WASHINGTON STATE DEPARTMENT OF
Natural Resources

Forest Practices Application Review System
Reviewer Notification Profile

All individuals, including Department of Natural Resources (DNR) personnel, who want to be notified of Forest Practices Application/Notifications (FPA/Ns) for review, must have a Secure Access Washington (SAW) account and must complete and return this form to the address in the box at the right.

We have also developed a Search Tool that you may find useful. It does not require that you fill out this form or have a user ID and password. Use this link https://fortress.wa.gov/dnr/fparssearch/ to access the Search Tool.

> **FPARS REVIEWER NOTIFICATION**
> **DNR - Forest Practices Division**
> **P.O. Box 47012**
> **Olympia, WA 98504-7012**
> **fpars-admin@dnr.wa.gov**
> **Fax: (360) 902-1428**

The DNR Forest Practices Division does not distribute FPA/Ns for review via the U.S. Mail. The Forest Practices Application Review System (FPARS) will notify reviewers of FPA/Ns for their review via email. FPA/Ns are accessed via the Internet and require Adobe Reader to view. A copy of Adobe Reader can be downloaded at http://get.adobe.com/reader/.

Secure Access Washington (SAW) authenticates user IDs and passwords and provides access to the Forest Practices Reviewer Profile notification service.

If you do not already have a SAW account, please login to https://secureaccess.wa.gov/ and create an account.

Once the account is created:

1. Select the "**Add a New Service**" tab

2. Select "Department of Natural Resources"

3. Select the "**Forest Practices Reviewer Profile**" service

The "Forest Practices Reviewer Profile" service will show under the "**My Services**" tab as "**Pending**". An authorization request is sent from SAW to the DNR. Once the request is received, your account will be activated and the service will send you an email informing you that access is granted. At that time the link to "Forest Practices Reviewer Profile" will be active and you can access your FPA/N Notification History.

Once the "Forest Practices Reviewer Profile" service is activated bookmark the link below or use it to create a shortcut on your desktop. It will still ask for your user ID and password, but will take you directly to the reviewer notification screen afterward.

https://secureaccess.wa.gov/dnr/fparsreviewerprofile/

Please call the Forest Practices Help Desk at 1-360-902-1420 if you need assistance in completing this form.

INSTRUCTIONS: Anyone wishing to be notified of FPA/Ns for review must complete questions 1 – 3 below. If you would like to review "only certain applications", please identify which types by completing questions 4 – 9. Any response to more than one question will be treated as an **AND** condition, multiple selections within a question will be treated as an **OR** condition. All responses to Question 4 (pertaining to geographical area) will be treated as an **OR** condition.

For example, if you respond to Question 4 by identifying "Thurston County", "Pacific Cascade Region" and "S12, T14, R6E" and for Question 7 you chose "Type A Wetland" and "Activity within a public park", you will receive 1.) all applications within Thurston County **AND** Pacific Cascade Region **AND** S12, T14, R6E that have Type A wetlands; *and* 2.) all applications within Thurston County **AND** Pacific Cascade Region **AND** S12, T14, R6E that are within a park.

The FPARS system will notify reviewers of FPA/Ns based on information known to the system at the time of notification, and not on information learned during the review process. If there are any questions concerning the accuracy or completeness of the applications you are notified of, please contact your DNR Region office as soon as possible. Contact your DNR Region office or the Forest Practices Help Desk (1-360-902-1420) if you want to make any changes to your Reviewer Profile.

1. **Personal Contact Information:**

   Name:_____(Please identify one primary contact)

   Organization:_____

   Street Address:_____ P.O. Box:_____

   City:_____ State:_____ Zip + 4:_____

   Business Phone:(_____)_____ Email:_____
   (You must include a valid e-mail address to receive notification.)

   SAW User ID:_____

2. **Select the type of agency or group you are affiliated with:**

   ☐ DNR (Forest Practices)

   ☐ DNR FP Forester   Position No: _____

   ☐ DNR (Non-Forest Practices)   Division/Region:_____

   ☐ WDFW Concurrency Reviewer

   ☐ Other WA State or Federal agency: _____

   ☐ Tribe: _____

   ☐ Other:_____

3. **What FPA/Ns do you wish to review?**

   ☐ All FPA/Ns statewide. *(Stop here. Do not answer any further questions.)*

   ☐ Only certain FPA/Ns. *(Complete questions 4 – 9.)*

4. **Select FPA/Ns by decision(s).**

☐ No Decision (Newly submitted FPA/Ns)

☐ Approved

☐ Renewed

☐ Disapproved

☐ Closed

5. **Select FPA/Ns by geographic area(s). Use additional pages if needed.**

If you are interested in all FPA/Ns in a geographic area, enter the geographic area and STOP. If you are interested in just one particular township or section in a township, do not specify the county or DNR region that it falls in. Doing so will cause the system to notify you of FPA/Ns not only in your particular township or section of interest, but also the entire county or entire DNR region selected. Please select the largest area (or group of areas) that meets your needs.

