

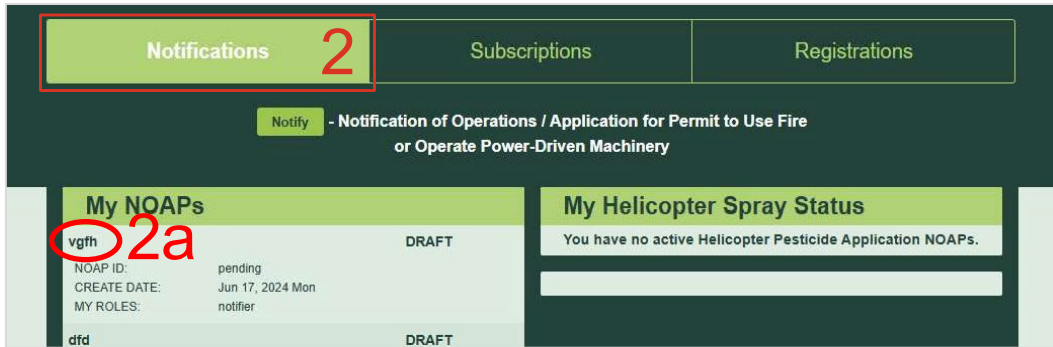
Completion Reporting Guide

1- Sign in to your FERNS Account



2- Select "Notifications"

2a – Click on the NOAP you wish to complete reporting on under "My NOAPs"

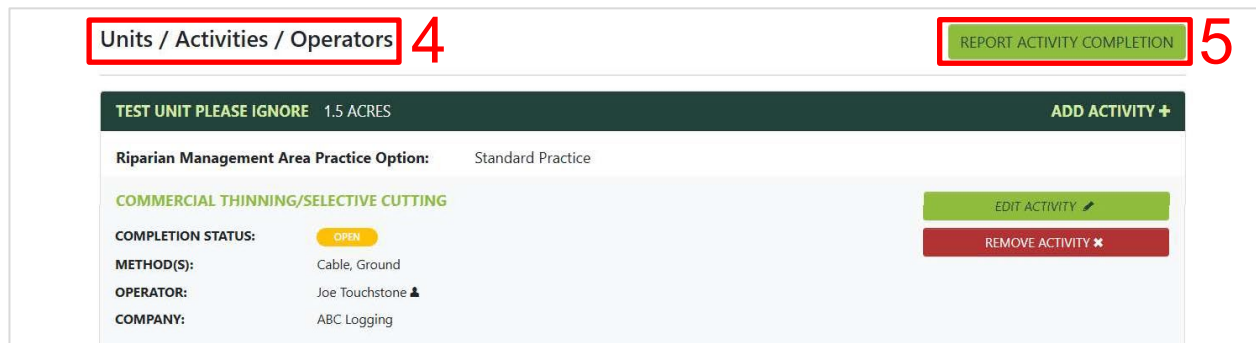


3- Select "Summary" at the top of the page



4- Scroll down until you see "Units / Activities / Operators"

5- Click on "Report Activity Completion" on the right



6- Check the box for the activity you wish to report on

For SFO Minimum Option Reporting, skip to step 9 on next page

7- Select the appropriate reporting status that corresponds to your activity:

NOTE: Requested or will request a Continuation: Save and Exit

Notified activities were started but need to continue into second calendar year. No reporting is required in year one if a continuation of operation has been requested and approved. Reporting will be required by the end of the second year for which a valid notification has been continued.

7a - Mark as Completed

Operation is complete or some activities have taken place, but no further activities are planned or will take place. *If some activities take place but any change to the operation from the original notification is needed, mark the operation as complete and submit a new notification with the included changes.*

7b - Mark as Did Not Operate

No activities that were notified for took place and there is no plan to continue the operation for a second year.

TEST NOTIFICATION PLEASE IGNORE 12-3-24

<Back to Noap Summary

Save

Report Activity Completion

Activities: 1
Completed: 0 of 1
Did Not Operate: 0 of 1

Click checkboxes to select activities to update.

