



"STEWARDSHIP IN FORESTRY"

Oregon Department of Forestry

SMOKE DATA SYSTEM

USER GUIDE

Version **2.3**

Last Updated **04/15/2026**

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 DATA ENTRY PROCESS FLOW	4
2. THE SMOKE DATA SYSTEM APPLICATION OVERVIEW	6
2.1 NAVIGATION PANE	6
2.2 REPORTS PAGE	6
2.3 OWNERS PAGE	6
2.4 ADMIN PAGE	7
2.5 HOME PAGE	7
2.6 REGISTRATION DATA PAGE	8
2.6.1 BILLING SECTION	8
2.6.2 REGISTRATION SECTION	9
2.6.3 PLANS SECTION	9
3. THE OWNERS PAGE	11
3.1.1 ADD A NEW OWNER RECORD	11
3.1.2 MODIFY EXISTING OWNER RECORDS.....	12
4. HOME PAGE / SEARCH	14
4.1 REGISTRATION NUMBER.....	14
4.2 DISTRICT SEARCH.....	15
4.3 COUNTY SEARCH.....	15
4.4 SALE NAME SEARCH	16
4.5 VENDOR ID SEARCH	16
4.6 OWNER NAME SEARCH	17
4.7 BUSINESS NAME SEARCH.....	17
4.8 SEARCH RESULTS.....	17
5. REGISTRATION DATA PAGE	20
5.1 BILLING SECTION	20
5.1.1 SEARCHING FOR AN OWNER.....	21
5.1.2 SEARCH OPTIONS.....	21
5.1.3 UNDERSTANDING THE FEES SECTION	22
5.1.4 UNDERSTANDING THE INVOICES SECTION	22
5.2 REGISTRATION SECTION	22
5.2.1 CREATE A NEW REGISTRATION	22
5.3 PLANS SECTION.....	30
5.3.1 ENTERING PLANNED BURNS.....	31
5.3.2 ENTERING ACCOMPLISHED BURNS	32
5.4 MODIFY A REGISTRATION RECORD	34
5.5 TROUBLESHOOTING ERRORS	35
5.5.1 UNABLE TO SAVE REGISTRATION.....	35
5.5.2 "RED BOX" ERRORS	35
6. REPORTS	37
6.1 OLD VS NEW REPORT NAMES	37
6.2 REPORTS MENU	37
6.3 REPORT CRITERIA	37
6.4 VIEWING REPORTS.....	39
6.4.1 ACTION TOOLBAR	39
6.4.2 MULTIPLE SUMMARIES IN ONE REPORT.....	40
6.5 SUMMARY BY GROUP REPORT	40
6.6 PRINTING REPORTS	41
6.7 EXPORTING REPORTS	42
7. ADMIN USERS	45
7.1 DELETING REGISTRATIONS.....	45
7.2 MODIFYING DROP DOWN OPTIONS	45
8. APPENDIX A – DATA ENTRY QUICK REFERENCE GUIDE	47



Chapter 1

INTRODUCTION

1. INTRODUCTION

The intended design of the Smoke Data System (SDS) application is to:

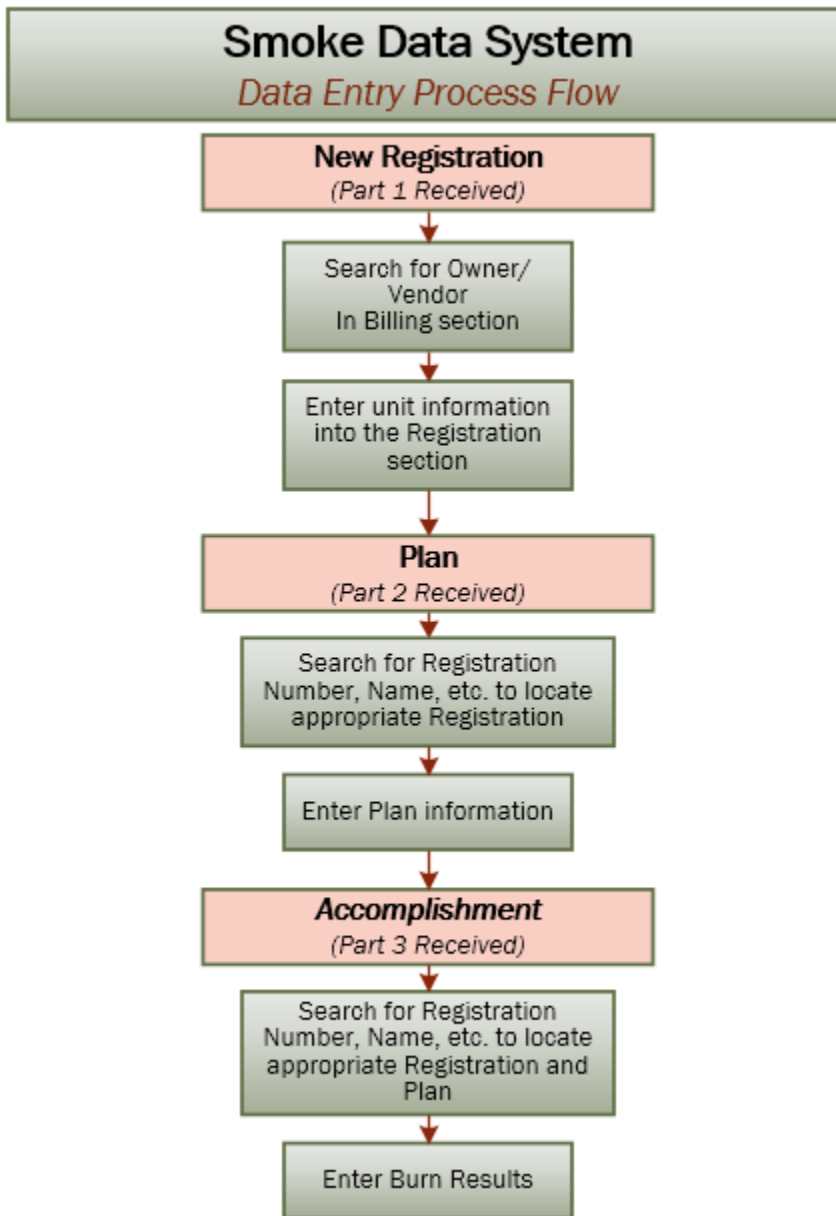
- Make data entry of billing information, registered units, planned burns, and accomplished burns easier to enter
- Eliminate past connectivity and delayed response issues
- Make future enhancements easier to implement
- Print reports easier with additional filters
- Include additional security grouping
- Include additional validation of data fields
- Update the data fields by removing unnecessary fields and adding fields for future enhancements

This User Guide is a tool to assist the users in navigating through the application. Included in the User Guide are detailed instructions and information for using the entire application.

This User Guide is for use and guidance of the [Smoke Data System Web Application ONLY](#). For questions regarding laws, rules, and procedures of the Smoke Management Plan see the [Smoke Management web page](#).

1.1 DATA ENTRY PROCESS FLOW

The design of the Smoke Data System follows the below data entry flow chart:



Chapter 2

THE SMOKE DATA SYSTEM APPLICATION OVERVIEW

2. THE SMOKE DATA SYSTEM APPLICATION OVERVIEW

Designed as a user-friendly system, the SDS application allows for:

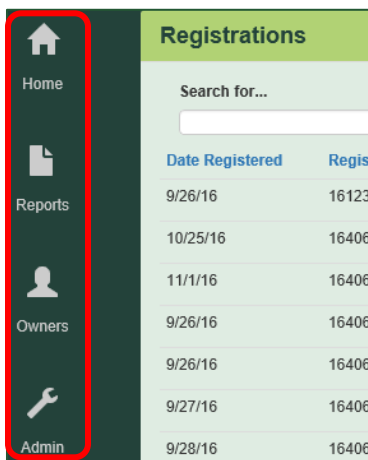
- Entering registrations when a landowner reports a request to burn
- Records when the landowner plans to burn
- Records when the burn is accomplished
- Creates invoices for the fees
- Creates multiple reports

While all of the data entry fields for Billing, Registration, Plans, and Accomplishments are on one page, there are additional areas such as a Reports section and a place to update or add Owners/Vendors, to name a couple.

This chapter provides a quick look into each of the areas of the application in order for the user to become familiar with the layout. Later chapters review each area in more detail.

2.1 NAVIGATION PANE

Located along the left side of the application, the Navigation Pane allows for fast connections to the different areas of the application. This is visible from all areas of the application.



2.2 REPORTS PAGE

All reports show on one page. There are modified filters/parameters. For more information, see [Chapter 6](#).

2.3 OWNERS PAGE

Owner/Vendor information is updated or new records added. See [Chapter 3](#) for more information.

Vendor ID	First Name	Last Name	Business Name	Address	Other Address	City	State	Zip Code
06291014 -000			JOHN & JULIA JOHNSON	PO BOX 28		WESTLAKE	OR	97493
0629103 -005			JOHN HANCOCK % THE CAMPBELL GR	PO BOX 37		MAPLETON	OR	97453
0629103 -017			JOHN HANCOCK MUTUAL LIFE INS.	62424 NEHALEM HWY NORTH		VERNONIA	OR	97064
0629103 -018			JOHN HANCOCK INSURANCE CO.	273 SR 4 WEST		CATHLAMET	WA	98612
06291045 -000			JOHN MCCRACKEN	PO BOX 1088		WELCHES	OR	97067
06291103 -001			JOHN SHORT	PO BOX 452		ELMIRA	OR	97437
06291258 -000			TOM JOHNSON	90222 YOUNGS RIVER ROAD		ASTORIA	OR	97103
06291289 -000			JOHN M BECKER	JOHN E WILES	588 VISTA DR	NEWPORT	OR	97365

Identity		Contact	
Initial Vendor Number	06291331	Address 1	PO BOX 1567
Mailing Code	001	Address 2	
First name	John	City	SHERWOOD
Last Name	Smith	State	OR
Business name	Business Name	Zipcode	97140
Suspended	<input type="checkbox"/>	Telephone	5033100267

Cancel Save

2.4 ADMIN PAGE

The Admin page, which only specific users have access to, is for modifying the drop down options seen throughout the application, and other functionality as well. Below is a sample of some of the areas available for modifications. See [Chapter 7](#) for more details.

Districts				Owership Codes		Burn Reasons	
Id	District Name	Unit Name	Exempt Eligible	Code	Ownership	Code	Reason
011	Deschutes NF	Bend-Fort Rock	No	F	Federal (Region 6, not USFS)	B	Hazard and Silviculture
012	Deschutes NF	Crescent	No	O	Other Federal	E	Level 2 Regulation, Fee Exempt
013	Deschutes NF	Fort Rock-LEGACY	No	P	Private	F	Forest Health
015	Deschutes NF	Slsters	No	S	State, County, Municipal	H	Hazard Reduction
021	Fremont NF	Bly	No	U	USFS	M	Forest Health Maintenance
022	Fremont NF	Lakeview	No			R	Other
023	Fremont NF	Paisley	No			S	Silviculture
024	Fremont NF	Silver Lake	No			W	Wildlife Habitat

Fuel Species		Litter Types		Live Fuels		Agreement Number	
Code	Species	Types		Code	Type	Business Entity	Code
B	Brush	Short Needle Pine		B	Broadleaf	BLM	L16PD00237
D	Douglas Fir Hemlock Cedar	Long Needle Pine		E	Evergreen	NF	AG-046W-P-14-0017
G	Grass	Other Conifer		S	Sage	Private	None
H	Hardwood	Deciduous Hardwood					
J	Juniper	Evergreen Hardwood					
L	Lodgepole Pine	Grass					
M	Mixed Conifer						
P	Ponderosa Pine						

Burn Fees

2.5 HOME PAGE

The Home page is the initial screen the user sees once logged into SDS. The default view shows the last 14 days of registrations registered. This is also the place to search for a Registration with multiple options for searching. For detailed instructions regarding the many search options, see [Chapter 4](#).

