Hazardous Fuels Module User Manual

NATIONAL FIRE PLAN OPERATIONS AND REPORTING SYSTEM (NFPORS)

June 2, 2003

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INTRODUCTION

This document provides instructions for how to use the National Fire Plan Reporting and Operations System (NFPORS) hazardous fuels module. This module is designed to assist you with managing and reporting on hazardous fuels work done under the auspices of the National Fire Plan.

BACKGROUND

At the onset of the National Fire Plan, the wildland fire agencies identified the need for tools to assist them in capturing and reporting accomplishments. While each Agency had some mechanisms in place to meet the accountability requirements, the Agencies did not have an overarching system capable of providing sufficient analysis and reporting functionality. Instead, each organization relied on a variety of disparate mechanisms for tracking and reporting hazardous fuels accomplishments.

In order to provide a single, unified inter-Agency system, the Department of Interior teamed with the Forest Service to develop NFPORS. The system will collect data in the areas of restoration and rehabilitation, hazardous fuels reduction, and community assistance. The hazardous fuels module will be rolled out first, followed by the restoration and rehabilitation and community assistance modules.

The goal of NFPORS is to provide enhanced intelligence about the inter-Agency effort to carry out the mandates of the National Fire Plan. By providing leadership in both Agencies with improved access to information, it is expected to reduce the burden on the field caused by data calls.

CONTACTS

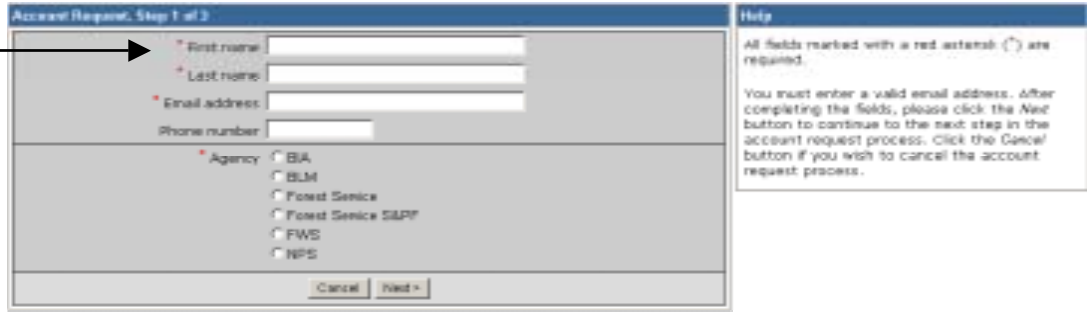
Russell Berry (USGS) and Peter Bedker (USFS) are leading the NFPORS project with support of contractors Booz Allen Hamilton.

To receive assistance please contact your regional NFPORS point of contact. This list may be obtained by emailing Russell Berry at rberry@usgs.gov.

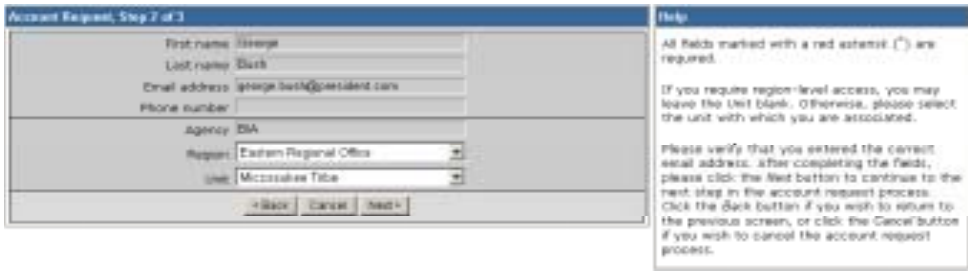
CREATE A ACCOUNT

If you wish to create an account click on the account request form link shown at the bottom of the Login screen.

Fill out all required information as indicated on the help screen to the right of the form, then click **Next>**.



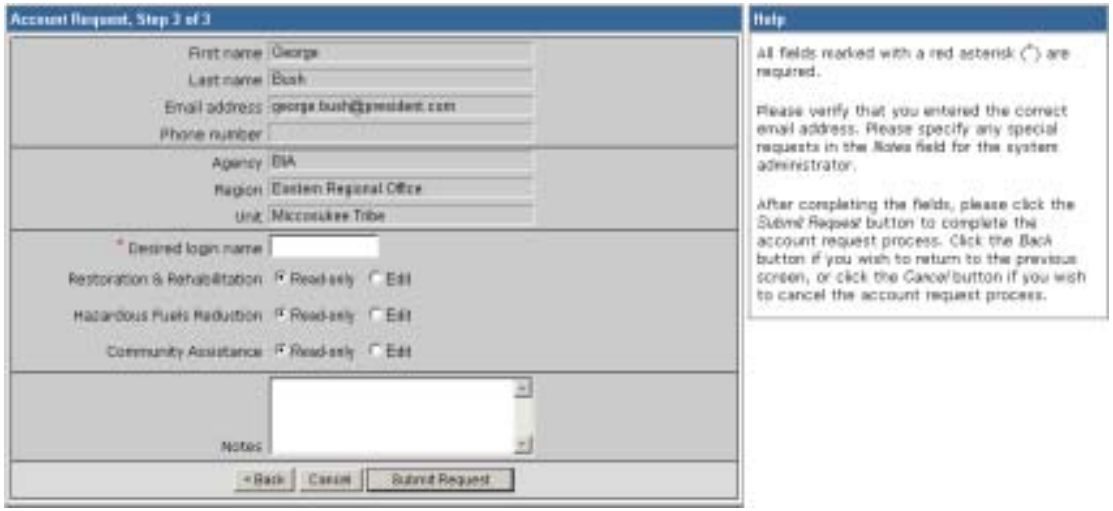
Continue following the directions shown on the right of the form, then click **Next>**.



CREATE A ACCOUNT (CONT…)

The final step requires you to create a login name and an opportunity to input any special requests in the *Notes* field.

Once completed, click on the **Submit Request** button.

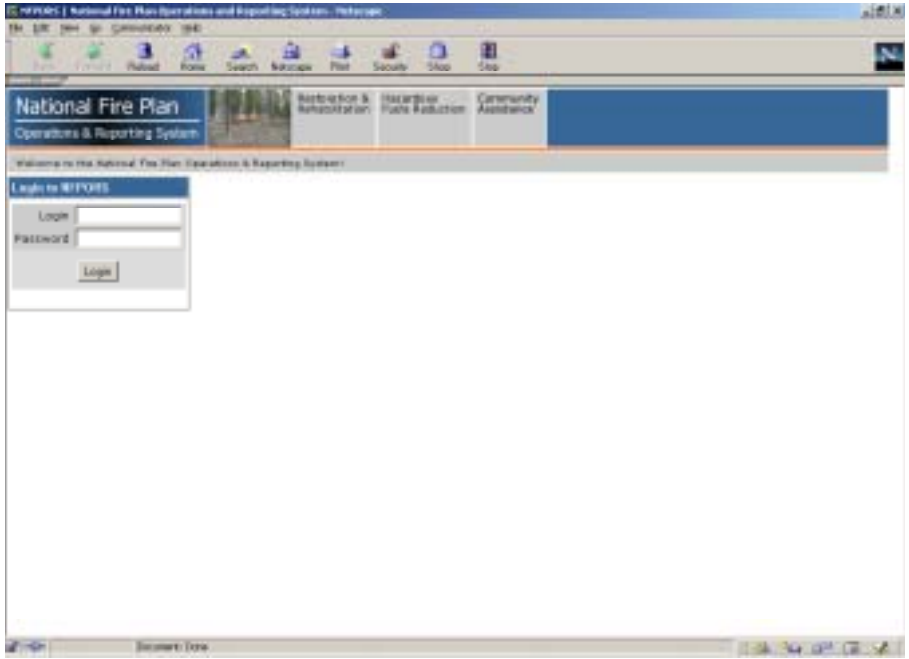


You will be contacted via e-mail once your account request has gone through the approval process.

LOGIN

The first step in using NFPORS is logging onto the system.

To login enter your Login Name and Password and click the ***Login*** button.



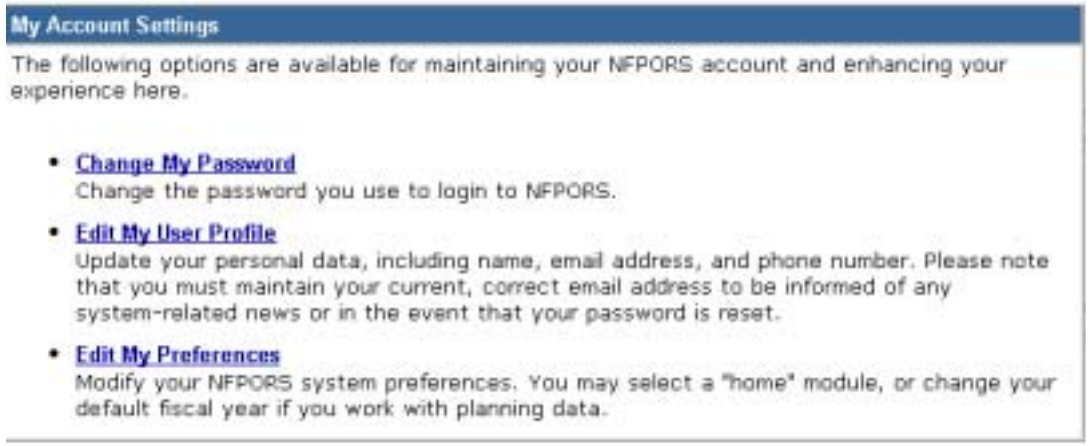
After you click login, the system will load the NFPORS Portal Page. To learn more see the **Portal Page** section of this document.

NOTES:

CHANGING YOUR PASSWORD

After logging into NFPORS, you may change your password. To change your password, click on the Account Mgmt link on the upper right hand side of the NFPORS portal page.

The My Account Settings feature will appear. Click on Change My Password.

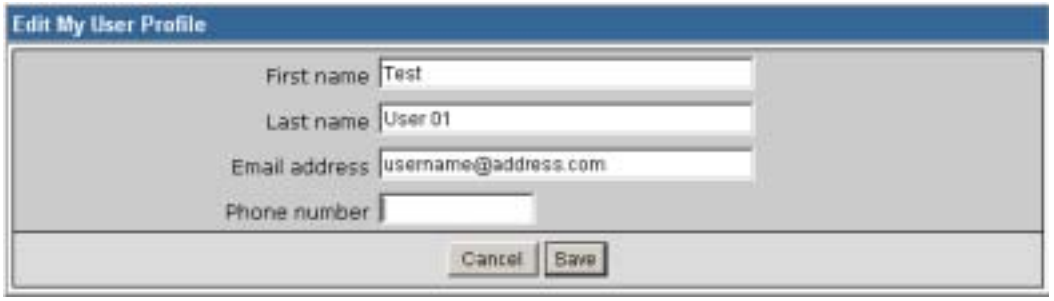


Enter the requested information and click Save. Your password will now be changed.

EDITING YOUR USER PROFILE

Once you have clicked on the Account Mgmt link, you can modify your profile by clicking on the Edit My User Profile link.

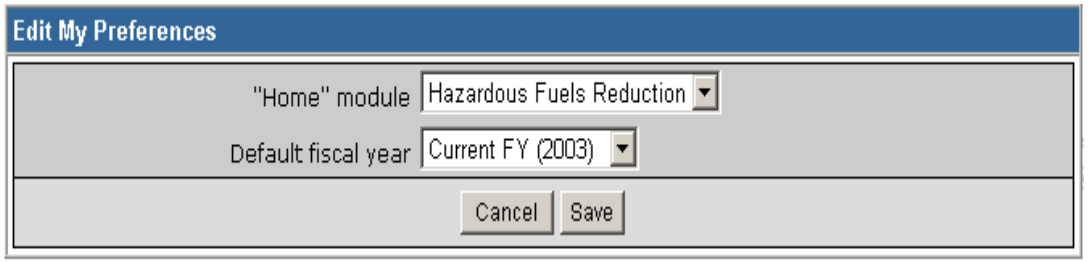
Edit the information you wish to change and click **Save**.



EDITING YOUR PREFERENCES

You can also modify your preferences by clicking on the Edit My Preferences link, after you have already clicked on the Account Mgmt link.

Here, you can select your default "Home" module and your default fiscal year. Edit the information you wish to change and click **Save**.