Open Status Mark as Completed Mark as Did Not Operate

Unit ↑	Activity Name ↑	RMA Option ↑	Last Updated ↑	Updated By ↑	Completion Status ↑	Due Date ↑	Actions	
<input type="checkbox"/>	TEST UNIT PLEASE IGNORE	Commercial Thinning/Selective Cutting	Standard Practice	12/3/2024	System	Open	12/31/2024	Completed Did Not Operate

Select All Deselect All

8- Finished: Save and Exit

NOTE FOR SFO MINIMUM OPTION HARVESTS: If you harvested using the SFO Minimum Option, you will need to update how many feet along fish and/or non-fish streams you harvested under this RMA option* before being able to save the Activity Completion Report.

*This is for 5th field watershed data collection purposes only, as described in OAR 629-643-0140(4)

SFO Minimum Option Completion Reporting Additional Steps

9- Pan over to the Actions column

9a- Scroll bar at the bottom of the activity list

9b- View to see Actions column

9c- Click on Update Lineal Feet

Report Activity Completion

The Operator must report completion of all SFO Minimum Option harvest activities on this NOAP within 90 days of completing the operation.

Activities: 1
Completed: 1 of 1
Did Not Operate: 0 of 1

Click checkboxes to select activities to update.

Open Status Mark as Completed Mark as Did Not Operate

Activity Name	RMA Option	Lineal Feet (Fish Stream)	Lineal Feet (Non-Fish Stream)	Last Updated	Updated By	Completion Status	Due Date	Actions
Clearcut/Overstory Removal	Small Forestland Owner Minimum Option (OAR 629-643-0140)	Not Reported	Not Reported	12/18/2024	Steve Olson	Completed	6/13/2024	Completed Did Not Operate Update Lineal Feet

Select All Deselect All

10- Input measured distances into the appropriate Fish (10a) or Non-Fish (10b) streams boxes
Guide on next page will help with measuring and calculating the associated stream lengths

11- Click the Update Lineal Feet button

Update Lineal Feet for Activity

Unit: Krone2024
Activity: Clearcut/Overstory Removal
To complete this activity you must enter the Lineal Feet below.

