

Revised March 2021

## How to submit the 2021 Inspection Form, for inspectors and administrators

### Introduction

This document is an overview of the PDF uploader which is used for submitting inspections to [www.atfsdatabase.org](http://www.atfsdatabase.org).

This new PDF form has the capability of being printed for handwritten submissions or being typed into for easy emailing and an email upload process. **Because the information typed within this form can be imported into the database, it must be filled out correctly or the database will reject it.**

### Handwritten or Hard Copy Method

Any forms that have been printed out and submitted in hard copy must be entered manually in to the database. This can be done either by the inspector or the state committee database lead. This is the most time consuming and error prone method of data entry as it relies on accurate interpretation of forester data.

This method does not require that the inspector be assigned to the property formally in the database ahead of time. All inspection types supported.

### PDF Upload Method (Recommended)

Benefits of uploading directly into ATFS:

1. The inspector can type directly into PDF file, a process that is already familiar.
2. PDF can be emailed around easily to all parties
3. Reduce time between inspection and entry in an easy familiar manner.
4. Less chance of human error from copying over manually.

Caveats of upload method:

1. All required information must be filled *correctly* or an error message will be produced.
2. Inspection must be assigned in database ahead of time.
3. Inspector needs to have adobe reader to fill. Other programs may lock the form and won't allow upload.
4. Error messages are returned via email which may get caught in spam folder or lost in cyberspace.

Any troubleshooting issues or questions can be directed to [amcguirk@forestfoundation.org](mailto:amcguirk@forestfoundation.org)

**Completed forms should be sent to [inspectors@forestfoundation.org](mailto:inspectors@forestfoundation.org) with the subject line 'Upload021'.** If there are any errors, an email error message will be sent to the sender.

**This method requires that an inspector be assigned formally in the database prior to the inspection occurring.** All inspection types supported. Once the inspector is assigned within the database, a pre-populated form can be emailed to him/her. Pre-populated forms are only available for landowners and properties that exist the database and that is where the information is pulled from.

### Required Fields of the 004 Form

Below is an example 004 form. Some fields and sections are always required while others are only required if a certain answer choice is made.

**Red Highlighted** fields/sections mean that are **always required** in order to be accepted **from an inspector**. Ex) location of management plan is always required to be filled.

**Yellow Highlight** indicates that this field is required under certain circumstances. Ex) Landowner signature is required for initial inspections.



# American Tree Farm System (ATFS) Tree Farm Inspection Record

ATFS Form 021 Revised 01/21

State  Tree Farm Number

## INITIAL INSPECTION INITIAL INSPECTION: HOW DID THE LANDOWNER LEARN ABOUT ATFS? (CHECK ALL THAT APPLY)

Certified/Recognition Pioneer	Word of mouth (e.g. inspector, another Tree Farmer)	Forestry Association	Workshop/Field day
	Publication (newsletter, ad, article in newspaper/magazine)	Other (please specify)	

## REINSPECTION

Recertification/Renewal Pioneer	Decertification (Choose One):			
	Deceased Sold	Missing Substandard	No interest	

## FIELD INSPECTION DATE REMOTE/INTERVIEW DATE TYPE OF INTERVIEW

Month	Day	Year	Month	Day	Year	Phone	Email	Field
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## PRIMARY OWNER CONTACT

Organization:	Last Name:	First Name:	MI
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Mailing Address 1:	Mailing Address 2:
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City:	State:	Zip:	+4:
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E-mail:	Phone:	Cell Office House	Alt Phone:	Cell Office House
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Preferred Contact: Any Phone Email No Contact	Gender: Male Female Other Prefer not to say
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Age: Under 25 25-50 Over 50 Prefer not to say	What is your race/ethnicity? Choose all that apply. Hispanic or Latino Black or African American American Indian White Asian Other Prefer not to say
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## CO-OWNER

Last Name:	First Name:	MI:
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## OWNERSHIP TYPE (Check One)

Non-Industrial Private/Family	Other Public (non-State Forests)	Municipal/City/Village	Other
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## TREE FARM

County/Parish:	Town:	Forested Acres:
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Total Acres:	Location (Legal, GPS, Parcel/Tax ID):
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Does the landowner live on the property? Yes No

## SOIL TYPE

Primary: Clay Loam Other (please specify) Sand Silt	Secondary: Clay Loam Other (please specify) Sand Silt
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## IS THE LANDOWNER PARTICIPATING IN ANY OF THE FOLLOWING CONSERVATION ACTIVITIES?