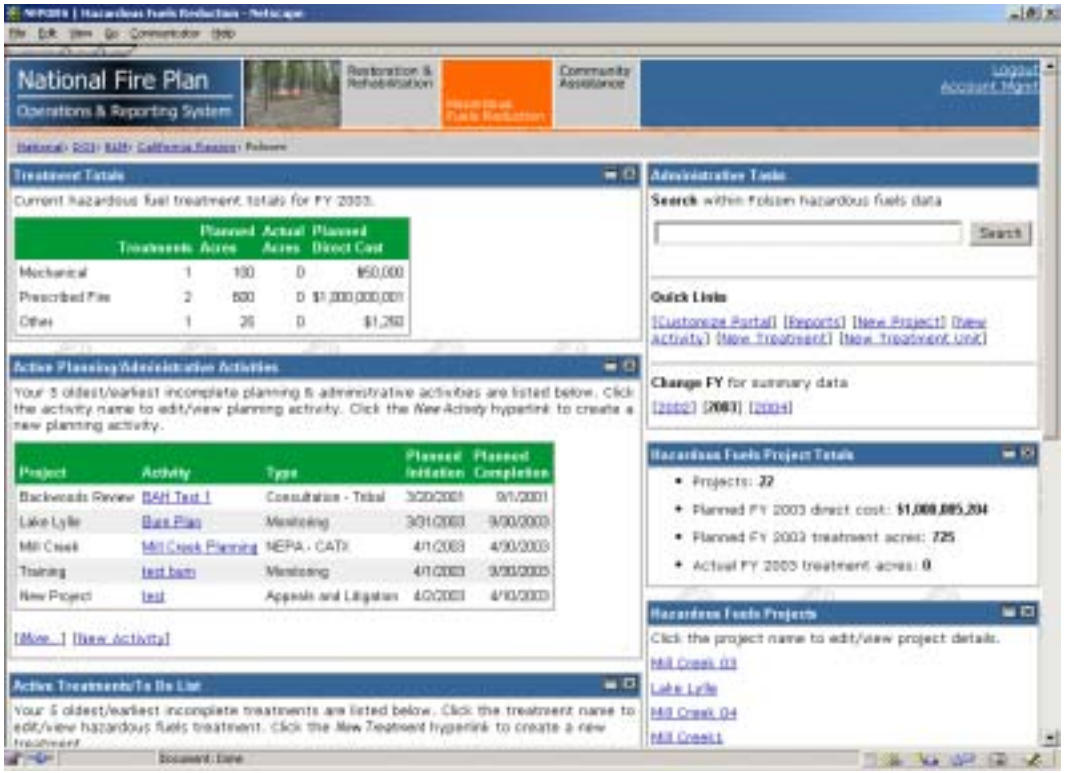


PORTAL PAGE

The portal page serves as the main gateway for accessing all of NFPORS' functionality.

From the portal page you may click a link to:

- Á Create new projects
- Á Add planning tasks
- Á Add hazardous fuels treatments
- Á Establish Treatment Units for your hazardous fuels projects
- Á View accomplishments for your unit



The navigation bar at the top of the screen provides access to the other NFPORS modules (Restoration & Rehabilitation and Community Assistance) as well as displays the organizational hierarchy. The portal will display information for your unit only. For example, a BLM user from the Folsom unit will only see data pertaining to his or her forest. Likewise a BIA user from the Red Lake Agency will only see data for his or her unit.

You may return to the Portal at any time by clicking on your unit's name in the organizational hierarchy.

The following section contains detailed information about the contents of the Portal page.

NOTES:

MORE ABOUT THE PORTAL PAGE – PORTLETS

The Portal Page consists of a series of subject-area focused rectangles called **Portlets**. The NFPORS hazardous fuels module has seven portlets:

1. **Treatment Totals** – lists total accomplishments by treatment type (i.e., mechanical, prescribed fire, and other).

	Treatments	Planned Acres	Actual Acres	Planned Direct Cost
Mechanical	1	100	0	$800.00
Prescribed Fire	1	300	350	$30,000.00
Other	0	0	0	$0.00

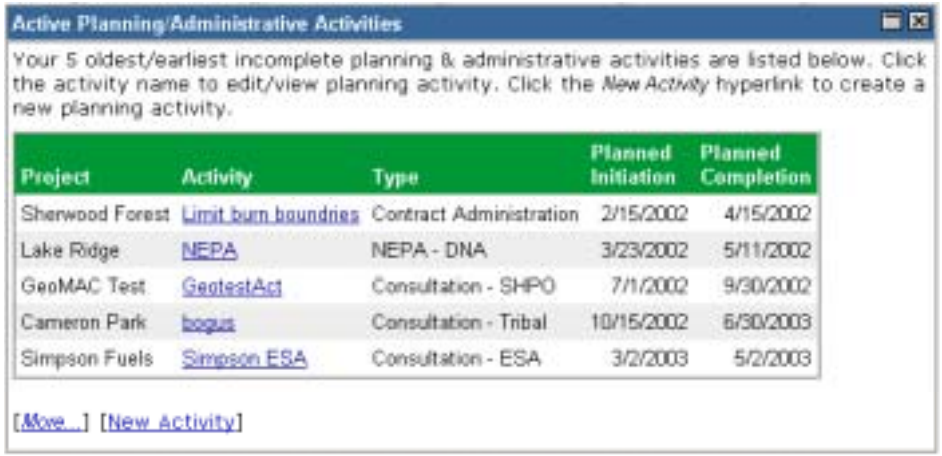
2. **Administrative Tasks** – provides a search engine and has links to all major areas of NFPORS functionality (i.e. create new project, new treatment, reports, etc.).

3. **Active Planning/Administrative Tasks** – lists a subset of your active planning/administrative tasks (i.e. NEPA) for your organizational unit.

   To see all of your active tasks click the *More* link.

   To edit a task click on the task name.

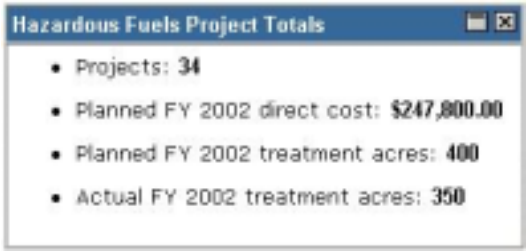
   Click the New Activity link to enter a new planning/administrative task.



Project	Activity	Type	Planned Initiation	Planned Completion
Sherwood Forest	Limit burn boundries	Contract Administration	2/15/2002	4/15/2002
Lake Ridge	NEPA	NEPA - DNA	3/23/2002	5/11/2002
GeoMAC Test	GeotestAct	Consultation - SHPO	7/1/2002	9/30/2002
Cameron Park	bogus	Consultation - Tribal	10/15/2002	6/30/2003
Simpson Fuels	Simpson ESA	Consultation - ESA	3/2/2003	5/2/2003

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT…)

4. **Hazardous Fuels Project Totals** – lists total accomplishments for your hazardous fuels projects.



5. **Hazardous Fuels Projects** – list a subset of your unit's hazardous fuels projects in alphabetical order. To access information about a specific project, click on the project name.

   Click the *More* link to see all your active projects.

   To edit an existing project click on the project name.

   Click the New Project link to create a new project.

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT…)

6. **Active Treatments/To Do List** – contains hazardous fuels treatments that have been planned but not completed for your unit. To access a specific treatment, click on the treatment name.

   Click the *More* link to see all your active treatments.

   To edit an existing treatment, click on the treatment name. *See the Editing An Existing Hazardous Fuels Treatment section of the User Manual.*

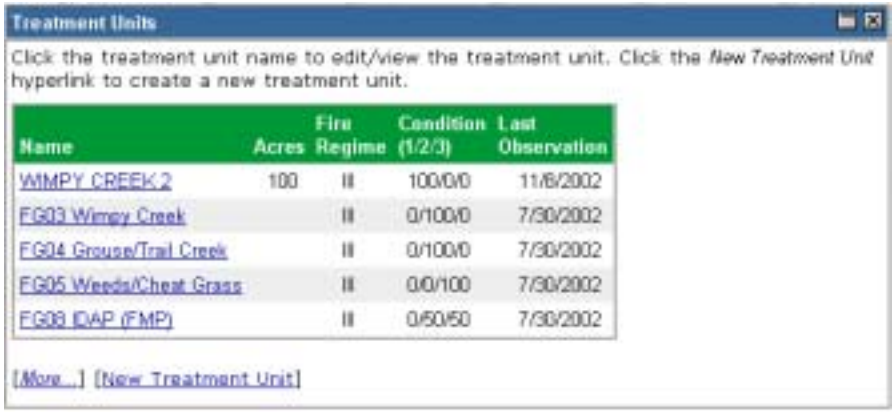
   Click the New Treatment link to enter a new treatment. *See the Entering A Hazardous Fuels Treatment section of the User Manual.*

Project	Activity	Type	Planned Initiation	Planned Completion
Backwoods Review	BAH Test 1	Consultation - Tribal	3/20/2001	9/1/2001
Rust savannah	project #1	Mitigation Plan	3/1/2003	3/31/2003
Lake Lylle	Burn Plan	Monitoring	3/31/2003	9/30/2003
Mill Creek	Mill Creek Planning	NEPA - CATX	4/1/2003	4/30/2003
Training	test burn	Monitoring	4/1/2003	9/30/2003

7. **Treatment Units** – lists treatment units (land parcels) where your organization is conducting work for hazardous fuels reduction.

   Click the *More* link to see all your unit's treatment units. To edit an existing treatment, click on the treatment unit name.

   Click the New Treatment Unit link to enter a new treatment unit.

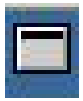


Name	Acres	Fire Regime	Condition (1/2/3)	Last Observation
WIMPY CREEK 2	100	II	100/0/0	11/6/2002
FG03 Wimpy Creek		II	0/100/0	7/30/2002
FG04 Grouse/Trail Creek		II	0/100/0	7/30/2002
FG05 Weeds/Cheat Grass		II	0/0/100	7/30/2002
FG08 IDAP (FMP)		II	0/50/50	7/30/2002

CUSTOMIZING THE PORTAL PAGE

You can customize the NFPORS Portal page to show you only the information you are interested in. This customization can be accomplished in a number of different ways. You may:

1. Minimize portlets



To minimize a portlet you may click on the minimize icon located in the upper right hand corner of the portlet.

2. Delete portlets

To remove a portlet from the portal view, click the on the delete icon located in the upper right hand corner of the portlet.

To learn about restoring the original settings of the portal see the **Reset the portal to the standard display** section in the following pages.

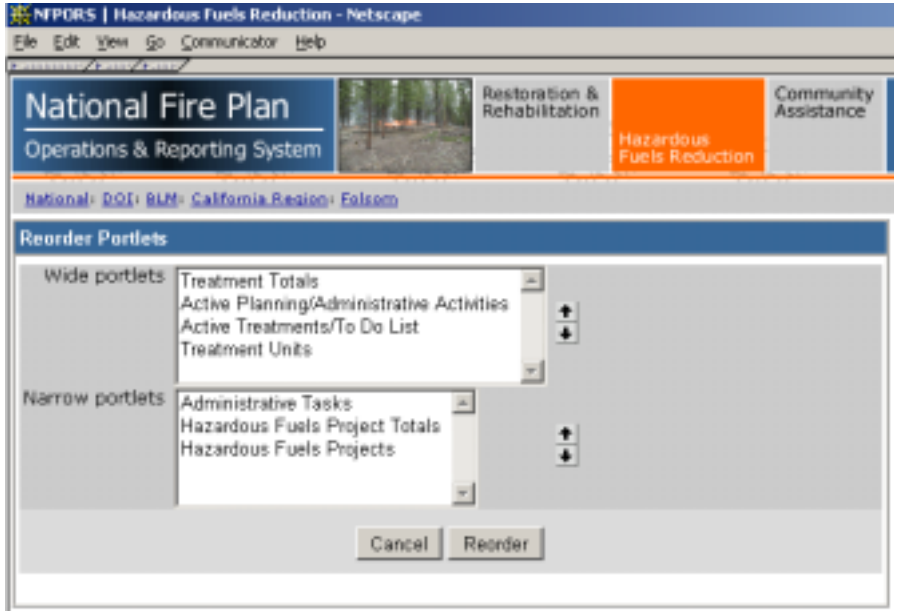
NOTES:

CUSTOMIZING THE PORTAL PAGE (CONT…)

3. Reorder portlets

NFPORS allows you to customize the display order of portlets on the Portal page. For example, you could choose to have your active projects listed at the top of the page. To reorder portlets, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the Reorder portlets link.



- Select the order in which you wish to display the portlets by clicking the up and down arrows. To save your changes, click the **Reorder** button. To cancel your changes, click the **Cancel** button.

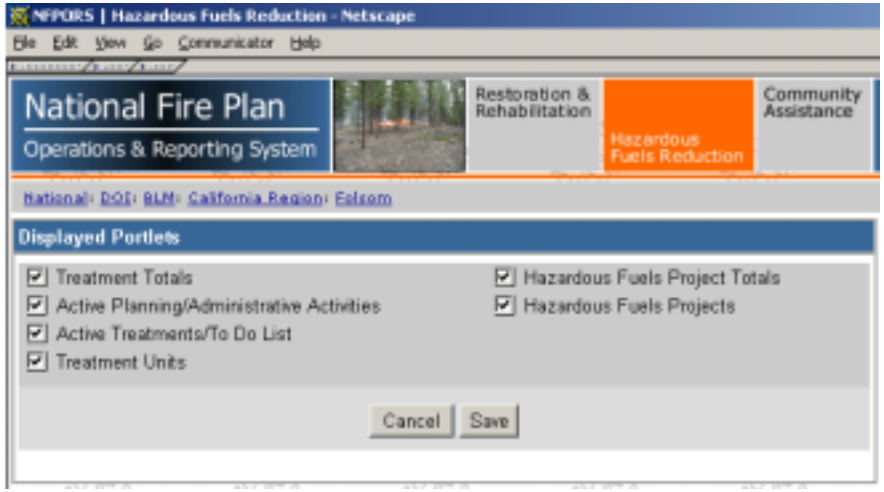
CUSTOMIZING THE PORTAL PAGE (CONT…)

4. Choose which portlets to display

NFPORS allows you to choose which portlets you wish to display on the Portal page. To select which portlets you wish to view, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the Select displayed portlets link.

- The Select Portlets screen will load. Choose which portlets you wish to display by clicking on the check boxes to the left of the portlet name and clicking the **Save** button. Click **Cancel** to cancel your changes.