Registrations											
Search for...											
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	Sale Name	Township	Range	Section	
9/26/16	161230926163	06291019-000	RON CHAPMAN		771	Lane	Test3	11S	3W	32	
10/25/16	164060926162	06292862-000	KEN SORENSON		781	Lane	Test2	12S	1W	12	
11/1/16	164060926163	06291457-000	MICHAEL SCHEIDT		771	Lane	Test3	12S	2W	12	
9/26/16	164060926164	06292562-000	ELLIS WORTHYLAKE		771	Klamath	test4	32S	3W	35	
9/26/16	164060926165	06297322-000	CASEY BAUMERT		582	Marion	test5	8S	2W	34	
9/27/16	164060927165	0629002-013	BLM CENTRAL OREGON		015	Deschutes	InvoiceTest	10S	15E	31	
9/28/16	164060928161	06297350-000	PATRICIA KOSINSKI		581	Polk	Test11	9S	2W	31	

2.6 REGISTRATION DATA PAGE

The Billing, Registration, Plans, and Accomplishments are on one page, in three separate sections. This chapter shows these sections individually.

2.6.1 BILLING SECTION

This section shows the name and address of the owner/vendor and all fees associated to the registration and burn. In addition, below the fees will show the invoice number, fee type, fee amount, Burn Type, and invoice date of all invoices sent to the Landowner for the registration and burn fees.

Billing

Select Owner

Vendor ID 06291331 -001

First name John

Last Name Smith

Business name JOHN W SMITH

Address 1 PO BOX 1567

Address 2

City SHERWOOD

State OR

Zip Code 97140

Phone Number 5033100267

Suspended No

Fees

Registration Fees \$25.00

Burn Fees \$155.00

Invoices

Invoice Number	Fee Type	Burn Fee	Burn Type	Date
ARB 00000015	R	\$25.00	B	10/6/16
ARB 00000015	B	\$155.00	B	10/6/16

The Billing section is the first stop when entering a new registration for an existing owner. For more information on the Owners Page, see [Chapter 3](#) and for the Billing section, see [Chapter 5.1](#).

2.6.2 REGISTRATION SECTION

The first screenshot below is what currently shows when first entering a new registration. The extra space on the screen shows more fields when there are Broadcast Acres entered (see second screenshot). For more information, see [Chapter 5.2](#).

Registration
Save Cancel

**are required fields*

Unit Identification

*Date Registered: 10/6/16

*Registration Number: #####

*District ID: [v]

*Ownership Code: [v]

*Sale name: Unit Sale Name

Unit Information

*Township: ##N or S

*Range: ##E or W

*Section: 1-36

*Latitude: ##.####

*Longitude: -###.####

*County: [v]

Distance to SSRA: 0-60

*Unit Acres: 1-999

Cutting Date: YYYY-MM

*Elevation: 0-9999

*Slope: 0-200

*Burn Type: [v]

*Burn Reason: [v]

Treatment Summary

Operator Name: Operator Name

*Fuel Species: [v]

Landing R/W Acres: 0-9999

*Landing R/W Tons: 0-99999

Pile Acres: 0-9999

*Pile Tons: 0-99999

Broadcast Acres: 0-9999

Comments:

Entry Date: []

Comments: []

Registration
Save Cancel

**are required fields*

Unit Identification

*Date Registered: 10/6/16

*Registration Number: #####

*District ID: [v]

*Ownership Code: [v]

*Sale name: Unit Sale Name

Unit Information

*Township: ##N or S

*Range: ##E or W

*Section: 1-36

*Latitude: ##.####

*Longitude: -###.####

*County: [v]

Distance to SSRA: 0-60

*Unit Acres: 1-999

Cutting Date: YYYY-MM

*Elevation: 0-9999

*Slope: 0-200

*Burn Type: [v]

*Burn Reason: [v]

Treatment Summary

Operator Name: Operator Name

*Fuel Species: [v]

Landing R/W Acres: 0-9999

*Landing R/W Tons: 0-99999

Pile Acres: 0-9999

*Pile Tons: 0-99999

Broadcast Acres: 1

*Duff Depth: 0-999

Fuel Tons per Acre:

0 - 1/4 Inches: 0-99999

1/4 - 1 Inches: 0-99999

1 - 3 Inches: 0-99999

3 - 9 Inches: 0-99999

9 - 20 Inches: 0-99999

20+ Inches: 0-99999

Forest Floor Fuel:

Litter Type	Depth	% Covered
Forest Floor Fuels Coverage not 100%		

Rotten Fuel Tons per Acre:

3-9 Inches: 0-99999

9-20 Inches: 0-99999

20+ Inches: 0-99999

Rotten Stumps:

Diameter: 0-999

Height: 0-999

Density: 0-999

Live Fuels:

Shrub Type: [v]

Shrub % Covered: 0-100

Shrub Height: 0-999

Tons per Acre: 0-999

Comments:

Entry Date: []

Comments: []

2.6.3 PLANS SECTION

The Plans and Accomplishments are together for easy processing. A summary area below the Billing and Registration sections is visible for a quick review of any plans and/or accomplishments entered. For more information, see [Chapter 5.3](#).

Plans					
Planned Date & Time	Planned Acres	Planned Total Tons	Actual Date & Time	Burned Acres	Burned Total Tons
10/13/16 9:00 AM	50	1,700	10/14/16 10:00 AM	50	1,700

Chapter 3

THE OWNERS PAGE

3. THE OWNERS PAGE

The below sections review how to create a new owner record and how to search for and modify existing owners.

NOTE: This does not allow a user to delete a record, only to add or modify. Users are unable to delete VID records due to the invoicing impact this would have.

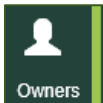
3.1.1 ADD A NEW OWNER RECORD

Once submitted, a registration that includes an Owner not currently in the Smoke application goes through a process to obtain a new Vendor ID number (VID).

- The Smoke user contacts the Finance Department by sending an email to [ODF DL Revenue Unit](#). The email should contain:
 - First and Last Name and Business Name, if applicable
 - Complete address (with City State and Zipcode)
 - Phone number
- The Revenue group creates a new VID and Mail Code
- The Revenue group replies to the user with the new VID number
- Once received, the user accesses the Owner page to create the new Owner record

Below are the steps to add a new Owner in the SDS Application:

1. In the **Navigation Pane**, click on the link to open the Owners section of the application:



2. Click on the Create New Owner button:



3. This opens the Owner window with two sections: **Identity** and **Contact**

A screenshot of the 'Owner' form in the application. The form has a light green header with the title 'Owner' and two buttons: 'Save' and 'Cancel'. The form is divided into two main sections: 'Identity' and 'Contact'.
Identity Section:

- *Vendor ID: Input field with a placeholder of ten hash symbols (#).
- *Mailing Code: Input field with a placeholder of three hash symbols (##).
- First Name: Input field with a placeholder of 'First Name'.
- Last Name: Input field with a placeholder of 'Last Name'.
- Business Name: Input field with a placeholder of 'Business Name'.
- Suspended: A checkbox.

Contact Section:

- *Address 1: Input field with a placeholder of '12324 Easy St Ln.'.
- Address 2: Input field with a placeholder of 'e.g. 12324 Easy St Ln.'.
- *City: Input field with a placeholder of 'e.g. Toledo'.
- *State: Input field with a placeholder of 'e.g. OR or WA'.
- *Zip Code: Input field with a placeholder of seven hash symbols (##).
- Telephone: Input field with a placeholder of seven hash symbols (##).


4. Enter the following information in the **Identify** section:
 - **Vendor ID:** The Vendor ID provided by the Finance Department
 - **Mailing Code:** The 3-digit number representing the mail code, also provided by the Finance Department
 - **First Name:** The Vendor's first name **OR** if the vendor is a business, the business contact's first name
 - **Last Name:** The Vendor's last name **OR** if the vendor is a business, the business contact's last name

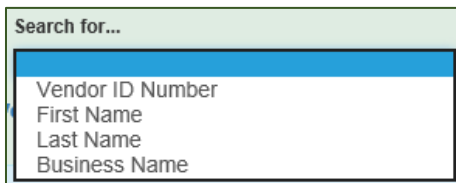
- **Business Name:** The Business Name, if applicable
5. Enter the following information in the **Contact** section:
 - **Address 1:** The Vendors mailing address or the apartment or suite number with the Vendor mailing address located in Address 2.
 - **Address 2:** The Vendors mailing address, blank, or a name other than the Contact name entered in the First and Last Name fields.
 - **City, State, Zip:** Provide the City, State and Zip Code of the Vendor's mailing address
 - **Telephone:** the 10 digit telephone number without special characters
 6. Click on the Save button when finished.
 7. Send an email to ODF_DL_Revenue Unit indicating any changes made.

NOTE: Complete this at any time – even after entering a registration for that vendor. The Vendor is not required when entering a registration. However, if the unit accomplishes a burn, there is no invoice sent until the user adds the Vendor to the Billing Section of the Registration.

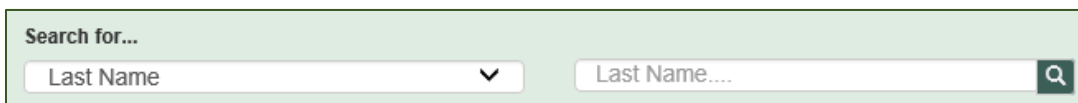
▪ **MODIFY EXISTING VENDOR RECORDS**

Smoke Application users can now modify existing Vendor records, even if there are past registrations, when there are spelling errors, address changes, etc. Simply use the following steps:

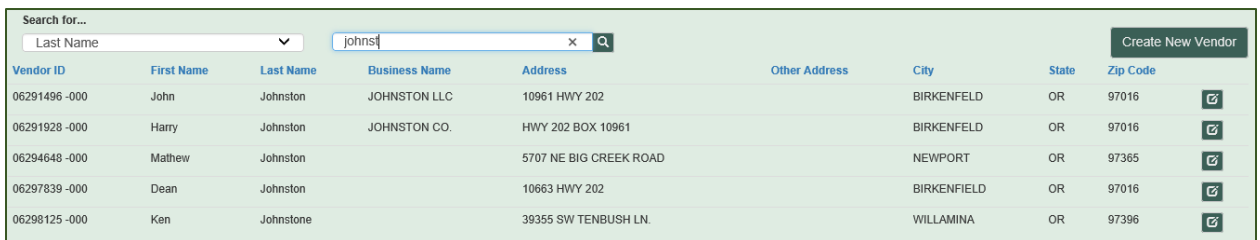
1. In the **Navigation Pane**, click on the  link to open the Vendors section of the application.
2. In the **Search for...** field, select which option to search for:









3. Once a selection has been made, a field appears to the right to enter the criteria:



4. Enter the criteria and hit enter to view the list of matching records:



Vendor ID	First Name	Last Name	Business Name	Address	Other Address	City	State	Zip Code	
06291496 -000	John	Johnston	JOHNSTON LLC	10961 HWY 202		BIRKENFELD	OR	97016	
06291928 -000	Harry	Johnston	JOHNSTON CO.	HWY 202 BOX 10961		BIRKENFELD	OR	97016	
06294648 -000	Mathew	Johnston		5707 NE BIG CREEK ROAD		NEWPORT	OR	97385	
06297839 -000	Dean	Johnston		10663 HWY 202		BIRKENFELD	OR	97016	
06298125 -000	Ken	Johnstone		39355 SW TENBUSH LN.		WILLAMINA	OR	97396	

5. Click on the 'Edit' button,  on the right to view the Vendor record:

Vendor		Save	Cancel
Identity		Contact	
*Vendor ID	06294648	*Address 1	5707 NE BIG CREEK ROAD
*Mailing Code	000	Address 2	e.g. 12324 Easy St Ln.
First Name	Mathew	*City	NEWPORT
Last Name	Johnston	*State	OR
Business Name	Business Name	*Zip Code	97365
Suspended	<input type="checkbox"/>	Telephone	#####

6. Modify the necessary information and select the **Save** button when finished or select **Cancel** to return to the Vendors search page, discarding any changes.

