



American Forest Foundation



American Tree Farm System® Certification and Inspection Tracking System User Guide

For more tutorials and guidance visit Leader's Only on www.treefarmssystem.org/atfs-tech

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Introduction

The American Tree Farm System (ATFS) promotes the growing of renewable forest resources on private lands while protecting environmental benefits and increasing public understanding of all benefits of productive forestry. The ATFS Database is the primary tracking system for all individuals and properties enrolled through state Tree Farm programs, Independently Managed Groups (IMG), and Individual third-party Certificate Holders (ICH). It manages inspection records for Tree Farms and includes online training for inspectors. It also serves as a verification database for mills and consultants through an annual subscription to verify the certification status of properties supplying the wood they purchase.

Like all databases, the ATFS Database links many tables to provide comprehensive information about landowners, their property, program volunteers, inspections, and more. Some of these tables are:

- Individual Records: Contains name and contact information for each individual or organization entered in the database.
- Inspector Records: Identified individuals who have taken the Inspector Training Course for conducting Tree Farm inspections.
- Tree Farm Property Records: Contains records for the properties enrolled in Tree Farm. These records contain ownership, size, location, and other data pertinent to the land.
- Facilitator Records: These identify who is eligible to conduct Inspector Training in their state.
- Inspection Records: Each inspection generates a record and associates it with the landowner and Tree Farm Property record to maintain a history of the landowner's journey in Tree Farm.

Privacy Concerns

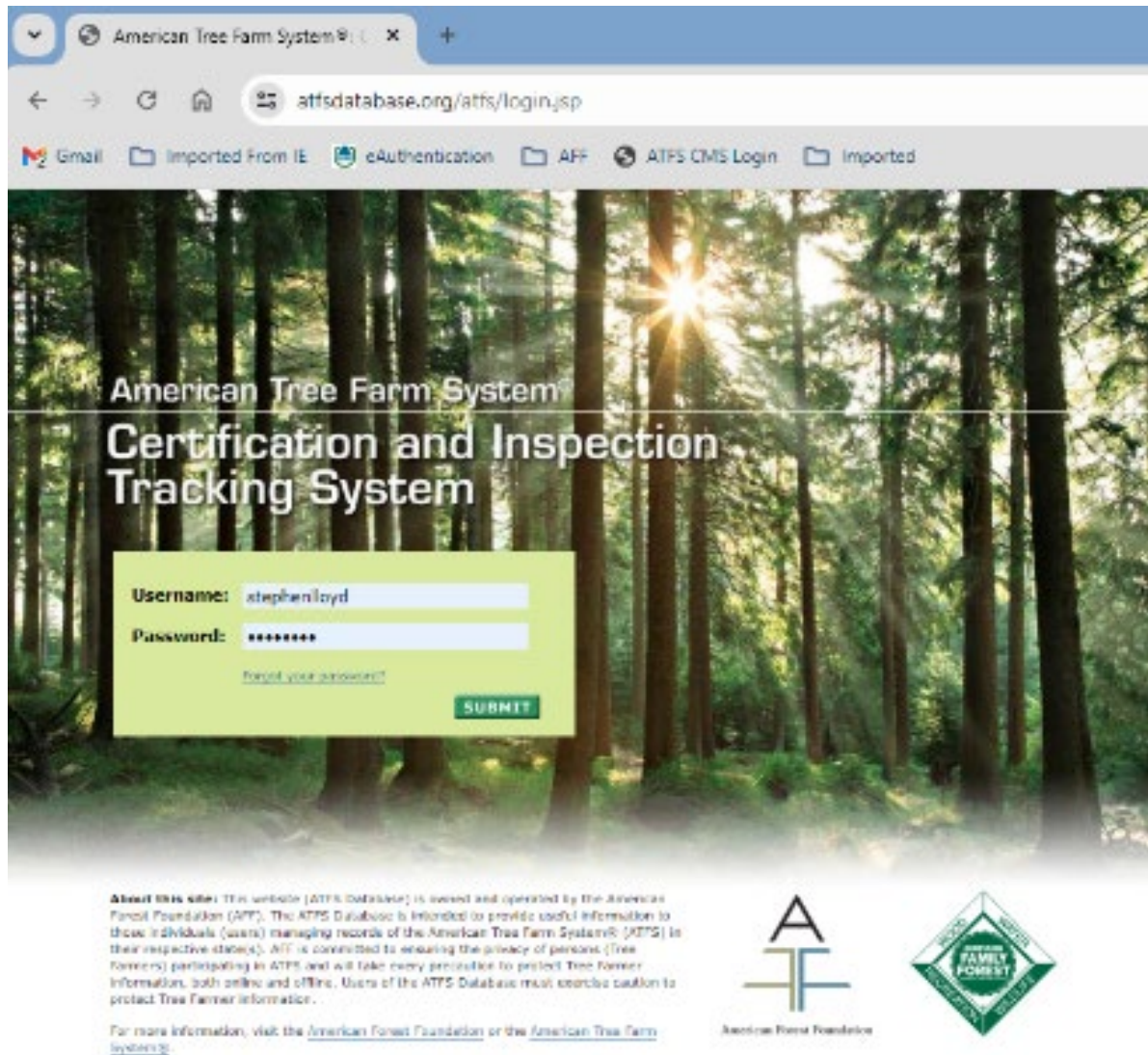
Information held within the ATFS database is closely guarded and only authorized users can access this information. This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF) and is intended to provide useful information to those individuals managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Each user of the ATFS database is required to agree to the ATFS nondisclosure agreement before being able to access the information within.

Signing into ATFS

The webpage for the ATFS database is www.atfsdatabase.org. Users of the database must have a username and password. The level of access and number of tools, searches, and reports available to users depends on their assigned role in the system. Do NOT share your password or use someone else's login information.

- If you need a new account, please reach out to your state program leadership to establish one.
- If you know that you have an account but cannot remember your password...

- If your account is still active, you can click “Forgot your password?” This will display your hint question that must be answered correctly to get a new password. If you cannot remember the answer to your hint, get in touch with your state committee or an AFF staff member.
- If your account is inactive or archived, you will need to contact a member of the AFF Staff to reset it. State program members cannot reactivate inactive or archived records.



Introduction to ATFS Home Page

When logging into www.atfsdatabase.org, this is the home page that you will see. If you are logging in for the very first time, you will need to agree to comply with the AFF Privacy Statement and No Harassment Policy agreement.

Based on the level of access that you have (inspector, district chair, state administrator, etc.) you will be able to see more or fewer options in the Main Menu.

This is the Main Menu area where you navigate throughout the database.

You should see your name and what your level of access is here. If one of your levels of access has expired, you will be notified of that here. Do NOT share your username and password with anyone.

What's New! New tools and updates will be announced here.

Need help? Is the database broken? Use these emails for assistance.

LOG OUT HOME Welcome!

Version 1.0.8.49 (Release notes)

Welcome, **Stephen D Lloyd**.

You are logged in as a Facilitator, as a National Administrator for Arkansas, Florida, Georgia, North Carolina, Kentucky, South Carolina, Tennessee, and Texas.

Inspector training expiration: 03/15/2026
Last training: 05/12/2022

What's New!

2021 Standards of Sustainability

The AFF 2021 Standards of Sustainability were made to improve clarity and readability.

To implement the latest version of the Standards in the field, the 021 inspection form has also been updated. All inspections completed after December 15, 2023 must be submitted on the new form (version 2.2).

E-learning is now available for Inspector and Facilitator training for the new 2021 Standards of Sustainability.

For general questions on using the database, email inspectors@forestfoundation.org
To report problems with the ATFS database, send an email to: atfs.support@jws.com

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile
Administrative
Delete Records
Search/Create Records
Inspections
Tree Farm Reports
Tree Farmer Reports
Facilitator Reports
Administrative Reports
National Reports
Group Reports

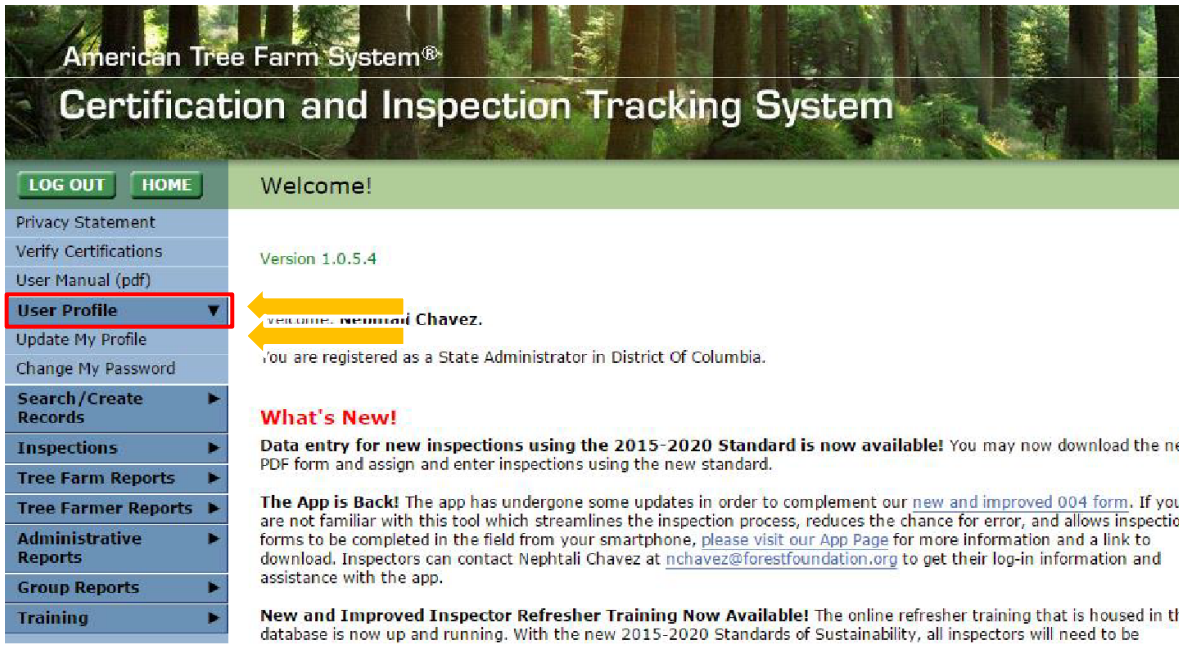
How to update your profile and password (All Users)

When you logon for the first time, it will likely be with a generic temporary password. For security, it is important that you immediately update your password to one that is more secure. Your logon credentials and contact information are stored in the ATFS database and can be updated at any time. It is up to the user to keep these current.

To update your profile or password:

1. On the menu to the left side of the screen, click User Profile so that it expands. You will see "Update My Profile" and "Change My Password" underneath.
2. To update contact information, click "Update My Profile"
 - a. When updating your profile, you may erase and replace any relevant contact information.
 - b. Fields marked with asterisk (*) are required.
 - c. Be sure to hit the update button, followed by the confirm button in order for changes to be saved.

3. To change your password or login hint, click “Change My Password”
 - a. You will need to type in your current password followed by the new password.
 - b. Update your hint question and answer, if needed. You will need to know the answer of your hint to retrieve your forgotten password.
 - c. Click Update to save the changes.



Capabilities of Each User Access Level

Everyone who has a login for the database has a certain access role that will determine what features of the database are available to them. The table below shows the current access roles and what they are able to do. Access roles can change at any time.

Capabilities of each role	State Viewer	Approver	Facilitator	Inspector	District Chair	State Admin
Verify certifications	✓	✓		✓	✓	✓
Create Database Users						
Disable Users						✓
Delete Records						
Search Records	✓	✓		✓	✓	✓
Create Records					✓	✓
Edit Individuals/Properties				✓**	✓	✓

Edit Insp. Training & Password			✓	(change Pw)	✓	✓
Assign Inspections		✓		**	✓	✓
View/Edit/Submit Inspections	(Can view)	(Can view)		✓	✓	✓
Approve Inspections		✓			✓	✓
Print/Create Inspection Forms				✓	✓	✓
Tree Farm Reports					✓	✓
Tree Farmer Reports						✓
Inspector Reports				✓		✓
Administrative Reports						✓
Access Online Training			✓	✓	✓	✓

***Inspectors can edit/assign themselves to a property if they were the last person to inspect that property (according to the database). They can edit any individual's contact information.*

All user access roles have access to the first five items in the menu. These items are the Privacy Statement, No Harassment Policy, Verify Certifications, User Guide (pdf), Update My Profile, and Change My Password. As the access role increases, additional menu items become available. The descriptions below discuss the activities available to each role in addition to the previous access role.

Verification Database Subscriber

The most basic access role is the verification subscriber. Subscribers are consultants and mills that need to verify the certification status of wood they receive from Tree Farms. These external users are not involved in the inspection or administrative process of ATFS. They can only query the certification status of properties and update their profile and password.

Group Manager

Group managers are individuals responsible for the management of independently managed groups (IMG) or individual third-party certificate holders (ICH). These groups hold their own certificate independent of ATFS's national certificate but certify their member properties to the ATFS Standards of Sustainability. To manage their members, their access role grants them the ability to search and create records for their groups, as well as run reports for group Tree Farms and Tree Farmers. These abilities are in addition to those of the Verification Subscriber.

Approver (State)

A State Approver, or Approver, is someone who works with the state committee to approve inspections but does not hold the credentials necessary to qualify as an inspector. These are often administrative staff of state forestry associations who are not foresters but are well versed in ATFS state program administration. As an Approver, they can search and create records for Individuals, Inspectors, and Tree Farms. They can review

and approve submitted inspections. They can also download and print blank 021 inspection forms and the ATFS management plan addendum for reference and distribution to inspecting foresters. This is in addition to the initial five menu items.

Viewer (State)

A State Viewer is usually a member of the state committee who does not perform a function in the inspection approval process but may need access to the database records for communications or special projects. The capabilities of this role are similar to an Approver except that Viewer may view / edit / submit inspections, print and create inspection forms, print approved inspections, download blank inspection forms and the ATFS addendum, but may not review and approve submitted inspections.

Facilitator

A Facilitator is someone who has taken the Facilitator Training and is qualified to present the Inspector Training Course in an in-person classroom setting. Although presenting the Inspector Training also qualifies as have been trained as an inspector, a Facilitator may or may not be an inspector based on their education and eligibility as a forester. Those who only have Facilitators access may only search for Inspector records and run reports for Inspectors, Inspector Activity, and Facilitators.

Inspector

An Inspector has all the capabilities of a Viewer but may also assign inspection to themselves ONLY if they were the last inspector of the tree Farm. They may also access the online eLearning training. This web page contains training courses for Tree Farm Inspector, Facilitator, and the Landscape Management Plan (LMP).

Additional notes:

- Inspectors cannot create a new individual/organization, just edit existing ones.
- Inspectors cannot create a new Tree Farm. With the exception of location data, they can only edit properties if they are assigned to them.
- Inspectors can map and add location information for any Tree Farm in their state.
- Inspectors can assign themselves if they are listed as the last inspector of that property.
- Inspectors will receive an error message if they try to do anything beyond their permissions.
- Inspectors do not see any type of reports.
- Inspectors can create their own pre-populated 021 inspection forms and enter their own inspections for submission. Whoever they submit the inspection will get an email notification asking for approval.
- Inspectors can view all past inspections even if they did not perform them.