CUSTOMIZING THE PORTAL PAGE (CONT…)

5. Reset the Portal to the standard display

It's easy to reset the Portal page to its original settings. Simply click on the Customize Portal link in the **Administrative Tasks** portlet.

- The Customize Portal screen will be displayed. Next, click on the Reset link.

- The system will take you back to the main Portal screen and the original portal settings will be displayed. The Portal is now reset to its original look and feel.

NOTES:

CREATE A NEW PROJECT

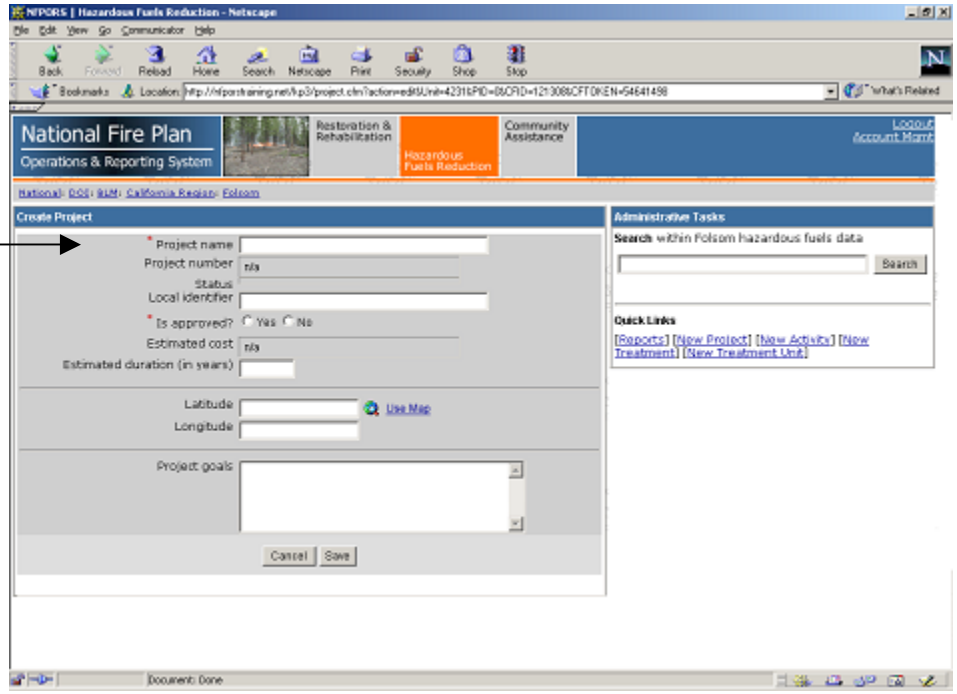
The first step in inputting hazardous fuels information into NFPORS is to create a project. A project serves as the umbrella under which you will input planning tasks and treatments for your unit.

You as a user can decide the number of planning tasks and treatments that you wish to associate with your project. Some may choose to have only one treatment per project, while others may decide to incorporate a number of planning tasks and treatments for a project. The choice is yours.

1. To create a new project click on the New Project link on the portal page. This link may be found in either the **Administrative Tasks** portlet or the **Hazardous Fuels Projects** portlet.

2. The screen pictured to the right will be displayed (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.)

3. Enter a name for the project, indicate whether or not the project has been approved, and enter the estimated duration of the project (in years)…continued *on the next page.*

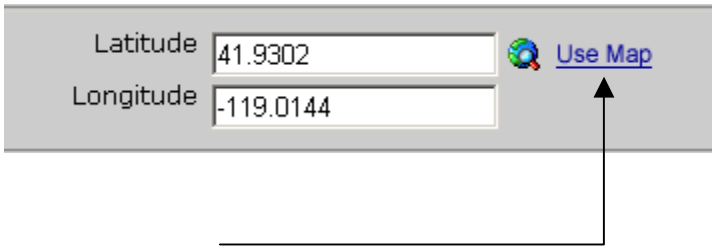


NOTES:

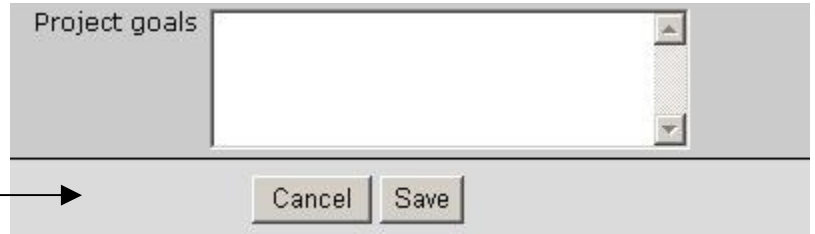
CREATE A NEW PROJECT (CONT.)

4. Each project's location is identified by latitude and longitude. To assist you in identifying this information, NFPORS has been integrated with the GeoMAC geographical information system (GIS). By pointing and clicking on maps in GeoMAC you can identify the location of your project and then send this information back to NFPORS.

   To identify your project's latitude and longitude you may either enter it directly into the fields (latitude and longitude information is collected in GRS 80, geographic coordinated in deci-degrees in the NAD 83 horizontal datum) *or* click on the Use Map link.
   To learn more about using GeoMAC, please see the **Using GeoMAC** section of the User Manual.



5. After you have identified the project location, enter a description of the project goals, then click the **Save** button. You have now created a new project in NFPORS!



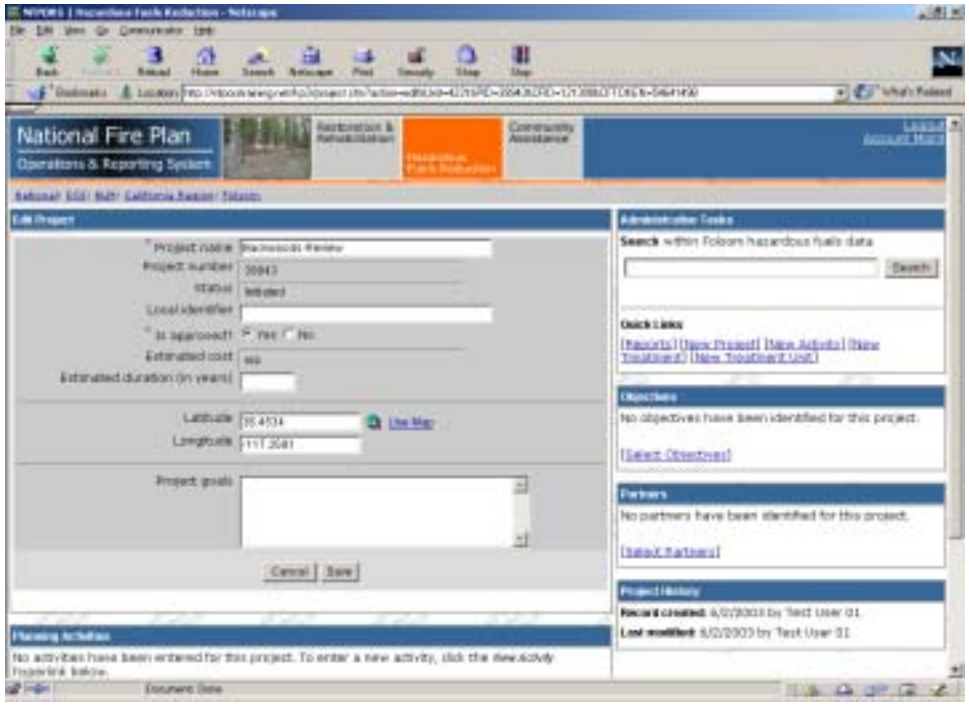
NOTES:

EDITING EXISTING PROJECTS

To edit existing project information in NFPORS, find the project's name in the **Hazardous Fuels Projects** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item **#5**.)

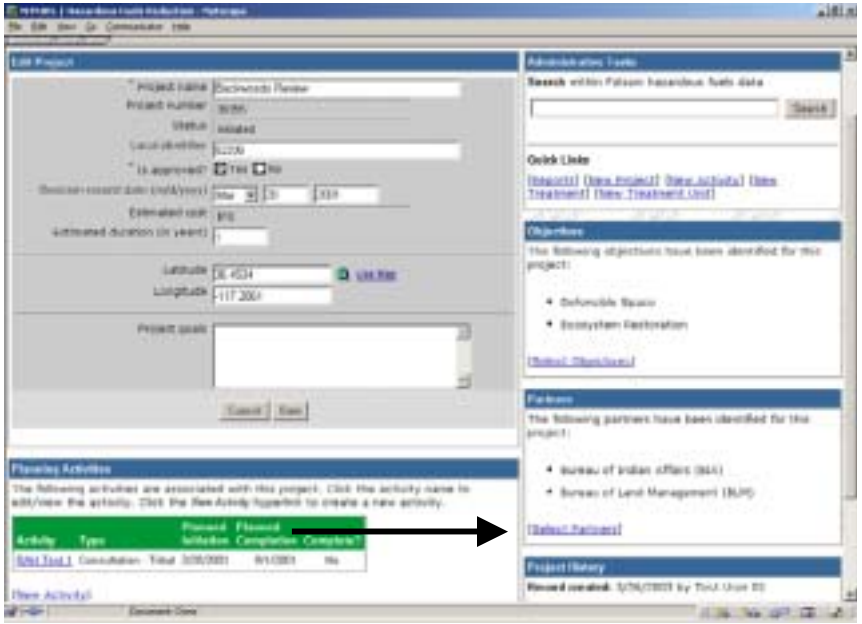
Once you have found the desired project click on the project name link. If your project is not listed in the portlet click the *More…* link to view all active projects.

This will bring you to the Edit Project screen. Edit the project information as needed then, click the **Save** button. To cancel changes, click the **Cancel** button.



PROJECT PARTNERS

NFPORS asks you to identify any project partners that assisted in your hazardous fuels project. When you are viewing the details of an existing project (or have just created a new project), along the right side of the screen you will see the **Project Partners** portlet.

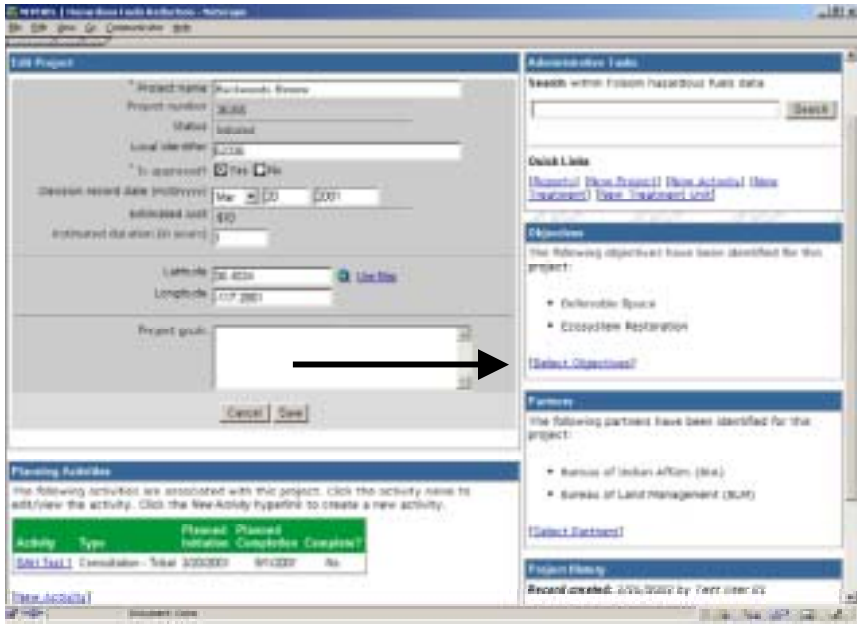


- Click the Select Partners link to identify a project partner.

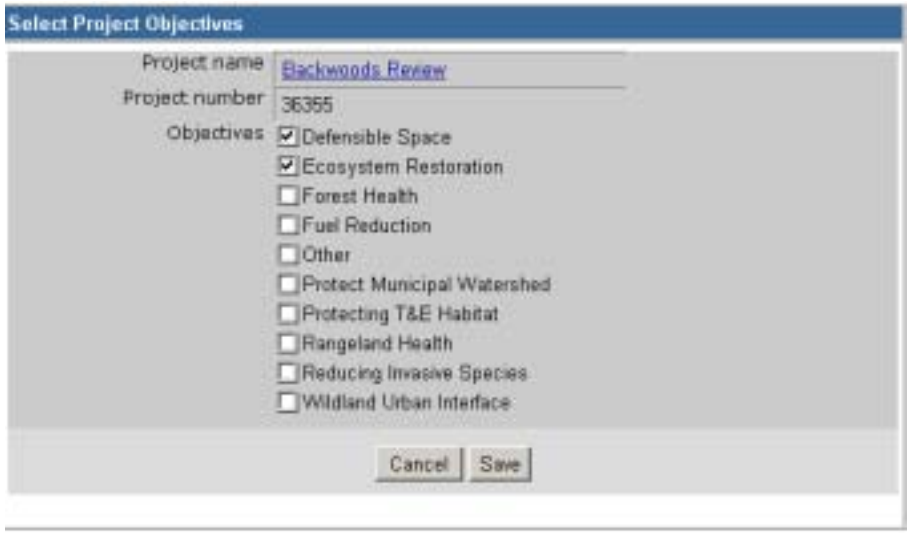
- Check the box next to the name(s) of the Project Partner(s) you wish to identify. Click the **Save** button to save your changes, or click the **Cancel** button to cancel your selections.