Cancel	Save
--------	------

NOTE: *an existing name should never be deleted or replaced! A new name or address requires a new vendor number or mail code from the Revenue Unit. The changes above are only completed when a type in the SDS application was made that does not match the information in the SFMA program.*

Chapter 4

HOME PAGE / SEARCH

4. HOME PAGE / SEARCH

The Home page's main function is searching for existing registrations. When a user first opens the SDS application, the system automatically populates the window with all registrations entered within the last 14 days. If the registration is more than 14 days old, or if the window shows too many records, then use the different search options to locate the necessary registration.

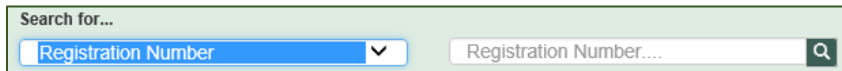
The **Search For** drop down has many ways to search for a registration. These options include:

- Registration Number
- District
- County
- Sale Name
- Vendor ID
- Owner Name
- Business Name

This chapter discusses each of these search options as well as understanding and using the search results.

4.1 REGISTRATION NUMBER

Previously known as the FACTS ID (or FACTS No.), the Registration number is the most common search. When the user selects to search for **Registration Number**, another field appears to the right for the user to enter the number:



The screenshot shows a search interface with a dropdown menu labeled "Search for..." currently set to "Registration Number". To the right of the dropdown is a text input field labeled "Registration Number...." with a magnifying glass icon on the right side.

To find the desired record, the user can enter the first five numbers (or more), and hit enter to get a list of registrations for the specified year and District. For example, if a user wants to see registrations from the year 2015 for non-activity burns (406), enter 15406 and hit enter.

Directly below the search boxes, the system displays matching registrations. If there are more than the screen can show, the user is able to scroll through the results using the wheel on a mouse, the up and down arrow keys, the Page Up/Page Down keys on the keyboard, or clicking on the scroll bar on the right of the screen.

Keep in mind, the criteria numbers entered will search the entire registration number:

10/22/08	085111540614	0629453-000	STIMSON LUMBER CO	511	Tillamook	MEARES S
10/22/08	085111540615	0629453-000	STIMSON LUMBER CO	511	Tillamook	QUALITY S
10/22/08	085111540616	0629453-000	STIMSON LUMBER CO	511	Tillamook	ECHOWAV
10/22/08	085111540617	0629453-000	STIMSON LUMBER CO	511	Tillamook	BLUM
10/22/12	127110015406	06294541-001	LOMAKATSI RESTORATION PROJECT	711	Jackson	BREWER
3/4/15	154060560002	0629002-001	BLM DESCHUTES	951	Crook	PLA-FY15
11/25/15	154060560003	0629002-001	BLM DESCHUTES	951	Deschutes	LA-PINE-S
12/15/15	154060560004	0629002-001	BLM DESCHUTES	951	Crook	MILLICAN-F
7/24/15	154060900001	06291252-001	CRATER LAKE NP	090	Klamath	HIGHWAY-
7/24/15	154060900002	06291252-001	CRATER LAKE NP	090	Klamath	MUNSON-F
7/27/15	154061070001	06291253-000	OREGON CAVES N.M.	091	Josephine	HORSESH

As shown above, there are times when you are looking for the first five numbers but the results show Registration Numbers with the 15406 elsewhere in the number.

If there are too many records in the search results, simply type the next section of the registration number and hit enter to narrow down the search results.

Search for...							
Registration Number		1540605					
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	Sale Na
10/22/08	085111540605	0629453-000		STIMSON LUMBER CO	511	Tillamook	190 RO
3/4/15	154060560002	0629002-001		BLM DESCHUTES	951	Crook	PLA-FY
11/25/15	154060560003	0629002-001		BLM DESCHUTES	951	Deschutes	LA-PINE
12/15/15	154060560004	0629002-001		BLM DESCHUTES	951	Crook	MILLICA

4.2 DISTRICT SEARCH

Like the Registration Number search, the District search selection activates a field used to select the District:

Search for...		District
District		

However, unlike the Registration Number search, this field provides a drop down option for the user to select the District:

This search option will return a list of all Registrations for the selected District.

Search for...		District					
District		723 Coos FPA Gold Beach					
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	
1/20/05	037406037302	0629927-001		MOORE MILL COMPANY	723	Coos	
3/9/05	037406086700	0629403-001		SOUTH COAST LUMBER CO.	723	Curry	
3/9/05	037406086800	0629403-001		SOUTH COAST LUMBER CO.	723	Curry	
1/20/05	037406145002	0629927-001		MOORE MILL COMPANY	723	Coos	

4.3 COUNTY SEARCH

Just like the District Search, the County search activates a drop down selection with a list of Counties, which returns a list of all Registrations in that County:

Search for...		County					
County		22 Linn					
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	
10/7/05	047914018801	06293682-001		ROHL RESOURCES INC	791	Linn	
10/7/05	047914018802	06293682-001		ROHL RESOURCES INC	791	Linn	
10/7/05	047914018803	06293682-001		ROHL RESOURCES INC	791	Linn	
10/7/05	047914018804	06293682-001		ROHL RESOURCES INC	791	Linn	
9/30/05	047914042400	06293738-000		PACIFIC WEST TIMBER	791	Linn	

4.4 SALE NAME SEARCH

This search opens a free form text box for the user to enter the Sale Name. Searching by a name can be complicated if the user does not know the entire name. For example, if the user knows the name begins with the word 'Red', they enter Red in the search box and hit enter. The search returns registrations that have 'red' anywhere in the name:

Search for...							
Sale Name		red					
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	Sale Name
10/17/05	045924517131	0629445-016	WEYERHAEUSER COMPANY		592	Marion	RED POWER 2
2/15/05	047406017901	0629756-001	ROSEBURG RESOURCES		723	Coos	RANDLEMAN RED B
10/5/05	055111520003	0629453-000	STIMSON LUMBER CO		511	Tillamook	RED COAT
10/19/05	055312081201	0629453-000	STIMSON LUMBER CO		531	Washington	RED ROCKS
10/19/05	055312090101	0629453-000	STIMSON LUMBER CO		531	Washington	RECOVERED N
10/19/05	055312090102	0629453-000	STIMSON LUMBER CO		531	Washington	RECOVERED S
10/19/05	055513407701	0629764-000	STARKER FORESTS INC.		551	Benton	S. RED FIR
10/24/05	055914771501	06294707-000	MICHAEL MISELY		591	Clackamas	S REDLAND RD
10/17/05	055924517029	0629445-016	WEYERHAEUSER COMPANY		592	Marion	RED POWER 3
10/17/05	055924517131	0629445-016	WEYERHAEUSER COMPANY		592	Marion	RED POWER 2
11/2/06	067307047800	0629473-002	SENECA TIMBER CO.		733	Douglas	RED/WHITE JCT A

However, since any of the column headers are available to sort by, clicking on the Sale Name column header will sort the results alphabetically in ascending order. The user can then scroll down until they locate the Sale Names that begin with the word **Red** (see next page).

11/3/06	067307069800	0629473-000	SENECA JONES TIMBER CO		733	Douglas	RED BUTTE 22
10/23/14	137300121000	0629473-000	SENECA JONES TIMBER CO		733	Douglas	RED BUTTE 22 N
10/27/11	107300119300	0629473-000	SENECA JONES TIMBER CO		733	Douglas	RED BUTTE 400
10/27/09	097307063600	0629473-000	SENECA JONES TIMBER CO		733	Douglas	RED BUTTE 400 POND
9/28/12	117710004101	0629715-000	GIUSTINA RESOURCES		771	Lane	RED CARR
10/5/05	055111520003	0629453-000	STIMSON LUMBER CO		511	Tillamook	RED COAT
10/16/14	145530055001	06293150-000	PLUM CREEK TIMBERLANDS L.P.		553	Lincoln	RED DEVIL
10/16/14	145530055002	06293150-000	PLUM CREEK TIMBERLANDS L.P.		553	Lincoln	RED DEVIL 2
11/13/13	135530042502	06293150-000	PLUM CREEK TIMBERLANDS L.P.		553	Lincoln	RED DEVIL 2 HB 3208
10/18/11	107400109812	0629709-000	COOS COUNTY FORESTRY DEPT.		721	Coos	RED DOG BH - 4 - 10
10/17/15	147400076953	0629728-001	MENASHA LOG CO LLC		721	Coos	RED DYKE CORNER

4.5 VENDOR ID SEARCH

As with the Name searches, numeric searches will look for a match anywhere in the Vendor ID. For example, searching for 612 could return the following:

Search for...				
	Vendor ID		612	<input type="submit" value="Q"/>
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name
2/3/14	145310022501	06296123 -000		MOUNTAINDALE SUN RESORT CORP
10/7/11	117400013111	06296127 -000		MIKE MAGUIRE/JOHNMUENCHRATH
11/12/15	157400250352	06296128 -000		WALDIEN TIMBER
11/12/15	157400451152	06296128 -001		WALDIEN TIMBER II
11/13/12	117710007701	06296612 -000		DOROTHY L. BEHM FAMILY TRUST
11/13/12	127710085701	06296612 -000		DOROTHY L. BEHM FAMILY TRUST

NOTE: because all Vendor IDs begin with '0629', searching with just those numbers will return every record in the database.

4.6 OWNER NAME SEARCH

The Owner Name is a combination of the First and Last Names entered in the Owners page window. As with the other searches, the system looks for a match in either name. For example, searching for the name 'John' may return the following information:

Search for...				
	Owner Name		john	<input type="submit" value="Q"/>
Date Registered	Registration Number	Vendor ID	Owner Name	Business Name
10/4/16	164061004161	06297839 -000	Dean Johnston	
10/6/16	164061006161	06291331 -001	John Smith	JOHN W SMITH
2/24/16	165320107701	06297839 -000	Dean Johnston	

4.7 BUSINESS NAME SEARCH

The final search option allows the user to find all registrations associated with a specific Business Name. Just like the above searches, the system uses the criteria to match on any part of the Business Name. Searching for 'The' will return all businesses that begin with 'The', but also business names that have the letters 'the' entered anywhere in the name:

06297689 -000	DENNIS & BRENT BEE THE AM
06293157 -000	KOOZER BRO THE RS LLC
06294585 -002	THE NATURE CONSERVENCY
06297838 -000	ROBERT FORSY THE
06294648 -000	MATHE W JOHNSTON
06297980 -000	HAROLD M. RUTHERFORD

4.8 SEARCH RESULTS


Once the user initiates a search, the search might take a bit longer depending on the criteria entered. When this occurs, the word 'Searching...' appears next to the Search input box:

Search for...
 Vendor ID Searching.....