District Chair

A District Chair has all the capabilities of an Inspector, plus the ability to assign optional inspections to Inspectors and review and approve inspections. District Chairs are also able to run certain reports including State Program reports, Optional 6 Year Reinspections, Required Inspections, Priority Inspections, Assigned Inspections, Overdue Inspections, and Other.

Administrator (State)

The Administrator has the highest access level for state program volunteers. Beyond the capabilities of a District Chair, the Administrator may disable users. For instance, Inspectors who change jobs and can no longer inspect Tree Farms. They can run additional reports for Tree Farmers (people versus Tree Farm properties) and mailing lists for their state program. They have access to a host of administrative reports including Inspectors, Inspector Activity, Facilitators, Tree Farm Owner / Contacts, Everyone, Duplicate Persons, Duplicate Organizations, Data Issues. Finally, they have access to group (IMG and ICH) reports for

Tree Farms and Tree Farmers. State programs are encouraged to use the group reports to include members of group certification entities in their communications and events. What can an inspector do? See the chart above!

What do users see?

These are the menu items available to the various access roles when logged in. The higher your access role, the more menu items will be available.

Verification Subscriber	Facilitator	Approver	Administrator
Privacy Statement	Privacy Statement	Privacy Statement	Privacy Statement
No Harassment Policy	No Harassment Policy	No Harassment Policy	No Harassment Policy
Verify Certifications	Verify Certifications	Verify Certifications	Verify Certifications
User Guide (pdf)	User Guide (pdf)	User Guide (pdf)	User Guide (pdf)
User Profile ▼	User Profile ▼	User Profile ▼	User Profile ▼
Update My Profile	Update My Profile	Update My Profile	Update My Profile
Change My Password	Change My Password	Change My Password	Change My Password
	Search/Create Records ▼	Search/Create Records ▼	Administrative ▼
	Inspector	Individual	Disable User
	Facilitator Reports ▼	Inspector	Search/Create Records ▼
	Inspectors	Tree Farm Properties	Individual
	Inspector Activity	Inspections ▼	Inspector
	Facilitators	Review/Approve Inspections	Tree Farm Properties
	Training ▼	Blank 021 Form - 2021 Standards	Inspections ▼
	Take On-Line Training		Assign Optional Inspection
			Assign Inspector
			View/Edit/Submit Inspections
			Review/Approve Inspections
			Print/Create Inspection Forms
			Print Approved Inspections
			Blank 021 Form - 2021 Standards
			Tree Farm Reports ▼
			State Program
			Other
			Optional 6 Year Reinspections
			Required Inspections
			Priority Inspections
			Assigned Inspections
			Overdue Inspections
			Tree Farmer Reports ▼
			State Program
			Mailing List
			Administrative Reports ▼
			Inspectors
			Inspector Activity
			Facilitators
			Tree Farm Owners/Contacts
			Everyone
			Duplicate Persons
			Duplicate Organizations
			Data Issues
			Group Reports ▼
			Tree Farms
			Tree Farmers
			Training ▼
			Take On-Line Training

Group Manager	Inspector	District Chair
Privacy Statement	Privacy Statement	Privacy Statement
No Harassment Policy	No Harassment Policy	No Harassment Policy
Verify Certifications	Verify Certifications	Verify Certifications
User Guide (pdf)	User Guide (pdf)	User Guide (pdf)
User Profile ▼	User Profile ▼	User Profile ▼
Update My Profile	Update My Profile	Update My Profile
Change My Password	Change My Password	Change My Password
Search/Create Records ▼	Search/Create Records ▼	Search/Create Records ▼
Individual	Individual	Individual
Tree Farm Properties	Inspector	Inspector
Group Reports ▼	Tree Farm Properties	Tree Farm Properties
Group Tree Farms	Inspections ▼	Inspections ▼
Group Tree Farmers	Assign Inspector	Assign Optional Inspection
	View/Edit/Submit Inspections	Assign Inspector
	Print/Create Inspection Forms	View/Edit/Submit Inspections
	Print Approved Inspections	Review/Approve Inspections
	Blank 021 Form - 2021 Standards	Print/Create Inspection Forms
	Training ▼	Print/Create Inspection Forms
	Take On-Line Training	Print Approved Inspections
		Print Approved Inspections
		Blank 021 Form - 2021 Standards
		Tree Farm Reports ▼
		State Program
		Other
		Optional 6 Year Reinspections
		Required Inspections
		Priority Inspections
		Assigned Inspections
		Overdue Inspections
		Tree Farmer Reports ▼
		State Program
		Mailing List
		Administrative Reports ▼
		Inspectors
		Inspector Activity
		Facilitators
		Tree Farm Owners/Contacts
		Everyone
		Duplicate Persons
		Duplicate Organizations
		Data Issues
		Group Reports ▼
		Tree Farms
		Tree Farmers
		Training ▼
		Take On-Line Training

Viewer
Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile ▼
Update My Profile
Change My Password
Search/Create Records ▼
Individual
Inspector
Tree Farm Properties
Inspections ▼
View/Edit/Submit Inspections
Print/Create Inspection Forms
Print Approved Inspections
Blank 021 Form - 2021 Standards

How to Verify Certification

AFF sell annual subscriptions to the ATFS Database (a.k.a. ATFS Verification Database) to wood yards, mills and consulting firms as a means of verifying the certification status of landowners from which they buy wood. To verify the certification status of a landowner(s):

1. Click Verify Certifications near the top of the Main Menu on the left. This will open a Search Tree Farms page.
2. Enter your search criteria:
 - a. Tree Farm state
 - b. Tree Farm number
 - c. County
 - d. Last name / First name
 - e. Organization
 - f. Member ID
 - g. Owner state / county

Note: The more search fields you enter, the fewer results will be returned. It is best to enter only one or two criteria and then add more if too many results are returned.

3. Click Search
4. Scroll to locate the property of interest.
 - a. If they are third-party certified their status will show “Certified” and there will be a Certificate Number listed. Clicking the certificate number will download a PDF copy of their Tree Farm enrollment certificate.
 - b. If they are active in a recognition state but not third party certified, their Status and Certificate Number will be “Recognition.” Clicking the Recognition link will download a PDF copy of their Tree Farm enrollment certificate.
 - c. All decertified, pioneer, and other statuses will have nothing under the Certificate Number column.
5. View the details of the property by selecting the radio button for the record and then **View**.
6. Click OK to return to the search page.

How to Search for Records

Most of the work done in the database is finding a person or property. Under Search/Create Records, you have the option to search for individuals (any person or organization), facilitators, inspectors, and properties.

Each search menu has many optional fields to begin your search by. The example below is searching for a landowner with the last name peters who lives in Tennessee. If only the last name Peters is entered in the last name field, it would return 250 results (this is the max number of displayable results), but if Tennessee is included as the state, the results are narrowed down significantly. *The number of results returned depends on the level of detail entered in the search.*

[Search Tips](#)

1. Wildcards: A wildcard tells the database to search for anything that contains the criteria entered in the search field. The name text fields use an automatic “wildcard” or “wild character” meaning partial information can be used. When searching for a name or organization, the full name does not need to be entered. The Tree Farm Number does not automatically have a wildcard, but you can use the % symbol around the number being searched. For example, %10% may return **10, 100, 1100, 31065**, etc.
2. Keep in mind when searching for someone that many people have nicknames. Searching by nickname in the first name field will also search for that person’s nickname.
3. Anything typed into the last name field will also be searched within organizations, because many organizations use the last name of the owner and vice versa.
4. Sometimes, individuals live in one state and own property in another. When doing a search for a record, “All States” should be left in the search field. For example, if you search for John Smith who has a property in Alabama, you may not find him if he lives in Florida.
5. Keep your searches **broad**. The less information you enter the more likely you will find the person with the weird nickname or shortened name (Tom vs Thomas.). Use more criteria if you need to narrow the results.

LOG OUT **HOME** Searching For Individuals

Privacy Statement
Verify Certifications
User Manual (pdf)
User Profile ▶
Search/Create Records ▼
Individual
Inspector
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: ←
First Name:
Organization Name:
Owner ID:
City:
State: ←
County:
Unknown
Anderson
Bedford
Benton

SEARCH

2 results found:

Name	City	State	Owner ID	Owner?	Inspector?
J. W. Peters	Maryville	TN	1834	Yes	No
Noel M Peterson	Lake City	TN	59379	Yes	No

VIEW **EMAIL** **UPDATE**

American Forest Foundation
WOOD WATER WILDFIRE
SUSTAINABLE FAMILY FOREST

How to Edit Records

Once you have found the record that needs adjustment you can edit it several ways. Hyperlinks to editing records can be found throughout the database. Clicking on these links opens a new window that allows you to edit the record.


What can be edited:

- Contact information
- Marking individuals as deceased
- Property details
- Inspection (021) details if done within 6 months of submission


- Inspector's training details
- Marking an inspector as inactive

Keep in mind editing is different from deleting. You cannot delete anything in the database, to do that get in touch with national staff.

Editing Individuals

1. Search for the individual or organization you'd like to edit by going to **Search/Create Records**  **Individual**. Keep in mind that people sometimes have several nicknames they could be under. **Search Tips.**
2. Once located, select the record to edit by clicking the circle next to their name.
3. Click update to access and update their contact information, be sure to confirm changes.
4. *Alternative method: Once the record is located, click on their name to open the editable contact information.

Editing Tree Farms - Method 1

Under Search/Create Individuals  individuals you search for people or organizations. In the search results you will see what Tree Farm properties the individual is listed as the owner of.


1. Search for the individual that is owner of the property of interests
2. In the search results, click the Tree Farm linked to their name. This will open the details of the property that can be edited.
3. Confirm changes

Editing Tree Farms - Method 2

1. Under Search/Create Records, click on Tree Farm Properties.
2. Find the Tree Farm of interest by using any of available search fields. Remember the search tips.
3. Select the specific property of interest by clicking on the circle next to the Tree Farm number.
 - a. Here you could also just click on the Tree Farm number directly, this is a hyperlink.
4. Hit Update

Editing Inspections

Inspections can only be edited within 6 months of the inspection. If an inspection needs to be edited after that time frame, get in touch with staff at national.

1. Under Inspections  View/Edit/Submit inspections search for the property that was inspected
2. Once found, select the inspection by clicking the circle next to the Tree Farm number.
3. Hit next to open the inspection details.

How to Create Records

Only State Administrators, District Chairs, or Facilitators can create new records.

Information needed to create a new Person/Organization:

- Name: Include middle initials whenever possible.
- Address(es)
- Phone number(s)
- Email Address

- Demographic information
- Keep in mind creating is different from replacing/deleting. You cannot delete anything in the database. To do that get in touch with national staff.
- Do not overwrite an existing record with a new person's name. That leads to issues with the database.

Information needed to create new inspectors:

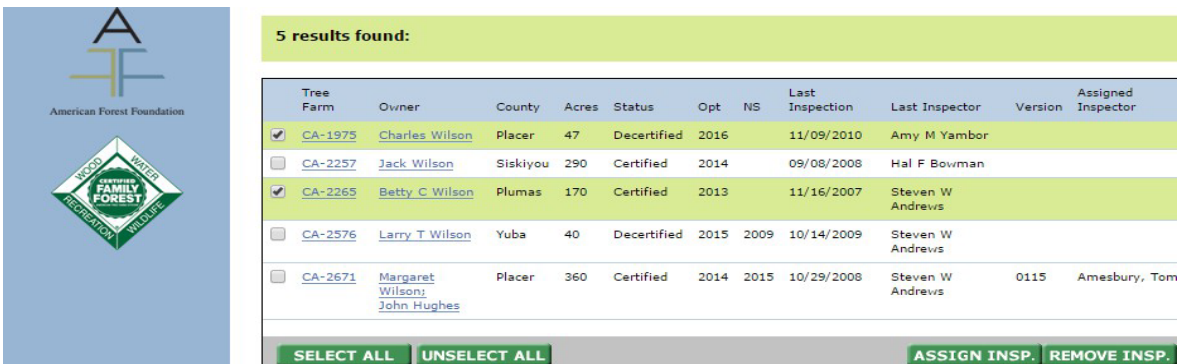
- Inspector's training details (date, facilitator, inspecting state(s) and county(ies)).
- Their contact information

Assigning Inspections

Each ATFS inspection must be completed by a qualified inspector who has received the latest training and has had this training entered into the database. Once assigned to an inspector, only that inspector can submit the inspection unless it is reassigned to someone else. There is more than one way to assign an inspector a Tree Farm.

Assigning Inspections - Method 1

1. Under inspections, click on Assign Inspector
2. Search for the Tree Farm you wish to be inspected with the available search fields.
3. If multiple Tree Farms fit into your search criteria you will get multiple results.
4. If an inspector is already assigned to the property, you can check the record and remove that inspector by clicking Remove Inspector.



Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input checked="" type="checkbox"/> CA-1975	Charles Wilson	Placer	47	Decertified	2016		11/09/2010	Amy M Yambor		
<input type="checkbox"/> CA-2257	Jack Wilson	Siskiyou	290	Certified	2014		09/08/2008	Hal F Bowman		
<input checked="" type="checkbox"/> CA-2265	Betty C Wilson	Plumas	170	Certified	2013		11/16/2007	Steven W Andrews		
<input type="checkbox"/> CA-2576	Larry T Wilson	Yuba	40	Decertified	2015	2009	10/14/2009	Steven W Andrews		
<input type="checkbox"/> CA-2671	Margaret Wilson; John Hughes	Placer	360	Certified	2014	2015	10/29/2008	Steven W Andrews	0115	Amesbury, Tom

5. Check the Tree Farm(s) of interest and click Assign Inspector in the lower right corner.
6. A drop-down list will appear with the names of eligible inspectors. Choose the appropriate name and click assign. Inspectors who have selected that county as a preferred area of operation will appear at the top of the list.
7. Confirm your choice.
8. Now you may create a pre-populated 021 form(s) for distribution.

Assigning Inspections - Method 2

This method is quicker when assigning inspections one at a time. [Method 1](#) allows you to assign multiple inspections to an individual at a time.

1. Under Search/Create Records, select Tree Farm Properties
2. Search for the Tree Farm of interest

3. In the last column of your search results, you will see if the property is currently assigned. The inspector can be assigned by clicking the linked 'Assign' text. This will open a smaller window (make sure your pop-up blocker isn't preventing the new window from appearing).
4. Choose from the eligible inspectors in the drop-down list, click Assign and confirm your choice.