Wildfire mitigation	Conservation easement	Threatened and endangered species	Ecosystem restoration
Other (please specify):			

If no, is the landowner interested? Yes No	If yes, please list:
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Organization:	Landowner's Last Name:	State:	Tree Farm Number:
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**IS THE LANDOWNER PARTICIPATING IN COST SHARE?**

If yes, which program(s)? (please list)

If no, is the landowner interested?      Yes      No

**DOES THIS PROPERTY PARTICIPATE IN A LANDSCAPE MANAGEMENT PLAN?**

Yes      No

If yes, please copy and paste URL:

Landowner management objectives?

Management recommendations:

**NOTES/UPDATES****APPROVALS**

<b>Landowner * Signature</b>	Month	Day	Year	I (Landowner) understand that, by checking this box, my typed or written signature constitutes a legal signature.		
<b>Qualified ATFS Inspector Signature:</b>	Month	Day	Year	Recommendation: Certification/Recognition      Pioneer      Decertification		
First Name:	MI:	Last Name:			ID #:	
<b>State Approval Signature:</b>	Month	Day	Year	Recommendation: Certification/Recognition      Pioneer      Decertification		

\*Signature affirms commitment to comply with the 2021 AFF Standards of Sustainability and all relevant laws/regulations/ordinances. Signature further permits agents of ATFS ingress and egress for purposes of verification and in coordination of corrective or preventative activities. Participation in ATFS is purely voluntary and may be discontinued by landowner at any time or if found ineligible by ATFS. Only required for new certifications.

**STANDARD 1. COMMITMENT TO PRACTICING SUSTAINABLE FORESTRY (MANAGEMENT PLAN)**

**PM 1.1** By checking yes, you are indicating that the landowner has a written forest management plan that complies with the 2021 AFF standards. Yes      No

Notes/Observations	Indicator	Yes	No
	<b>1.1.1.</b> Management plan is active, adaptive and embodies the landowner's current objectives, remains appropriate for the land certified and reflects the current state of knowledge about natural resources and sustainable forest management.	Yes	No
	<b>1.1.2. (a)</b> Management plan describes current forest conditions, landowner's objectives; management activities aimed at achieving landowner's objectives, documents a feasible strategy for activity implementation and includes a map accurately depicting significant forest-related resources.	Yes	No
	<b>1.1.2. (b)</b> Management plan demonstrates consideration of the following resource elements: forest health, soil, water, wood and fiber production, threatened and endangered species, special sites, invasive species and forests of recognized importance (FORI).	Yes	No
	<b>1.1.2. (c)</b> Where present and relevant to the property, the plan describes management activities related to the following elements: fire, wetlands, desired species, recreation, conversion, forest aesthetics, biomass, and/or carbon.	Yes	No
	<b>1.1.3.</b> The Landowner monitors for changes that could interfere with the management objectives as stated in management plan.	Yes	No

Organization:

Landowner's Last Name:

State:

Tree Farm Number:

**STANDARD 2. COMPLIANCE WITH LAWS**

**PM 2.1** Landowner complies with all relevant laws, regulations and ordinances. Yes No

<b>Notes/Observations</b>	<b>Indicator</b> 2.1.1. Landowner complies with all relevant laws, regulations, and ordinances.	Yes	No
	2.1.2. Landowner should obtain advice from appropriate qualified natural resource professionals or qualified contractors who are trained in, and familiar with, relevant laws, regulations and ordinances.	Yes	No

**STANDARD 3. REFORESTATION AND AFFORESTATION**

Has the property been harvested or afforested since 2015 under this ownership? (If no, skip to Standard 4: Air, Water and Soil Protection) Yes No

If yes, **PM 3.1** reforestation or afforestation achieved by a suitable process that ensures adequate stocking levels. Yes No

