

Retardant Intrusion Database User Guide

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User Registration

You must request access to the Interagency Wildland Fire Retardant Intrusion site. You will need to provide a valid email address to receive a guest access invitation.

Important Information about FireNet

The Fire Retardant Intrusion Site is hosted within the FireNet inter-agency environment. You must be invited as a guest to gain access and emails sent to you by the system will be flagged by USDA as “External Email”.

[External Email]

If this message comes from an **unexpected sender** or references a **vague/unexpected topic**;
Use caution before clicking links or opening attachments.
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

You should continue to take precautions when you see this message. Fire Intrusion system emails will come from “microsoft@powerapps.com”. Please note that you can [view your existing assignments](#) directly from the [Fire Retardant Intrusion Site](#) anytime.

Tips when filling out Reports and Assessments

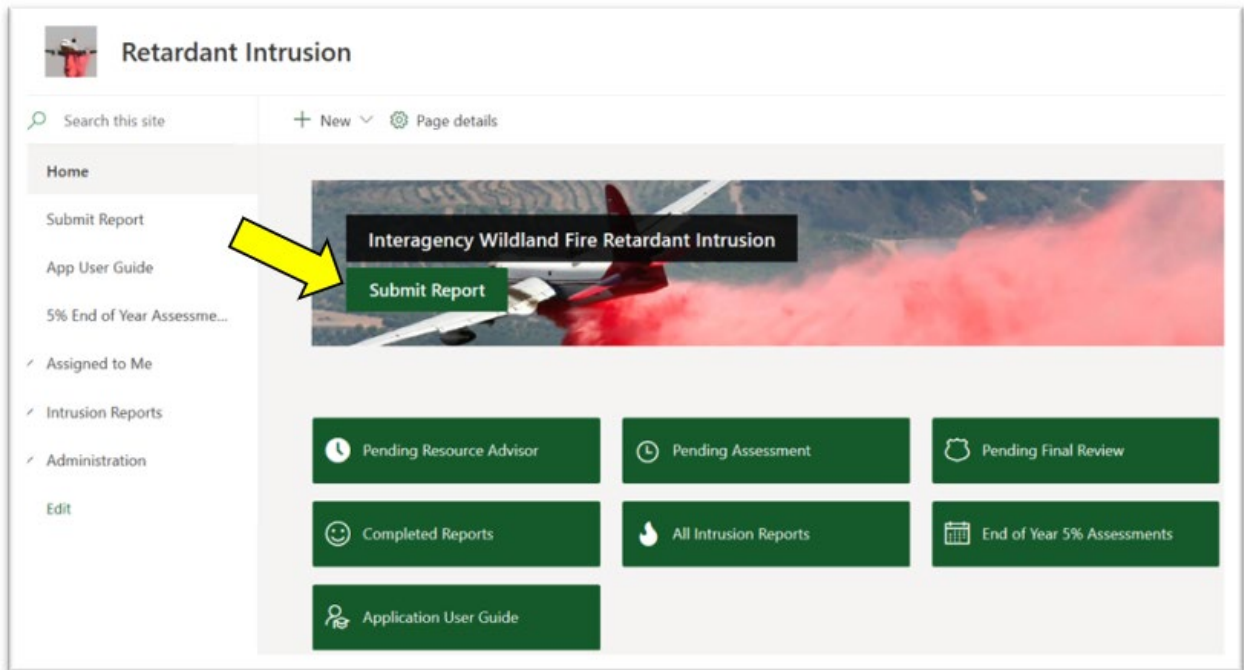
- Do not use abbreviations as non-locals may not know them (i.e. ranger district names and species names should be written out).
- When you start a new form, be prepared to fill it out to completion without taking breaks. The system does not have an auto-save feature and will eventually time-out if you take too long (resulting in lost progress).
- Use the English system for unit of measure (not metric)

I need to submit an Intrusion Report

Getting Started

- Navigate to <https://firenet365.sharepoint.com/sites/retardantintrusion> and sign-in with your FireNet or guest account.

- Click on the “Submit Report” link



Fire Chemical Intrusion Report Page at a Glance

The Fire Chemical Intrusion Report page consists of the following drop-down selections

- Aerial Retardant Intrusion
- Foam/Gel/Ground Retardant Intrusion

Select if the Fire Chemical Intrusion was an Aerial Retardant Intrusion or a Foam/Gel/Ground Retardant Intrusion.