Lineal Feet Used Along Fish Streams* **10a**
0
*Whole number in feet

Lineal Feet Used Along Non-Fish Streams* **10b**
0
*Whole number in feet

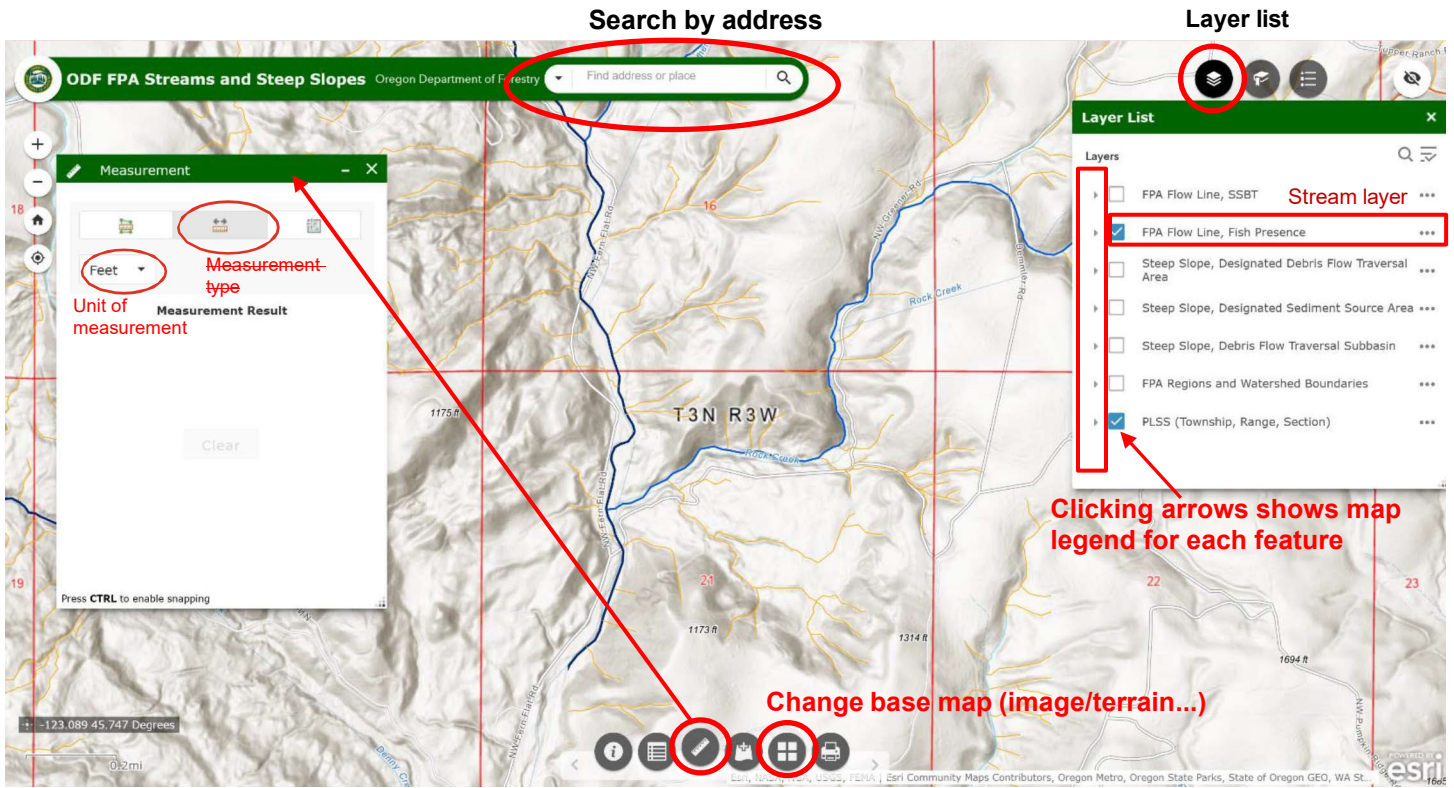
Cancel **Update Lineal Feet** **11**

12- Go back to **step 7** to finish completion reporting

How to Measure Lineal Feet of Harvested Area Along Type F (Fish) and Type Np (Non-Fish) Streams

Computer Exercise

- Access to the ODF Streams/Slopes Viewer (preferred as the FERNS streams are located here): <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=dde877f74cf84fdb53bd4b57204c2fe>
- Click the above link and search/zoom in to your operation area. You will not be able to view the polygon of your operation area in this mapping application.
- Screenshot of functions is below



Alternatives to computer exercise:

1. Remotely measure the distance(s) using OnX, Gaia, CalTopo, Avenza
2. Physically walk the appropriate streams where SFO Minimum Option was harvested, using a mapping app (OnX, Gaia, CalTopo, Avenza...) with tracking on to measure the distance(s)
3. Physically measure the appropriate streams where SFO Minimum Option was harvested in the field via pacing, tape measure, string box, etc.