In addition, if there are no results found in the search, a message appears letting the user know.

Search for...
 Owner Name
 Date Registered Registration Number Vendor
There are no Registrations found

All column headers in the search results are sortable to help locate the correct registration. However, at this time, the sort is only in ascending order.

Access the Registration Data Page by clicking on the edit button  of the necessary record. For more information on modifying a registration record, see [Chapter 5.4](#).

Search for...
 Owner Name Create New Registration

Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	Sale Name	Township	Range	Section	
10/25/05	057914010600	06291003-000	John James	TIMBER HARVESTING INC.	791	Linn	STANDING TALL	13S	2E	20	
10/30/06	065322584901	06291496-000	Ken Johnston	JOHNSTON LLC	532	Columbia	FARM	6N	5W	19	
10/11/06	067914020400	06291003-000	John James	TIMBER HARVESTING INC.	791	Linn	STUPIN 1	14S	1W	22	
10/11/06	067914025600	06291003-000	John James	TIMBER HARVESTING INC.	791	Linn	STUPIN I	14S	1W	22	
10/10/06	067914028400	06291003-000	John James	TIMBER HARVESTING INC.	791	Linn	WELD	14S	1W	21	
12/29/09	095322551001	06291496-000	Ken Johnston	JOHNSTON LLC	532	Columbia	JOHNSTON LLC	6N	5W	23	
10/18/12	125320031901	06291496-000	Ken Johnston	JOHNSTON LLC	532	Columbia	ROCK CREEK	5N	5W	28	



Chapter 5

REGISTRATION DATA PAGE

5. REGISTRATION DATA PAGE

The Registration page shows all the information that pertains to an individual registered burn. This page contains three separate sections:

- Billing
- Registration
- Plan/Accomplishment

5.1 BILLING SECTION

The Billing section shows Owner (Vendor) specific information including the Vendor ID and Owner's Name/Business Contact Name, Business name, and address. Below the Vendor's billing information are the Registration and Burn fee amounts followed by any record of Invoices for the registration.

Billing

[Select Owner](#)

Vendor ID 06291331 -001
First name John
Last Name Smith
Business name
Address 1 PO BOX 1567
Address 2
City SHERWOOD
State OR
Zip Code 97140
Phone Number 5033100267
Suspended No

Fees

Registration Fees \$25.00
Burn Fees \$155.00

Invoices

Invoice Number	Fee Type	Burn Fee	Burn Type	Date
ARB 00000015	R	\$25.00	B	10/6/16
ARB 00000015	B	\$155.00	B	10/6/16

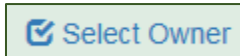
This section will discuss:

- Searching for an Owner
- Search Options
- Understanding the Fees Section
- Understanding the Invoice list

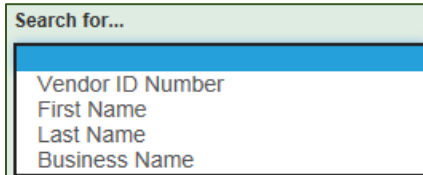
5.1.1 SEARCHING FOR AN OWNER

When entering a new registration, the first step is to locate an existing billing record for the owner. To do this, follow these steps:

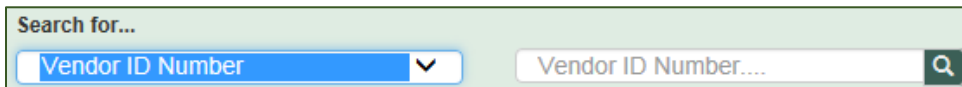
1. In the Billing section, click on the **Select Owner** link



2. In the Select Owner window, click on the **Search for...** drop down and select the appropriate search criteria option



3. Once selected, a field will appear to the right of the option for the user to **enter the criteria**



4. To begin searching, either click on the magnifying glass icon, or simply **hit enter** after entering the criteria


5. The window will refresh with the search results

Vendor ID	First Name	Last Name	Business Name	Address	
06291331 -001	John	Smith		PO BOX 1567 SHERWOOD OR,97140	✓
06293133 -000			GARY BLACKMAN	56489 SW SCOGGINS VALLEY RD GASTON OR,97119	✓
06294133 -000			JOHN W CADDELL	92250 HILLTOP DR COQUILLE OR,97423	✓
06296133 -000			JAMES CRAWFORD	PO BOX 457 TROUTDALE OR,97060	✓
06297133 -000			DONALD BARBEE	25353 S ELWOOD RD COLTON OR,97017	✓

6. **Click on the check mark (✓)** on the right to select the correct owner for the registration

5.1.2 SEARCH OPTIONS

VENDOR ID SEARCH

1. In the Select Owner window, click on the **Search for** drop down and select the **Vendor ID Number** search option.
2. In the field to the right, enter the appropriate Vendor ID criteria. See [Chapter 4.6](#) for information on searching by the Vendor ID.
3. Once the correct Owner has been located, click on the check mark  on the right to select the Owner and begin the registration process.

OWNER NAME SEARCH

The new application has the Owner name split into separate fields:

- First Name
- Last Name
- Business Name

1. Select one of these fields to use in the search. See [Chapter 4.5](#) for tips on searching using names.
2. In the field to the right, enter the appropriate name criteria.
3. Once the correct Owner has been located, click on the check mark on the right to select the Owner and begin the registration process.

5.1.3 UNDERSTANDING THE FEES SECTION

As a user is entering the Registration and/or Accomplishments, the Fees are automatically calculated and visible in the Fees portion of the Billing section.

Fees	
Registration Fees	\$75.00
Burn Fees	\$335.00

In addition, any time a change to a registration affects the fees calculated, the system automatically calculates the new fees and modifies the list of invoices to reflect the change, if necessary.

5.1.4 UNDERSTANDING THE INVOICES SECTION

Directly below the fees section, is an area that lists all generated invoices for that Registration. This section shows the Fee Type as well as the date the invoice was generated. Below is a sample of a fully accomplished, multi-activity burn:

Invoices				
Invoice Number	Fee Type	Burn Fee	Burn Type	Date
ARB 00000042	R	\$75.00	B	12/5/16
ARB 00000042	B	\$75.00	L	12/5/16
ARB 00000042	B	\$130.00	P	12/5/16
ARB 00000042	B	\$130.00	B	12/5/16

When entering an accomplished burn, the invoices are not visible until the user saves the entire record. See [Chapter 5.3.2](#) for more information on entering an accomplished burn.

5.2 REGISTRATION SECTION

The Registration section is the most significant piece of recording burn activity in the Smoke Data System – all other records directly connect to the Registration record. This chapter walks through creating a new registration (after entering the Billing/Owner information – see [Chapter 5.1](#)), tips on modifying an existing registration, and shows some common troubleshooting tips.

5.2.1 CREATE A NEW REGISTRATION

First, select the **Create New Registration** button in the upper right portion of the Home screen. The main Registration screen appears where the user then adds the detailed registration information.


Once in the Registration window, the user first searches for (see [Chapter 5.1.1](#)) or creates (see [Chapter 3.1.1](#)) the Owner record. After searching for or creating the Owner record, the user enters the specific registration information.

The following pages of this chapter review each data field, grouped into the different sections:

- Unit Identification
- Unit Information
- Treatment Summary

UNIT IDENTIFICATION

Just as the name implies, this section displays the basic information of the registered unit.

Unit Identification	
*Date Registered	12/5/16 
*Registration Number	#####
*District ID	<input type="text"/> ▼
*Ownership Code	<input type="text"/> ▼
*Sale name	Unit Sale Name

DATE REGISTERED

As a required field, the Date Registered reflects the receipt date of the request at the District office. Prefilled to the current date, the field is changeable to a past date if necessary, by selecting the 'date picker' icon to the right of the field. For example: if a delay happens, between the time the landowner submits the information and the time the District is able to enter the data into the system, the Date Registered is the original date of receipt, not the current date.

REGISTRATION NUMBER

Previously named FACTS ID, the Registration Number consists of a 12-digit combination of the below information and is a required field.

POSITION	DATA NAME	EXAMPLE
1-2	2-digit current year	2016 would be entered as 16
3-5	3-digit District ID (for activity Burns)	954 (for Central Oregon/The Dalles)
	OR	
	406 (for non-activity burns)	406
6-10	NOAP# or Region, Forest, District/unit	84001 or for Federal i.e. 61503 (Region 6, Forest 15, district 03) R6 Umpqua NF Diamond Lake RD. <i>*Note, if burn will be during fire season, then a Notice of Operation Application Permit (NOAP) must be obtained and the NOAP # would be used instead.</i>
11-12	Rolling Counter	01, 02, 03, etc. (starting at 01 not 00)

Using the example above, the resulting Registration Number is **169548400101** for an activity burn or **164068400101** for a non-activity burn.

NOTE: It is important to verify the Registration ID is correct before saving the record. This is not an editable field! The application administrator must delete the entire record so the user is able to enter a new, correct registration number.

DISTRICT ID

Choose the correct District ID from the drop down option box. The options, sorted by District ID, list the District Name as well as the Ranger Station (Unit) Name. Click on the desired district and the District ID field populates with the selection. The user may also tab to the District ID field and enter the 3-digit District ID code. This is a required field.

OWNERSHIP CODE

The Ownership Code indicates the entity of the landowner and is a required field. The user has two ways to enter the Ownership Codes: use the mouse and select an option from the drop down, or simply hit the character code for the Code desired. Available options are:

*Ownership Code	<ul style="list-style-type: none">F Federal (Region 6, not USFS)O Other FederalP PrivateS State, County, MunicipalU USFS
-----------------	--

The application cannot accept a 'blank' option in a drop down selection when the field is a required field. Therefore, the code for USFS is 'U'. In addition, an option is available for Other Federal. This option, only used with the Federal file import, represents Federal landowners that are not in Region 6 and are not USFS.

SALE NAME

The Sale Name field is a free form text field that is a required field. The user enters the Unit Sale Name into this box.

UNIT INFORMATION

The Unit Information section describes the location information of the registered unit and identifies the burn type and reason.

Unit Information	
*Township	##N or S
*Range	##E or W
*Section	1-36
*Latitude	##.####
*Longitude	-###.####
*County	<input type="text" value=""/> ▼
*Distance to SSRA	0-60
*Unit Acres	1-99999
Cutting Date	YYYY-MM <input type="text" value=""/>
*Elevation	0-9999
*Slope	0-200
*Burn Type	<input type="text" value=""/> ▼
*Burn Reason	<input type="text" value=""/> ▼

TOWNSHIP

This field represents the North/South location of the unit. It is a required field that **does not accept leading zeros**. Additional validation also checks to see if the value entered is within the State of Oregon's boundaries. To enter a half value, simply enter it as XX.5N/S (i.e.: 31.5S).

However, only valid half values are accepted. For example, 2S is a valid Township, but 2.5S is not.

RANGE

Similar to Township, Range is a required field but represents the East/West location of the unit. The Range also **does not allow leading zeros** and the value must be within the Oregon boundaries. In addition, enter half values here as well, as long as the value is a valid Range.

SECTION

The Section is a required, 2-digit field that represents a point within the Township and Range selection. The number must be greater than or equal to 1 and less than or equal to 36.

LATITUDE AND LONGITUDE

The Latitude and Longitude are **required**, fields. This requirement is due to the mapping representation of Plans, and Burns and in the future, Registrations.