<b>Notes/Observations</b>	<b>Indicator</b> 3.1.1. Reforestation or afforestation achieves adequate stocking of desired species reflecting the landowner's objectives, within five years after regeneration harvest, or an appropriate time frame for local conditions, or within a time interval as specified by applicable regulation.	Yes	No							
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Regeneration Type</b></td> <td style="text-align: center;"><b>Acres</b></td> <td style="text-align: center;"><b>Species</b></td> <td style="text-align: center;"><b>Est. year</b></td> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Regeneration Type</b>	<b>Acres</b>	<b>Species</b>	<b>Est. year</b>					
<b>Regeneration Type</b>	<b>Acres</b>	<b>Species</b>	<b>Est. year</b>							

**STANDARD 4: AIR, WATER AND SOIL PROTECTION**

**PM 4.1** Landowner meets or exceeds practices prescribed by State Forestry Best Management Practices (BMPs) that are applicable to the property. Yes No

<b>Notes/Observations</b>	<b>Indicator</b> 4.1.1. Landowner implements specific State Forestry BMPs that are applicable to the property.	Yes	No
	4.1.2. Landowner minimizes road construction and other disturbances within riparian zones and wetlands.	Yes	No

**PM 4.2** Landowner considers a range of forest management activities to control pests, pathogens and unwanted vegetation. Yes No

Have pesticides been used on the property? (If no, skip to Prescribed Fire) Yes No

<b>Notes/Observations</b>	<b>Indicator</b> 4.2.1. Landowner should evaluate alternatives to pesticides for the prevention or control of pests, pathogens and unwanted vegetation to achieve specific management objectives.	Yes	No
	4.2.2. Pesticides used are EPA-approved and applied, stored and disposed of in accordance with EPA-approved labels and by persons appropriately trained, licensed and supervised. Landowner documents pesticide usage.	Yes	No

**PRESCRIBED FIRE**

Is prescribed fire used on the property? (If no, skip to Standard 5: Fish, Wildlife, Biodiversity and Forest Health) Yes No

<b>Notes/Observations</b>	If yes, <b>PM 4.3</b> please describe the use of prescribed fire for the past 5 years:		
	<b>Acres</b>	<b>Month/year of most recent burn</b>	
	Habitat maintenance		
	Site prep		
	Wildfire risk reduction		
	Control or unwanted vegetation		
	Removal of logging debris		

<b>Notes/Observations</b>	<b>Indicator</b> 4.3.1. Prescribed fire conforms with the landowner's objectives and state and local laws and regulations.	Yes	No
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Organization:	Landowner's Last Name:	State:	Tree Farm Number:
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**THREATENED AND ENDANGERED SPECIES**

<b>Indicator</b> 5.1.1. Landowner conferred with natural resource agencies, state natural resource heritage programs, qualified natural resource professionals or reviewed other sources of information to determine occurrences of threatened or endangered species on the property and their habitat requirements.	Yes	No
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Which resources were consulted to determine occurrences of threatened or endangered species on the property?

Are there known occurrences of threatened and endangered species on the property? (If no, skip to Desired Species)	Yes	No
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<b>If yes, which species?</b>	<b>Acres affected:</b>	<b>Acres affected:</b>	<b>Acres affected:</b>
Gopher tortoise Red cockaded woodpecker Dusky gopher frog Northern long-eared bat		Wood turtle Grizzly bear Lynx Northern spotted owl	Salmon Bull trout Other (please list)

<b>Notes/Observations</b>	<b>Indicator</b> 5.1.2 Forest management activities protect habitats and communities occupied by threatened and endangered species as required by law?	Yes	No
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If yes, what management activities have been undertaken or are planned to protect the habitats and communities occupied by threatened or endangered species?