See next page for example exercises in mapping lineal stream feet

Measure and Report Lineal Stream Feet Harvested Using SFO Minimum Option

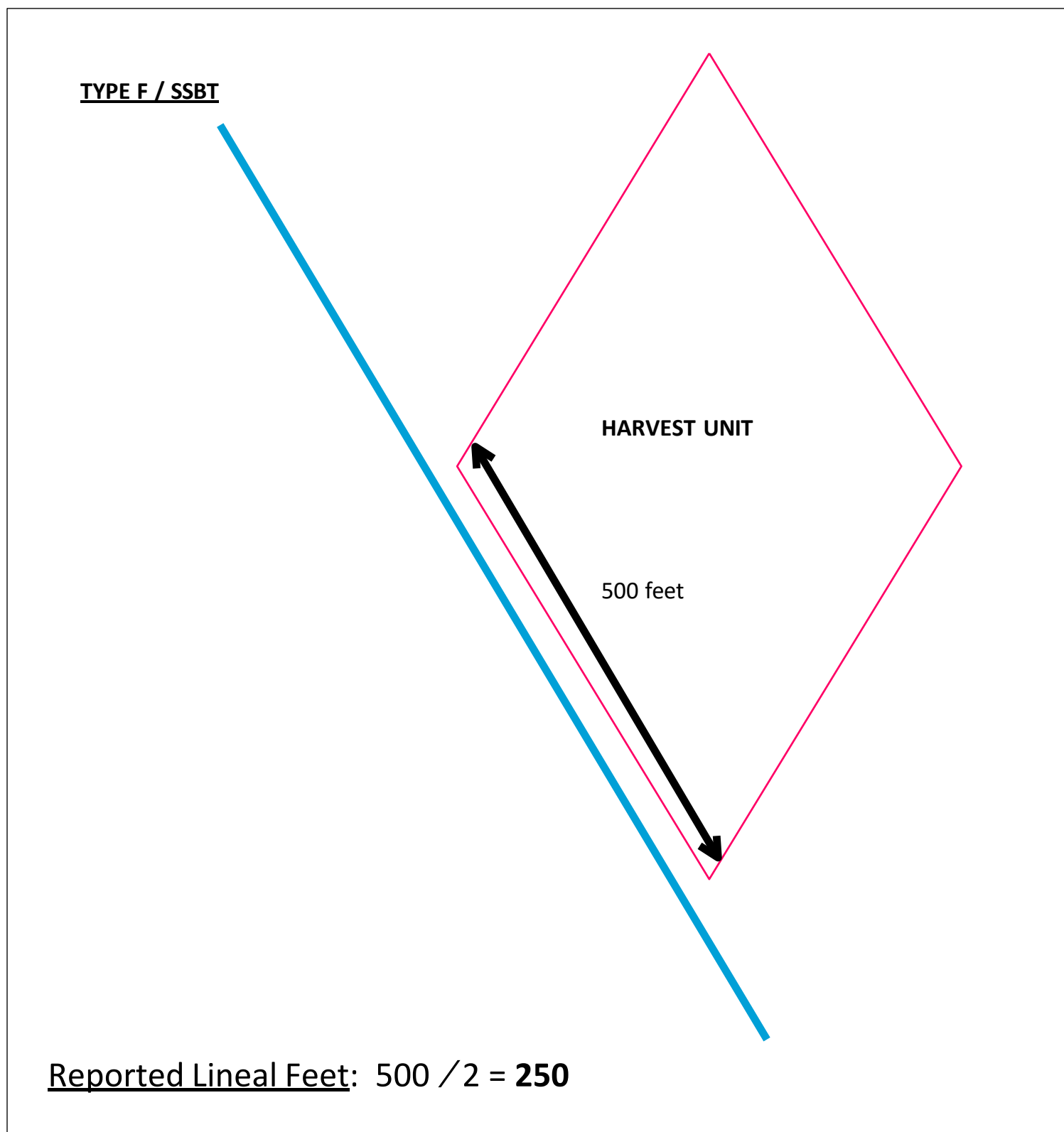
See examples below to reference how to report lineal stream feet*

*Reporting lineal stream feet harvested only applies to the following stream types when the SFO Minimum Option has been used: All Type F/SSBT, Medium/Large Type N, and Np within the tree retention area (RH Max)