13 results found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector
AL-12112	Merle Wilson	De Kalb	279	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
AL-12113	Chris Wilson	Barbour	314	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
AL-12114	Warren Wilson	Crenshaw	80	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
AL-12115	Bruce Wilson	Walker	15	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
AL-12167	Mayton-Wilson Farm	Marengo	700	State Program - Certification	Decertified		12/06/2013	Sarah Crow	None - Assign
AL-12260	John Wilson	Baldwin	614	State Program - Certification	Unknown				Fields, Richard -

VIEW UPDATE CREATE NEW

How to Assign Multiple Properties to One Inspector

Multiple Tree Farms can be assigned to one inspector, **BUT** the Tree Farms all must have a field in common in order for them to appear in the same search result. This field can be a common owner, county, previous inspector, all tagged as required inspections, etc.

1. Under 'Inspections' select 'Assign inspector,' Search for the properties you are looking for.
 - a. Example: You want to assign a specific inspector to properties in certain counties you'd search for all the Tree Farms in those counties. To select multiple counties, hold the CTRL key and click the county names.
 - b. Example 2: Searching by owner name would allow all properties owned by that person to appear and these can all be assigned to one inspector.
 - c. **Note:** If you leave all the search fields blank the results will display the first 250 Tree Farms in your state.

1

Tree Farm Number:

Tree Farm County:

- Androscoggin
- Aroostook
- Cumberland
- Franklin
- Hancock

To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name:

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Sample Year:

National Sample Only:

Assigned Inspector Last Name:

Assigned Inspector First Name:

SEARCH

In this example, I am searching for properties that exist in certain counties of Maine. To select multiple counties, hold the CTRL key and click the counties.

227 results found:

Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input type="checkbox"/> ME-0000	Peter J Hill	Androscoggin	501.0	Certified			05/04/2011	Amy M Yambor		
<input checked="" type="checkbox"/> ME-10	David A Bowie	Androscoggin	77.0	Certified	2018		03/09/2015	Nephtali Chavez		
<input checked="" type="checkbox"/> ME-107	Mary Leavitt	Androscoggin	107.0	Certified	2018		08/23/2007	David K Harvey		
<input type="checkbox"/> ME-108	Century Elm Farms Inc.	Androscoggin	800.0	Certified	2018	2012	06/12/2012	Harold F Dwyer		
<input checked="" type="checkbox"/> ME-109	A. T. Barker & Sons	Androscoggin	180.0	Certified	2015		04/16/2009	John W Starrett		
<input type="checkbox"/> ME-110	Perry Lamb	Franklin	1500.0	Decertified	2017		12/01/2011	John W Starrett		

2

3

2. Select the Tree Farms you would like to assign the inspector to, click 'Assign Inspector' in the lower right.
3. A drop-down list of inspectors will appear. Select the inspector and confirm your choice.

How to Assign Optional Inspections

To assign an optional inspection year to a Tree Farm property

1. Click Inspections, which is located on the left side of your screen.

2. Click Assign Optional Inspection.
3. Type the Tree Farm Number, the name of the owner of the Tree Farm or any other available information about the Tree Farm that you would like to search for.
4. Click the Search button.
5. If the desired result is found, select the Tree Farm(s) by clicking on the boxes next to the
6. Tree Farm property and click the Assign Year button.
7. Note: If the desired result is not found, repeat the search using different search criteria or create a new record for the Tree Farm property.
8. To schedule an inspection of a Tree Farm property, consider the current inspection due date and select a new inspection due date from the drop-down list. Repeat this procedure for each Tree Farm property in the list.
9. Click the Assign button.

Updating the Tree Farm Record

The Tree Farm Record contains information about the Tree Farm itself such as owners, contacts, the Tree Farm number, certification dates plan information, and location. This information is displayed on four pages:

1. Manage Owners and Contacts
2. Tree Farm Information
3. Tree Farm Location
4. Update Confirmation. No changes will be saved unless Confirm is clicked on this page.

Editing this information is primarily reserved for those with administrative permissions (District Chairs and Administrators), but some information is editable by inspectors. For example, inspectors can edit location information, but administrative access is needed to change owners or a Tree Farm number.

Owners and Contacts

When the ownership or the contact person of a Tree Farm needs to be the person must already exist in the ATFS database as an individual. Once that person has been entered into the database you can add them as an owner and/or contact for a Tree Farm.

Editing Tree Farm Owners - Method 1

1. Click **Search/Create Records > Tree Farm Properties**
2. Search for the Tree Farm by its Tree Farm number or ownership
3. Click the Tree Farm number to open the **Tree Farm Record**. The first page you will see in the new window is the **Manage Owners and Contacts** page.

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector	Certificate Number
<input checked="" type="radio"/> LA-3753	Henry D Thrash	Bienville	900	State Program - Certification	Certified		02/01/2003	Unidentified Inspector	None - Assign	PWC-AFF-341

VIEW
EXPORT CSV
CREATE PDF
UPDATE
CREATE NEW

4. To add a new owner/contact, start by searching for the person using the search fields at the

top of the page. After a few seconds you will see your search results in the first box.

- Choose the person you want to be the new owner/contact by clicking the circle next to their name.

Name	City	State	ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> Bobby R Johnson	Santa Fe	TX	0	No	No	No	
<input type="radio"/> Johnson	Cherry Valley	AR	63723	Yes	No	No	AR-8010
<input type="radio"/> Bobby John	Daingerfield	TX	83952	Yes	No	No	TX-7765

ADD TO OWNERS
ADD TO CONTACTS

- Click add to owner and/or add to contacts.
- The former owner/contact may be removed by clicking the circle next to their name and then Delete. A primary owner or contact cannot be deleted until that status is assigned to someone else.

Name	City	State	ID	Absentee	Primary C
<input checked="" type="radio"/> Henry D Thrash	Jamestown	LA	26807	<input type="checkbox"/>	<input checked="" type="radio"/>

DELETE

- Click Next through the Tree Farm Information and Location pages and then Confirm your changes.

Editing Tree Farm Owners - Method 2

Under **Search/Create Records > Individual**, search for people or organizations. In the search results you will see what Tree Farm properties the individual is listed as the owner of.

- Search for the individual owner of the property of interest.
- In the search results, click the Tree Farm linked to their name. This will open the **Tree Farm Record**.

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No		TN-435
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No	No	TN-3060

VIEW
EMAIL
UPDATE
CREATE NEW

- Repeat steps 4-8 above.

Tree Farm Number

The TF number for any property in the ATFS database can be changed at any time to any unique alphanumeric combination. If the number is already in use, you will be prompted to use another number by the database to prevent duplication of Tree Farm numbers.

- Search for the Tree Farm whose number you want to change:

2. Click the blue link with the Tree Farm number or you can also hit update (red box). This will open the Updating Tree Farm Record window.

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector	Certificate Number
LA-3753	Henry D Thrash	Bienville	900	State Program - Certification	Certified		02/01/2003	Unidentified Inspector	None - Assign	PWC-AFF-341

[VIEW](#)
[EXPORT CSV](#)
[CREATE PDF](#)
[UPDATE](#)
[CREATE NEW](#)

3. Click Next to get to the Tree Farm Information page which shows the Tree Farm number.
4. Edit the TF# as needed. An error message will be generated if a number is already in use. The initial Certification Date may be edited here if appropriate. Property notes are also encouraged.
5. When finished, click Next to get to the Confirmation page and confirm your edits.

Tree Farm Acreage and Location

The TF acreage can be updated in several ways. It can be updated by submitting an inspection, it can be automatically calculated by mapping the property in the GIS Editor, or it can be manually updated in the Tree Farm Record. Regardless of how it is updated, it is vital that the acreage displayed in the ATFS Database matches the landowner's management plan and other documentation. Remember that the total acreage is based on the whole parcel or parcels that comprise the Tree Farm. The forested acres are those covered under the management of the plan (not including homesites and other land use areas).

Updating the acreage through an inspection is outside the scope of this user manual. The automatic calculation of total acreage will be discussed later in the Mapping section of this document. This section will focus on manually updating the total and forested acres in the Tree Farm Record.

1. Search for the desired Tree Farm on the Search / Create Records > Tree Farm Properties page.
2. At this point you have two options to get to the Location page of the Tree Farm Record:
 - a. Click on the linked Tree Farm number to open the first page of the record, or...
 - b. Select the TF record you want to update and click the green GIS button below your search results. This will take you directly to the Location page.
3. The top of the page will display a map of the property IF one has been entered. Entering a boundary for the Tree Farm will be covered in the Mapping section of this document.
4. Below the map are fields for Total Acres and Forested Acres. Simply type in the correct numbers for each one.



5. When creating a new Tree Farm Record, a county must be selected. This list will be automatically populated based on the state that the property is in.
6. The District field is optional but can be useful when assigning inspections.
7. The location field is for written directions to the property. The Location (legal) field is for parcel numbers or street addresses that may provide additional aid in finding the property.
8. The latitude and longitude for the center of the property are automatically calculated when the boundary is entered in the GIS Viewer, but they can be manually changes to show the location of the entrance, residence, or other important feature of the property. The lat/lon must always fall within the property boundary.
9. The Quarter, Section, Township, and Range fields are optional but may be useful in states that use the Public Land Survey System (PLSS).
10. Finally, optional soil information may be entered for the Tree Farm. The collection of this information is needed to comply with PEFC benchmark standards.
11. Click Next to move to the Confirmation page. Review your edits and click Confirm.

Note that Total Acres will be automatically updated from the spatial geometry whenever a spatial change is made. The value may be manually changed below if needed.

*Total Acres:

Forested Acres:

County:

District:

Town:

Location:

Location (legal):

Latitude:
(dd.ddddd) decimal degrees

Longitude:
(-dd.ddddd) decimal degrees

Quarter:

Section:

Township:

Range:

Primary Soil Type Clay Loam Sand Silt
 Other:

Secondary Soil Type Clay Loam Sand Silt
 Other:

Updating an Inspector's Record

Committee members with Facilitator, District Chair, or State Administrator access to the database have the capability of creating and/or updating inspector records. Administrative access can access inspector records using the following steps:

1. Expand the Search / Create Records menu. You will see options for Individual, Inspector, and Tree Farm Properties. Click Inspector.
2. Enter search criteria to find the record you need. It is best to start with one or two criteria and then add more if the results return too many records. If available, the Member ID is the best way to search for and identify the correct record to update.
3. Select the record you want to update and then click Create / Update.

Organization Name:

Member ID:

City:

State:

County:

To select multiple counties...
Mac: Cmd+Click
PC: Ctrl+Click

One result found:

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> Nephtali Chavez	Washington	DC	147590	No	Active	Inactive	

The inspector Record contains the following information:

- Username and password
- Preferred inspection state(s) and county(ies).
- Training record
- Preliminary access for students who will become an inspector upon graduation.
- Inspector status (active, Inactive, Archived)

Inspectors may only update this information for their own record through the Update My Profile and Change My Password menus.

Username and Password

In the inspector record, the first section contains the username, password, and password hint. Those with state administrative privileges can update usernames and passwords, but only for new or currently active inspectors. Inactive or archived accounts must be reactivated by AFF Staff.

Usernames are not case sensitive and usually follow the format of first name initial+ last name but can sometimes use first name + last name if it is common or already in use. For example: Robert Frost can be **rfrost** or **robertfrost**. Passwords given to inspectors should be consistent throughout so that inspectors can be easily told what their password is, i.e. changeme. Inspectors should be strongly encouraged to change their password to something more secure as soon as they log on.

* = Required fields

User account information for Nephtali Chavez

*Username:

*Password:

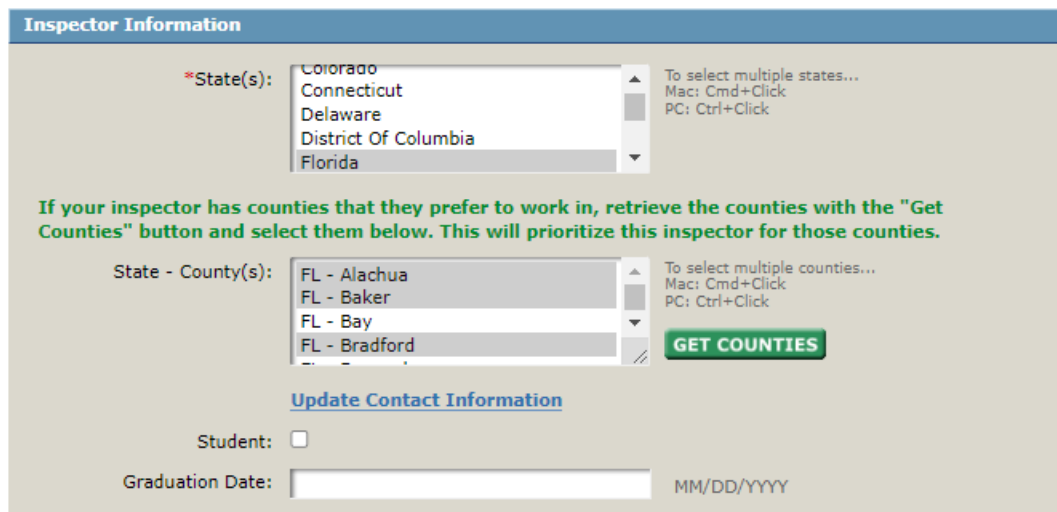
*Retype Password:

*Password Hint:

*Hint Answer:

Preferred Area of Operation

Below the User account Information, you will see Inspector Information that lists the states and counties that the inspector prefers to work in. At least one state selection is required, but many more can be added because the AFF Standards are consistent throughout the entire program. If desired, one or more preferred counties / parishes can be selected. Doing so will place the inspector's name at the top of the list when assigning an inspection in those counties. These can be updated by the inspector by updating their Profile or by anyone who has access to the inspector's record. If a student has taken the inspector training as part of their course work, an administrator may check the student box and add their graduation date. When that date passes, they will automatically become an active inspector.



The screenshot shows a web form titled "Inspector Information". It features a dropdown menu for "State(s)" with options: Colorado, Connecticut, Delaware, District Of Columbia, and Florida. To the right of this menu is a note: "To select multiple states... Mac: Cmd+Click PC: Ctrl+Click". Below this is a green instruction: "If your inspector has counties that they prefer to work in, retrieve the counties with the 'Get Counties' button and select them below. This will prioritize this inspector for those counties." Underneath is another dropdown menu for "State - County(s)" with options: FL - Alachua, FL - Baker, FL - Bay, and FL - Bradford. To the right of this menu is another note: "To select multiple counties... Mac: Cmd+Click PC: Ctrl+Click". A green "GET COUNTIES" button is positioned to the right of the second dropdown. Below the dropdowns is a blue link "Update Contact Information". At the bottom, there is a "Student:" checkbox and a "Graduation Date:" text input field with a "MM/DD/YYYY" placeholder.

Taking Online eLearning Training

Facilitators, Inspectors, District Chairs, and Administrators have access to the **Training > Take Online Training** webpage. Here you will find information about your current training status, a list of training completed, and training courses for Inspector Certification, Facilitator, and the Landscape Management Plan (LMP).

Before any of the online training can be taken, the trainee must have an active account for the database which includes a username and password. State Administrators can create accounts and grant access for new inspectors, but accounts for inactive or archived inspectors require National Administrator (AFF Staff) privileges to reactivate.