PROJECT OBJECTIVES

NFPORS asks you to identify the objectives you seek to attain by conducting your hazardous fuels project. When you are viewing the details of an existing project (or have just created a new project), along the right side of the screen you will see the **Project Objectives** portlet.



- Click on the Select Objectives link to select objectives for your project.



- Check the box next to the objective(s) you wish to identify. Click the **Save** button to save your selections, or click the **Cancel** button to cancel your selections.

ENTER PLANNING/ADMINISTRATIVE TASKS

Once you have created a project in NFPORS, you will need to describe the work you are conducting for the task. Work is broken down into two main categories: planning/administrative tasks and hazardous fuels treatment. First, you will be asked to describe the planning/administrative tasks (i.e., NEPA activities) you will conduct for the project. Second, you will asked to input information about hazardous fuels treatments (e.g., prescribed fire, chemical treatments, etc.) which will be implemented. To set up a hazardous fuels treatment, you will be asked to select the treatment unit. If you do not see the desired treatment unit listed, you will need to add a new treatment unit. *Entering treatments is described in the **Enter Hazardous FuelsTreatments** section of this manual. Adding a new treatment unit is described in the **Treatment Units** section of this manual.*

1. To enter a new planning or administrative task, click the New Activity link. This link may be found in either the **Administrative Tasks** portlet, or **Active Planning/Administrative** portlet.

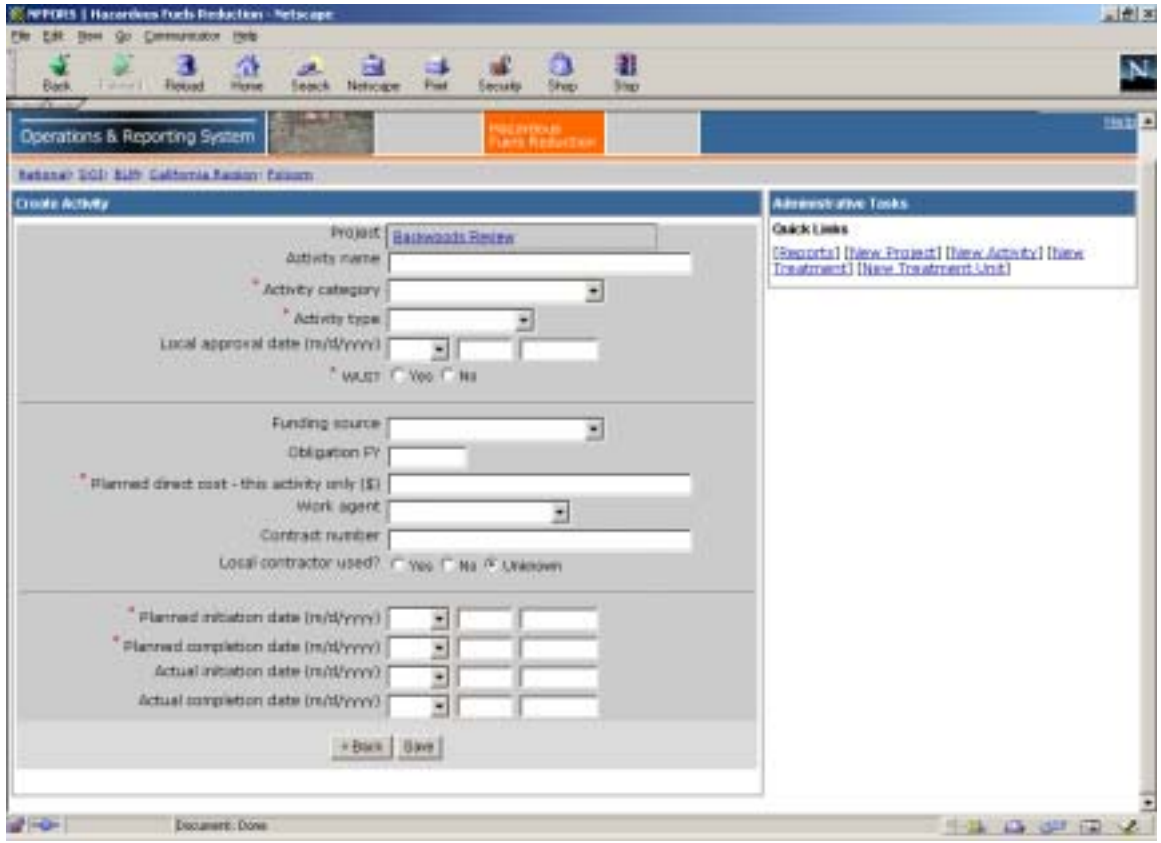
2. Select the project name for the task (i.e. select the project for which you are conducting NEPA).

3. Click the **Next** button to continue to the next step in entering a planning/administrative task…*continued on the following page.*

NOTES:

ENTER A PLANNING/ADMINISTRATIVE TASK (CONT…)

4. On the **Create Activity** screen, complete the fields shown to continue creating a new planning task. (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.) Please note, if you enter a Work Agent other than a Coop Agreement, Grantee, Permitee, Service Contract, or Timber Sale Purchaser, NFPORS will not accept the Contract Number and Local Contractor Indicator.



5. After you have finished entering data into the fields on the screen, then click the **Save** button. You have now created a new planning/administrative task for your project.

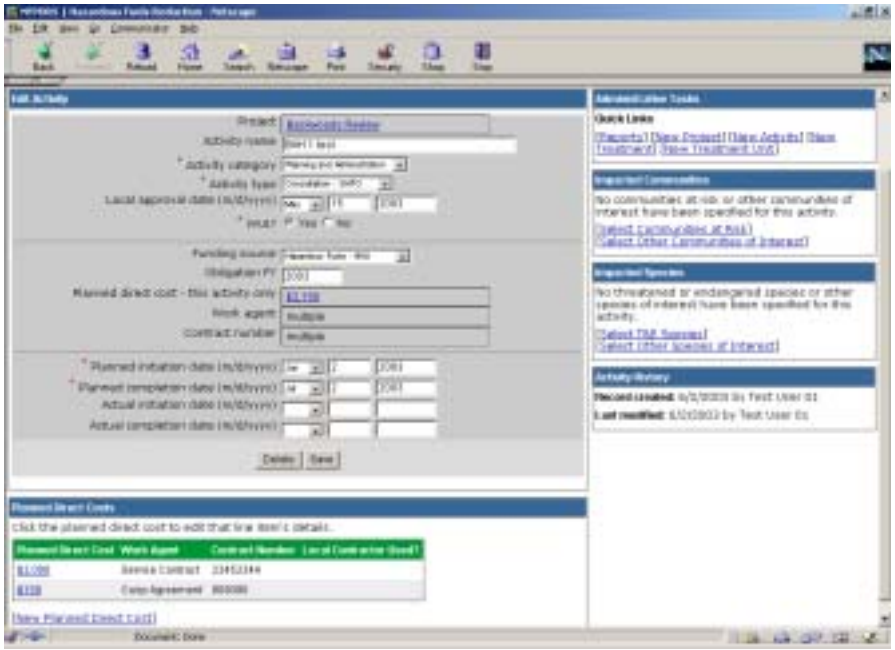
To enter another planning/ administrative task click the New Activity link in the **Administrative Tasks** portlet and repeat steps 2-5.

If you wish to cancel creation of the new task, or if you want to assign the task to a different project, click the **<Back** button.

EDITING AN EXISTING PLANNING/ADMINISTRATIVE TASK

To edit an existing planning/administrative task in NFPORS, find the task's name in the **Active Planning/Administrative Activities** portlet on the **Portal** screen. (To learn more about this portlet see the **More About the Portal Page** section item **#3**.)

- Once you have found the desired task click on the name of the task (in the "Activity" column).



- Make the desired changes to the task record on the **Edit Activity** screen and click the **Save** button. To delete the task record, click the **Delete** button. A warning will then pop up asking you to confirm the deletion.

ENTER A HAZARDOUS FUELS TREATMENT

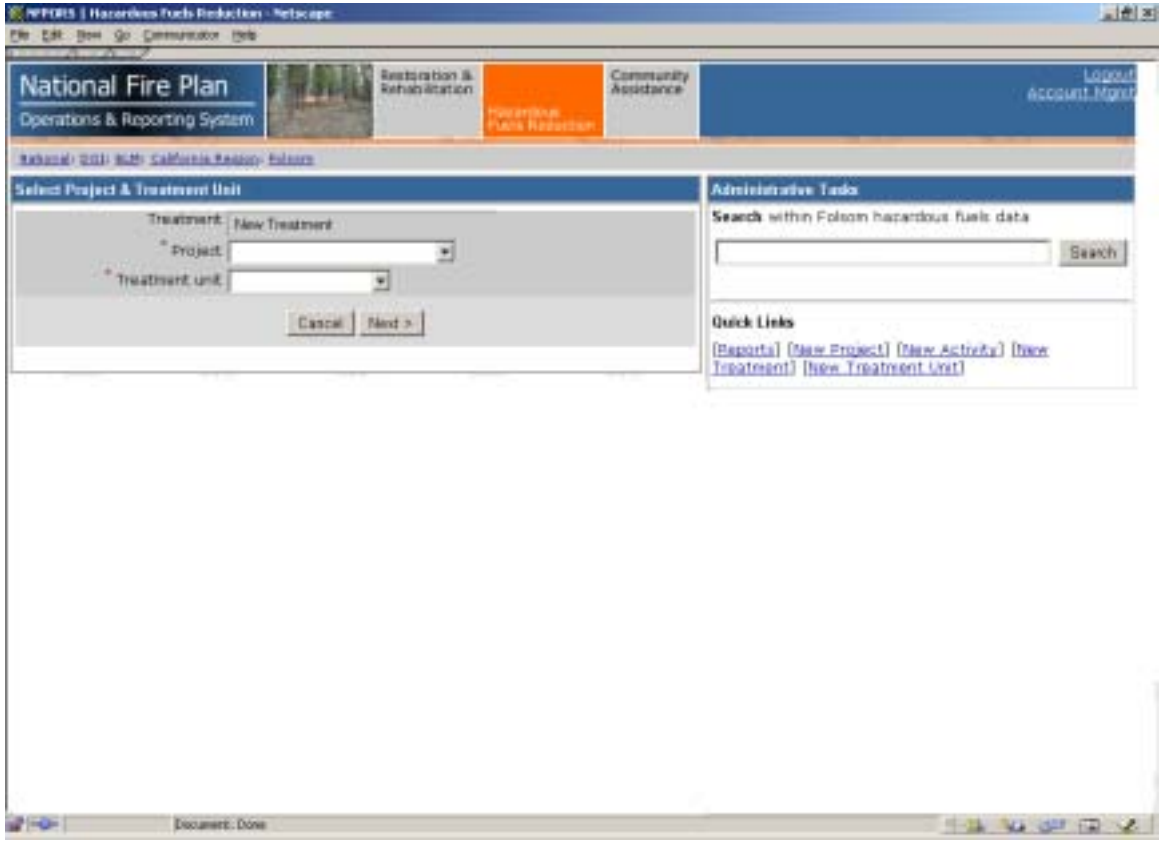
After inputting planning/administrative tasks, NFPORS will ask you to describe the hazardous fuels treatments implemented for your project. To input data about treatments conducted for your hazardous fuels project (e.g. fire, mechanical, or other treatments) click on the New Treatment link in the **Administrative Tasks** portlet. If you are in the main **NFPORS Portal Page** you may also find the New Treatment link in the **Active Treatments/To Do List** portlet.

1. To enter a new treatment, select the treatment's project name.

2. Next select the treatment unit (i.e. land parcel) where the treatment will occur from the drop down list.

   If you do not see the desired treatment unit on the list you will need to ***Add a New Treatment Unit***. To learn how to do this, please see the **Treatment Unit** section of this manual.

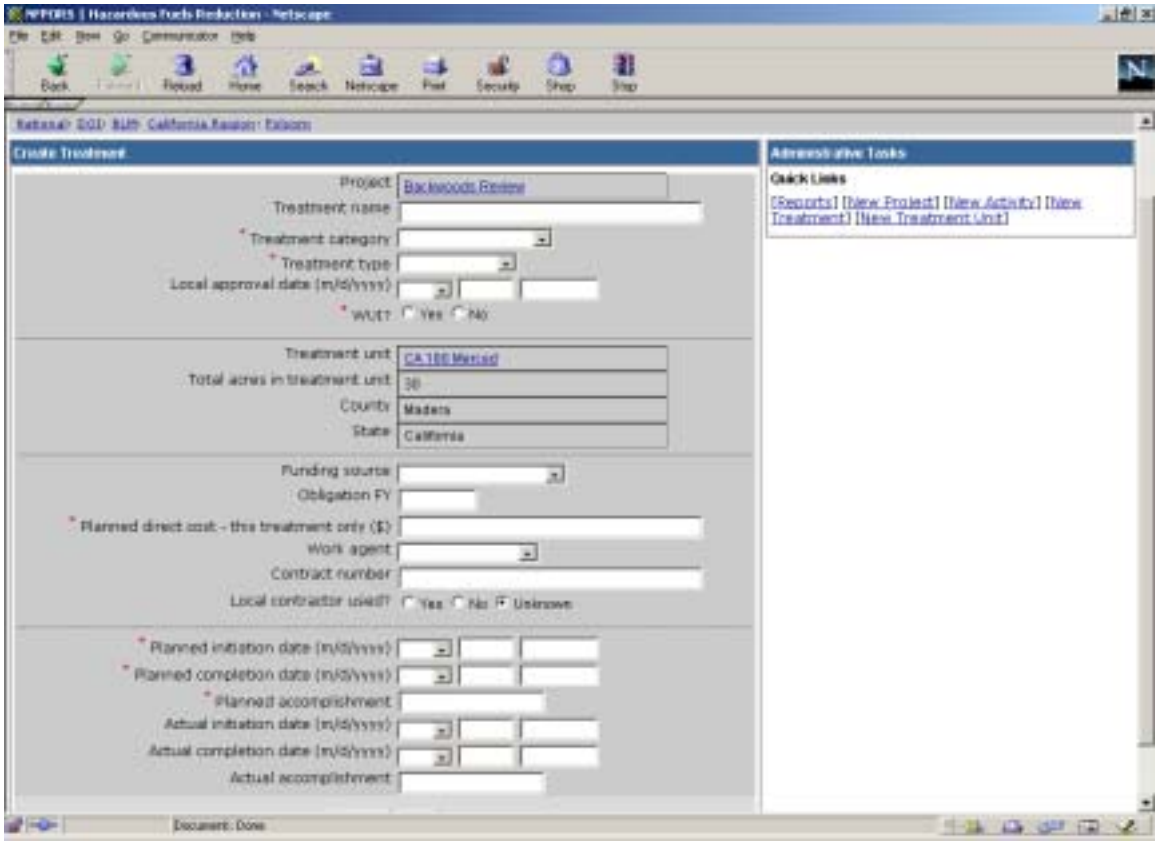
3. Click the **Next** button to continue, or click the
   Cancel button to cancel creation of a new treatment.
   Continued on the next page….