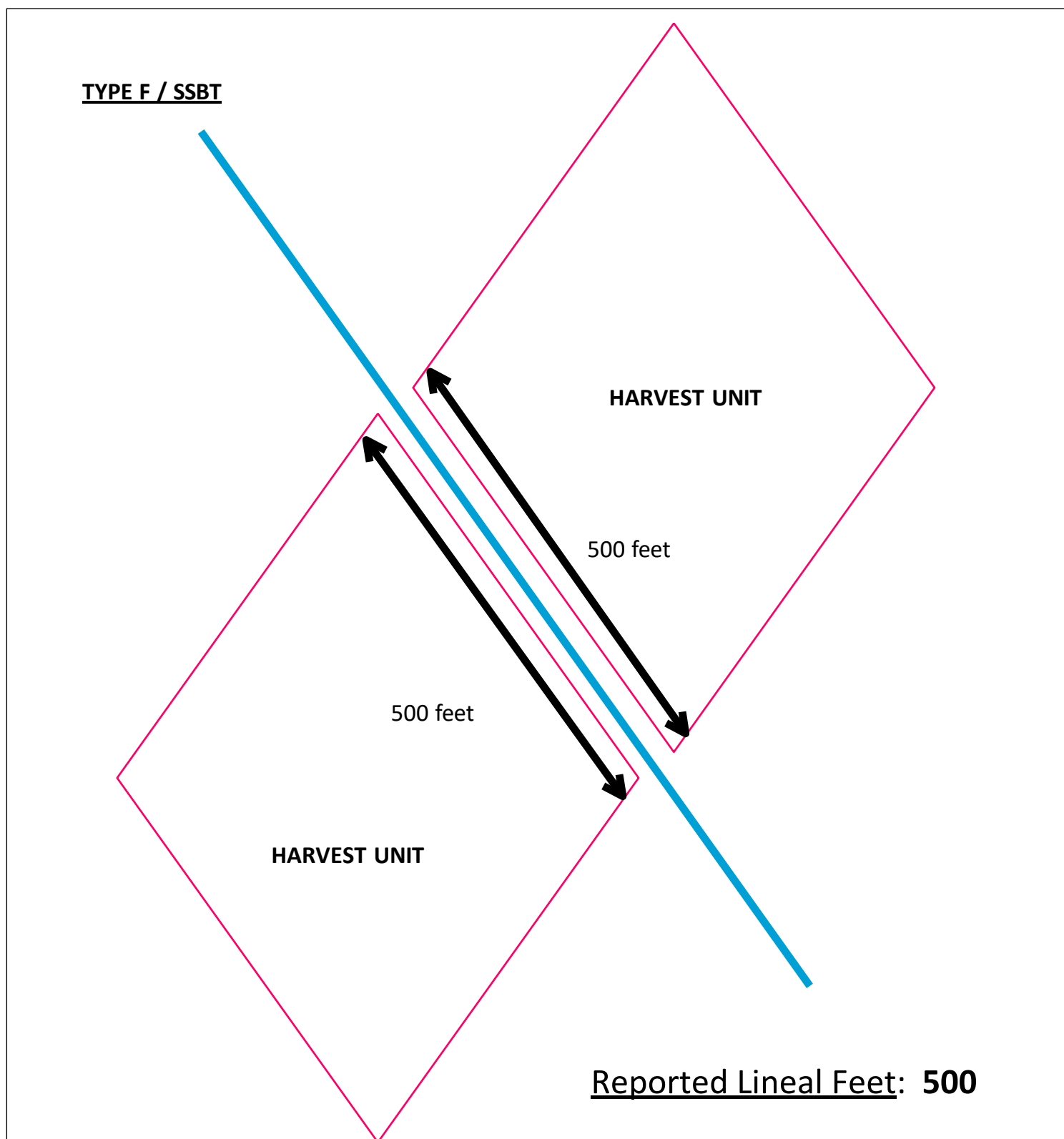
NOTE: Harvesting on only one side of a stream counts as one-half the lineal feet for the stream segment (OAR 629-643-0140(4)(a)(C)). Take the total lineal stream feet harvested and divide by two when reporting harvest units on one side of a stream.