The data must be in Decimal Degrees format **ONLY**:

Latitude format: II.DDDD

Longitude format: -III.DDDD (the user must enter the minus sign)

COUNTY

Using the drop down options, select the County the unit is located in, or type in the 1 – 2 digit County Code – **with no leading zeros**.

DISTANCE TO SSRA

Enter the number of miles to the nearest SSRA within the range of 0 – 60 miles. If the nearest SSRA is more than 60 miles, enter 60.

UNIT ACRES

Enter the total number of acres in the unit from which the forest fuels were accumulated into the Unit Acres field. This required field must be greater than 0 and less than 99999. Once entered, and the record saved, the system uses the Unit Acres, along with other factors to determine if there are any Registration and Burn Fees associated with the record.

CUTTING DATE

Enter the date, in YYYY-MM format, which represents when 70% of the cutting is complete. This is a required field and the user must enter the dash (-). For natural fuels or no cutting, **leave the field blank** – **DO NOT** enter values of '0000' or '9999'. These are not acceptable values.

ELEVATION

Rounding to the nearest 100 feet, enter the Elevation of the unit in numbers 0 – 9999.

SLOPE

This required field is the percent of the slope of the Unit. Valid entries are 0 – 200.

BURN TYPE

The type of burn is required for all registrations. The user can choose to use the drop down to locate the correct Burn Type, or tab to the field and enter the single character code for the needed type. The options are:

*Burn Type	B Broadcast Activity
	F Broadcast Natural
	G Grapple Pile
	H Handpile
	L Landing Only
	N Underburn Natural
	R Right of Way Only
	S Rangeland
	T Tractor Pile
	U Underburn Activity

BURN REASON

The last field in the Unit Information section is the Burn Reason. As in other drop down selections, the user may choose to click anywhere in the data field to initiate the drop down list or tab to the field and enter the single character code for the applicable Burn Reason. Valid options are:

*Burn Reason	B Hazard and Silviculture
	E Level 2 Regulation, Fee Exempt
	F Forest Health
	H Hazard Reduction
	M Forest Health Maintenance
	R Other
	S Silviculture
	W Wildlife Habitat

TREATMENT SUMMARY

Treatment Summary			Rotten Fuel Tons per Acre:	
Operator Name	<input type="text" value="Operator Name"/>	3-9 Inches	<input type="text" value="0-99999"/>	
*Fuel Species	<input type="text" value="▼"/>	9-20 Inches	<input type="text" value="0-99999"/>	
Landing R/W Acres	<input type="text" value="0-9999"/>	20+ Inches	<input type="text" value="0-99999"/>	
*Landing R/W Tons	<input type="text" value="1-99999"/>	Rotten Stumps:		
Pile Acres	<input type="text" value="0-9999"/>	Diameter	<input type="text" value="0-999"/>	
*Pile Tons	<input type="text" value="1-99999"/>	Height	<input type="text" value="0-999"/>	
Broadcast Acres	<input type="text" value="0-9999"/>	Density	<input type="text" value="0-999"/>	
*Duff Depth	<input type="text" value="0-999"/>	Live Fuels:		
Fuel Tons per Acre:		Shrub Type	<input type="text" value="▼"/>	
0 - 1/4 Inches	<input type="text" value="0-99999"/>	Shrub % Covered	<input type="text" value="0-100"/>	
1/4 - 1 Inches	<input type="text" value="0-99999"/>	Shrub Height	<input type="text" value="0-999"/>	
1 - 3 Inches	<input type="text" value="0-99999"/>	Tons per Acre	<input type="text" value="0-999"/>	
3 - 9 Inches	<input type="text" value="0-99999"/>	Comments:		
9 - 20 Inches	<input type="text" value="0-99999"/>	Entry Date	Comments	
20+ Inches	<input type="text" value="0-99999"/>			
Forest Floor Fuel:				
Litter Type	Depth	% Covered		
Forest Floor Fuels Coverage not 100%				

The Treatment Summary area focuses on the acres and tons of fuel on the unit as well as the types of fuels and treatments. This section has multiple subsections that focus on the different areas of treatment and fuels. The user enters data into the first section of the Treatment

Summary (first seven fields, as necessary) for all registrations. However, the remaining subsections are only necessary when the Burn Type is Broadcast or Underburn.

GENERAL INFORMATION

Operator Name	<input type="text" value="Operator Name"/>
*Fuel Species	<input type="text" value="▼"/>
Landing R/W Acres	<input type="text" value="0-9999"/>
*Landing R/W Tons	<input type="text" value="1-99999"/>
Pile Acres	<input type="text" value="0-9999"/>
*Pile Tons	<input type="text" value="1-99999"/>
Broadcast Acres	<input type="text" value="1"/>

OPERATOR NAME

Because the company or persons conducting the burn may or may not be the landowner, the Operator Name is an optional, free form field where the user can enter this information.

FUEL SPECIES

This required field specifies the type of fuel in the unit for burning. Click anywhere in the data field to initiate the drop down menu, or tab to the data field and enter the single character code for the species type. Valid options are:

*Fuel Species	<input type="text" value="▼"/>
	B Brush
	D Douglas Fir Hemlock Cedar
	G Grass
	H Hardwood
	J Juniper
	L Lodgepole Pine
	M Mixed Conifer
	P Ponderosa Pine
	S Sagebrush, Bitterbrush

LANDING R/W ACRES

An mandatory field to identify how many acres of the Unit created the Landing. This must be equal to or less than the Unit Acres. If not used, leave the field blank. If used, the value must be greater than 1. This becomes a required field if any amount greater than 0 is in the Landing R/W Tons field.

LANDING R/W TONS

The weight, in tons, of the unit brought to the Landing.

PILE ACRES

A mandatory field to identify how many acres of the unit is in Piles. If not used, leave the field blank. If used, the value must be greater than 1. This becomes a required field if any amount greater than 0 is in the Pile Tons field.

PILE TONS

The weight, in tons, of the unit included in the Piles

BROADCAST ACRES

A mandatory field used to identify the number of acres to broadcast burn from the unit. If not used, leave the field blank. If used, the value must be greater than 1.

*Enter the following data fields only if the Burn Type is **Broadcast Activity**, **Broadcast Natural**, **Underburn Activity**, or **Underburn Natural**.*

DUFF DEPTH

The required Duff Depth field is a part of the Forest Floor Fuel but for visibility purposes is located just below Broadcast Acres. The field represents the debris on the forest floor, to the nearest tenth of an inch. If the depth is a decimal amount, enter the number without the decimal. For example, if the depth is 1.6, enter 16 as the Duff Depth.


FUEL TONS PER ACRE

This section is measured groupings of live fuel included in the broadcast burn that represents the tonnage per acre, per size class. Enter values of 0-999 into the applicable groups (more than one group may have values).

Fuel Tons per Acre:	
0 - 1/4 Inches	<input type="text" value="0-99999"/>
1/4 - 1 Inches	<input type="text" value="0-99999"/>
1 - 3 Inches	<input type="text" value="0-99999"/>
3 - 9 Inches	<input type="text" value="0-99999"/>
9 - 20 Inches	<input type="text" value="0-99999"/>
20+ Inches	<input type="text" value="0-99999"/>

FOREST FLOOR FUEL

This section defines the type of litter fuel covering the broadcast burn area, the depth of the litter, and the percentage of coverage for that litter type. Create multiple entries for each Litter Type on the unit.

To add the Forest Floor Fuel litter information, click on the plus sign  and a separate window appears:

Add Forest Floor Fuel

Litter Type

Litter Depth

Litter Coverage Percent

LITTER TYPE

This field identifies the type of litter that makes up the Forest Floor Fuel. The Litter Type options are:

Litter Type
Short Needle Pine
Long Needle Pine
Other Conifer
Deciduous Hardwood
Evergreen Hardwood
Grass

Using the keyboard, simply type the first letter of the option desired to select it. Alternatively, click on the drop down and select the correct option using the computer mouse.





LITTER DEPTH

Enter a value of zero through 999 that represents the depth of the litter, in inches.

LITTER COVERAGE PERCENT

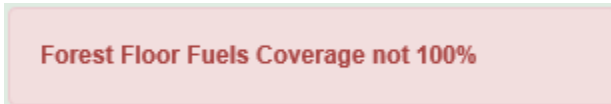
Enter the percent of coverage on the unit for that litter type. The '% Covered' total must equal 100%.

Once the user closes the data entry window, the Forest Floor Fuel section becomes populated.

Forest Floor Fuel:			
Litter Type	Depth	% Covered	
Evergreen Hardwood	2 "	73%	 
Long Needle Pine	3 "	27%	 

If an entry is incorrect, click on the 'trash can' icon to delete the line.

When creating a new Broadcast or Underburn registration, the below message automatically appears. If using the Forest Floor Fuel data fields, all entries are required to total 100% Covered.



Once the user enters appropriate Litter Types and the combined percentages equal 100, this message disappears.

ROTTEN FUEL TONS PER ACRE

This section tracks the dead fuel on the unit to broadcast burn. Similar to Fuel Tons per Acre, the Rotten Fuel Tons per Acre has separate groupings for the tonnage per acre, per size class.

Rotten Fuel Tons per Acre:	
3-9 Inches	<input type="text" value="0-99999"/>
9-20 Inches	<input type="text" value="0-99999"/>
20+ Inches	<input type="text" value="0-99999"/>

ROTTEN STUMPS

This section reflects the rotten stumps in the Unit to broadcast burn.

Rotten Stumps:	
Diameter	<input type="text" value="0-999"/>
Height	<input type="text" value="0-999"/>
Density	<input type="text" value="0-999"/>

DIAMETER

Enter the average diameter, in inches, of the stumps on the Unit to burn. Valid values are 0 – 999.

HEIGHT

This reflects the average height of the stumps, in feet. Valid values are 0 – 999.

DENSITY

Enter a value of 0 – 999 to reflect the average number of stumps per acre.

LIVE FUELS

This section reflects times when a Broadcast burn includes live shrubs.

Live Fuels:	
Shrub Type	<input type="text" value=""/>
Shrub % Covered	<input type="text" value="0-100"/>
Shrub Height	<input type="text" value="0-999"/>
Tons per Acre	<input type="text" value="0-999"/>

SHRUB TYPE

Use the drop down menu to select the type of shrub:

Shrub Type	B Broadleaf E Evergreen S Sage
------------	--------------------------------------

SHRUB % COVERED

Enter the percentage of the Unit the Shrub type covers. Valid values are 0 – 100.

SHRUB HEIGHT

Enter the average height of the shrub in tenths of feet. Valid values are 0 – 999.

TONS PER ACRE

Enter the total tonnage per acre of the selected Shrub Type. Valid values are 0 – 999.

COMMENTS

A new comment section to the SDS Application allows the users to enter registration specific information that is not already accounted for elsewhere on the screen.

Comments:	
Entry Date	Comments
	+

SAVING THE NEW REGISTRATION

Once the user enters all necessary data, the Save button at the top of the screen is available. After clicking on the Save button, a temporary message will appear at the top of the window notifying the user the registration saved successfully:

Success! You've succesfully saved 164061206161.

If the Save button is not available, see [Chapter 5.5](#) for help on troubleshooting errors.


5.3 PLANS SECTION

Once a landowner has decided a day and time to burn the registered unit, they submit the Part 2 form or contacts their District ODF office with the necessary information, which the data entry user enters into the Smoke Data System. The Plan section includes data entry for not only the Plans, but Accomplishments as well for the Part 3 form. This section discusses just the Plans.