Inspector Training

There are 4 required training modules available to bring you up to speed with the AFF 2021 Standards of Sustainability. Each module will become available to you once you complete the previous module. At the end of a module, you will be quizzed you must answer all questions correctly in order to proceed to the next module.

You will be offered the opportunity to Review Quiz or Retry Quiz. If you exit or close the module before finishing, you will be able to resume where you left off. You may also click on any section and continue from that point.

After passing the assessment at the end of EACH module, you MUST click on the Continue button to record your progress in the database. If you do not, then you will have to retake the quiz to proceed further. You must complete all 4 modules to update your Inspector training.

Landscape Management Plan (LMP) Training

This is optional training to learn how to use the LMP to certify properties in the American Tree Farm System. 0.5 Category 1 SAF CFE's are provided per year for this training. After completing the video, a link to download the Certificate of Completion will appear below. Click on the "Download CFE Credits Certificate (LMP)" link to download a PDF file for your records.

A list of those who have completed online training will be sent to SAF each month by ATFS for CFE credit. CFE's and certificates will only be generated for the person whose credentials were used to log on to the website.

Manually Updating Inspector's Training Record

When any online training course is completed, the inspector's training record is automatically updated. However, classroom training must be manually entered for attendees by the training facilitator or state admin. Each month the AFF ATFS Certification Manager runs a report of all new training taken and forwards the report to SAF for continuing education credit allocation.

Once an inspector has been certified on the current version of the Standards of Sustainability, their inspector status will remain active until the next Standards Review Process (typically every five years). For more information on inspector qualifications visit the Training & Resources page of [inspector's corner](#).

To update an inspector's training record, search for and open their inspector record as described under Updating an Inspector Record (above). Under the Inspector Training section, you will see a list of past training, a section for adding Inspector training (classroom), and a section for adding other training. Below are quick reference dates for the last inspector training, completed inspection, and the expiration date of their database access.

Sometimes duplicate or incorrect information can be added to the list of training. In this situation occurs it can be corrected by selecting the incorrect record and clicking delete. A corrected record can then be added if needed.

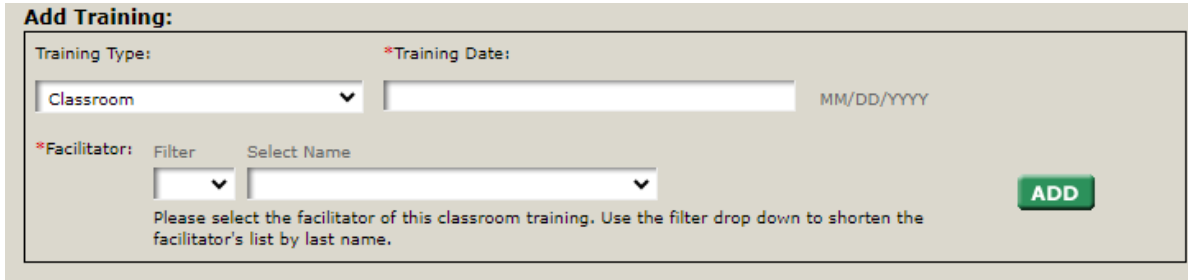
Inspector Training Completed:

<u>Training Type</u>	<u>Course Name</u>	<u>Training Date</u>	<u>Facilitator</u>
<input type="checkbox"/> Classroom	Inspector Training	03/20/2015	
<input type="checkbox"/> On-Line	Inspector Refresher	04/05/2017	
<input type="checkbox"/> Classroom	Inspector Training	10/02/2017	

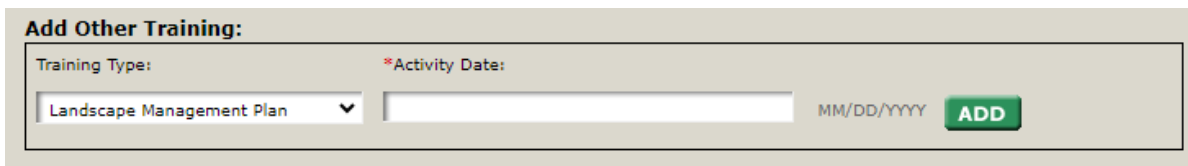
DELETE There must be at least one training record present for an inspector

Classroom training can be added by selecting the type (it's currently the only available option), entering the training date, and selecting the facilitator of the training. There is a filter list that allows you to choose the last

initial of the facilitator to aid in finding their name. Click ADD to add the training to the list above.



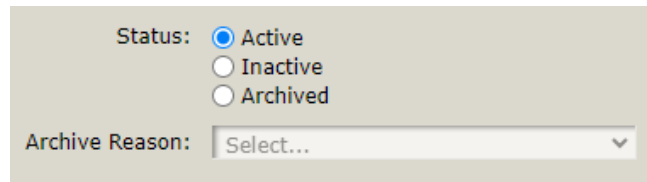
The Add Other Training section is used for tracking Landscape Management Plan and Classroom training the individual has facilitated. Simply select the training type, enter the date, and click ADD.



Inspector’s Training Status

The last part of the Inspector Record that can be edited on this page is the Inspector Status. This will show the status of the inspector as Active, Inactive, or Archived. State administrators can change an inspector’s status from active to inactive or archived, but only a National Administrator (AFF Staff) can reactivate it. If changing the status to Archived, a reason must be selected. Those reasons are:

- No inspection activity for > 5 years.
- No interest
- Ineligible
- Credentials Revoked / Access Denied
- No longer an inspector
- Deceased



Status	Meaning	How it gets updated
Active	Individual is current with the training requirements of the ATFS program.	By entering a training record or training application .
Inactive	Inspector’s training credentials expired over 6 months ago. This person may want to come back into the program.	Automatically updated in the database, can also be manually changed. Can only be reactivated by a National Admin.
Archived	Inspector’s has permanently left the ATFS program because of no interest, death, etc.	The person is automatically archived if they have not had any ATFS activity (training or inspection) in over 5 years. They can also be manually archived. Can only be reactivated by a National Admin.

Reports

State administrators, district chairs, and facilitators have access to certain reports. Of the list below, State admins can see all of the reports, while district chairs can only see Tree Farm Reports.

There are 4 overarching types of reports:

- Tree Farm Reports: A list of all properties in the database
- Tree Farmer Reports: List of all landowners in the database
- Administrative Reports: List of inspectors, facilitators, and miscellaneous info.
- Group Reports: List of Independently Managed Group (IMG) and Individual Third-party Certificate Holders (ICH) in your state. This will not apply to most states.

Facilitators can see a section called Facilitators reports. Here they can download reports on:

- Inspectors: See the roster of active, inactive and recently expired inspectors.
- Inspectors Activity: View inspector activities completed by inspectors.
- Facilitators: Download a list of active facilitators.

There are many ways to filter a report before downloading it. There may be more or fewer filters depending on the report, but in general, you can filter by:

- State
- County
- District Region
- Status
- Contact status

In this example, a list of all pioneer Tree Farmers in Wyoming will be generated. There are several filters where to narrow down the report output.

1. Got to **Tree Farm Reports > State Program**
2. The filters applied here are State = Wyoming, county = all counties, District = 2, Tree Farm status = pioneer, contact status = any contact, Report format = XLSX.
 - a. HTML will return the report in your browser window. This is handy for a quick reference when you do not need to save a copy.
 - b. PDF returns a static report that can be shared, but not edited.
 - c. CSV is just like excel format except without any font formatting. You cannot save any special fonts or colors using CSV, it will just be the pure numbers and words.
 - d. XLSX returns the report in a Microsoft Excel spreadsheet that allows formatting.

3. Click okay. Once downloaded the data can be further sorted and filtered in Excel.

Required and Priority Inspections Report

Each year a set number of properties get randomly tagged for inspection, this is part of the ATFS internal monitoring and is a great way of reaching out to Tree Farmers. The size of the sample in your state is proportional to the size of your population relative to all other states. As a reminder, the priority sample is a random sample of your state’s oldest inspections and should be used to reconnect with these landowners who have not been contacted for many years.

Note: to see this report you need to be a district chair or state administrator

1. Log into www.atfsdatabase.org
2. On the **Main Menu**, go to **Tree Farm Reports > Required inspections (or Priority Inspections)**
3. In the filter options select your state, all counties, the current year, and all contact statuses. Be sure to uncheck Outstanding Only.
 - a. Checking Outstanding Only will return only those inspections that have not been complete during the current year.
4. Choose your output method.
 - a. HTML= View results as a webpage
 - b. PDF= Get results as a PDF

- c. CSV= Get results in a Comma separated file which can be opened in excel
 - d. XLSX= Get results in an Excel 2007 or newer format
5. You will get a report of all of the Tree Farms that have been tagged for the required or priority

LOG OUT **HOME** Required Inspections

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▶
Inspections ▶
Tree Farm Reports ▼
State Program
Other
Optional 6 Year Reinspections
Required Inspections
Priority Inspections
Assigned Inspections
Overdue Inspections
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶

Run Report:

Enter the following information:

Tree Farm State: Georgia
Hawaii
Idaho
Illinois
...
To select multiple States...
Mac: Cmd+Click
PC: Ctrl+Click

Tree Farm County: All counties
Unknown
Appling
Atkinson
To select multiple Counties...
Mac: Cmd+Click
PC: Ctrl+Click

Tree Farm District: All districts
1
10
11
To select multiple Districts...
Mac: Cmd+Click
PC: Ctrl+Click

Target Year: 2024

Outstanding Only:

Contact Status: All
Any Contact
Phone
Mail
...
To select multiple Contact Status...
Mac: Cmd+Click
PC: Ctrl+Click

Report Format: HTML PDF CSV XLSX

OK

Alternate Method

This is a different option that will work for all database users. This option does not allow you to download the results.

1. Log into www.atfsdatabase.org
2. On the left menu, go to **Inspections > View/Edit/Submit Inspections**
3. In the available search fields, the sample year is the year of interest, and you can choose to display the national (required) or priority sample. You can also view any optional (scheduled) inspections.

- Records
- Inspections** ▼
- Assign Optional Inspection
- Assign Inspector
- View/Edit/Submit Inspections
- Review/Approve Inspections
- Print/Create Inspection Forms
- Blank 004 Forms - 2015 Standards
- Tree Farm Reports ▶
- Tree Farmer Reports ▶
- Facilitator Reports ▶
- Administrative Reports ▶
- National Reports ▶
- Group Reports ▶
- Group Reports ▶
- Training ▶

Alpine ▼

Tree Farm District: All districts ▲

Owner Last Name:

Owner First Name:

Owner Organization:

Owner Member ID:

Owner State: All States ▼

Owner County: All counties ▲

Sample Year: 2018

Scheduled Sample Type: National ▲
Priority
Optional ▼

Inspector Last Name:

Understanding Various Reports

Tree Farm Reports: These reports will give you various pieces of information regarding properties that are in various programs of Tree Farm and stages of our program.

Note: The owner that is associated with each Tree Farm that is in this report is only the primary owner, not all associated owners.

Details that will be listed in these reports include:

- Property information such as: State, Number, Tree Farm Name, Tree Farm Status, County, Acres, Location, Ownership Type, Action, Notes
- Inspection information: Cert / Decert Date, Initial Cert Date, Approval Date, Inspect Date, Inspector, Inspect Status, Opt, NS, Assigned Inspector, Assigned Date, Decert Reason
- Owner's Information: Member ID, Name, Organization, Contact Information, County, Contact status, Absentee
- Optional 6 Year reinspection's: Highlights the properties that are due for a 6 year reinspection
- Required Inspections: Highlights the properties that have been tagged as an annual required sample.

- Priority Inspections: Highlights the oldest inspections in your state that have the greatest need for updating.
- Assigned inspections: See which inspections have an inspector currently assigned.
- Overdue inspections: List inspections that have not been approved in over 60 days. This report displays inspections that have been in 'draft' or 'submitted' state, and it has been more than 60 days since they were last created or modified in the database.

Tree Farmer Reports: These will give you information about the people who own and manage the land. These reports can be used for mailings or calculating how many people are in your program.

Note: The State Program Tree Farmer report will only pull the primary owner's name. The Mailing list report will only pull the primary contact person's name. If you want a list that will pull all associated owners and contact's names you will need to go to administrative reports.

Details that will be list in these reports include:

- Owner's information: Member ID, Name, Organization, Contact Information, Contact status, Tree Farms they are associated with, Absentee, Total Acres they own.

Administrative Reports: These provide information about inspectors, facilitators, and all Tree Farm owners and contact people.

Details that will be list in these reports include:

- Inspectors: Inspector contact information, training information, Inspections associated with inspector.
- Inspector Activity: Information about how many inspections have been completed by inspectors.
- Facilitators: Facilitators contact information, training information.
- Tree Farm owners/contacts: Contact information, if the person is a Tree Farm Owner and/or Tree Farm contact.
- Duplicates: This report helps identify potentially duplicated individuals/organizations for your state based on naming or address similarities.
- Data issues: Identifies any potential data quality issues around invalid addresses, non-contiguous parcels, deceased landowners, ineligible properties.

Glossary of Column Headings and Sources

State: State that property is in or could be the state the landowner resides in. Source: 021 Form.

Tree Farm Number: Tree Farm number that has been given to the property. Source: 021 Form.

Tree Farm Name: Property name that landowner has given to their farm. Source: 021 Form.

Tree Farm Status: Certified or recognition status of the property. Source: 021 Form.

County: County that property is in or in which the landowner resides. Source: 021 Form.

Tree Farm Acres: Acreage of property. Source: 021 Form.

Location: Location of property. Source: 021 Form.

Ownership Type: Type of ownership of the property. Most properties are non-industrial, private. Source: 021 Form.

Action: If checked, there is an action item to be done for this property in the property notes. Source: The action item checkbox is in the Tree Farm Record.

Notes: Tree Farm notes that have written about this property for additional background information. Source: The Tree Farm notes are in the Tree Farm Record.

Prefix: Name prefix for landowner such as Mr., Mrs., etc. Source: 021 Form.

First Name: First Name of landowner. Source: 021 Form.

MI: Middle initial of landowner. Source: 021 Form.

Last Name: Last name of landowner. Source: 021 Form.

Suffix: Suffix of landowner. Source: 021 Form

Organization: Organization affiliated with landowner or that owns/manages the property.

AddressLine1: Main address of primary contact person tied to the property. Source: 021 Form.

AddressLine2: Second address line (Apt or suite) of primary contact person tied to the property. Source: 021 Form

AddressLine3: Third address line primary contact person tied to the property. Could be used to add family name. Source: 021 Form.

City: City of mailing address primary contact person tied to the property. Source: 021 Form.

Zip: Zip code of mailing address of primary contact person tied to the property. Source: 021 Form.

Phone: Phone number of primary contact person tied to the property. Source: 021 Form.

Email: Email address of primary contact person tied to the property. Source: 021 Form.

Contact Status: Indicator of validity of contact information. Source: Individual person in database.

