

Instructions for Completion
2022-2024 ODF
ODF Incident Resources Agreement (IRA)
Application

1. Read and ensure your understanding of **Part A Terms and Conditions – All Resources**
2. Read and ensure your understanding of **Part B Additional Terms and Conditions and Resource Information & Rate Sheet** for the type of **Resource** you are applying for.
3. Complete and sign the **Resource Information & Rate Sheet** applicable for the type of **Resource** you are applying for. This form can be completed electronically with the current version of Adobe PDF (PDF 2.0). Clear and Legible printed application documents will be accepted.
4. Provide copies of all applicable documents, certificates, photos, and other required information for the type of **Resource** you are applying for as listed in **Part C Application Checklist**.
5. Submit the following to the [PCSU](#) or to your local [ODF District Office](#):
 - a) Completed **Resource Information & Rate Sheet(s)**
 - b) Completed **Application Checklist** (Only 1 per **Resource Provider**)
 - c) Copies of all applicable documents per No. 4, as listed above.

PCSU Mailing Address:

Email (preferred): PCSU@odf.oregon.gov
Physical Address: Oregon Department of Forestry
Protection Contract Services Unit (PCSU)
2600 State Street, Building D
Salem OR 97310

Once your application packet has been received, your application will be reviewed and processed. You will be contacted if additional information or documents are required.

Fully executed IRAs will be identified with a unique IRA Agreement Number that will be used to identify and dispatch **Resources**. We expect a turn-around time for fully executed IRAs to be emailed to **Resource Providers** no later than 7 business days after the application package has been received if all required documents submitted are complete. Mailed hard copies of application documents may extend the turn-around time for the **Resource Provider** to receive fully executed IRAs.

If the geographic work location you have marked on the application extends beyond your local district, you will receive additional information regarding [Interagency Resource Ordering Capability \(IROC\)](#) system registration. This will include instructions on how to obtain a Unique Entity ID (UEI) through the [Sam.gov](#) website that will enable the PCSU to enter your Resource(s) into the IROC system for dispatching and tracking purposes.

If you have any questions regarding Agreement Terms and Conditions or the application process, please contact the [PCSU](#) or your local [ODF District Office](#).