  
REDDING, CA, 96049-6014  
United States

- Record Details include License Professionals and Contacts
- The “Application Information” and “Application Information Table” contains different types of data depending on the document type
- Click on the + sign next to label to see details

# Processing Status

- The Processing Status section shows the steps the plan has gone through.

**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

# Related Records

- CalTREES creates a structure below the main document number and these items are called Related Records
- 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

# Attachments

- Attachments are documents that pertain to the plan
- To view attachments, click on the name of the attachment to view

## Attachments

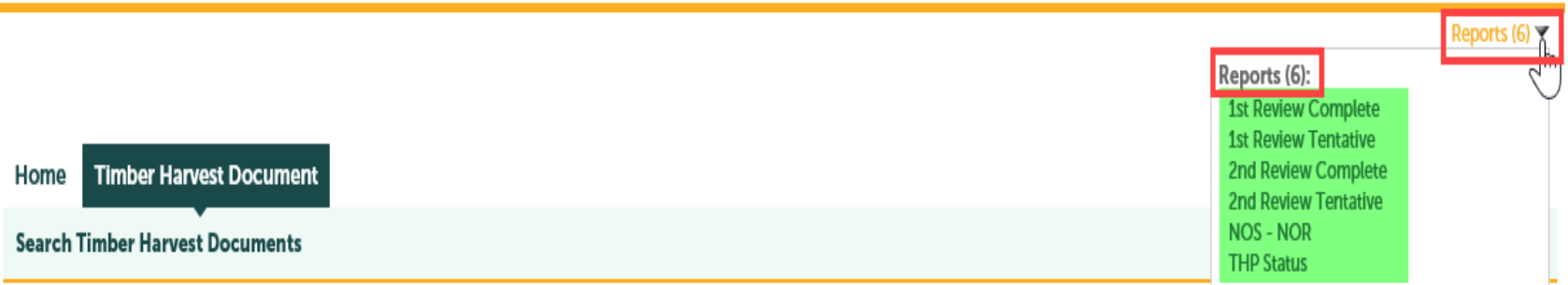
Attachments below are associated to the selected Record and it's Child Records. To download the attachment for viewing click on the "Attachment Name", or click on the "Action" menu for additional information.

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.

Attachment Name	Attachment Type	Record ID	Record Type	Entity Type	Latest Update
/Reports/EMAcceptanceLetter_20181109_101657.pdf	Acceptance Letter	2-18EM-00160-SHA	Notice of Emergency Timber Operations	Record	11/09/2018
20181109_2-18EM-00160SHA.pdf	Harvest Document Image	2-18EM-00160-SHA	Notice of Emergency Timber Operations	Record	11/09/2018

# CalTREES Online Reports



- Six Online Reports are available on Home page
- Review Reports require Region and Date; results will include plans in 7 days preceding date entered.
- NOS-NOR reports required Region and a Date Range
- THP Status report does not require any input parameters

# Additional Information

- Questions? Please contact the CalTREES HelpDesk at [CalTREES.Support@fire.ca.gov](mailto:CalTREES.Support@fire.ca.gov)
- Frequently Asked Questions: [http://www.fire.ca.gov/resource\\_mgt/CalTreesFAQs](http://www.fire.ca.gov/resource_mgt/CalTreesFAQs)
- Join our email list to receive future announcements: [AB 1492 List Serv](#)
- Coming soon:
  - Additional Outreach, Beta Testing and Training sessions
  - Centralized CalTREES website, where you can access the latest project news, upcoming events

# Questions / Input