Absentee: Indicator if landowner lives on property or not. Source: 021 Form.

Cert Decert Date: Date in which latest inspection action was taken. Usually the date when latest inspection was approved. Source: Inspection record in database.

Initial Cert Date: When property was initially certified. Source: Inspection record in database.

Approval Date: When last inspection was approved. Source: Inspection record in database.

Inspect Date: When property was inspected. Source: 021 form / Inspection record in database.

Inspector: Authorized forester who visited the property. Source: 021 Form / inspection record in database.

Inspect Status: Current status of inspection as it relates to completion. I.e., assigned, draft, submitted, or approved. Source: inspection record in database.

Opt: year in which property is due for optional reinspection, usually every 5-6 years.

NS: Year in which property is due for required reinspection.

Assigned Inspector: Authorized forester who is currently assigned to property.

Assigned Date: Date in which authorized forester was assigned to property.

Decert Reason: Reason for which property was decertified. Source: 021 form.

Member ID: Unique number identifier given to all Tree Farmers. Also referred to as Owner ID.

Is Owner: Marked yes if person is tied to a property as an owner.

Is Contact: Marked yes if person is tied to a property as a contact person.

Training Date: Date on which an authorized forester received training to become an inspector.

Training Exp Date: Date at which an inspector's training and access to the database will expire.

Company: Organization that inspector is affiliated with.

Inspections

Before an inspection can be completed, it must first be assigned to an inspector. The inspector can then choose to submit that inspection by entering it directly into the database or by emailing the writable PDF form. The writable 021 Inspection form can be downloaded as a blank PDF or pre-populated with landowner and Tree Farm information for inspections that have already been assigned to the inspector. There are also options for downloading approved inspection forms for distribution to landowners.

Saving a Blank 021 Form on Your Computer

The blank writable 021 PDF can be found in many locations and the file can be saved on your computer for easy access. These instructions will vary by browser. Places where the PDF can be found include:

- Inspectors Corner: <https://www.treefarmssystem.org/inspectorscorner>
- ATFS database: www.atfsdatabase.org

Depending on your internet browser, clicking on the inspection form link will either open the form in the browser or Adobe Acrobat, or download a copy to your Downloads folder. Use the appropriate methods for your browser or PDF application to save a copy to your computer. The writable PDF forms have coding

embedded in the file. If this file is saved as a PDF image or a non-writable file version that coding can be corrupted. If this happens and the file is not accepted by the system, try downloading a fresh PDF and transferring the data to it.

How to Download Multiple 021 PDFs from ATFS

The ATFS database has the capability of downloading multiple assigned or unassigned pre-populated 021's straight to your computer. If you are downloading more than one of these forms at a time, it will be downloaded as a zip folder that once opened will contain all your files.

Method 1:

1. Assign the inspections to an inspector(s) by going to **Inspections > Assign Inspections**.
2. Check the boxes for each inspection you want to download.
3. Click Create PDF. You will find this create PDF button in several areas of the database.

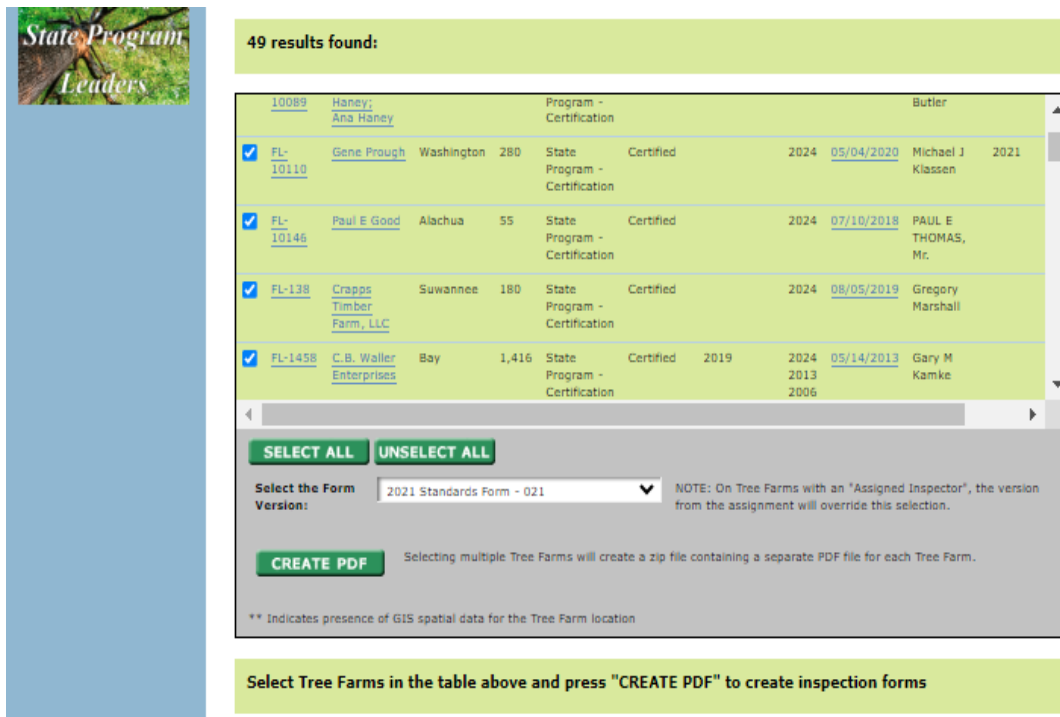
	Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input checked="" type="checkbox"/>	AL-1001	B.M. Green	Pike	480	Decertified	1994		09/01/1988	Jim Solvason		
<input checked="" type="checkbox"/>	AL-1017	Henry J Dunlap	Coosa	156	Certified	2013		11/13/2007	Terry A Butler		
<input checked="" type="checkbox"/>	AL-1038	W Z Gafford	Butler	400	Decertified	2013		10/10/2007	Paul E Hudgins		
<input type="checkbox"/>	AL-1040	Lewis Headley	Chilton	150	Member	2003		04/01/1997	Unidentified Inspector		
<input type="checkbox"/>	AL-1056	Marshall Martin	Crenshaw	908	Decertified	1995		06/01/1989	Van O Gillem		
<input type="checkbox"/>	AL-1063	J. T. Hurst, II	Fayette	660	Decertified	1996		09/01/1990	Unidentified Inspector		

SELECT ALL **UNSELECT ALL** **CREATE PDF** **ASSIGN INSP.** **REMOVE INSP.**

Method 2

1. Go to **Inspections > Print/Create Inspection Forms**
2. Enter the search criteria for the types of forms you are looking for. For example, if you want to download all the required inspections for that year your search criteria would be:
 - a. Tree Farm State= your state
 - b. Target year= current year
 - c. National/Optional= national
 - d. This would pull up the national sample for the year and you can download them all at once in a zip. If you wanted to download the optional samples that were designated for a year, then you would choose Optional as your criteria
 - e. If you want to pull pre-populated forms for all the properties that a certain person/organization owned, just search for that person/organization and select all the results.
 - f. If you leave all the search fields blank the results will display the first 250 Tree Farms in your state.
3. The image below shows the 2024 National (Required Sample) inspections for Florida.

4. Once the search results appear, Click select all, or the individual properties you need.
5. Click create PDF. This will package the inspection in a zip folder.
6. Save the file to your computer.
7. Open the zip.



49 results found:

ID	Name	Location	Acres	Status	Certification	Inspector	Year
10089	Haney, Ana Haney			Program - Certification		Butler	
<input checked="" type="checkbox"/> FL-10110	Gene Prough	Washington	280	State Program - Certification	Certified	Michael J Klassen	2024 05/04/2020
<input checked="" type="checkbox"/> FL-10146	Paul E Good	Alachua	55	State Program - Certification	Certified	PAUL E THOMAS, Mr.	2024 07/10/2018
<input checked="" type="checkbox"/> FL-138	Cripps Timber Farm, LLC	Suwannee	180	State Program - Certification	Certified	Gregory Marshall	2024 08/05/2019
<input checked="" type="checkbox"/> FL-1458	C.B. Waller Enterprises	Bay	1,416	State Program - Certification	Certified	Gary M Kamke	2019 2024 05/14/2013 2013 2006

SELECT ALL **UNSELECT ALL**

Select the Form Version: 2021 Standards Form - 021 NOTE: On Tree Farms with an "Assigned Inspector", the version from the assignment will override this selection.

CREATE PDF Selecting multiple Tree Farms will create a zip file containing a separate PDF file for each Tree Farm.

** Indicates presence of GIS spatial data for the Tree Farm location

Select Tree Farms in the table above and press "CREATE PDF" to create inspection forms

Direct Entry of an Inspection in the Database

The best way to enter an inspection is to enter it directly into the database. Direct Entry has the advantages of providing immediate feedback to the inspector if an error has been made. It also avoids delays caused by email issues like typos in the email address or subject line.

To enter an inspection directly into the database:

1. Go to **Inspections > View / Edit / Submit Inspections**.
2. Search for the assigned inspection you would like to complete. This may return several inspections for the property of interest. Look for the record that has an Inspection Status of Assigned or Draft.
3. Select the inspection by clicking the circle button on the left and then click Next.
4. This will bring up a summary of the Tree Farm Record.
 - a. If any of the information needs updating, click the **Edit Tree Farm** link next to the Tree Farm number.
 - b. Inspectors are encouraged to add objectives and management strategies to the Tree Farm Record for all landowners even if they do not use the LMP.
 - c. Confirm your edits when finished and return to the Summary page.
 - d. Click Next.
5. Enter the type of inspection, the date of the field inspection, and/or the type and date of the interview.

Add any notes that are specific to the inspection. Click Next. If any required information is missing an error message will pop up.

- a. Notes that apply to the property in general and will not change for the next inspection should be entered in the Tree Farm Record.
6. Fill out the Standards section of the inspection. Be sure to include notes as needed. Click Next. If any required information is missing an error message will pop up.
 - a. To save time, you may click YES TO ALL at the top to fill most to fill all the Yes/No responses. You then only have to add text responses where necessary and change answers to No where necessary.
7. Enter the Landowner name or organization in the Landowner field and date if applicable. The check box for Landowner legal confirmation is provided to verify that the landowner has reviewed and agreed with the inspection. This is only needed for initial inspections. Recertifications and decertifications do not require landowner approval.
8. As the assigned inspector, your name should already be present in this field. Add the date and your certification recommendation. The date must be on or after the inspection date on the first page.
9. The next page allows you to review your inspection before submitting it. If it looks accurate, click Submit for Approval. Confirm submittal by clicking Yes.
 - a. **NOTE: Beginning 1/1/2025 all Tree Farms must have a boundary mapped in the GIS Editor prior to submitting an inspection. Inspections for properties without boundaries will be rejected by the database.**
10. Select who you would like to approve the inspection from the drop-down list and click Submit.
11. Click OK to return to the search page.

Uploading a PDF Inspection

1. The inspector must be assigned to the property beforehand for the upload to work.
2. Conduct the inspection and complete the writable PDF inspection form.
3. Email the completed PDF to inspectors@forestfoundation.org with **Upload021** in the subject line to begin the upload process. There are several variations of the subject line keyword that will also work
 - a. Upload021
 - b. Upload 021
 - c. Inspection 021, etc.
4. Any errors in the PDF, such as missing required information, will prevent the PDF from being uploaded.
 - a. **NOTE: Beginning 1/1/2025 all Tree Farms must have a boundary mapped in the GIS Editor prior to submitting an inspection. Inspections for properties without boundaries will be rejected by the database.**
5. You may CC yourself or others to retain copies.
6. You may attach multiple PDFs to one email for submission.

Downloading Approved Inspections for Landowners

The 021-inspection form is not only a checklist to determine whether the Standards are being met, but also part of the property's planning documentation. The inspection form can be used as a supplement or addendum to the management plan, provided the landowner retains a copy of it. Following each inspection, landowners should be provided with a copy of their approved inspection form for their records.

To download a PDF copy of the inspection form:

1. Go to **Inspections > Print Approved Inspections**.
2. Search for the property (or properties) using the fields provided. Inspectors and state program leadership may choose to download these forms individually or in batches.
3. Click **Search**.
4. Select the records of interest individually or by Select All.
5. Click Export. The Print Inspection Export window will pop up while the file downloads. DO NOT close this window until the file has started downloading (best to leave it open until finished).
 - a. A single Inspection will be exported as a PDF document.
 - b. Multiple inspections will be downloaded as zipped folder with the individual inspections contained within.
6. Click OK to return to the Search Page.
7. The PDF inspection files will be formatted like the original inspection form. They will be fully approved and may be emailed or archived as needed.

Tree Farm	Owner	County
<input checked="" type="checkbox"/> AL-20015	Steed Timber Company Inc.	Cullman
<input checked="" type="checkbox"/> AL-20015.1	Steed Timber Company Inc.	Cullman
<input checked="" type="checkbox"/> AL-20015.2	Steed Timber Company Inc.	Cullman
<input checked="" type="checkbox"/> AL-22097	Lane Hicks	Marion
<input type="checkbox"/> AL-24001	Bradley Family Trust	Baldwin
<input type="checkbox"/> AL-24003	Thomas Fell	Dale

Print Inspection Export

Your export is being generated. Do not close this window until after the download has started.

Click OK to close this window and return to the main menu.

OK

Downloading a Landowner's Tree Farm Certificate

All new Tree Farmers enrolled in either the certified or recognition category will receive a welcome packet with a certificate in the mail. This process of mailing welcome packets occurs monthly, but a certificate can be reprinted at any time for a landowner through the ATFS database. This can be helpful if the landowner needs additional copies of the certificate, misplaces their copy, etc.

1. Go to the "Verify Certifications" menu on the left side
2. Search for the property of interest
3. Click the hyperlink under the certificate number column and a certificate will begin to automatically download as a PDF. This PDF can be saved, printed, emailed, etc.

LOG OUT **HOME** Searching Tree Farms

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)

User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▶
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

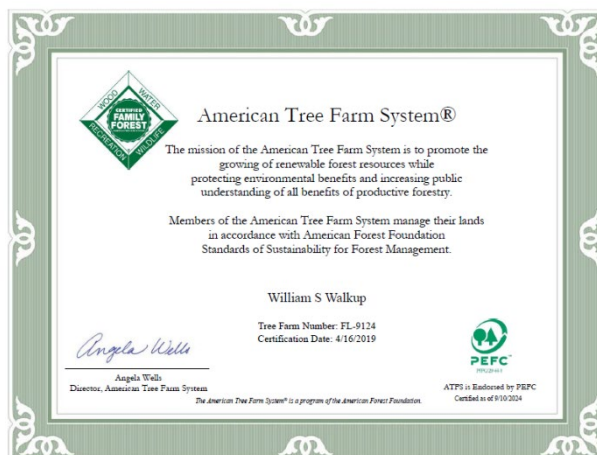
American Forest Foundation

Tree Farm State: All States
Tree Farm Number:
Tree Farm County: All counties
Owner Last Name: hamblin
Owner First Name:
Owner Organization:
Membership ID:
Owner State: All States
Owner County: All counties

SEARCH

8 results found:

Tree Farm	Owner	County	Acres	Type	Status	Approval	Certificate Number
MS-012747	Randy Hamblin (48235-1)	Clay	105.0	State Program - Certification	Certified	01/07/2009	PWC-AFF-341
MS-013866	Brad Hamblin (230205-1)	Pontotoc	15.0	State Program - Certification	Certified	12/05/2012	PWC-AFF-341



Spatial Functionality (Mapping) in the ATFS Database

The GIS Editor and Viewer were added to the ATFS Database in 2019, adding functionality to the ATFS database to capture and store spatial data. With these new features, active ATFS volunteers will be able to draw boundaries to map out ATFS Tree Farms.