NOTES:

ENTER A HAZARDOUS FUELS TREATMENT (CONT…)

4. To continue entering a new treatment, complete the fields listed to the right. (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.). Please note, if you enter a Work Agent other than a Coop Agreement, Grantee, Permitee, Service Contract, or Timber Sale Purchaser, NFPORS will not accept the Contract Number and Local Contractor Indicator.



5. Indicate the planned direct cost, provide contract information, and describe planned and actual work dates as well as planned and actual accomplishments (acres).

6. After you have finished entering data into the fields on the screen, click the **Save** button. You have now entered a treatment for your project. To enter another treatment click the New Treatment link in the **Administrative Tasks** portlet.

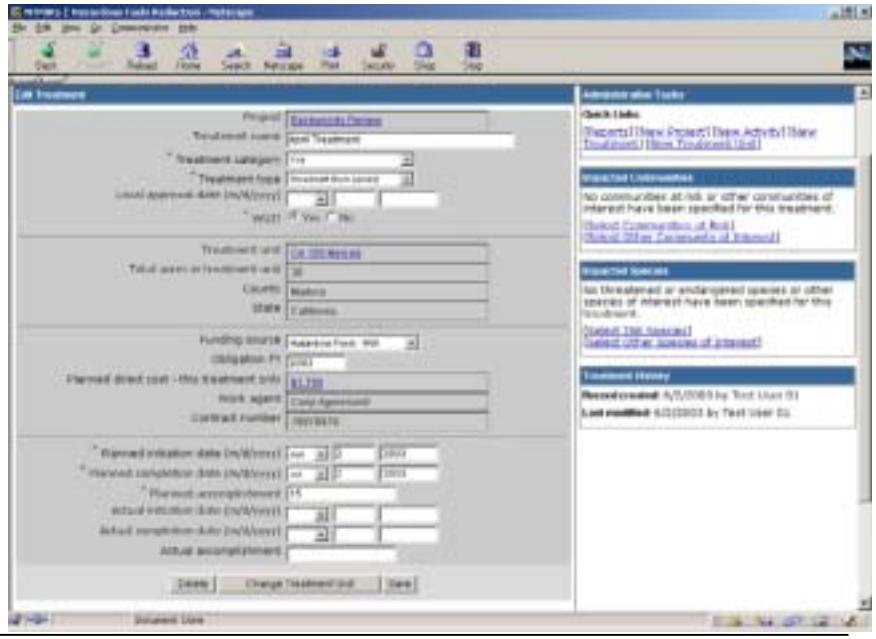
To enter another new treatment click the New Treatment link in the **Administrative Tasks** portlet and repeat steps 2-6.

If you wish to cancel creation of the new treatment, or if you want to assign the treatment to a different project, click the **<Back** button.

EDITING AN EXISTING HAZARDOUS FUELS TREATMENT

To edit an existing treatment in NFPORS, find the treatment's name in the **Active Treatments/To do List** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item **#6**.)

- Once you have found the desired treatment click on the name of the treatment.

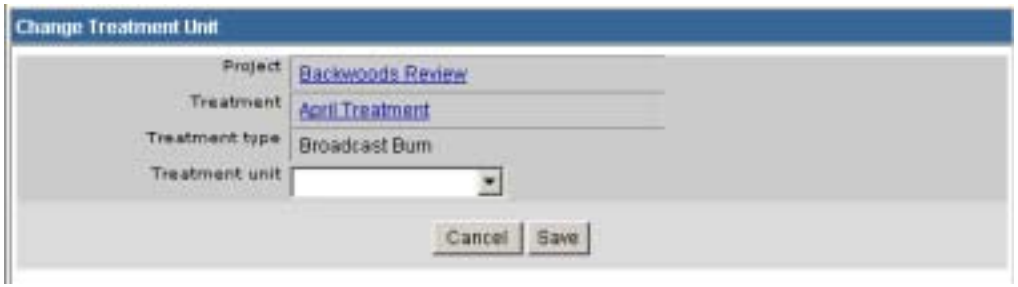


- Make the desired changes to the treatment record and click the **Save** button. To delete the treatment, click the **Delete** button.

EDITING AN EXISTING HAZARDOUS FUELS TREATMENT (CONT…)

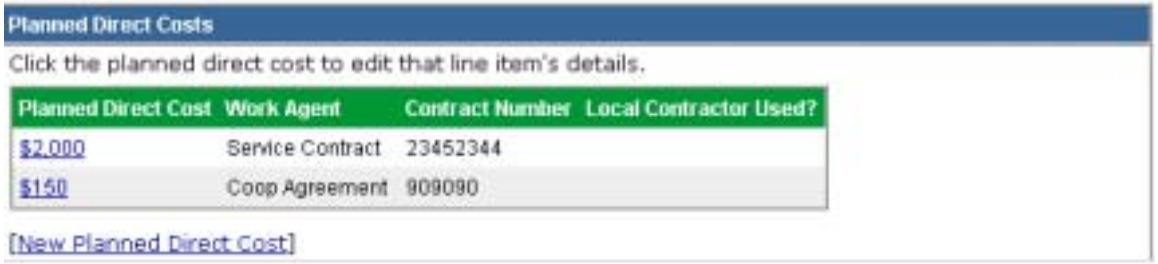
- Clicking on the **Change Treatment Unit** button on the **Edit Treatment** screen will take you to the Change Treatment Unit screen. You may select a new treatment unit for this treatment by choosing from the drop down list.

- Once you have made your selection, click on **Save** for the change to be implemented.

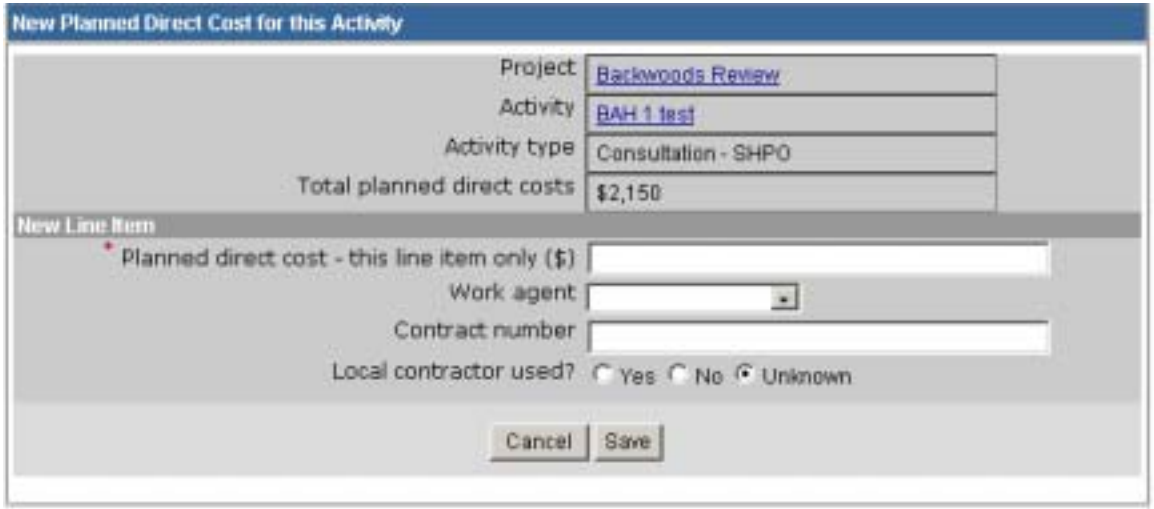


PLANNED DIRECT COSTS

Planned direct costs for both activities and treatments may have multiple work agents. Once you have established an activity or treatment, you may capture planned direct costs associated with each of the work agents. To do so, click on the New Planned Direct Cost link.

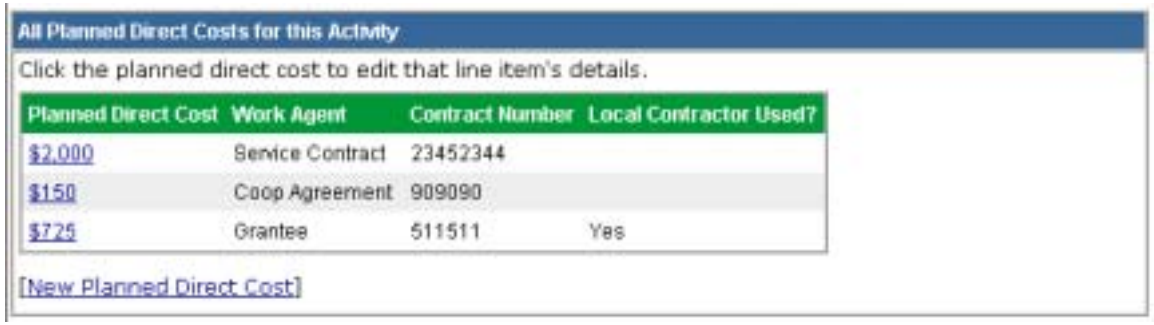


If this is a planned direct cost for an activity, the **New Planned Direct Cost for this Activity** screen will appear. If this is a planned direct cost for a treatment, the **New Planned Direct Cost for this Treatment** screen will appear. Enter the information requested and click **Save**.

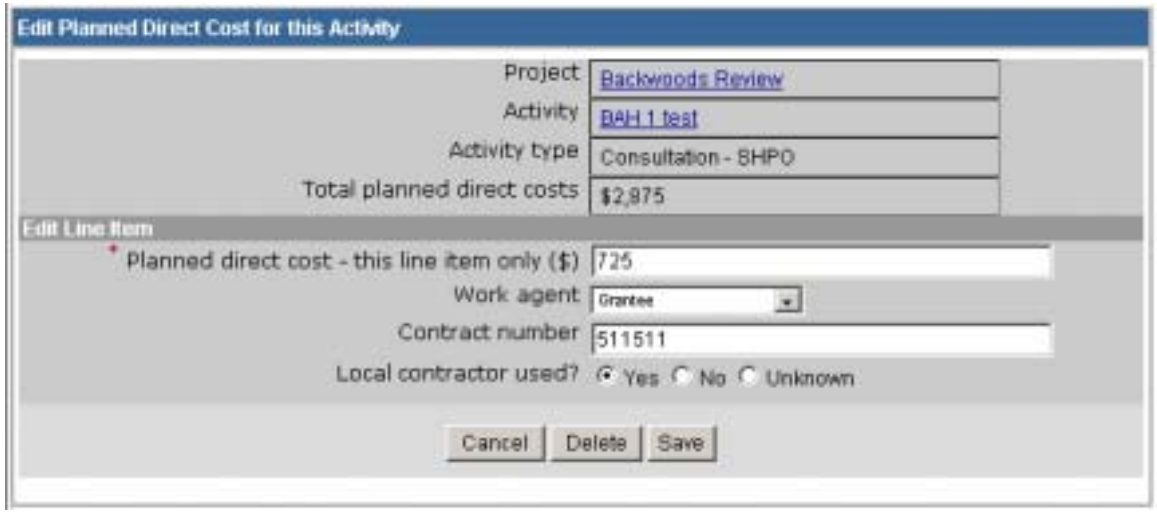


EDITING PLANNED DIRECT COSTS

To edit a Planned Direct Cost, from the **All Planned Direct Costs for this Activity** screen, click on the Planned Direct Cost that you wish to edit.



If this is a planned direct cost for an activity, the **Edit Planned Direct Cost for this Activity** screen will appear. If this is a planned direct cost for a treatment, the **Edit Planned Direct Cost for this Treatment** screen will appear. Make the desired edits and click **Save**.