**DESIRED SPECIES**

Has the landowner identified objectives related to desired species and/or forest communities? (If no, skip to PM 5.3: Forest Health)	Yes	No
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<b>If yes, which species /forest community?</b>	Fire tolerant species	Other
White oak and/or white oak habitat Longleaf pine and/or longleaf habitat	Early successional habitat	

<b>PM 5.2</b> Does the landowner address the desired species and/or desired forest communities when conducting forest management activities, if consistent with landowner's objectives?	Yes	No
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<b>Notes/Observations</b>	<b>Indicator</b> 5.2.1. Landowner should consult available and accessible information on management of the forest for desired species and/or forest communities and integrate it into forest management.	Yes	No
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**FOREST HEALTH**

<b>PM 5.3</b> Landowner should make practical efforts to promote forest health.	Yes	No
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<b>Notes/Observations</b>	<b>Indicator</b> 5.3.1. Landowner should make practical efforts to promote forest health, including prevention, control or response to disturbances such as wildland fire, other pests, pathogens or unwanted vegetation, to achieve specific management objectives	Yes	No
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Which forest health issues are relevant to the property? Storm damage Pests Wildfire Other	If yes to wildfire, what mitigation is being done? Thinning Pruning Managing for fire tolerant/resilient species and/or composition Prescribed burning	Acres
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In what ways is the landowner seeking to prevent, control or respond to forest health concerns?

Organization:	Landowner's Last Name:	State:	Tree Farm Number:
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**FORESTS OF RECOGNIZED IMPORTANCE (FORI)**

Which resources were consulted to determine relevance to FORI on property?

Are FORI relevant to the property? (If no, skip to Standard 6: Forest Aesthetics) Yes No

If yes, **PM 5.4 forest management activities should maintain or enhance forests of recognized importance (FORI).** Yes No

<b>Notes/Observations</b>	<b>Indicator</b> <b>5.4.1.</b> If relevant, appropriate to the scale and intensity of the situation, forest management activities should incorporate measures to contribute to the conservation of identified forests of recognized importance.	Yes	No
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**STANDARD 6: FOREST AESTHETICS**

**PM 6.1** Landowner should manage the visual impacts of forest management activities consistent with landowner objectives, the size of the forest, the scale and intensity of forest management activities and the location of the property. Yes No

<b>Notes/Observations</b>	<b>Indicator</b> <b>6.1.1.</b> Forest management activities should apply visual quality measures compatible with appropriate silvicultural practices.	Yes	No
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**STANDARD 7: PROTECT SPECIAL SITES**

<b>Notes/Observations</b>	<b>Indicator</b> <b>7.1.1.</b> Landowner made a reasonable effort to locate and protect special sites appropriate for the size of the forest and the scale and intensity of forest management activities.	Yes	No
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Which resources were consulted to reach this determination? For example, field observations by qualified natural resource professional, state natural, historical or cultural heritage databases or offices.

Are special sites relevant to the property? (If no, skip to Standard 8: Forest Product Harvests and Other Activities) Yes No

If yes, which special sites are present? Number of occurrences: How are special sites protected?

<b>Notes/Observations</b>	If yes, <b>PM 7.1</b> forest management activities consider and maintain any special sites relevant on the property.	Yes	No
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**STANDARD 8: FOREST PRODUCT HARVESTS AND OTHER ACTIVITIES**

**PM 8.1** Landowner should use qualified natural resource professionals and qualified contractors when contracting for services. Yes No

<b>Notes/Observations</b>	<b>Indicator</b> <b>8.1.1.</b> Landowner seeks qualified natural resource professionals and qualified contractors when undertaking forest management activities.	Yes	No
	<b>8.1.2.</b> Landowner should engage qualified contractors who carry appropriate insurance and comply with appropriate federal, state and local safety and fair labor rules, regulations and standard practices.	Yes	No
	<b>8.1.3.</b> Landowner should retain appropriate contracts or records for forest product harvests and other management activities to demonstrate conformance to the Standards.	Yes	No

**PM 8.2** Landowner or designated representative monitors forest product harvests and other management activities to ensure they conform to their objectives. Yes No

<b>Notes/Observations</b>	<b>Indicator</b> <b>8.2.1.</b> Harvest, utilization, removal and other management activities conducted in compliance with the landowner's objectives and to maintain the potential of the property to produce forest products and other benefits sustainably.	Yes	No
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Organization:	Landowner's Last Name:	State:	Tree Farm Number:
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