5.3.1 ENTERING PLANNED BURNS

Planned Date & Time	12/6/16	15	00
Acres Planned	1-999		
Landing R/W Tons Planned	0-99999		
Pile Tons Planned	0-99999		
Broadcast Tons/Acre Planned	0-99999		
0 Total Tons Planned			

Below are the necessary steps to enter the Plan information:

1. Search for and select the appropriate registration (see [Chapter 4](#) for information on searching)
2. Once the Registration has opened for editing, verify the information to ensure the correct registration is showing.
3. In the Plans section (scroll down if necessary), click on the  on the far right of the Plans section to open the Plans window. If necessary, this window is movable in order to see the registration information.
4. In the Plans window, enter the following data:

PLANNED DATE

Using the date picker, select the date the landowner plans to initiate the burn

PLANNED IGNITION TIME

Next to the Planned Date are two fields for the hour and minutes the landowner plans to ignite the burn. Enter the numbers by tabbing to the field, or use the up and down arrows on the screen to select the correct hour and minute.

BURN BOSS NAME

Enter whoever will be the burn boss.

BURN BOSS PHONE

Enter whatever phone number forecasters can reach the burn boss at.

ACRES PLANNED

Enter the number of Unit Acres the landowner is planning on burning. This value cannot be greater than the Unit Acres in the Registration section.

LANDING OR RW TONS PLANNED

Enter the number of tons the owner is planning to burn, but only if there is a value in the 'Landing or RW Acres' field in the Registration.

PILE TONS PLANNED

Enter the number of tons the owner is planning to burn, but only if there is a value in the 'Pile Acres' field in the Registration.

BROADCAST TONS PER ACRE PLANNED

Enter the number of tons per acre for any Broadcast burns planned.


5. After entering all the fields, click on the **Add** button at the bottom of the window to add the Plan to the Registration.
6. If necessary, add another Plan to the same registration by repeating steps 3-5.
7. Click on the Save button at the top of the Registration section to save all changes and additions to the Registration.

After step 5 above, the main data entry window updates to show a summary of the Plan entered:


Plans		
Planned Date & Time	Planned Acres	Planned Total Tons
12/7/16 11:00 AM	100	3,584

5.3.2 ENTERING ACCOMPLISHED BURNS

Similar to entering a Planned Burn, once the users receive the Part 3 form or information from the Landowner, the user enters the information into the Results section under Plans.

Result	
Actual Burn Date & Time	MM/DD/YY  HH : MM
Acres Burned	0-999
Landing R/W Tons Burned	0-99999
Pile Tons Burned	0-99999
Broadcast Tons/Acre Burned	0-99999
0 Total Broadcast Tons	
0 Total Tons Burned	
Ignition Duration	0-9999
Achieved Rapid Ignition	<input type="checkbox"/>
Shrub Consumption	0-100
Duff Fuel Moisture	<input type="text"/> ▼
Fuel Moisture 10 Hr %	0-100
Fuel Moisture 1000 Hr %	0-100
Fuel Moisture 1000 Hr Code	<input type="text"/> ▼
Days Since Significant Rain	0-99999
Wind Speed	0-999

Below are the necessary steps to enter the Accomplishment information:

1. Search for and select to edit the appropriate registration (see [Chapter 4](#) for information on searching)
2. Once the Registration has opened for editing, verify the information to ensure the correct registration is showing.
3. In the Plans section (scroll down if necessary), locate the previously entered Plan. Click on the edit  icon.

- The Plans window opens, allowing the user to enter the Accomplishment for that specific plan. The user then enters the following data:

ACTUAL BURN DATE

Using the date picker, select the date the planned acres were accomplished.

ACTUAL IGNITION TIME

Next to the Actual Burn Date are two fields for the hour and minutes the landowner ignited the burn. Enter the numbers by tabbing to the field and entering the proper values, or use the up and down arrows on the screen to select the correct hour and minute.

ACRES BURNED

Enter the number of Unit Acres the landowner burned. This value cannot be greater than the Unit Acres in the Registration section.

Enter the following data fields only if the Accomplishment is Broadcast Activity, Broadcast Natural, Underburn Activity, or Underburn Natural.

IGNITION DURATION

Enter the duration of the ignition in minutes.

ACHIEVED RAPID IGNITION

Check the box if the burn achieved rapid ignition.

SHRUB CONSUMPTION

Enter the percentage of shrubs consumed, without the '%'; valid values are 0-100

DUFF FUEL MOISTURE

Select from the drop down one of the following options:

Duff Fuel Moisture	
	Dry 30%
	Normal 70%
	Moist 120%

FUEL MOISTURE 10 HR %

Enter a value between 0 and 100 to represent the percentage of fuel moisture over a 10-hour period.

FUEL MOISTURE 1000 HR %

Enter a value between 0 and 100 to represent the percentage of fuel moisture over a 1000-hour period.

FUEL MOISTURE 1000 HR CODE

Using the drop down, select the method used to determine the 1000 Hr Fuel Moisture percentage.

Fuel Moisture 1000 Hr Code	
	NFDR-th
	Adj-thj
	Weighed

DAYS SINCE SIGNIFICANT RAIN

West of the Cascades: Enter the number of days since 0.5 inches of rain have fallen within a 48-hour period.

East of the Cascades: Enter the number of days since 0.25 inches of rain have fallen within a 48-hour period.

WIND SPEED

Enter the approximate wind speed in MPH

5. After entering all the necessary fields, click on the **Close** button to close the plan.
6. Click on the **Save** button in the upper right of the data entry window to save all changes and/or additions to the Registration.

After step 5 above, the Plans section updates to show a summary of the Accomplishment entered:

Plans					
Planned Date & Time	Planned Acres	Planned Total Tons	Actual Date & Time	Burned Acres	Burned Total Tons
12/7/16 11:00 AM	100	3,584	12/7/16 10:00 AM	100	3,584

5.4 MODIFY A REGISTRATION RECORD

The user is able to edit the registration. See [Chapter 3.1.1](#) for the process to search for and select a registration to edit. Once selected, the Registration is visible and ready for editing:

Registration Save Cancel

**are required fields*

Unit Identification

*Date Registered: 12/2/16
*Registration Number: 164061202162
*District ID: 740 Coos Coos Dis
*Ownership Code: P Private
*Sale name: retest

Unit Information

*Township: 17S
*Range: 22E
*Section: 36
*Latitude: 40.1234
*Longitude: -120.1234
*County: 13 Harney
*Distance to SSRA: 60
*Unit Acres: 150
Cutting Date: YYYY-MM
*Elevation: 1000
*Slope: 35
*Burn Type: B Broadcast Activit
*Burn Reason: B Hazard and Silv

Treatment Summary

Operator Name: Sande
*Fuel Species: S Sagebrush, Bitte
Landing R/W Acres: 50
*Landing R/W Tons: 1250
Pile Acres: 50
*Pile Tons: 2501
Broadcast Acres: 50
*Duff Depth: 6
Fuel Tons per Acre:
0 - 1/4 Inches: 1
1/4 - 1 Inches: 2
1 - 3 Inches: 3
3 - 9 Inches: 4
9 - 20 Inches: 5
20+ Inches: 6
Forest Floor Fuel:
Litter Type: Short Needle Pine
Depth: 5"
% Covered: 100%

Rotten Fuel Tons per Acre:

3-9 Inches: 1
9-20 Inches: 2
20+ Inches: 3
Rotten Stumps:
Diameter: 4
Height: 5
Density: 6
Live Fuels:
Shrub Type: S Sage
Shrub % Covered: 50
Shrub Height: 7
Tons per Acre: 8
Comments:
Entry Date: 12/6/16 1:39 PM
Comments: This is where comments will show

NOTE: The Registration Number is not available for editing. If there was a mistake in entering the number, contact an administrator to have the record deleted. Once that is complete, enter a new registration with the correct number.

Keep in mind that any changes to District, Unit Acres, Landing/RW Acres, Pile Acres, or Broadcast Acres may affect any invoices already generated.

When finished, click on the Save button to save all changes.

5.5 TROUBLESHOOTING ERRORS

See below for common issues and possible resolutions.

5.5.1 UNABLE TO SAVE REGISTRATION

After entering the information of the registration, the Save button should be available. If the button is not accessible, see the below checklist of items to review:

- Check all fields that have an asterisk (*) next to the field name to verify data is entered
- Verify all data fields contain properly formatted values (e.g. dates, lat/long, etc.)
- Make sure the data is within the validation range for that field (e.g., value must be between 0-999)

This should resolve any issues and allow the Save button to be used. If the button is still not available, please take a screenshot (Alt + PrtScn) of the entire Registration window and paste the screenshot into a Word document (Ctrl + V) or save as a .jpg file. Then, open a Help Desk ticket with Tech Support. Once opened, the ticket routes to the correct person to assist in correcting the situation.

5.5.2 “RED BOX” ERRORS

There are times while saving a record a red box appears at the top of the window with an error message. If this happens:

- Take a screenshot of the message using Alt + PrtScn – The message is only temporary. If you are unable to take the screenshot when the message first appears, then click on the Save button again - the message will reappear.
- Paste it into a Microsoft Word document (Ctrl + V)
- Take a screenshot of all the data entry fields of the Registration window (Alt + PrtScn)
- Paste the screenshot (Ctrl + V) into the same Word document with the error text
- Save the Word document
- Open a new Help Desk Ticket with Tech Support and add the saved error document as an attachment to the ticket. This will help the Support staff to determine the cause of the error.



Chapter 6

REPORTS

6. REPORTS

The Reports section of SDS is a 'one stop shop' for all reports. This chapter reviews all areas of reports, including invoice printing.

6.1 REPORT NAMES

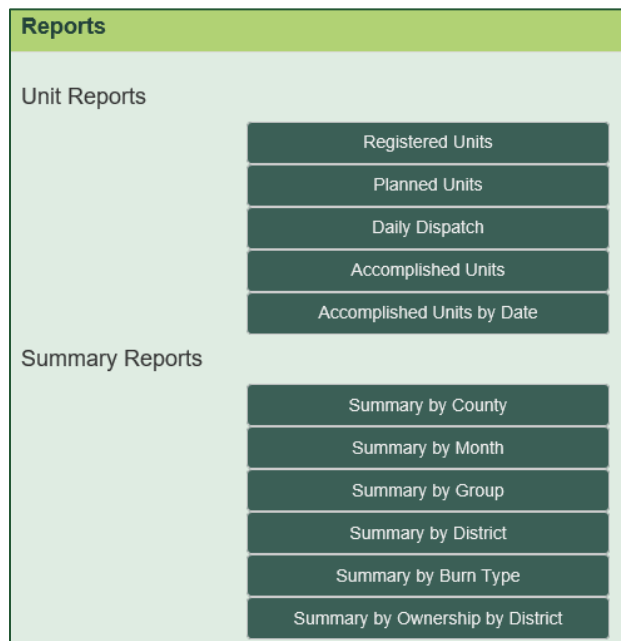
Below is a chart of report names.

