

Tahoe Fire and Fuels Team  
Reporting Standards (Adopted 2/26/15)

1) **Objectives:**

- a) To annually produce a complete GIS record of private, state, and local government fuels reduction treatments completed in the previous season. The records must be consistent with Environmental Improvement Program (EIP) reports, and be suitable for a variety of required and voluntary reports.
- b) To annually update the Lake Tahoe CWPP treatments database.

2) **Responsibility:**

- a) Implementing entities will submit tabular EIP reports to the Plans Section annually by February 1.
- b) The Division Supervisors will submit completed GIS records of non-federal treatments to the Plans Section annually by February 1.
- c) The Lake Tahoe Basin Management Unit will complete updates to the Forest Service Activity Tracking Support (FACTS) database annually by February 1.
- d) The Plans Section will compile submitted GIS records for the reported year annually by February 15, and will update the CWPP treatments database by March 1.

3) **Rationale:**

- a) Tahoe Fire and Fuels Team reporting does not replace internal tracking by implementing entities. Team partners are expected to maintain internal tracking of fuels reduction treatments in the Future, Planning, Planned, and In Progress stages, for inclusion in the annual Incident Action Plan.
- b) EIP reports are completed annually by all participants. The TFFT GIS record will form a complementary and substantiating record of tabular EIP accomplishments.
- c) The Lake Tahoe Basin Management Unit reports fuels reduction treatments through the Forest Service Activity Tracking Support (FACTS) System. The TFFT reporting system is intended to report complementary non-federal accomplishments.
- d) EIP and TFFT reports record accomplishments by treated acres. An area receiving two treatments (e.g. *Hand Thinning* and *Pile Burning*) are reported as separate treatments. Footprint fuels reduction acres are then calculated through GIS.  
*Example:* A 10 acre project is hand thinned and piled in spring. The piles are burned in fall. Accomplishments will be reported as 10 acres of Hand Thinning and 10 acres of Pile Burning, for a total of 20 treatment acres. The project accounts for 10 footprint fuels reduction acres.

4) **Methods:**

- a) For the purposes of EIP and TFFT reporting, fuels treatments are only reported when they are completed. Do not include projects in the Planning, Planned, and In Progress phases. In Progress and Planned projects will be included in the annual Division Work Plan.

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- b) At the reporting partner's option, treated acres may be reported upon completion of a project, or reported annually for ongoing multi-year projects. In the latter scenario, care must be taken to exclude previously reported treatment polygons from future year reports. Overlap and duplicative reporting will be identified by the Plans Section when updating the CWPP treatments database.
  - c) Projects that span multiple ownership categories must be reported separately, and be represented by separate polygons in GIS.
  - d) TFFT\_DataStandard.xlsx defines the attribute table that will accompany fuels reduction treatment accomplishments.
  - e) For convenience, GIS templates for all divisions are provided on the Multi-jurisdictional Strategy Dropbox account.
  - f) To reduce alignment errors, utilize the Division GIS template and/or the TRPA parcel dataset for source polygons when feasible. The CWPP Treatments database was built from these sources.
- 5) **Workflow:**
- a) The Multi-jurisdictional Strategy Dropbox account is available by going to  
<http://www.dropbox.com>  
login: laketahoe10ys@gmail.com  
pass: fuelstreatments
  - b) The TFFT Data Standard and Reporting Standard are available at Dropbox > Reports
  - c) The TRPA parcels dataset is available at Dropbox > Reports > BaseData > TRPA\_parcel09.zip
  - d) Division GIS templates are available at Dropbox > Reports > Templates
  - e) Division GIS templates contain all state, local, and private owned land in the division. Project areas can be sliced from the template using the Cut Polygons tool in ArcGIS, or by pasting parcels from the TRPA parcels dataset. When all treatments are recorded, delete all polygons not attributed with a treatment.
  - f) Complete all fields following instructions in the TFFT data standard, using the exact listed allowable values for each field.
  - g) Completed GIS records are submitted at Dropbox > Reports > YEAR > DIVISION

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GIS Data Standard for Annual Reporting (Adopted 2/26/15)

Field Name	Field Type	Size	Required	Description	Allowable Values
OWN_FULL	Text	61	No	Landowners name. Use prefilled values or enter the landowner's name if you wish to track it.	<Any Text> PRIVATE AND LOCAL STATE OF NEVADA STATE OF CALIFORNIA
ACRES	Double	12:2	No	Treatment Acres. Calculate in GIS.	<Calculated field>
JURIS*	Text	12	Yes	Use pre-filled values to indicate if the land is within a fire district.	TDFPD LVFPD SLTFD NTFPD NLTFPD MBFPD NV CA
CATEGORY*	Text	12	Yes	Use prefilled values to distinguish private and local land from state land.	LOCAL NV CA
REPORTER	Text	12	Yes	The entity reporting this fuels treatment in the annual Environmental Improvement Program (EIP) report.	CONSERVANCY CAL PARKS NDSL NDF TDFPD LVFPD SLTFD NTFPD NLTFPD MBFPD
PROJ_1	Text	50	No	Project name for the first treatment activity. This must match the name in the annual EIP report.	<Any Text>
ACT_1*	Text	24	Yes	Activity description for the first treatment activity.	Hand Thin Mechanical Thin Pile Burn Broadcast Burn Chip Masticate
YEAR_1*	Short Int	4	Yes	Year the first treatment activity was completed. This should generally be the current year being reported.	<YYYY>
PROJ_n	Text	50	No	Project name, if available, for the $n^{\text{th}}$ treatment activity.	<Text>
ACT_n	Text	24	No	Activity description for the $n^{\text{th}}$ treatment activity.	Hand Thin Mechanical Pile Burn Broadcast Burn Chip Masticate
YEAR_n	Short Int	4	No	Year the $n^{\text{th}}$ treatment activity was completed.	<YYYY>