☐ DNR Region(s):

_____   _____

_____   _____

☐ County(s):

_____   _____

_____   _____

_____   _____

☐ Public Land Survey:

Township	Range (E/W)	Section(s)	Township	Range (E/W)	Section(s)

_____   _____

_____   _____

_____   _____

☐ Watershed Administrative Unit (WAU(s))

_____   _____

_____   _____

_____   _____

☐ Water Resource Inventory Area (WRIA(s))

_____   _____

_____   _____

6. **Select FPA/Ns by classification(s).**

   ☐ Class II
   ☐ Class III

   ☐ Class IV General
   ☐ Class IV Special

7. **Select FPA/Ns by forest practice activity(s).**

   ☐ Aerial Chemical Spray Application
   ☐ Harvest - Even-age
   ☐ Harvest - Uneven-age
   ☐ Salvage

   ☐ Road Construction (includes Temporary Roads)
   ☐ Road Abandonment
   ☐ Stream Crossings (installing or removing)
   ☐ Rock Pit or Spoils Area

8. **Select FPA/Ns by data.**

   ☐ Activity converts land to a use incompatible with growing timber within 3 years
   ☐ Activity is within 200' of ordinary high water mark or floodway of Type S water.
   ☐ Activity within 50 miles of saltwater
   ☐ Activity is within 500' of a public park
   ☐ Activity is within a public park
   ☐ Activity is within city limits or urban growth area
   ☐ Activity occurs in a wetland or WMZ
   ☐ Forested Wetlands
   ☐ Type A Wetland
   ☐ Type B Wetland
   ☐ Activity occurs in or over typed water

   ☐ Applicant requests a multi-year permit
   ☐ Using exempt 20-acre parcel RMZ rule
   ☐ Group A or B water supply (TRAX code DM or MU)
   ☐ Harvest within 50' of Type Np water
   ☐ Harvest within RMZ of Type S or F water
   ☐ Hardwood conversion (RMZ harvest code D)
   ☐ CMZ present
   ☐ Hatchery (TRAX code FS)
   ☐ Hydric soils
   ☐ Rain-on-snow and outside of approved WA
   ☐ Road work is included in RMAP
   ☐ Saltwater islands
   ☐ Unstable slopes

9. **Select FPA/Ns by associated documents.**

   ☐ Conversion Option Harvest Plan
   ☐ Road Maintenance and Abandonment Plan
   ☐ Alternate Plan
   ☐ Ten-Year Forest Plan

   ☐ Watershed Analysis
   ☐ Habitat Conservation Plan
   ☐ Columbia River Gorge National Scenic Area Plan

Upon receipt of your Reviewer Profile, the information you provide will be entered into FPARS. You will receive a confirmation via email. If you have questions about the Reviewer Profile, call the local DNR Region office or the Forest Practices Help Desk at 1-360-902-1420.

The Forest Practices Reviewer Notification Instructions

Washington Office of the Chief Information Officer Security policy requires **Secure Access Washington (SAW)** to authenticate login access to the **Forest Practices Reviewer Profile Service** and **Reviewer Notification History** web page. The compliance deadline for this policy was Friday, August 31st, 2012.

Setting up to receive Forest Practices Reviewer Notifications is a three-step process. Please follow the steps listed below.

1. **Create a SAW account**. Login to Secure Access Washington (https://secureaccess.wa.gov) and Create one.

   a. This tutorial, http://www.dnr.wa.gov/Publications/fp_reviewer_notification_tutorial.pdf, will help you setup your account, or

   b. If you already have a SAW account, skip to # 2.

2. **Complete the Forest Practices Reviewer Profile Form**.

   a. Download and complete the Forest Practices Reviewer Profile Form at http://www.dnr.wa.gov/Publications/fp_reviewer_profile_form.pdf.

   b. Email the completed form to fpars-admin@dnr.wa.gov.

3. **Turn on the Forest Practices Reviewer Profile service**.

   a. Login to https://secureaccess.wa.gov/. Use your SAW user id and SAW password to login.

   b. Select the "**Add a New Service**" tab

   c. Select "Department of Natural Resources"

   d. Select the "**Forest Practices Reviewer Profile**" service

   e. The second part of this tutorial, http://www.dnr.wa.gov/Publications/fp_reviewer_notification_tutorial.pdf, will assist you in turning on the Forest Practices Reviewer Profile service and accessing your Reviewer Notification History using your SAW account User ID and Password.

Note: Do not select the Forest Practices Application Review System (FPARS) service – that is a different service, under development, that will allow an applicant to submit a Forest Practices Application online – sorry for the confusion. If you have applied for the FPARS service by mistake, please "**Remove**" it from your list of services.

The "**Forest Practices Reviewer Profile**" service will show under the "**My Services**" tab as "**Pending**". An authorization request is sent to SAW. SAW will activate the service and send you an email informing you that access is granted. At that time the link to "Forest Practices Reviewer Profile" will be active and you can access your FPA notifications.

Once the "Forest Practices Reviewer Profile" service is activated, bookmark the link below, copy it to your "**Favorites**" folder or use it to create a shortcut on your desktop. At login, you will be asked for your SAW account user id and password, but upon logging in the system will take you directly to your **Reviewer Notification History** webpage.

https://secureaccess.wa.gov/dnr/fparsreviewerprofile/

IMPORTANT: DNR will not have access to your SAW account User ID or Password. If you change your SAW account User ID you must notify fpars-admin@dnr.wa.gov of the change. We must make the change in your Forest Practices Reviewer Profile for you to continue to access your Reviewer Notification History.