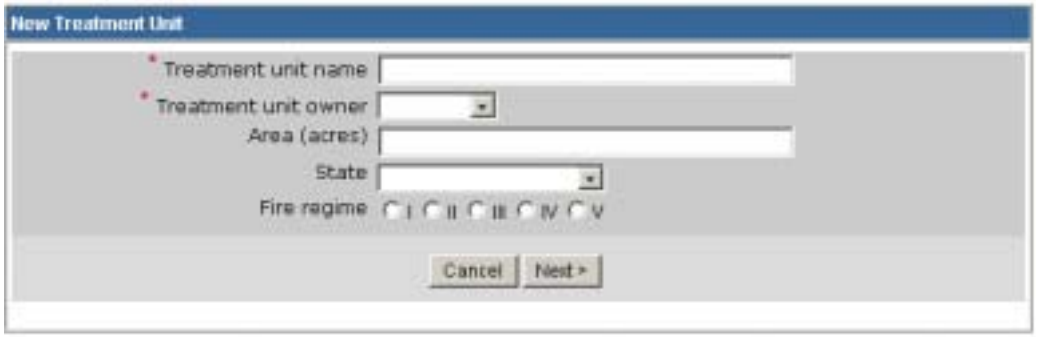
If you wish to delete a Planned Direct Cost, click the **Delete** button.

TREATMENT UNITS

Treatment units are used to describe the land parcel where hazardous fuels treatments physically occur. For each treatment inputted into the NFPORS system, you will be asked to identify the treatment unit where the treatment occurred. It is important to note that a single treatment unit may be associated with multiple treatments (i.e. prescribed fire, mechanical, etc.). The treatment unit is used to track changes to the condition of the land over time. These changes can be tracked using the treatment unit observation feature that is described in greater detail on the following pages.

- To create a new treatment unit, click on the New Treatment Unit link in the **Administrative Tasks** portlet.

- The New Treatment Unit screen will load. Provide a name for the treatment unit, pick the treatment unit owner from the drop down list, identify the number of acres contained within it, pick a State, and identify the Fire Regime. To proceed click the **Next** button. To cancel creation of a new treatment unit, click **Cancel**.

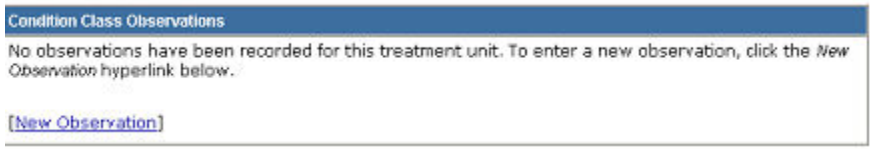


- Identify the latitude and longitude of the treatment unit. You may do this in two ways: 1) enter the latitude and longitude directly into the fields; or 2) use the Use Map link to identify the latitude and longitude via GIS maps. For more on using the Use Map link and GeoMAC, see the **Use Map and GeoMAC** section of the manual.

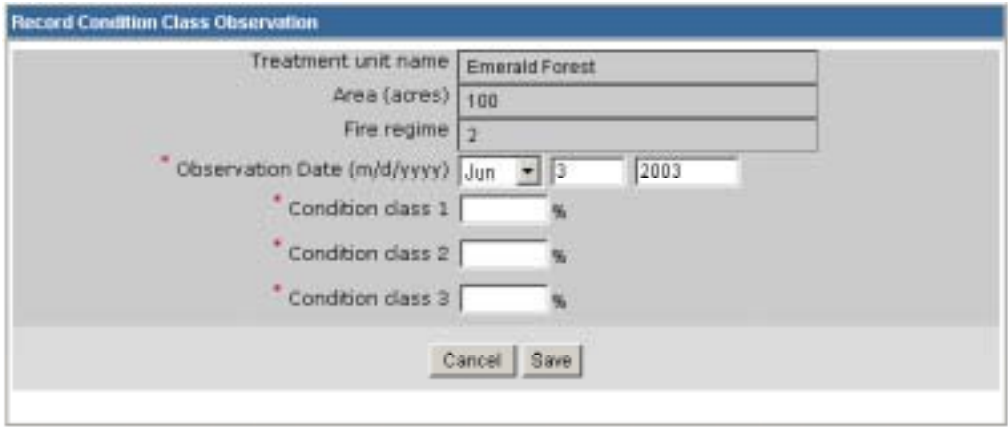
- Once you have identified the latitude and longitude of the treatment unit click the **Save** button to save it, or click the **<Back** button to cancel creation of a new treatment unit.

TREATMENT UNITS (CONT…)

- After saving the treatment unit, you need to input information about the condition class of the treatment unit.
- To input observation information, click on the New Observation link at the bottom of the Treatment Unit screen.



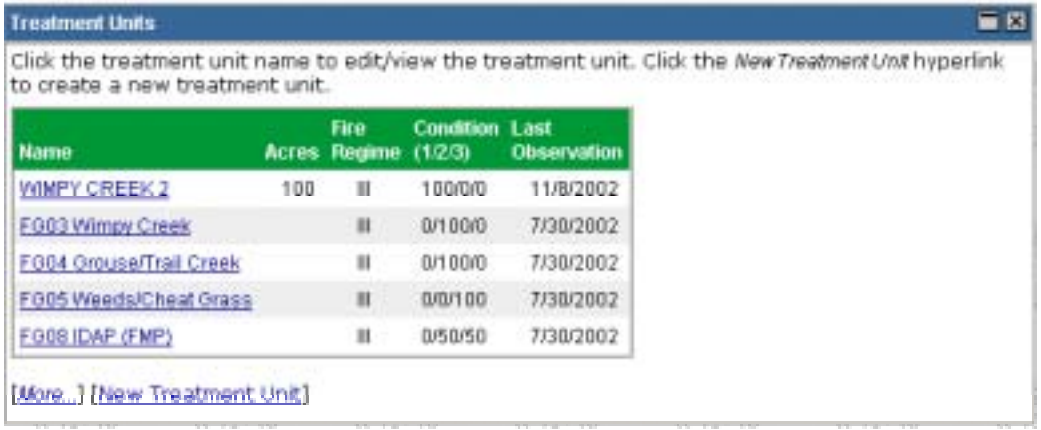
- NFPORS will then load the treatment unit observation screen. Input the percentage of the treatment unit acres by condition class (e.g., 25% Condition class 1; 25% Condition class 2; and 50% Condition class 3). Click the **SAVE** button to save your inputs. Click the **Cancel** button to cancel your inputs.



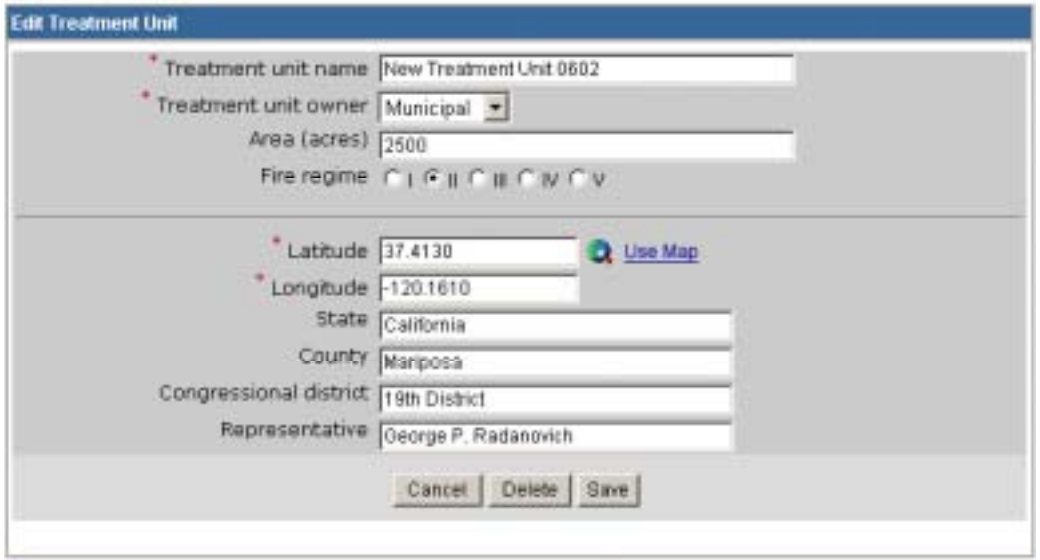
EDITING TREATMENT UNITS

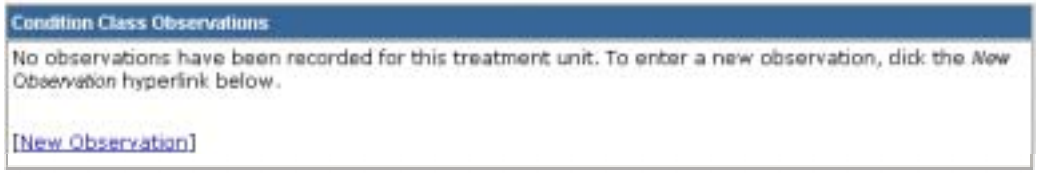
To edit an existing treatment unit in NFPORS, find the treatment unit's name in the **Treatment Unit** portlet on the **Portal Screen**.

- Once you have found the desired treatment unit, click on the name of the treatment unit.



- Make the desired changes to the treatment unit and click the **Save** button. To delete the treatment unit, click the **Delete** button.





USE MAP AND GEOMAC

NFPORS is integrated with the USGS GeoMAC system. GeoMAC is an Internet-based mapping tool designed for providing fire managers with online maps of current fire locations and perimeters for the contiguous 48 States. NFPORS leverages GeoMAC to allow users to identify project location and treatment units via the GeoMAC interface. Using GeoMAC will allow a user to simply click on a point on a map and all relevant location information will be transferred back to the NFPORS system about that location.

- When you click on the Use Map icon it will take you to the GeoMAC system.

- Using the GIS zoom in feature, zoom into the appropriate location on the map.

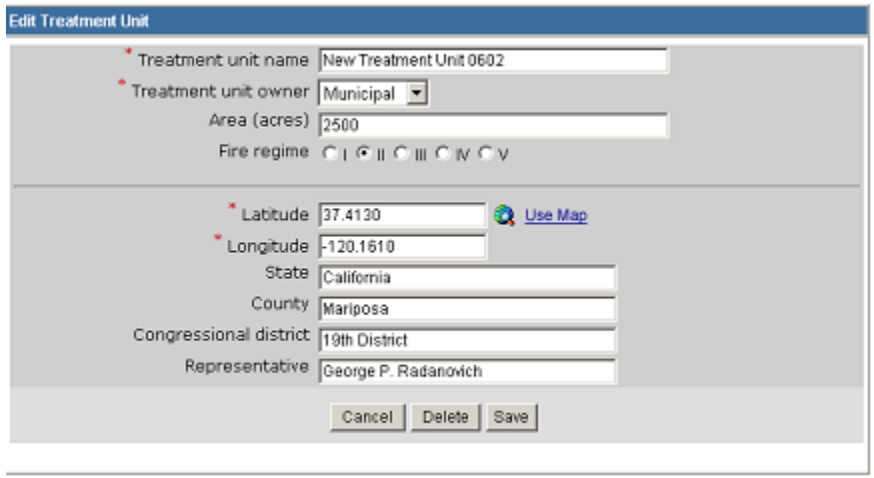
- When you have identified the exact location, click on the **Get Location** button in the bottom left hand corner of the screen. GeoMAC will provide the following instructions. Click **OK**.

USE MAP AND USING GEOMAC (CONT…)

- Next, click on the map to identify the location of your project or treatment unit. When you click the on the location GeoMAC will prompt you to confirm the location.

- Click the **OK** button to confirm the location and create a point on the map identifying the location. If you wish to cancel instead, click the **Cancel** button.

- After clicking GeoMAC will transfer the location information back to NFPORS.



IMPACTED SPECIES

After establishing administrative/planning tasks or treatments, you are asked to provide information about impacted species. Impacted species includes both Threatened & Endangered (T&E) Species and Species of Interest.

To input information about impacted species, go to the **Impacted Species** portlet.

Click on the Select T&E Species link to add a T&E specie, or click on the Select other Species of Interest link to add a specie of interest.

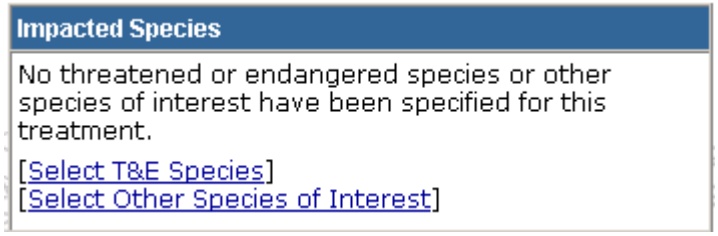
You may enter in an impacted specie of interest in two ways.

- If the specie has been previously entered, you may select it from the drop down menu.
- If you don't see the desired specie of interest in the drop down menu, you will need to input the new species common name and its genus and species by clicking on the Add other Species of Interest link.
- Once you have selected the specie of interest, or entered a new one, click the **Save** button. To cancel your entry, click the **Cancel** button.

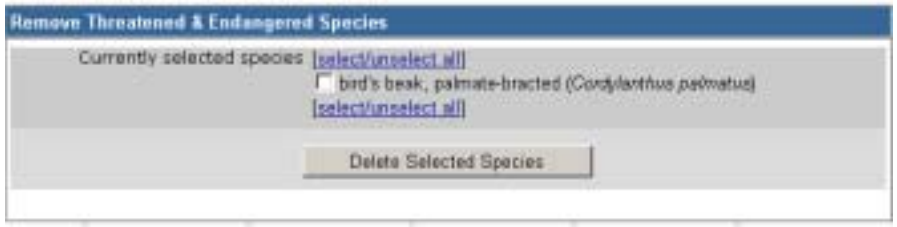
REMOVING A SPECIES FROM THE LIST

If there is a species on the either the threatened and endangered species list or species of interest list that no longer needs to be there, you can remove it from the **Impacted Species** portlet.