Previous Report Name	New Report Name
Unit Reports:	
Registered Units By District	Registered Units
Planned Units By District	Planned Units
Planned Units by District (Lat/Long)	Daily Dispatch
Accomplished Units By District	Accomplished Units
Accomplished Units By Date	Accomplished Units by Date
Summary Reports: (Accomplishment Summaries)	
Accomplished Summary By County	Summary by County
Accomplished Summary By District By Month	Summary by Month
Accomplished Summary By County By District	Summary by County
Accomplished Summary By Burn Type By District	Summary by Burn Type
Accomplished Summary By Burn Type By County	Summary by Burn Type
Accomplished Summary By Owner By District	Summary by Ownership by District
Accomplished Summary By District	Summary by District
Accomplished Summary By District By County	Summary by County

6.2 REPORTS MENU

The main report window lists all available reports, based on the user's permissions. The reports, grouped by **Unit Reports**, **Summary Reports** (of Accomplishments), and **Invoice Reports**, are available for viewing, printing, or exporting (Excel, PDF, etc.). The invoices and invoice reports are only available to users with the proper permissions.

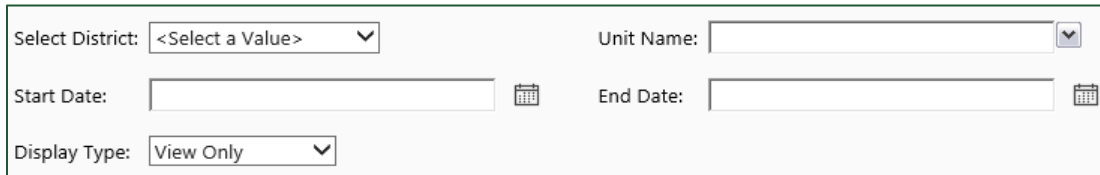
Below is an example of what a typical Smoke User would see:



6.3 REPORT CRITERIA

Each report has specific criteria the user enters to generate the desired information. The criteria (called parameters in the SDS application) available for selection in SDS is similar to the previous options. A new feature with the SDS application is the Display Type option. Defaulting to **View Only** mode, the report has background colors and formatting specific for viewing on the screen. The other option, **Print Friendly**, removes the coloring and formats the report to print in a 'black and white' option to save printer ink/toner.

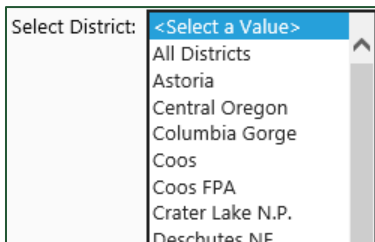
Below is a view of the parameters for the Registered Units report. Most reports have the same parameters.



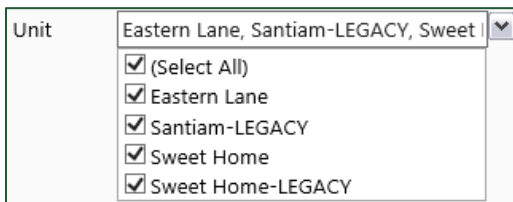
Some reports have parameters that are specific to that report. For example, the **Summary by Group** report has an option for the user to select how to group the output. See [Chapter 6.4](#) for more information on the Summary by Group report.

The following are the basic steps to selecting the printing criteria. Some parameters differ depending on the report:

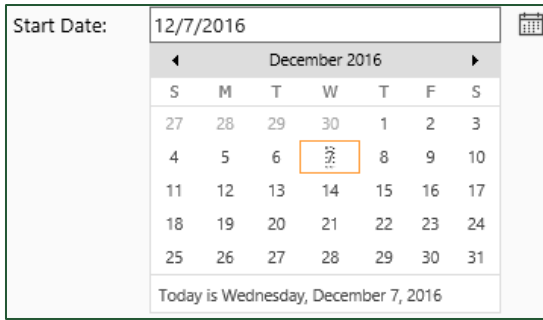
1. Select the desired report by clicking on the report title on the Reports screen (see [Chapter 6.1](#))
2. Select the appropriate District value using the drop down option. There is also an 'All Districts' option. In order to enter the remaining parameters, the District is required.



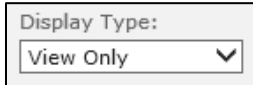
3. Next, select the desired Units (Ranger Stations) for the report. By default, all Units in the District are checked.



4. The Start and End Dates default to the current date, but are modifiable. Type over the date or use the Date Picker to select a new date.



- The **Display Type** defaults to View Only. As mentioned previously, change to **Print Friendly** to remove the coloring and format the report to print in a 'black and white' option to save printer ink/toner.

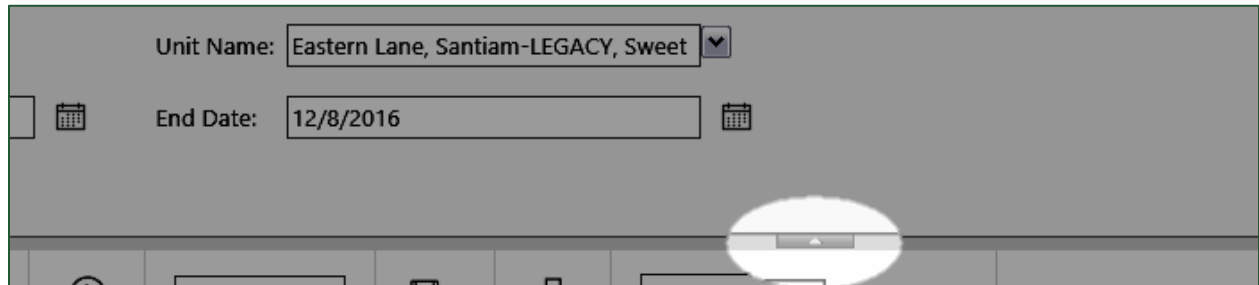


- Click on the View Report button located on the far right portion of the parameters section:



6.4 VIEWING REPORTS

After entering the desired parameters from [Chapter 6.2](#), the report opens in a display mode. In order to see more of the report on the screen without scrolling, click on the 'up arrow' button to hide the parameter section:



6.4.1 ACTION TOOLBAR

Some reports generate multiple pages or require a different zoom rate. To modify these features and use others the Action Toolbar, located at the top of the report, will assist the user.



Features of the toolbar are:

- Page navigation
- Refresh
- Return to Parent Report
- Increase/Decrease Zoom
- Save file as (Export)
- Print
- Search for Text in the report

6.4.2 MULTIPLE SUMMARIES IN ONE REPORT

Using the **Accomplished Units Summary** as an example, the following pages show how to see multiple summaries in one screen (keep in mind, not all reports have this option).

The initial view is **SUMMARY BY COUNTY BY MONTH**:

Accomplished Units Summary		Smoke Data System				
Summary for 12/1/2015 - 12/1/2016						
District: North Cascade		Unit(s): Molalla, Molalla-LEGACY, Santiam (Linn), Santiam (Marion), Santiam-LEGACY				
County	District Name	Ignition Date & Time	Acres Burned	Tons Burned	Units Burned	Ignitions
Clackamas	North Cascade	2015				
		[-] December Total:	426	2046	13	13
		2015 Total:	426	2046	13	13
		North Cascade District Total:	426	2046	13	13
		Clackamas County Total:	426	2046	13	13
Linn	North Cascade	2015				
		[-] December Total:	47	353	3	3
		2015 Total:	47	353	3	3
		North Cascade District Total:	47	353	3	3
		Linn County Total:	47	353	3	3
Marion	North Cascade	2016				
		[-] October Total:	50	1700	1	1
		[-] November Total:	10	100	1	1
		2016 Total:	60	1800	2	2
		Marion County Total:	60	1800	2	2
Polk	North Cascade	2016				
		[-] October Total:	48	1432	1	1
		2016 Total:	48	1432	1	1
		North Cascade District Total:	48	1432	1	1
		Polk County Total:	48	1432	1	1

Notice the **+** next to the month.

Clackamas County Total:	
2015	
+ December Total:	
2015 Total:	
North Cascade District Total:	
Linn County Total:	
2016	
[-] October Total:	

Click on the + to see the **DAILY SUMMARY** for each County:

County	District Name	Clackamas County Total:	426	2046	13	13
Linn	North Cascade	2015				
		12/2/2015 9:00 AM	5	109	1	1
		12/3/2015 3:00 PM	40	174	1	1
		12/5/2015 9:00 AM	2	70	1	1
		[-] December Total:	47	353	3	3
		2015 Total:	47	353	3	3
		North Cascade District Total:	47	353	3	3
		Linn County Total:	47	353	3	3
		2016				
		[-] October Total:				

6.5 SUMMARY BY GROUP REPORT

The Summary by Group Report is new to the SDS application and provides the users a way to create a more customizable report. After entering the same parameters as most other reports, the final parameter is to select which option to group the data by in the report.

Group By:	<Select a Value>
	District Name
	Burn Reason
	Fuel Species
	Ownership
	Burn Type
	Live Fuel Type
	County

As an example, the below report is the Summary by Group – Ownership report for all districts:

Accomplished Summary by Ownership				
Summary for 12/8/2015 - 12/8/2016				
District: All Districts		Unit(s): All Districts		
Ownership	Total Acres Burned	Total Tons Burned	Units Burned	Ignitions
Federal (Region 6, not USFS)	500	2500	333	333
Private	1	6	546	549
State, County, Municipal	10	80	134	134
USFS	100	800	1014	1016
Total:	48399	301470	418	596

Below is a sample of the Summary by Group – Burn Reason report:

Accomplished Summary by Burn Reason				
Summary for 12/8/2015 - 12/8/2016				
District: All Districts		Unit(s): All Districts		
Burn Reason	Total Acres Burned	Total Tons Burned	Units Burned	Ignitions
Forest Health	2	72	250	251
Forest Health Maintenance	100	800	139	139
Hazard and Silviculture	10	80	424	426
Hazard Reduction	160	250	580	580
Level 2 Regulation, Fee Exempt	118	590	53	53
Silviculture	1	6	496	498
Wildlife Habitat	500	2500	85	85
Total:	48399	301470	418	596

6.6 PRINTING REPORTS

Using the report from [Chapter 6.3](#), once the desired view of data appears, change the **Display Type** drop down to *Print Friendly* and click on **View Report**.

The same report shows, but now is 'black and white' to reduce the toner/ink a printer uses when printing.

Accomplished Units Summary

Summary for 12/1/2015 - 12/1/2016



Smoke Data System

District: North Cascade

Unit(s): Molalla, Molalla-LEGACY, Santiam (Linn), Santiam (Marion), Santiam-LEGACY

County	District Name	Ignition Date & Time	Acres Burned	Tons Burned	Units Burned	Ignitions
Clackamas	North Cascade	2015				
		December Total:	426	2046	13	13
		2015 Total:	426	2046	13	13
		North Cascade District Total:	426	2046	13	13
		Clackamas County Total:	426	2046	13	13
Linn	North Cascade	2015				
		December Total:	47	353	3	3
		2015 Total:	47	353	3	3
		North Cascade District Total:	47	353	3	3
		Linn County Total:	47	353	3	3
Marion	North Cascade	2016				
		October Total:	50	1700	1	1
		November Total:	10	100	1	1
		2016 Total:	60	1800	2	2
		Marion County Total:	60	1800	2	2
Polk	North Cascade	2016				
		October Total:	48	1432	1	1
		2016 Total:	48	1432	1	1
		North Cascade District Total:	48	1432	1	1
		Polk County Total:	48	1432	1	1

Thursday, December 8, 2016

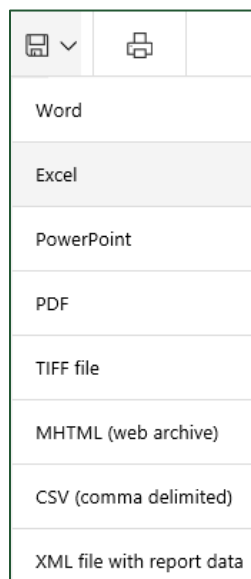
Page 1 of 1

To print the report, click on the printer icon in the action toolbar above the report:




6.7 EXPORTING REPORTS

Similar to printing reports, the user can export reports as well. Complete this by clicking on the 'diskette' (save) icon in the action toolbar.