EXAMPLE 1:

SFO Minimum option applied to harvest unit on one side of stream

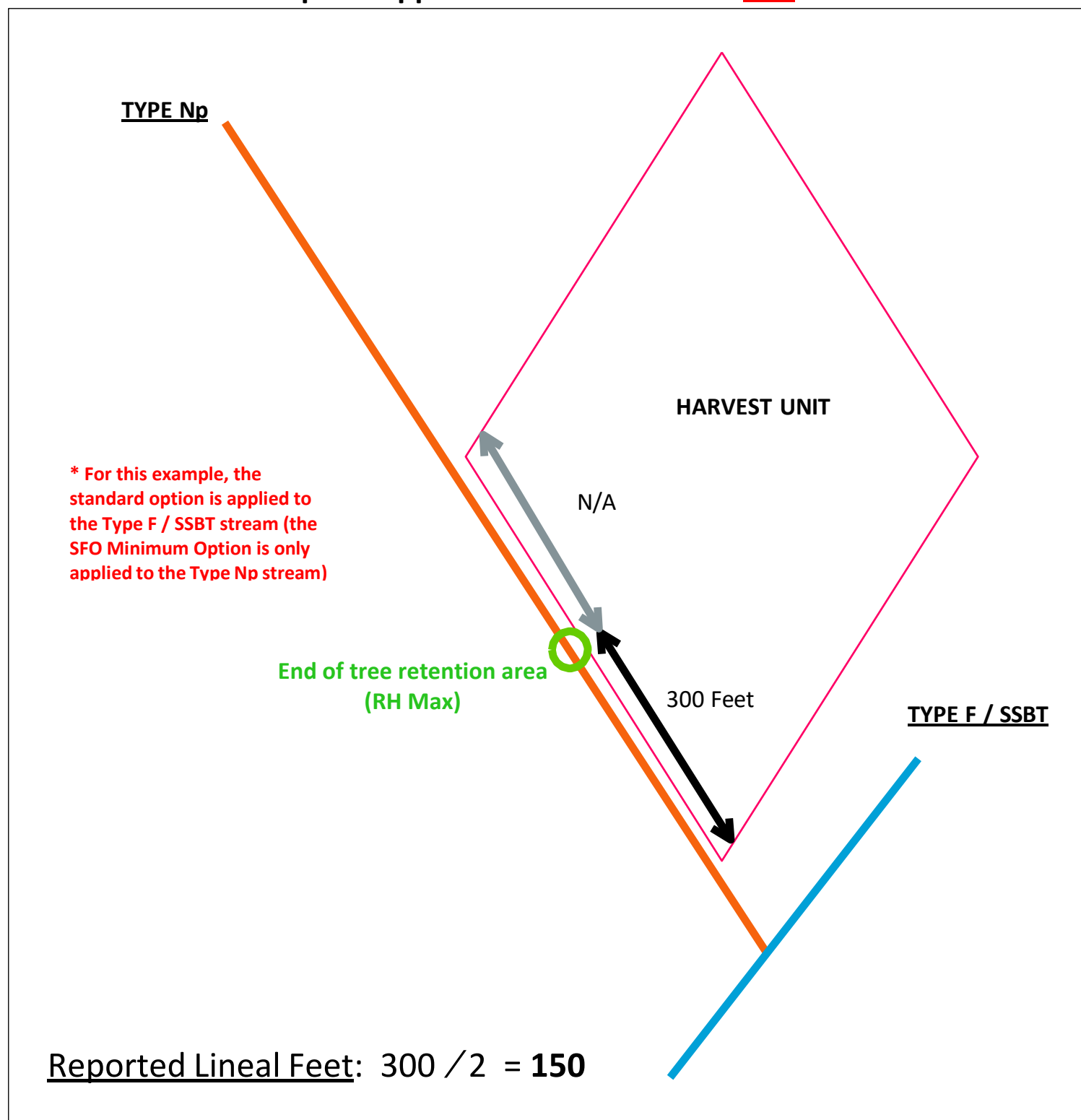


SFO Minimum option applied to harvest unit on both sides of stream



EXAMPLE 2:

SFO Minimum option applied to harvest unit on one side of stream



SFO Minimum option applied to harvest unit on both sides of stream