Having high-quality data and spatial data benefit the entire system in several ways:

- Facilitates location of property for regular re-inspections and during assessments.
- In the future, this information can be overlaid with landscape management plans or other tools to streamline the entry of inspections.
- Allows for GIS analysis on Tree Farms for more effective outreach, field days, determining Tree Farm hot spots or dead zones, implementation of conservation initiatives, etc.
- Prevents duplicate enrollment of the same property.
- Prevents enrollment of noncontiguous parcels.
- Helps AFF maintain alignment with other PEFC certification systems in meeting the requirements of the EUDR.

Spatial functionality in the ATFS Database is provided through two related but separate interfaces.

- The Tree farm GIS Editor: For adding and editing data for a Tree Farm.
- The Tree farm GIS Editor: For viewing the spatial data for a Tree Farm(s) and using it to make maps.

Permissions

The same permission rules that exist currently for Tree Farm Record editing will apply for viewing, creating, and modifying Tree Farm boundaries.

For example, state program administrators can make edits and create new Tree Farms in their state, but not for other states. The same will apply to boundary creation/editing.

Inspectors cannot create new Tree Farms but can edit/enter Tree Farm property information as part of an inspection. To facilitate the addition of boundaries, inspectors may enter boundaries for any Tree Farm in their assigned state(s) even if not assigned to the inspection.

To view the permissions of various roles, please look at this document:

https://www.treefarmssystem.org/stuff/contentmgr/files/2/3105c7731a9ca78986fdc7faa9c655b3/files/capabilities_of_each_role.pdf

Privacy Concerns

Information held within the ATFS database is closely guarded and only authorized users can access this information. This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF) and is intended to provide useful information to those individuals managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Each user of the ATFS database is required to agree to the ATFS nondisclosure agreement before being able to access the information within.

Mapping and Contiguity

The requirement for mapping Tree Farms in the ATFS Database is due in part to ensure that the contiguity rule is being applied properly to all Tree Farms. When mapping a property, there are certain rules that need to be followed:

1. Map the entire tax parcel or contiguous tax parcels that will be enrolled in the program, not just the forested acres or stands. The Eligibility Requirements state “The acreage of the entire parcel(s) shall be used for evaluation purposes. In cases where a single forest management unit spans multiple parcels under single ownership, the contiguous parcels are the evaluation unit.”



2. Significant rights of way, under ownership of other entities, may represent breaks in contiguous forest parcels. Significant rights of way are defined as at least eighty-four (84) feet wide. Non-contiguous parcels (or portions of parcels) that lie under a single ownership and management unit but are separated by a break in contiguity such as a significant right of way, road, non-forested parcel, etc. and do not meet the >10-acre requirement to be a standalone Tree Farm may be considered a part of the larger parcel for Tree Farm.
3. In order for a piece of land that is noncontiguous with the rest of the Tree Farm to be included as part of that Tree Farm, it must meet very specific criteria:
 - a. It must be less than the 10 acres required to be its own Tree Farm.
 - b. It must be under the same ownership and management unit. A residence or yard is not part of a forest management unit. If a residence falls within the same parcel as a FMU, it can be included in the total acreage, but not the forested acres. A standalone residential parcel should not be included as part of the Tree Farm.



Adding Boundaries for Tree Farms

Geospatial data (points and polygons) are associated with the Tree Farm Record. This is where users should go to view, edit, or map Tree Farm properties. Boundary lines for Tree Farms may be added in one of three way:

1. Drawn individually in the TF GIS Editor for each Tree Farm.
2. Uploaded individually to the TF GIS Editor for each Tree Farm using a KMZ or zipped shapefile.
3. Bulk uploaded by sending a shapefile of multiple Tree Farms to the ATFS Certification Manager.

Creating (Digitizing) a Single Tree Farm Boundary

The boundary for a Tree Farm is stored with the other property details, such as acreage, location, etc., in the Tree Farm Record. A Tree Farm boundary can only be created by users with [certain permissions](#) and in the **GIS Editor Window**.

To access the **GIS Editor Window**:

1. The Tree Farm must already exist.
2. [Search for the Tree Farm Property](#) The search results generated by the **Search/Create Tree Farm Properties** menu allow you to select multiple properties, but only one property boundary can be created at a time.
3. In the search results, there are two ways to get to the Location page of the Tree farm Record.:
 - Click on the TF # to open the property of interest. In the resulting pop-up window, click the **Next** button at the bottom of the page *twice* to get to the **third page**, where the boundary is stored.

- Select the property and click the GIS button at the bottom of the list.

All **Certified State Program - Certification Tree Farms** are now required to have a boundary line mapped in the Tree Farm GIS Editor. To map the property, select a Tree Farm from the list, click the GIS button. You may also click on the Tree Farm number and then click Next to get to the Tree Farm Location page. Click Create/Update to add a boundary. Inspectors may draw the boundary or following the Upload instructions (click Upload button) to upload it via zipped shapefile or KMZ.

90 results found:

<input type="checkbox"/>	AL-11240	William F Cosby	Autauga	754	State Program - Certification	Decertified	12/15/2016	Leigh Peters	None - Assign
<input type="checkbox"/>	AL-11284	John B Deramus	Autauga	100	State Program - Certification	Decertified	11/12/2018	Nephtali Chavez	None - Assign
<input checked="" type="checkbox"/>	AL-11395	Joan Green	Autauga	400	State Program - Certification	Decertified	11/12/2018	Nephtali Chavez	None - Assign
<input type="checkbox"/>	AL-11541	Frank Jones	Autauga	346	State Program - Certification	Certified	02/11/2011	Joann M Cox	None - Assign C0027068-FC5
<input type="checkbox"/>	AL-11604	Russell M Lawlis	Autauga	110	State Program - Certification	Decertified	12/06/2013	Sarah Crow	None - Assign

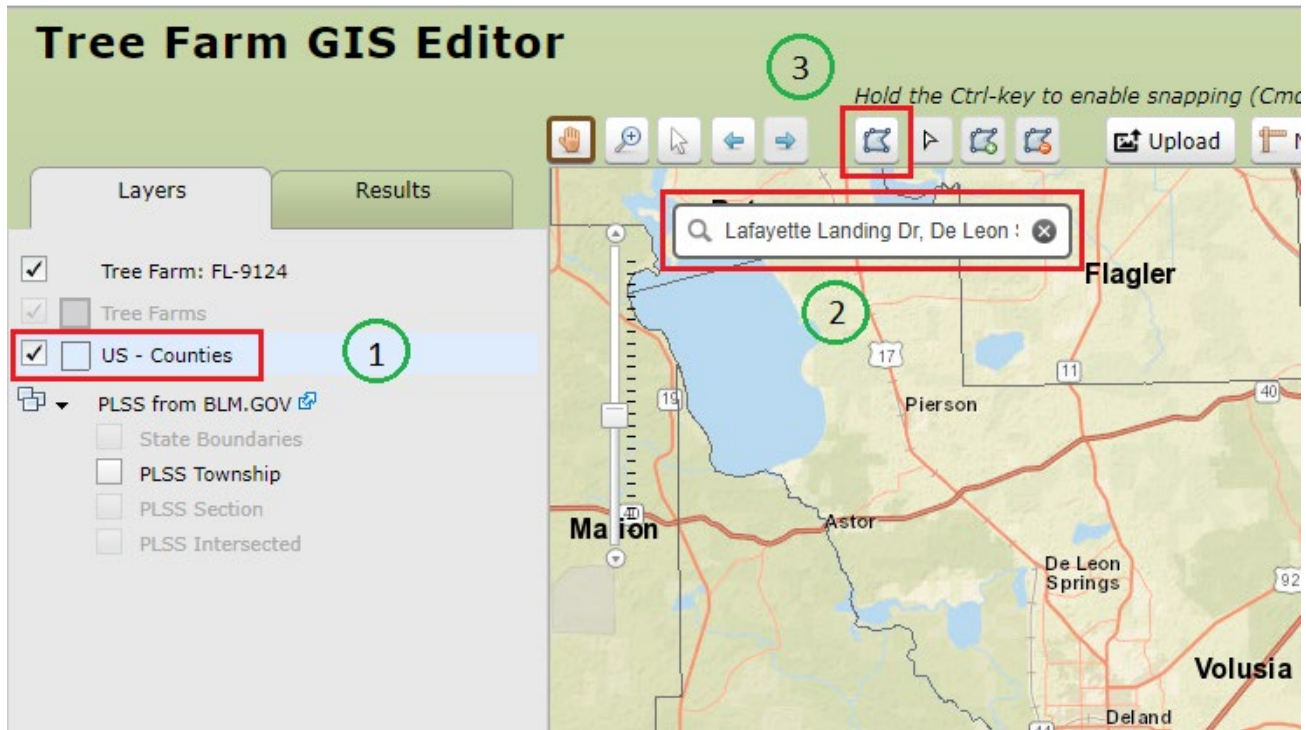
** Indicates presence of GIS spatial data for the Tree Farm location

4. At the top of the page will be a map. If a boundary line has been entered, it will be shown. If no boundary has been entered it will show the whole state.
5. Click **Create/Update** to open the **GIS Editor**. It will zoom into the property boundary if entered or the county where the property is located.

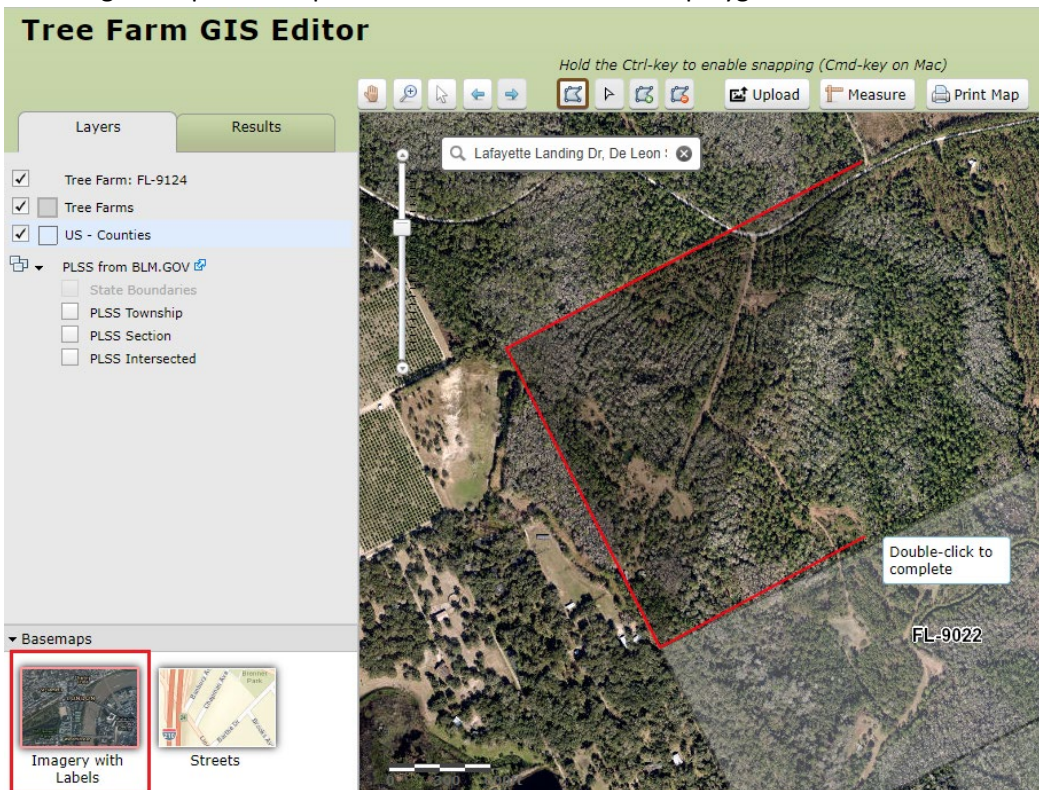
Tree Farm GIS Editor

1. Assuming no boundary has been entered for the property, the map will start by zooming in on the county where the property is listed as being located. To see the counties, turn on the county layer.
2. If you know the address / coordinates of the property or a landmark to get you zoomed in close to the property, enter it in the **Search** bar to start.

- When ready to start drawing, click the **Create New** icon in the top bar.



- You can change the basemap to Imagery with Labels to get a better view of the forest boundary.
- Begin clicking to drop a vertex point. Double-click to close the polygon.



Note: ATFS only requires a boundary that provides a good representation of the property. Survey accuracy is NOT required

- When finished, click **Apply Change and Exit**. A message will display saying “Edits pending... To save your edits to the database, you must **CONFIRM** your changes on the final page of the Tree Farm record.”

IMPORTANT: Your edits have not yet been saved. Do not “X” out of the Tree Farm window.

- When you exit the Editor, the total acreage and the latitude and longitude of the property will be automatically updated to reflect what has been drawn. You may edit these numbers if needed to bring it in line with the management plan or other documents. The coordinates are calculated for the center of the property. If you prefer the coordinates to be for a gate, residence, or some other point on the property, they can be edited like the acreage. Remember that any coordinates recorded must fall within the property.
- To save the edits made to the Tree Farm Record and map, scroll to the bottom of the page and click **Next** and then **Confirm** on the final page. Only then will your edits be saved in the database.

The screenshot displays the 'Create or Update Tree Farm Location' web application. At the top, there is a green header with the title 'Create or Update Tree Farm Location'. Below this is a blue bar with the text 'Tree Farm Location'. The main content area features a map with a red polygon representing a property boundary. The map includes labels for 'Peace Pond Rd' and 'Lafayette Landings Dr'. A zoom control is visible on the left side of the map. Below the map is a green button labeled 'CREATE / UPDATE'. Underneath the map, there is a note: 'Note that Total Acres will be automatically updated from the spatial geometry whenever a spatial change is made. The value may be manually changed below if needed.' Below the note are three input fields: 'Total Acres' with the value '102', 'Forested Acres' with the value '100', and a dropdown menu for 'County' with 'Volusia' selected.