Simply click on the type of file to export the data. Using the previous report as an example, an Excel format of the same report would appear as:

County	District Name	Ignition Date & Time	Acres Burned	Tons Burned	Units Burned	Ignitions
Accomplished Units Summary						
Summary for 12/1/2015 - 12/1/2016						
District: North Cascade		Unit(s): Molalla, Molalla-LEGACY, Santiam (Linn), Santiam (Marion), Santiam-LEGACY				
 Smoke Data System						
+	Clackamas	North Cascade	2015			
			December Total:	426	2046	13
			2015 Total:	426	2046	13
			North Cascade District Total:	426	2046	13
			Clackamas County Total:	426	2046	13
+	Linn	North Cascade	2015			
			December Total:	47	353	3
			2015 Total:	47	353	3
			North Cascade District Total:	47	353	3
+	Marion	North Cascade	2016			
			October Total:	50	1700	1
			November Total:	10	100	1
			2016 Total:	60	1800	2
			North Cascade District Total:	60	1800	2
+	Polk	North Cascade	2016			
			October Total:	48	1432	1
			2016 Total:	48	1432	1
			North Cascade District Total:	48	1432	1
		Polk County Total:	48	1432	1	

Notice the + on the left. This allows you to expand the data to see daily totals once the report is in Excel.















Chapter 7

ADMIN USERS

7. ADMIN USERS

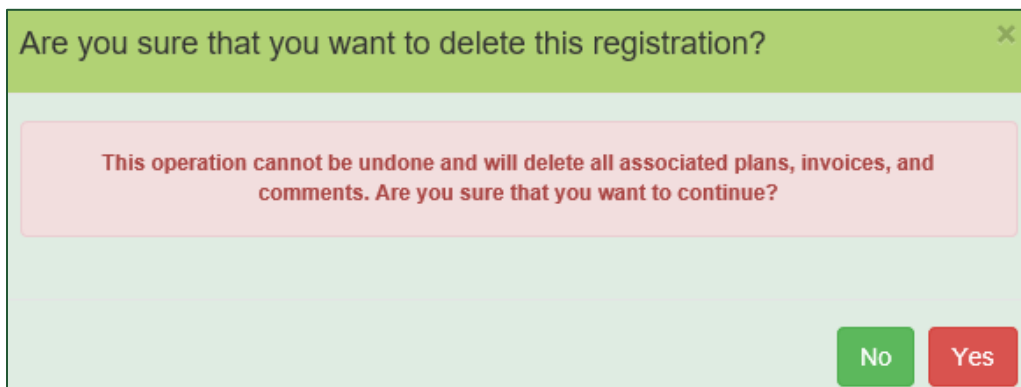
7.1 DELETING REGISTRATIONS

There are times when a user enters an incorrect Registration number. Since this field is not editable, the solution is to have an Admin User delete the entire incorrect record. The Admin's home page search results include a delete button next to each record:

Date Registered	Registration Number	Vendor ID	Owner Name	Business Name	District	County	Sale Name	Township	Range	Section	
12/7/16	123123123123	06291110-001		EUGENE D GRIESER	011	Benton	123	10S	10W	22	 
12/2/16	164061202161	06296575-000		TILLAMOOK LOG COMPANY	511	Tillamook	billtest	3N	11W	2	 
12/2/16	164061202162	06298055-000		LARRY E. ALBERTSON	740	Harney	retest	17S	22E	36	 
12/6/16	164061206161	06296526-000		TREES R US LOG & CONST	781	Lane	Manual	2S	9W	36	 
12/7/16	164061207161	00000-000			552	Lincoln	test	10S	10W	12	 
12/7/16	165521000002	00000-000			552	Lincoln	big log	10S	10W	23	 

The user contacts the Admin user providing the incorrect registration number, Date of Registration, District ID, and any other useful information to insure the Admin finds the correct record to delete.

Once selected, a message appears warning the user that this action is irreversible:



Once deleted, the user may enter the correct Registration information.

7.2 MODIFYING DROP DOWN OPTIONS

Another feature for Admin users is the 'wrench' icon on the navigation bar. This option takes the user to a page where modifications to certain areas of the application happen. Most of these are options that appear in drop down selections:

(See next page)

Districts			
Id	District Name	Unit Name	Exempt Eligible
011	Deschutes NF	Bend-Fort Rock	No
012	Deschutes NF	Crescent	No
013	Deschutes NF	Fort Rock-LEGACY	No
015	Deschutes NF	Sisters	No
021	Fremont NF	Bly	No
022	Fremont NF	Lakeview	No
023	Fremont NF	Paisley	No
024	Fremont NF	Silver Lake	No

Owershhip Codes	
Code	Ownership
F	Federal (Region 6, not USFS)
O	Other Federal
P	Private
S	State, County, Municipal
U	USFS

Burn Reasons	
Code	Reason
B	Hazard and Silviculture
E	Level 2 Regulation, Fee Exempt
F	Forest Health
H	Hazard Reduction
M	Forest Health Maintenance
R	Other
S	Silviculture
W	Wildlife Habitat

Fuel Species	
Code	Species
B	Brush
D	Douglas Fir Hemlock Cedar
G	Grass
H	Hardwood
J	Juniper
L	Lodgepole Pine
M	Mixed Conifer
P	Ponderosa Pine

Litter Types	
Types	
Short Needle Pine	
Long Needle Pine	
Other Conifer	
Deciduous Hardwood	
Evergreen Hardwood	
Grass	

Live Fuels	
Code	Type
B	Broadleaf
E	Evergreen
S	Sage

Agreement Number	
Business Entity	Code
BLM	L16PD00237
NF	AG-046W-P-14-0017
Private	None

Burn Fees	
-----------	--

An important area to note is the **Burn Fees** section.

Changing information in this section will modify ALL records currently stored in the application!!

It is critical that **only** top Smoke Management personnel make changes in this section.

Burn Fees	
Unit Acres Rate	\$0.50 /Acre
Type 1 Minimum Registration	\$15.00
Type 1 Minimum Burn	\$15.00
Type 2 Minimum Registration	\$5.00
Type 2 Minimum Burn	\$25.00
Landing/Pile & Broadcast	\$2.60 /Acre
Broadcast Only	\$3.10 /Acre

When editing this section, a message appears at the top informing the user:

Changing these values will automatically adjust ALL RATES--These values may differ from what is seen in past Invoices

8. APPENDIX A – DATA ENTRY QUICK REFERENCE GUIDE

The following two pages show a quick reference guide that users can print and hang near their computer for a fast reference to the data fields while entering Smoke data.

(The rest of this page intentionally left blank)

SMOKE QUICK REFERENCE GUIDE

BILLING SECTION

- Click on the **Select Owner** link
- Click on the **Search For...** drop down and select the **type** of search to perform
- In the box that appears to the right, enter the **search criteria**
- In results section, click on the **check mark** ✓ on the right to select the owner

REGISTRATION SECTION * = REQUIRED FIELD

UNIT IDENTIFICATION

Date Registered*	Verify the date is correct, change if necessary using date picker or type in
Registration Number*	Previously the FACTS ID; 12 digit Unit Number (NOAP #)
District ID*	District the Registration is in
Ownership Code*	Select type of ownership
Sale Name*	Enter the name of the unit or sale

UNIT INFORMATION

Township*	Format: ##X [X=(N)orth or (S)outh] e.g. 9N, 31.5S, 26S
Range*	Format: ##X [X=(E)ast or (W)est] e.g. 10W, 11.5E, 8W
Section*	Format: ## (1-36)
Latitude*	Format: II.DDDD <i>Decimal Degrees Only</i>
Longitude*	Format: -III.DDDD <i>Decimal Degrees Only; must type the -</i>
County*	County where the unit is located
Distance to SSRA	Distance to Smoke Restriction Area; 0-60 but if >60, enter 60
Unit Acres*	Total Acres of the Unit; 1 – 99999
Cutting Date	When 70% of cutting completed; enter as YYYY-MM; leave blank if not applicable
Elevation*	Round to the nearest 100 ft
Slope*	Enter 0 to 200%
Burn Type*	Select the type of burn conducted
Burn Reason*	Select reason for the burn

TREATMENT SUMMARY

Operator Name	Individual or business conducting the burn
Fuel Species*	Select the species of the fuel
Landing-R/W Acres	Number of Unit Acres from which the Landing was created
Landing-R/W Tons*	Tons brought to the Landing from the unit
Pile Acres	Number of Unit Acres that were piled
Pile Tons*	Tons brought to the Pile from the unit
Broadcast Acres	Number of Unit Acres that will be Broadcast burned
Duff Depth	Depth of duff for all forest floor fuels, in tenths of inches
Fuel Tons per Acre	Fuel loading in tons, by size group; see photo series
Forest Floor Fuel	Depth and coverage percent per type of litter
Litter Type	Type of fuel litter on forest floor
Litter Depth	Depth of the litter in tenths of inches
Litter Coverage Percent	Percent of coverage for litter type
Rotten Fuel Tons per Acre	Tons of rotten fuel per acre in the Unit, by size group; see photo series
Rotten Stumps	Rotten stumps in the Unit
Diameter	Average diameter of stumps, in inches
Height	Average height of stumps, in feet
Density	Number of stumps per acre
Live Fuels	Live fuels included in the Unit
Shrub Type	Type of live shrub
Shrub % Covered	Percent of Unit the shrub type covers
Shrub Height	Height of shrug in feet to nearest 10 th
Tons per Acre	Number of shrub tons per acre
Comments	Type in comments regarding the Registration

PLAN SECTION

Click on the plus sign  to the far right of the Plan area to enter a new Plan (or Accomplishment)

*** = Required Field**

Planned Date*	Enter date burn is scheduled; Defaults to current date
Planned Ignition Time*	Time the ignition is planned; type in or use arrows
Acres Planned*	Total acres planned to burn; cannot exceed Unit Acres
Landing-R/W Tons Planned	Landing or R/W tons of planned burn
Pile Tons Planned	Pile tons of planned burn
Broadcast Tons/Acre Planned	Broadcast tons per acre planned to burn

ACCOMPLISHMENT SECTION

Actual Burn Date	Enter actual date of burn or use date picker
Actual Ignition Time	Enter time of ignition or use arrows
Acres Burned	Total acres burned
Landing-R/W Tons Burned	Landing or R/W tons burned
Pile Tons Burned	Piled tons burned
Broadcast Tons/Acre Burned	Tons per acre of Broadcast burned
Total Broadcast Tons Burned	<i>System calculated field</i>
Total Tons Burned	<i>System calculated field</i>
Ignition Duration	If Broadcast/Underburn, enter duration in minutes
Achieved Rapid Ignition	Check if burn achieved rapid ignition
Shrub Consumption	Percentage of burn that consumed Shrubs
Duff Fuel Moisture	Select appropriate percentage
Fuel Moisture 10 Hr %	Percentage of fuel moisture 10hr
Fuel Moisture 1000 Hr %	Percentage of fuel moisture 1000hr
Fuel Moisture 1000 Hr Code	Code of the measurement taken for 1000hr %
Days Since Significant Rain	Number of days since measurable precipitation occurred
Wind Speed	Speed of wind at time of ignition