



Forest Practices Application Review System Reviewer Notification Profile

FOR INTERNAL USE ONLY

DATE: _____

FPARS: _____ BIS: _____

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

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

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

FPARS REVIEWER NOTIFICATION

DNR - Forest Practices Division

P.O. Box 47012

Olympia, WA 98504-7012

fpars-admin@dnr.wa.gov

Fax: (360) 902-1428

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

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

Once the account is created:

1. Select the **“Add a New Service”** tab
2. Select **“[Department of Natural Resources](#)”**
3. Select the **“Forest Practices Reviewer Profile”** service

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

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

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

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

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

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

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

1. Personal Contact Information:

Name: _____ (Please identify one primary contact)

Organization: _____

Street Address: _____ P.O. Box: _____

City: _____ State: _____ Zip + 4: _____

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

SAW User ID: _____

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

- DNR (Forest Practices)
- DNR FP Forester Position No: _____
- DNR (Non-Forest Practices) Division/Region: _____
- WDFW Concurrency Reviewer
- Other WA State or Federal agency: _____
- Tribe: _____
- Other: _____

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

- All FPA/Ns statewide. *(Stop here. Do not answer any further questions.)*
- Only certain FPA/Ns. *(Complete questions 4 – 9.)*

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

- No Decision (Newly submitted FPA/Ns)
- Approved
- Renewed
- Disapproved
- Closed

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

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

- DNR Region(s):

_____	_____
_____	_____

- County(s):

_____	_____
_____	_____
_____	_____

- Public Land Survey:

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

- Watershed Administrative Unit (WAU(s))

_____	_____
_____	_____
_____	_____

- Water Resource Inventory Area (WRIA(s))

_____	_____
_____	_____

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

- Class II
- Class III
- Class IV General
- Class IV Special

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

- Aerial Chemical Spray Application
- Harvest - Even-age
- Harvest - Uneven-age
- Salvage
- Road Construction (includes Temporary Roads)
- Road Abandonment
- Stream Crossings (installing or removing)
- Rock Pit or Spoils Area

8. Select FPA/Ns by data.

- Activity converts land to a use incompatible with growing timber within 3 years
- Activity is within 200' of ordinary high water mark or floodway of Type S water.
- Activity within 50 miles of saltwater
- Activity is within 500' of a public park
- Activity is within a public park
- Activity is within city limits or urban growth area
- Activity occurs in a wetland or WMZ
- Forested Wetlands
- Type A Wetland
- Type B Wetland
- Activity occurs in or over typed water
- Applicant requests a multi-year permit
- Using exempt 20-acre parcel RMZ rule
- Group A or B water supply (TRAX code DM or MU)
- Harvest within 50' of Type Np water
- Harvest within RMZ of Type S or F water
- Hardwood conversion (RMZ harvest code D)
- CMZ present
- Hatchery (TRAX code FS)
- Hydric soils
- Rain-on-snow and outside of approved WA
- Road work is included in RMAP
- Saltwater islands
- Unstable slopes

9. Select FPA/Ns by associated documents.

- Conversion Option Harvest Plan
- Road Maintenance and Abandonment Plan
- Alternate Plan
- Ten-Year Forest Plan
- Watershed Analysis
- Habitat Conservation Plan
- Columbia River Gorge National Scenic Area Plan

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