- Click on either the Select T&E Species link or the Select Other Species of Interest link that corresponds with the list the species you wish to remove is shown on.



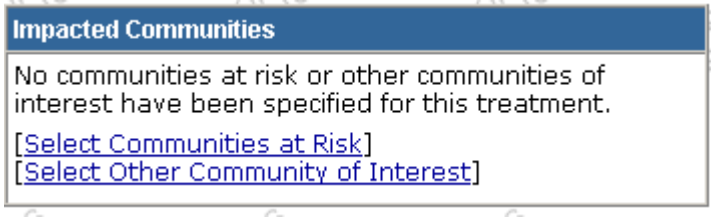
- Click the box next to the species that you wish to remove from the list. Then click on **Delete Selected Species**.



IMPACTED COMMUNITIES

NFPORS allows users to identify communities at risk and communities of interest that may be impacted by a planning/administrative task or treatment.

After establishing administrative/planning tasks or treatments go to the **Impacted Communities** portlet to select an impacted community. Click on the Select Communities at Risk link to add a community at risk, or click on the Select Other Community of Interest to add a community of interest.

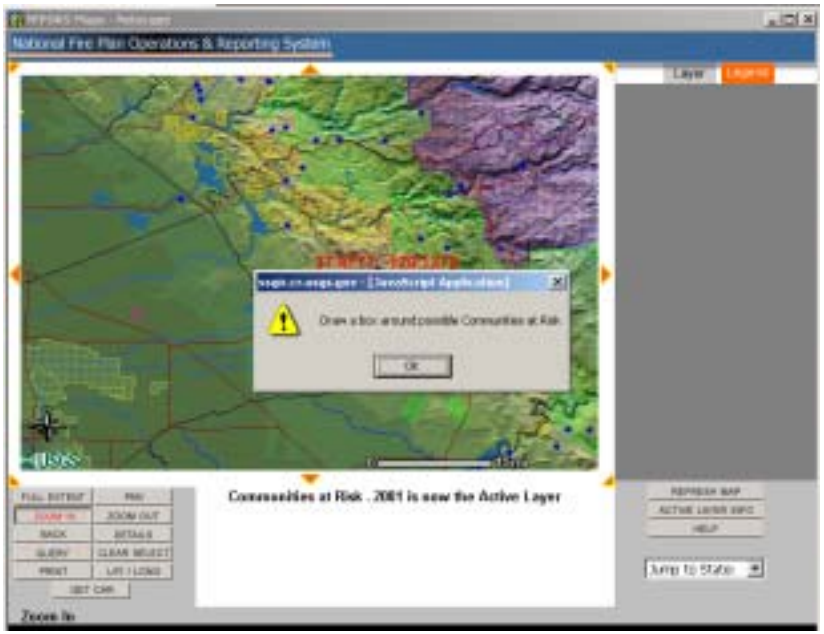


COMMUNITIES AT RISK

NFPORS leverages GeoMAC for identifying communities at risk (CAR). Using GeoMAC you will draw a rectangle around the project or treatment area. GeoMAC will then identify any communities at risk that fall within this area. Finally you will pick from this list the at risk community or communities that you wish to identify. The selected communities will then be transferred back to the NFPORS system.

- Click the **Select Communities >** button to go to GeoMAC to pick the CAR. If you wish to cancel, click the **Cancel** button.

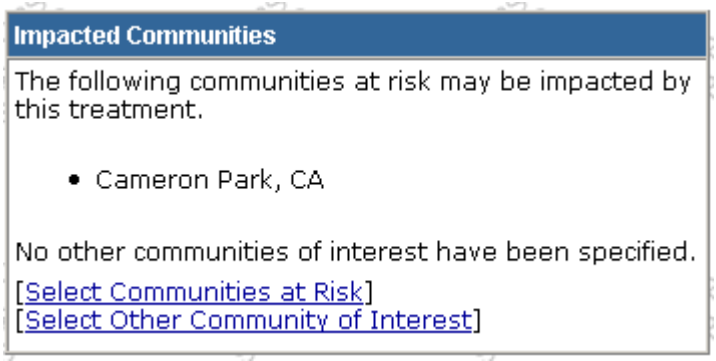
- Once GeoMAC has loaded click on the **Get CAR** button in the bottom left hand corner of the screen, click the **OK** button to continue.



- Next, using the mouse, draw a rectangle around the point identified on the map. After you have finished drawing the rectangle with the mouse, GeoMAC will identify communities at risk that fall within the area of the rectangle. Follow the instructions on the pop-up screen to choose communities at risk.

- Once you have added the communities at risk to your CAR list, click the **Submit** button. This will transfer the communities back to NFPORS. If you wish to remove the communities from your CAR list and select new ones, click the **Remove All** button.

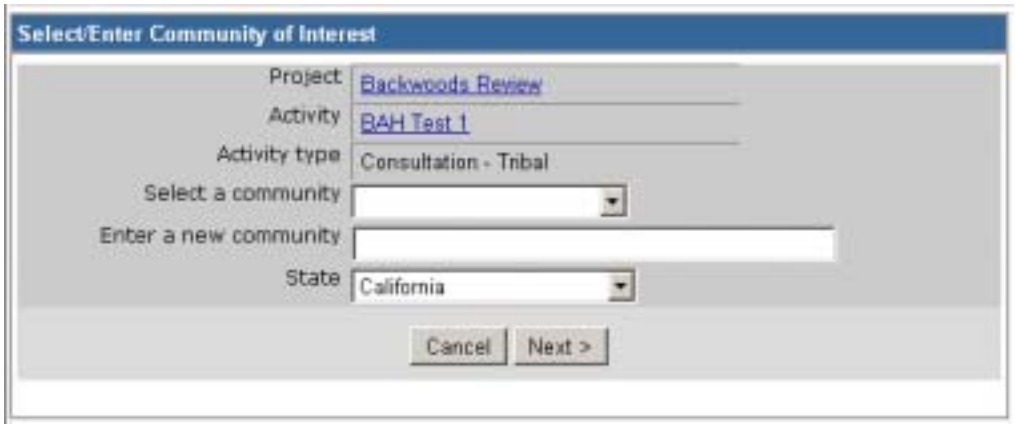
- The community or communities selected in GeoMAC will then be listed in the **Impacted Communities** portlet.



COMMUNITIES OF INTEREST

You may enter in a community of interest in two ways.

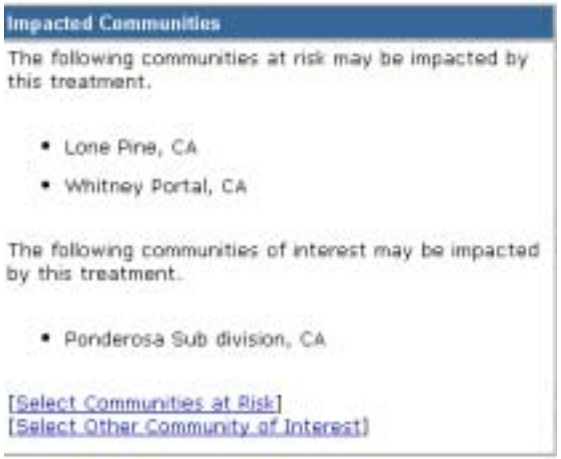
- If the community has been previously entered, you may select it from the drop down menu.
- If you do not see the desired community of interest in the drop down menu, you will need to input the community's name and select the State where the community is located.
- Once you have entered the community of interest click **Next>** button. To cancel your entry, click the **Cancel** button.



REMOVING A COMMUNITY FROM THE LIST

If there is a community on the either the Communities at Risk or Communities of Interest list that no longer needs to be there, you can remove it from the **Impacted Communities** portlet.

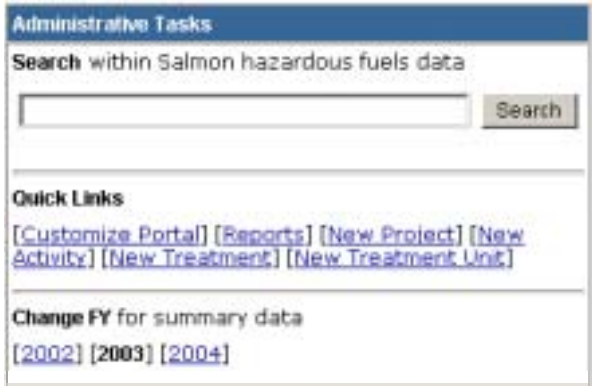
- Click on either the Select Communities at Risk link or the Select Other Community of Interest link that corresponds with the list the community you wish to remove is shown on.



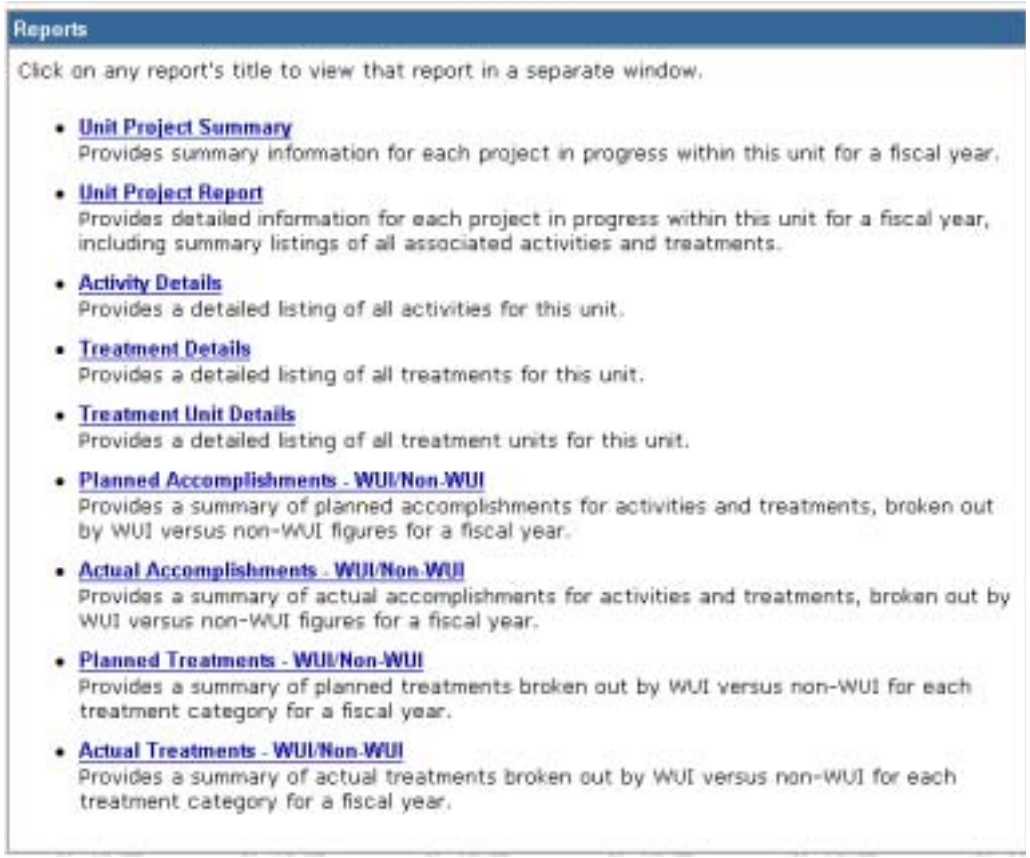
- Click the box next to the community that you wish to remove from the list. Then click on **Delete Selected Communities**.

RUNNING REPORTS

To run a report, go to the Administrative Task portlet. Click on the Reports link.

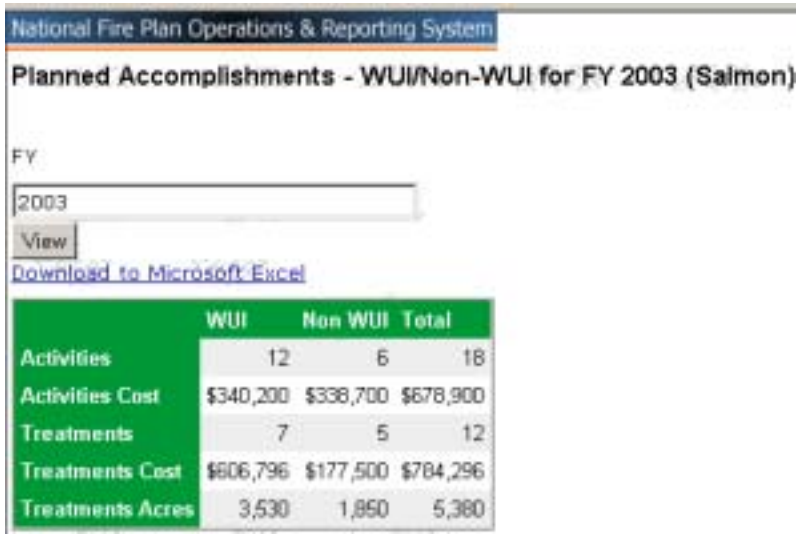


When the Reports portlet is displayed, scroll down and click on the desired report.



RUNNING REPORTS (CONT…)

The report that you selected to run for the will be displayed. If you wish to save the report to an Excel file on your computer, click on the Download to a Microsoft Excel link.



	WUI	Non WUI	Total
Activities	12	6	18
Activities Cost	$340,200	$338,700	$678,900
Treatments	7	5	12
Treatments Cost	$606,796	$177,500	$784,296
Treatments Acres	3,530	1,850	5,380

APPENDIX

DEFINITIONS OF TERMS

* identifies required fields.
† identifies system generated fields.