For information on Wildland Fire Chemicals Actions and Reporting Forms, refer to https://www.fs.usda.gov/sites/default/files/media_wysiwyg/wfcs_forms_to_use_1.pdf.

Select the Type of Intrusion

- Click on the drop-down arrow

The screenshot shows the 'Fire Chemical Intrusion Report' form. The main heading is 'Fire Chemical Intrusion Report'. Below it, a green box contains the text: 'Areal Retardant or a Foam/Gel/Ground Retardant Intrusion. Please select if the Fire Chemical Intrusion was an Aerial Retardant Intrusion or a Foam/Gel/Ground Retardant Intrusion.' Below this text is a dropdown menu labeled 'Areal or Ground Based:'. The dropdown menu is open, showing two options: 'Aerial Retardant Intrusion' (highlighted in blue) and 'Foam/Gel/Ground Retardant Intrusion'. A yellow arrow points to the dropdown arrow. Below the dropdown menu is a 'Cancel' button.

- Select the applicable intrusion type, and click "Next"

The screenshot shows the 'Fire Chemical Intrusion Report' form. The main heading is 'Fire Chemical Intrusion Report'. Below it, a green box contains the text: 'Areal Retardant or a Foam/Gel/Ground Retardant Intrusion. Please select if the Fire Chemical Intrusion was an Aerial Retardant Intrusion or a Foam/Gel/Ground Retardant Intrusion.' Below this text is a dropdown menu labeled 'Areal or Ground Based:'. The dropdown menu is closed, showing the selected option: 'Aerial Retardant Intrusion'. Below the dropdown menu are two buttons: 'Cancel' and 'Next'. A yellow arrow points to the 'Next' button.


Filling the Form(s) Out

- Based on whether you selected “Aerial” or “Ground” based intrusion, you will be taken to the applicable report

Intrusion Report	
Intrusion Date:	Discovery Date:
<input type="text"/>	<input type="text"/>
Incident Name:	Incident Number:
<input type="text"/>	<input type="text"/>
	[State Abbreviation]-[3 Letter Unit Acronym]-[Six Numbers] (i.e. OR-RLB-000345) Click here for more information
Intrusion Latitude:	Intrusion Longitude:
<input type="text"/>	<input type="text"/>
Click here for Lat/Long conversion to Decimal Degrees	Fire Chemical Category:
	<input type="text"/>
Agency:	Delivery Method:
<input type="text"/>	<input type="text"/>
Area:	Intrusion type:
<input type="text"/>	<input type="text"/>
Unit:	Size of fire (acres):
<input type="text"/>	<input type="text"/>
Subunit:	Part of the 5% assessment?:
<input type="text"/>	<input type="text"/>

- Regardless of whether you selected an “Aerial” or “Ground” intrusion, you will be required to identify
 - Who is “Reporting” the misapplication?
 - Who the misapplication was “Identified by”?
 - Who the “Resource Advisor” is?
- Here are some notes that may help clarify certain fields:
 - Chemical Coverage
 - Unit of measure is gallons per 100 square feet
- Under the “Name” fields within the “Reporting” and “Resource Advisor” sections, the person specified must have access to the site as a registered user in FireNet or they will not be available to select. Enter a valid email address.



Reporting	Identified by	Resource Advisor
Name: <input type="text" value="Hunt, Ryan - FS;"/>	Name: <input type="text"/>	Name: <input type="text"/>
Email: <input type="text" value="ryan.hunt2@usda.gov"/>	Email: <input type="text"/>	Email: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>	Phone: <input type="text" value="Required format: 555-555-5555"/>