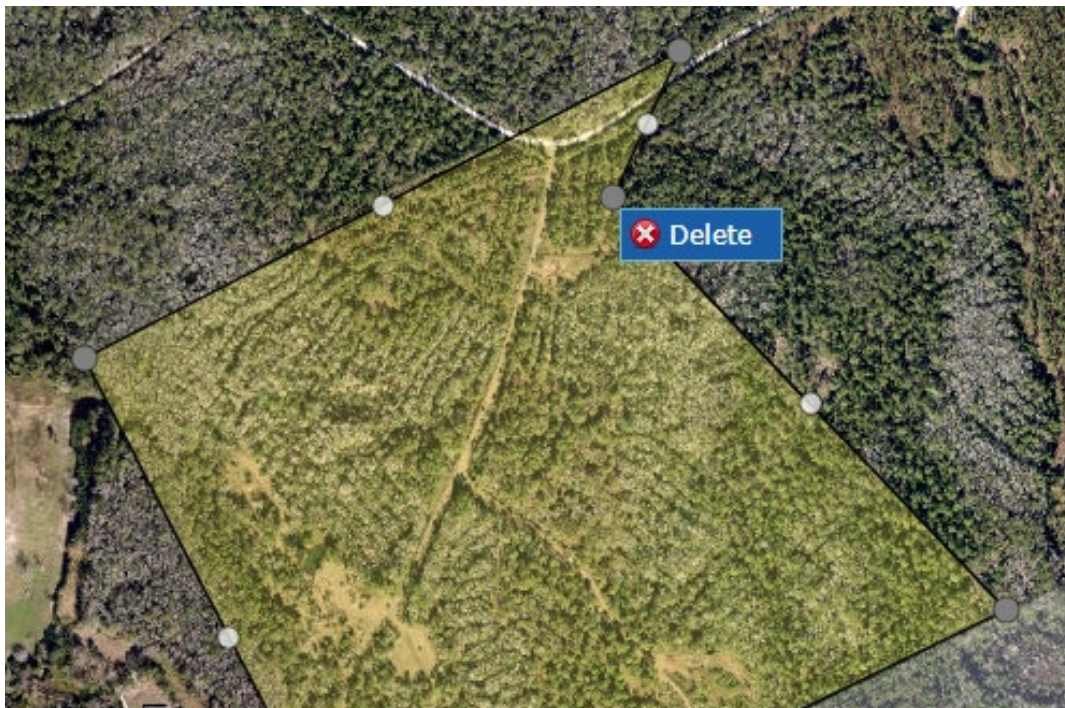
Editing a Single Tree Farm Boundary

A Tree Farm boundary can only be edited by users with certain permissions and in the **Editor Window**. To access the **Editor Window**:

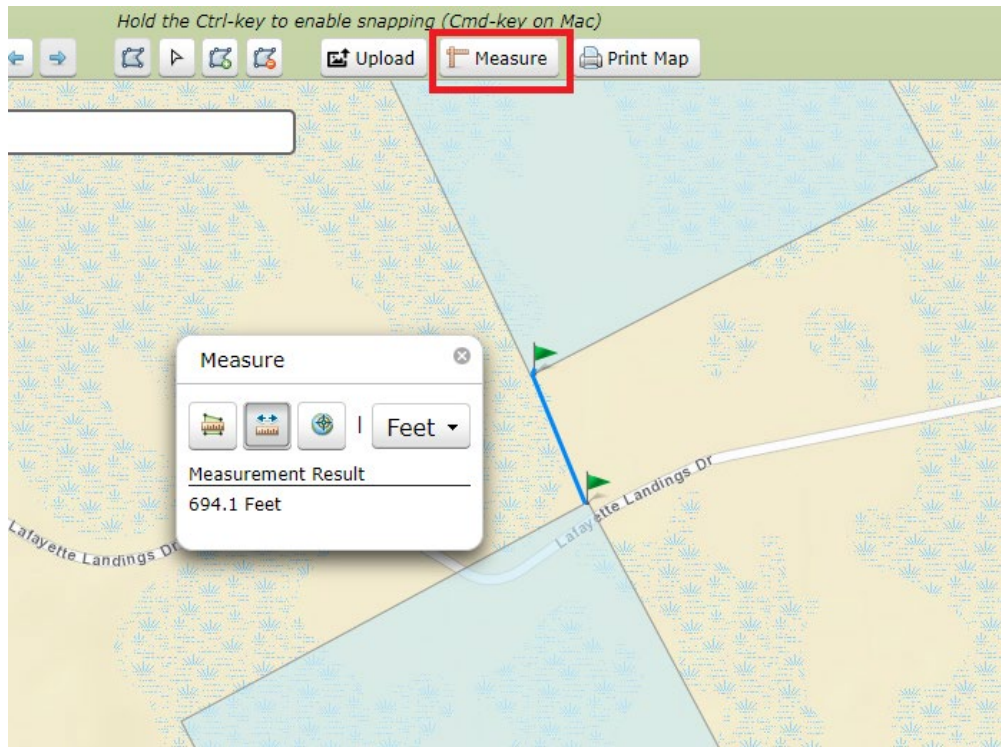
1. In the **GIS Editor**, there are a set of tools for editing a polygon:
 - **Edit Vertices**: Allows you to drag and adjust the location of vertices.
 - **Add Part**: Allows you add on a polygon to the existing polygon. This may lead to non-contiguous parcels if the two parts don't overlap.
 - **Remove Part**: Removes part of the existing polygon. This is good for when part of a property has been removed from the ownership.



2. To edit the shape of your boundary by moving the vertices, click and drag each vertex to the desired position. Gray vertices are corners. White vertices are mid-points. Moving a midpoint will split the line segment at that point with a new corner.
3. Delete a vertex by right-clicking it and Delete.



If you need to add another polygon that does not share a boundary line or corner with the other polygon, use the Measure tool to determine if it needs to be broken out as its own Tree Farm. If the two polygons are within 84-feet of each other, it can be considered a single contiguous Tree Farm.

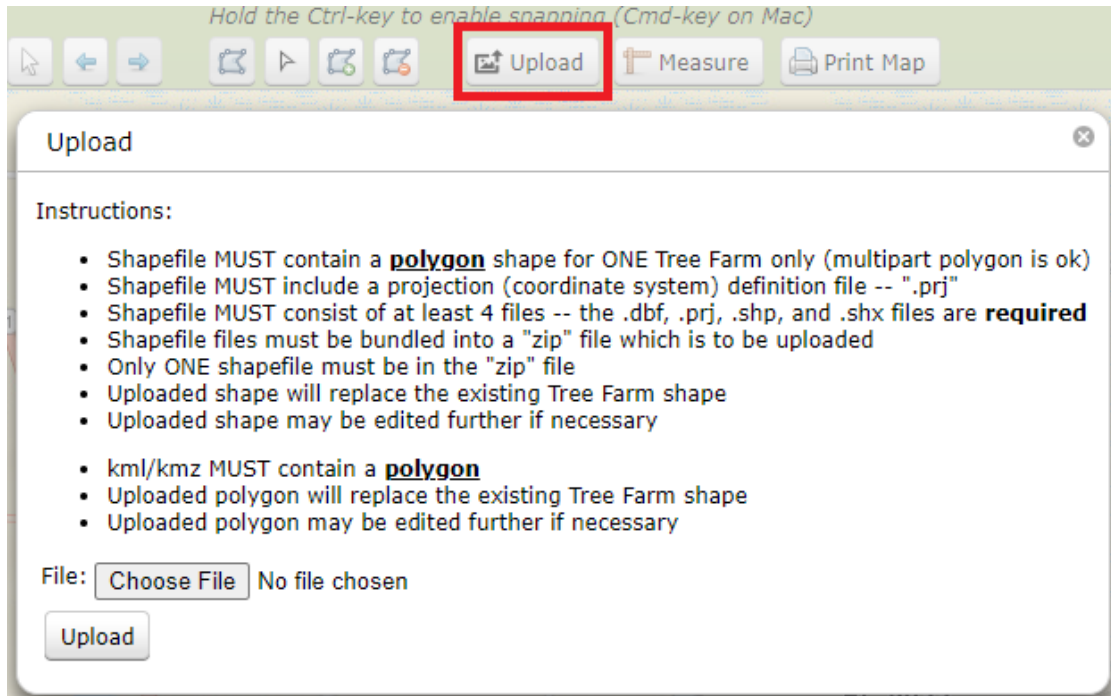


To delete a portion or all a property, use the Remove Part tool. Simply click the tool and draw a box around the area you want to delete. Double-click to close the box and delete the piece. This tool can also be used to divide parcels by drawing a single line across the poly and double-clicking, or to remove out-parcels within a larger property.



Uploading a Single Property Boundary

Polygons can be uploaded as a zipped shapefile from ESRI applications (ArcGIS, ArcMap Pro, etc.) or as a KMZ or KML created in Google Earth. In the GIS Editor, click on the Upload button to get the window below and follow the instructions.



What if Our State Has Spatial Data Readily Available?

With the help of our database programmer, shapefiles with multiple digitized Tree Farms can be imported. If you have added new fields to your spatial data, there is no guarantee that additional data and fields will be imported, but those situations will be handled individually. The main data of interest are the Tree Farm boundaries. Please contact Steve Lloyd at slloyd@forestfoundation.org to begin the process and to ask any questions.

Required Fields:

- State Tree Farm number formatting details
- Zipped shapefile, geodatabase, or KMZ/KML.
- Projection must be defined for the dataset.
- Each Tree Farm should only have one record. If a Tree Farm boundary is duplicated, or a Tree Farm number is repeated in different records, that property boundary will not be imported.

Instructions:

1. Please email Steve Lloyd at slloyd@forestfoundation.org a zipped shapefile with the dataset.
2. Provide an estimate of when the dataset was last updated.
3. Folder can be shared through SharePoint if it is too large for email.

Searching for Spatial Data

The boundary for a Tree Farm is stored along with the other property details—such as acreage, location, status—that you are familiar with. You can view/edit boundary information by searching for a Tree Farm and clicking on the Tree Farm number or Display on Map. Searching from the **Search/Create → Tree Farm Properties** menu is the preferred method.

Viewing Spatial Data

The quickest method to view existing Tree Farm boundaries is to search for a Tree Farm property.

1. Go to **Search/Create Records > Tree Farm Properties**.
2. Search for the Tree Farm of interest.
3. From the search results select the Tree Farm(s) to view through the checkboxes.
 - a. Alternatively, you can select one Tree Farm and click the **View** button. This will display property details and a quick spatial overview in a new webpage that can be printed. Do not proceed with the next steps.
4. Click **Display Map**.
 - a. A pop-up will open; make sure you allow pop-ups.
5. This is the **Viewer Window**; here, you can:
 - Create and print a basic map.
 - Zoom in and out (Keyboard short cuts: - +)
 - Pan around an area (Keyboard short cuts: arrow keys)
 - Select a Tree Farm to view details about it, such as last inspection, owner, status, etc.
 - Select a Tree Farm(s) and download the shapefile for further analysis.
 - Take measurements.
 - Overlay layers over properties

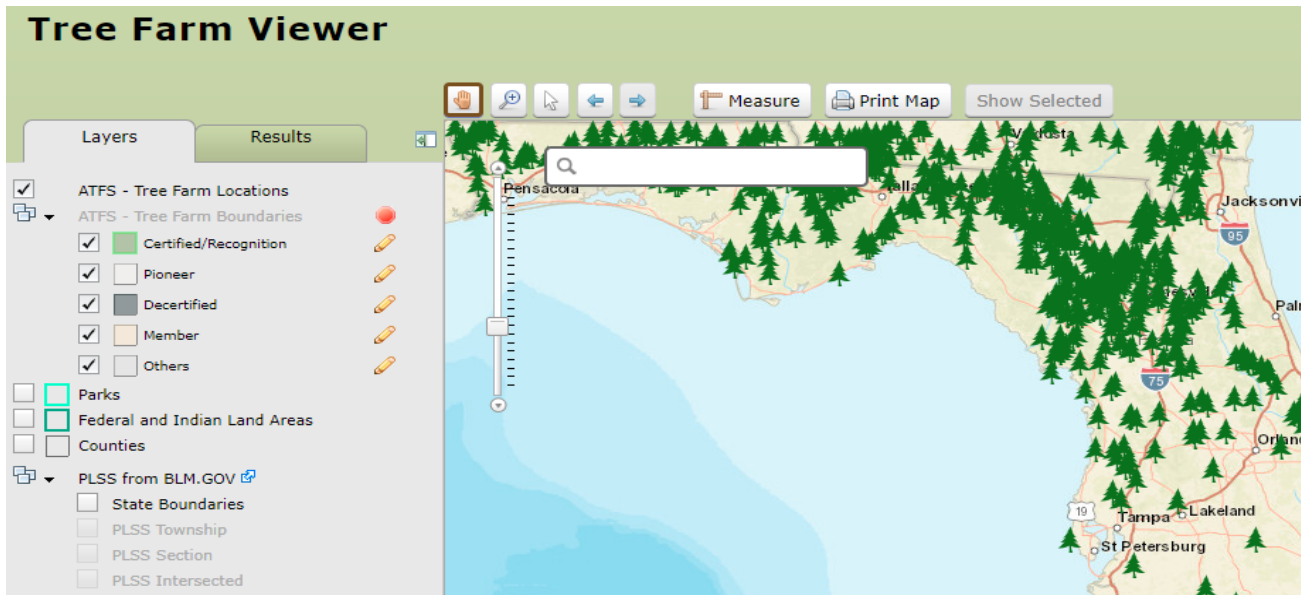
Note: You cannot make edits in the **Viewer Window**. This must be done in the **Editor Window** and can only be done by authorized users. [See Permissions](#).

Quickly Viewing all Locations of Tree Farms in Your State:

From the Tree Farm Properties search page, you can view the location of all the Tree Farms (all that have had boundaries drawn) in your state for a quick review. This can be useful when planning third-party assessment samples:

Select the state you are interested in and click **Display Map** to open the **GIS Viewer** page. This will display all Tree Farms that have spatial data. You can also click search and then Display Map for the same outcome. When you click Search, only the top 250 records will be displayed. However, the **Tree Farm GIS Viewer** will show the locations of all Tree Farms in your state (that have boundaries).

At this scale, you will notice that all of the Tree Farms are represented by points based on the latitude and longitude from their Tree Farm Record. As you zoom in, those points will turn into polygons for those records that have them.