Term	Definition
Project Attributes	
Project	Project is defined by a single NEPA document and may span multiple fiscal years. A project occurs at the scale of planning. The project area is the conceptual area analyzed during this effort. A project consists of planning or administrative activities and potentially treatments that are intended to address hazardous fuels management objectives.
Project Name *	A meaningful name given to a project that identifies its location and purpose (e.g. Mill Creek Defensible Space).
Project Number †	A unique project identifier that is system generated.
Status †	Identifies the current project milestone and is calculated from activity and treatment information as follows: Initiated - no activities and treatments within a project are completed (i.e. Actual Completion Dates for all activities and treatments are blank) and one or more activity or treatment has been initiated (i.e. Actual Initiation Date entered). Consultation Completed - project has completed ESA Consultation activity (i.e. Actual Completion Date is less than or equal to current date) and next milestone is not yet complete. Decision Signed - project has completed NEPA activity and next milestone is not yet complete. Appeals and Litigation Cleared - project with a completed Appeals and Litigation Activity (i.e. Actual Completion Date is less than or equal to current date) and treatments are not initiated. Operations Initiated - project with at least one treatment that has been initiated and at least one treatment that is not complete. Operations Complete - project where all treatments are complete and a with a monitoring activity that is not yet complete. Project Complete - project where all activities and treatments are complete.
Local Approval *	Identifies if project has been approved by the appropriate line officer that represents the organization responsible for project implementation.
Region / State Office Approval	Identifies if project has been approved by the appropriate line officer at the region or state office level.
Agency / Bureau Approval	Identifies if project has been approved by the appropriate line officer at the agency or bureau level.
Decision Record Date †	Actual completion date of the NEPA activity for the project and is system generated.
Estimated Direct Costs †	Sum of Estimated Direct Costs for all activities and treatments within the project. This number is system generated.
Estimated Duration	Approximate lifespan of the project from inception to completion measured in years.

Term	Definition
Latitude	Latitude – is the angular distance measured north (positive) or south (negative) of the equator to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. 45.1875). Reference should be to North American Datum of 1927.
Longitude	Longitude is the angular distance measured east (positive) or west (negative) from the prime meridian to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. –93.8711). Reference should be to North American Datum of 1927.
Project Goals	Brief statement(s) of the project aim to be used in project evaluation.
Project Objectives	Purpose(s) of the project selected from the following list of alternatives: Defensible Space Ecosystem Restoration Forest Health Fuel Reduction Protect Municipal Watershed Protect T&E Habitat Rangeland Health Reduce Invasive Species Wildland Urban Interface
Project Partners	Identified partner(s) involved in the implementation of this project as identified by the following types: Bureau of Indian Affairs (BIA) Bureau of Land Management (BLM) US Fish and Wildlife Service (FWS) National Park Service (NPS) USDA Forest Service (FS) Other Federal Partner State County Municipal Rural / Volunteer Fire Department Nonprofit Private Volunteer

Term	Definition
Planning / Administrative Activity Attributes	
Activity	Activity is a discrete administrative or planning task (e.g. permits, consultations, and approvals) that is required to accomplish project objectives. Activities are funded, accomplished and reported by fiscal year.
Activity Name	A meaningful name given to an activity that identifies its location and purpose (e.g. Mill Creek Planning).
Activity Category *	The following designated categories for the grouping activity types: Administration Planning
Activity Type *	Specific task within the categories identified above. Designated types are as follows: Administration Monitoring Planning Assessment Fire Management Plan Consultation - ESA Consultation - SHIPO NEPA – Environmental Analysis NEPA – Environmental Impact Statement NEPA – Categorical Exclusion NEPA – Determination of NEPA Adequacy Appeals and Litigation
Local Approval Date	Approval date by appropriate line officer for including the activity on the annual work plan.
WUI *	Indicates that the activity is or is not associated with the planning or administration of treatments occurring within the Wildland Urban Interface.
Planned Direct Costs *	The sum of all costs that can be specifically identified with the delivery of the activity. Direct costs should include the costs associated with meeting regulatory requirements, contract administration costs, cost of monitoring. Do not include overhead costs.
Contract Number	Unique identifier used by agency or bureau to track contract.
Funding Source	Identified source of funds for activity implementation selected from the following choices and are associated with specific agency or bureau categories: ¢# Hazardous Fuels – WUI ¢# Hazardous Fuels – NonWUI ¢# Wildland Fire ¢# Community Assistance

Term	Definition
Work Agent	Indicates the responsible party for doing activity, selected from the following list: ¢# Force Account ¢# Service Contract ¢# Timber Sale Purchase ¢# Cooperative Agreement ¢# Grant ¢# Volunteer
Planned Initiation Date *	Date planned for start of the activity.
Planned Completion Date *	Date planned for the completion of the activity. Activities should not be planned to span fiscal years. Enter two or more activities as an alternative to spanning activities across fiscal years.
Actual Initiation Date	Actual start date for the activity. By definition an actual date must be less than or equal to the current date.
Actual Completion Date	Actual date activity is completed. By definition an actual date must be less than or equal to the current date.
Treatment Attributes	
Treatment	Treatment is a discrete treatment applied to a treatment unit that is intended to accomplish project objectives. Treatments are funded, accomplished and reported by fiscal year. They have the following attributes and are defined in the NFPORS Hazardous Fuels Module User Manual: treatment name, treatment category, treatment type, local approval date, WUI, treatment unit (as defined above), planned direct costs, funding source, work agent, contract number, planned initiation date, planned completion date, planned accomplishment, actual initiation date, actual completion date, and actual accomplishment.
Treatment Name	A meaningful name given to a treatment that identifies its location and purpose (e.g. Mill Creek 3 Broadcast Burn). For example you might join the Treatment Unit Name and the Activity Type together to form the Treatment Name.
Treatment Category *	The following designated categories for the grouping treatment types: ¢# Preparation for Treatment ¢# Mechanical ¢# Prescribed Fire ¢# Other Treatment

Term	Definition
Treatment Type *	Specific hazardous fuels reduction treatments within the categories identified above. Designated types are as follows: ¢# Preparation for Treatment o Miscellaneous (Acres) o Miscellaneous (Feet) o Miscellaneous (Each) ¢# Mechanical o Chipping o Crushing o Hand Pile o Lop and Scatter o Mastication/Mowing o Machine Pile o Biomass Removal o Thinning ¢# Prescribed Fire o Broadcast Burn o Fire Use o Hand Pile Burn o Jackpot Burn o Machine Pile Burn ¢# Other Treatment o Chemical o Biological o Browsing
Local Approval Date	Approval date by appropriate line officer for including the activity on the annual work plan.
WUI *	Indicates that the treatment occurs within the Wildland Urban Interface.

Term	Definition
Treatment Unit	A Treatment Unit is a parcel of land where one or more mechanical, prescribed fire and other treatments (e.g. chemical, biological and grazing) are uniformly applied and intended to meet the objectives of the federal hazardous fuels reduction program. This parcel may include small or insignificant islands that were skipped or protected for various reasons. Treatment Units have the following attributes:

Treatment Unit Name *	A meaningful name given to a treatment unit that will uniquely identify it at the administrative unit level (e.g. refuge, field office, forest). For example, it might consist of the project name and unit number from the NEPA document (e.g. “Mills Creek Unit 1”).
Acres	Acres are the gross area within the perimeter of the identified treatment unit. This area may include small or insignificant islands that are skipped or protected for various reasons. Linear treatment units, like fences, that have no perceptible width and have no area.
State *	State identifies the state that a treatment unit occurs within as identified by the location of the treatment unit centroid. State is identified by its two character, U.S. Postal Service abbreviation.
Fire Regime	Fire Regime identifies the predominant fire regime within activity area as defined in the “Implementation Plan for the 10-Year Comprehensive Strategy.” Fire regimes are defined by the following categories of fire frequency (return interval) and severity:

Fire Regime	Frequency (years)	Severity
I	0 to 35	Low
II	0 to 35	Stand Replacement
III	35 to 100+	Mixed
IV	35 to 100+	Stand Replacement
V	> 200	Stand Replacement

<table>
<tr><th>Term</th><th>Definition</th></tr>
<tr><td></td><td>
<table>
<tr><td>Latitude *</td><td>Latitude is the angular distance measured north (positive) or south (negative) of the equator to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. 45.1875). Reference should be to North American Datum of 1927.</td></tr>
<tr><td>Longitude *</td><td>Longitude is the angular distance measured east (positive) or west (negative) from the prime meridian to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. –93.8711). Reference should be to North American Datum of 1927.</td></tr>
<tr><td>County †</td><td>County identified by location of the treatment unit centroid.</td></tr>
<tr><td>Congressional District †</td><td>Congressional District is federal congressional district identified by the location of the treatment unit centroid.</td></tr>
<tr><td>Representative †</td><td>Name of the federal representative for the congressional district identified by the treatment unit centroid.</td></tr>
</table>
</td></tr>
<tr><td>Treatment Unit Observations</td><td>Treatment Unit Observations – Condition Class is a quality of a treatment unit that changes with time and therefore must be associated with an observation date. These observations are used to document changes in condition class for treatment units following treatment.</td></tr>
</table>

Term	Definition
Condition Class	Condition Class "has been developed to categorize the current condition with respect to each of the five historic Fire Regime Groups. Current condition is defined in terms of departure from the historic fire regime, as determined by the number of missed fire return intervals – with respect to the historic fire return interval – and the current structure and composition of the system resulting from alterations to the disturbance regime. The relative risk of fire-caused losses of key components that define the system increases for each respectively higher numbered condition class, with little or no risk at the Class 1 level." (Protecting People and Sustaining Resources in Fire-Adapted Ecosystems: A Cohesive Strategy)

Condition Class	Condition Class Description [1/]
Condition Class 1 *	Fire regimes are within an historical range and the risk of losing key ecosystem components is low. Vegetation attributes (species composition and structure) are intact and functioning within an historical range.
Condition Class 2 *	Fire regimes have been moderately altered from their historical range. The risk of losing key ecosystem components is moderate. Fire frequencies have departed from historical frequencies by one or more return intervals (either increased or decreased). This results in moderate changes to one or more of the following: fire size, intensity and severity, and landscape patterns. Vegetation attributes have been moderately altered from their historical range.
Condition Class 3 *	Fire regimes have been significantly altered from their historical range. The risk of losing key ecosystem components is high. Fire frequencies have departed from historical frequencies by multiple return intervals This results in dramatic changes to one or more of the following: fire size, intensity, severity, and landscape patterns. Vegetation attributes have been significantly altered from their historical range.

[1/] Current conditions are a function of the degree of departure from historical fire regimes resulting in alterations of key ecosystem components such as species composition, structural stage, stand age, and canopy closure. One or more of the following activities may have caused this departure: fire suppression, timber harvesting, grazing, introduction and establishment of exotic plant species, insects or disease (introduced or native), or other past management activities.

Term	Definition
Condition Class Percent	Condition Class Percent is a percent of treatment unit area that is in each condition category as defined above. ***Important Note**:* To discern changes in condition class, treatment unit observations are initially required whenever a treatment unit is established and after any treatments are accomplished. In addition, it is important that Treatment Unit Acres approximate the planned accomplishment for the treatment. If the planned accomplishment acreage is different from the acreage of the Treatment Unit then another Treatment Unit must be defined.
Observation Date	Observation Date is the date of observation or measurement of the treatment unit feature.
Planned Direct Costs	The sum of all costs that can be specifically identified with the implementation of the treatment. Direct costs should include the costs associated with meeting regulatory requirements, contract administration costs, cost of monitoring. Do not include overhead costs.
Contract Number	Unique identifier used by agency or bureau to track contract.
Funding Source	Identified source of funds for activity implementation selected from the following choices and are associated with specific agency or bureau categories: ¢# Hazardous Fuels – WUI ¢# Hazardous Fuels – NonWUI ¢# Wildland Fire ¢# Community Assistance
Work Agent	Indicates the responsible party for doing activity, selected from the following list: ¢# Force Account ¢# Service Contract ¢# Timber Sale Purchase ¢# Cooperative Agreement ¢# Grant ¢# Volunteer
Planned Initiation Date	Date planned for start of the activity.
Planned Completion Date	Date planned for the completion of the activity. Activities should not be planned to span fiscal years. Enter two or more activities as an alternative to spanning activities across fiscal years.

Term	Definition
Planned Accomplishment	The planned quantity of work to be accomplished in whole numbers, reported in the defined units for the specified Activity Type (e.g. acres, miles or each). For prescribed fire this is usually the “firelined” acres. Actual “blackened” acres may be less (i.e. insignificant islands within the burn unit that were either not blackened due to micro aspects or protected for whatever purpose are not worth trying to calculate for Work Amount purposes). Acres protected by doing the activity are not a part of Work Amount (i.e. fuel breaks).
Actual Initiation Date	Actual start date for the treatment. By definition an actual date must be less than or equal to the current date.
Actual Completion Date	Actual date treatment was completed. By definition an actual date must be less than or equal to the current date.
Actual Accomplishment	The actual quantity of work accomplished in whole numbers, reported in the defined units for the specified Activity Type (e.g. acres, miles or each). For prescribed fire this is usually the “firelined” acres. Actual “blackened” acres may be less (i.e. insignificant islands within the burn unit that were either not blackened due to micro aspects or protected for whatever purpose are not worth trying to calculate for Work Amount purposes). Acres protected by doing the activity are not a part of Work Amount (i.e. fuel breaks).