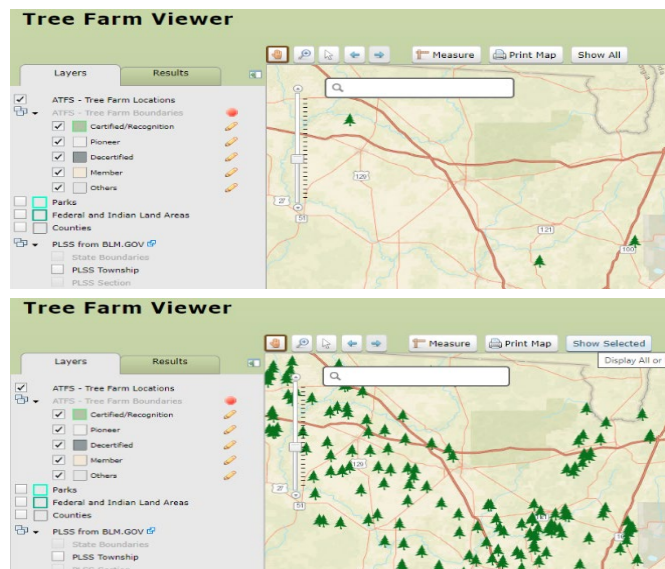
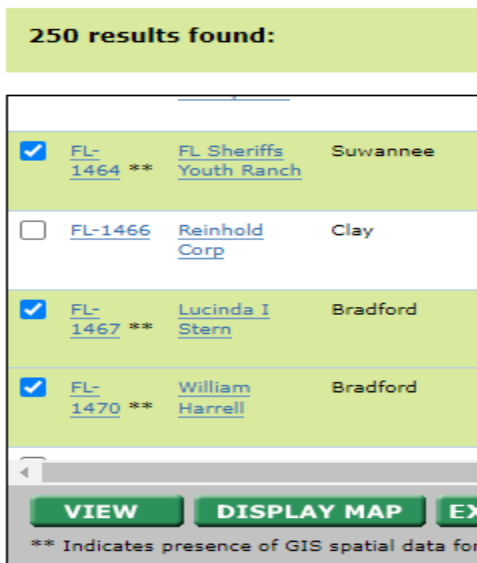


Finding the Locations of Specific Properties:

From the **Search/Create Records -> Tree Farm Properties** page, you can select certain properties that have spatial data and view only those on a map.

1. Search for the Tree Farm(s) of interest.
2. From the search results select the Tree Farm(s) to view with the checkboxes.

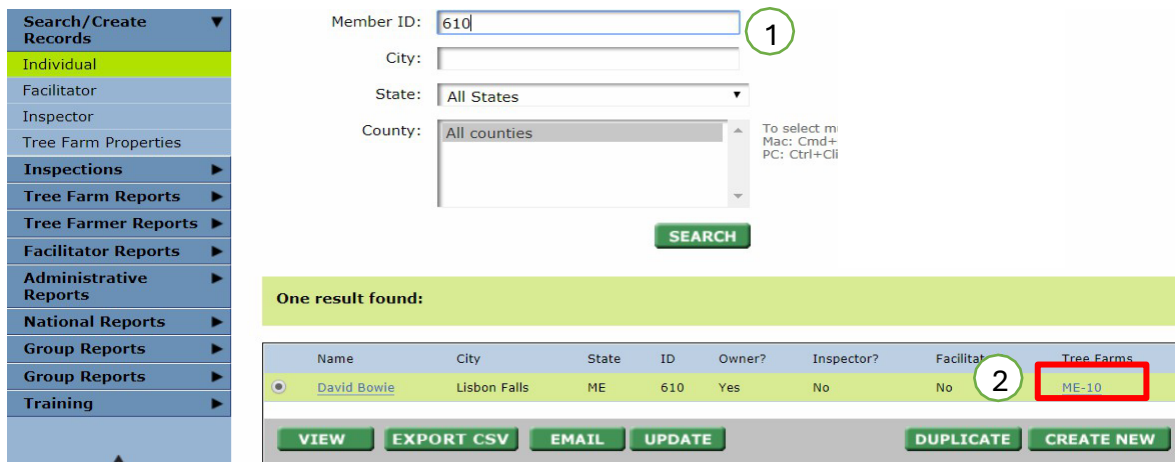
When specific properties have been selected for viewing, the **Tree Farm Viewer** will only display the properties that were checked in the search results. You can toggle between viewing all properties in your



state and the selected properties with the **Show All/Show Selected** Button. The images below demonstrate how the viewer can be toggled between showing only the three Tree Farms that were selected and all Tree Farms in the state.

Anywhere that the Tree Farm number is hyperlinked, you can view the boundary (if it exists). In the resulting pop-up window, click the **Next** button at the bottom of the page *twice* to get to the **third page**, where the boundary is stored.

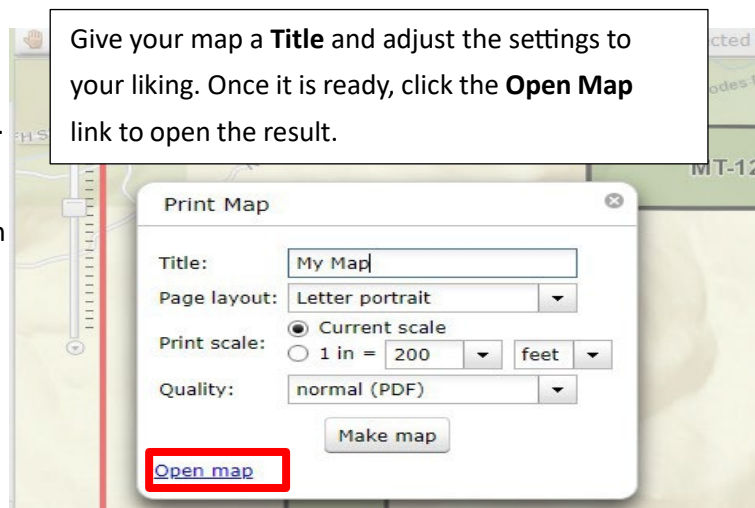
1. Search for Property normally.
2. Click on the Tree Farm number hyperlink to view property details in pop-up. pop-up window



Creating a Basic Map for a Single Property

The simplest way to create a basic map for a single property is to search for the property of interest and open its boundary through the Tree Farm record.

1. The Tree Farm must already exist.
2. [Search for the Tree Farm Property](#)
3. In the Search results, open the Location Page of the Tree Farm Record of interest.
 - Select the record and click the GIS button, or...
 - Click the Tree farm number and then Next to the third page.
4. Click the **Create/Update** button to launch the **Editor Window**.
5. Once in the **Editor**, the basemap, shading of the property, and layers visible can be changed to customize the map.
6. Click the **Print Map** button. Enter a title



and choose the layout, scale and quality.

7. Click **Make Map**. It may take a while for the PDF to be created. When it is ready, “Open Map” will appear in the window.
8. Open the map and review for accuracy.

Creating a Basic Map for Multiple Tree Farms

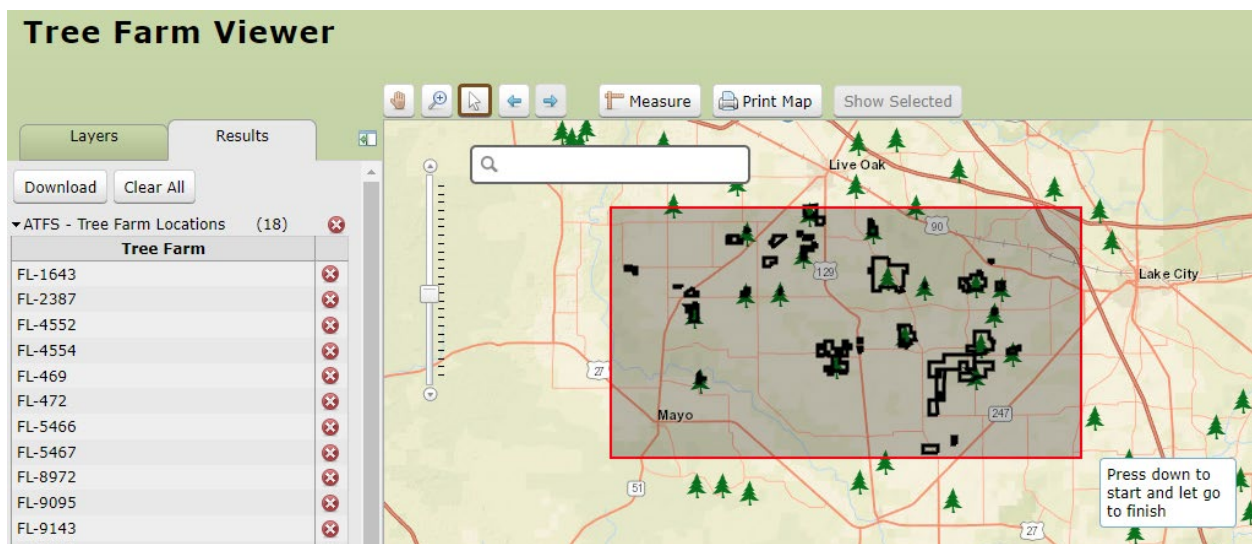
If you want to create a map that contains multiple Tree Farms, you must use the **GIS Viewer**. This is because the **Editor** is intended to work with only one property at a time. When searching to map multiple properties, it is easiest if they have something in common, such as a common owner, but not required.

Note: If the properties are far apart from each other, their boundaries may not be visible. If that is the case, separate maps are suggested. Some guidelines:

1. The Tree Farms must already exist.
2. [Search for the Tree Farm Property](#), in the **Search > Tree Farm Properties** menu.
 - a. Search by the features that they have in common, such as owner, county, etc.
3. In the **Search** results, select the properties that you want to display using the check boxes.
4. Click **Display Map**.
5. Use the Pointer tool to select the boundaries you want to map. No selection may only show the Tree Farm points on the map. Selecting them will display the boundaries at any scale.
6. Click the **Print Map** button. Enter a title and choose the layout, scale and quality.
7. Click **Make Map**. It may take a while for the PDF to be created. When it is ready, “Open Map” will appear in the window.
8. Open the map and review for accuracy.

Viewing Tree Farm Details from the Map

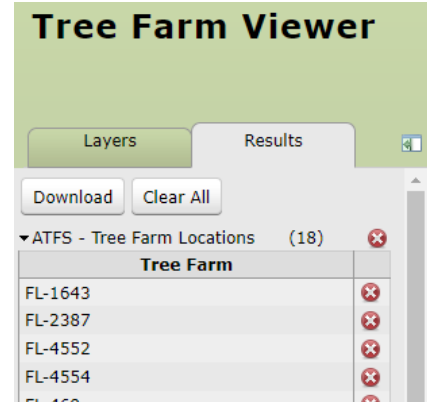
1. Search for the Tree Farm(s) of interest in the **Search/Create Records > Tree Farm Properties** page.
2. Select the Tree Farm(s) to view by:
 - Checking the records you want and clicking **Display Map**, or



- Open the **Viewer** (for the state or county) and select them from the map using the pointer tool. Drag a box around a group of properties to select them
3. In the **Results Tab** on the left side of the screen:
 - Expand your selection to see a list of the Tree farms selected. Unwanted Tree Farms can be deselected by clicking the red “x”.
 - Click an individual record to see more information.

Downloading spatial data

1. Select your tree Farms of interest from the Tree Farm Properties search page or from the **GIS Viewer** or **GIS Editor**.
2. Go to the Results tab to view all the properties selected.
3. Click the **Download** button and choose whether to download a shapefile (.shp) or file geodatabase (.gdb).
4. Click **Extract** to package the file containing a single or multiple records. If you choose, you can download all the Tree Farms for your state.
5. When it has been extracted and packaged, click Download to save it to your computer as a zipped folder



Troubleshooting

If you are having difficulties with pages loading or tools not working, try clearing your browser’s cache to ensure that all the new features can be used without issue.

If you continue to have technical issues please contact Steve Lloyd at sllloyd@forestfoundation.org or ATFS support at atfs.support@jws.com. In your message, please include the following information:

- Browser being used and version.
- What the issue is and what you are trying to achieve.
- Steps that were taken that caused the issue and measures taken that did not resolve it.

Appendix I: Privacy Statement

This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF). The ATFS Database is intended to provide useful information to those individuals (users) managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Users of the ATFS Database must exercise caution to protect Tree Farmer information.

Therefore, User agrees that:

User will not share any information contained in the ATFS Database with third party organizations or businesses not directly affiliated with ATFS without National Director approval.

User will not sell any information contained in the ATFS Database under any circumstance without National Director approval.

User will use Tree Farmer mailing lists only for the purpose of communication between ATFS and Tree Farmers.

User will not disclose his/her specific login or password to another party. Those Users with authority to permit other Users` access to the ATFS Database will exercise caution and use proper judgment in doing so.

AFF may monitor User actions. Access to the ATFS Database may be revoked by AFF at any time.

This Nondisclosure Agreement may be modified in the future. You will be directed to the new Nondisclosure Agreement at such time.

Appendix II: No Harassment Policy

The American Forest Foundation (AFF) is committed to ensuring a safe environment for all our volunteers, partners, contractors, staff, landowners and others involved in the American Tree Farm System (ATFS).

In support of this commitment and values shared by members of its community, AFF maintains and enforces a policy of zero tolerance of harassment of any kind, including harassment based upon an individual's race; color; creed; religion; genetic information; national origin; sex, sexual orientation (including gender identity); ancestry; marital status, pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

This policy applies to the ATFS program, and any actions taken during ATFS activities.

What is Harassment?

The term "harassment," as used in this policy, includes but is not limited to any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Examples of items which could be construed as harassment include, but are not limited to:

- Degradation of any group or class of people.
- Treatment of protected individuals in a demeaning fashion.
- Deliberate, repeated, or unsolicited verbal comments; gestures or physical actions of a sexual nature toward another volunteer, AFF Staff, landowner, or contractor (i.e. lewd or lascivious remarks and/or any unsolicited physical contact).
- Subtle pressure or explicit demands for sexual favors or sexual activity of another volunteer, staff, or contractor.
- Any other harassment actions which are undertaken with the deliberate intent to disturb or bother persistently and continually or repeatedly

Harassment may occur in a variety of circumstances including, but not limited to:

- The harasser may be either male or female.
- The victim does not have to be of the opposite sex.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

- The harasser may be the victim's supervisor, an agent of AFF, a volunteer, or a contractor.

No Harassment Training

AFF will provide training on this policy to individuals participating in ATFS. This training is to be incorporated into the required training for the ATFS Inspecting Foresters.

Reporting Harassment

Any actions that may violate AFF's No Harassment Policy should be immediately reported, no matter how slight the actions may seem.

Individuals will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that they believe may violate this policy. AFF absolutely prohibits retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

If you have any concern that the ATFS No Harassment policy may have been violated by anyone involved in the ATFS program, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, please submit a written complaint to either of individuals identified below:

1. Director, ATFS at (202) 480-4038 and 2000 M St, NW, Suite 550, Washington, DC 20036.
2. Vice President, Finance & Administration at (202) 765-3595 and 2000 M St, NW, Suite 550, Washington, DC 20036.

Investigating Claims

AFF will investigate the report and then take prompt, appropriate remedial action, per relevant AFF policies or processes, including [the ATFS Inspector Compliance Policy](#), which is used for receiving formal harassment claims and addressing them. This process ensures that, in the event that a claim is alleged, the validity and details of that claim are fully investigated, including interviews with the individuals involved and other evidence, as appropriate. This ensures fair and due process, as well as defense against frivolous or negatively motivated claims. All investigations, discussions, and meetings will be held in confidence and shared only on a "need to know" basis to protect the interests of parties associated with the allegations. The complainant will be notified of what action will be taken, if any. Revocation of participation in ATFS will result from investigations finding evidence of harassment in any form.

Approved by AFF Certification Committee
September 6, 2017