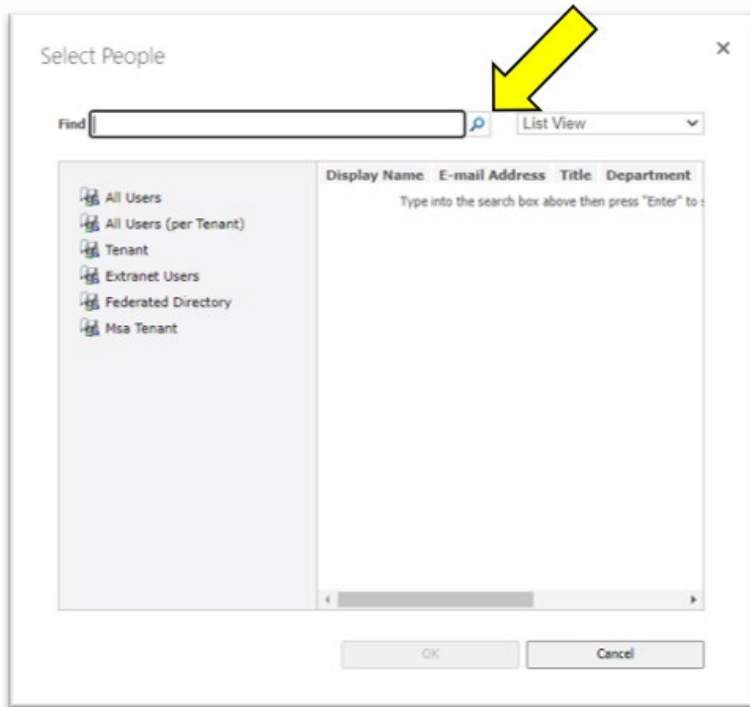
- To check to see if an individual is a registered user in FireNet, add an email address and click on the check icon “”. If they are a registered user, their name will be underlined, and no error message will appear.

Reporting	Reporting
Name: <input type="text" value="Hunt, Ryan - FS;"/>	Name: <input type="text" value="Smith, Robert;"/>
Email: <input type="text" value="ryan.hunt2@usda.gov"/>	Email: <input type="text" value="ryan.hunt2@usda.gov"/>
Phone: <input type="text"/>	Phone: <input type="text"/>

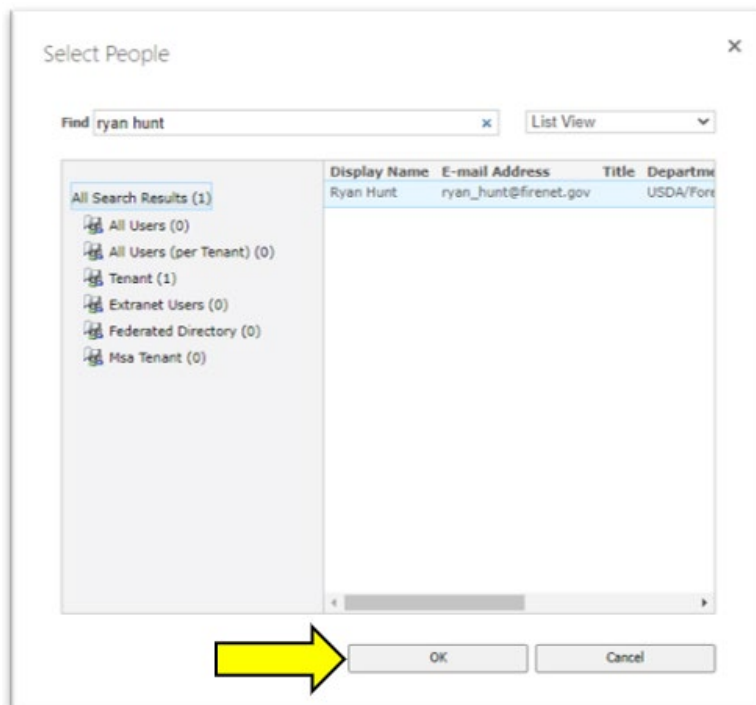
✓
✗

No exact match was found. Click the item(s) that did not resolve for more options.

- To search for a user by name, click the book icon “”, type their name into the “Find” field, and click the magnifying glass “” to search.



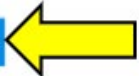
- Once the user is located, click on “OK”



- If the individual does not show up, they need to request access to the Interagency Wildland Fire Retardant Intrusion site and need to provide a valid email address to receive a guest access invitation.

- Once you have input the names, unit, email address, and phone number, click “Submit”

Reporting	Identified by	Resource Advisor
Name: Ryan Hunt;	Name: John Smith	Name: Michael Ostrander;
Email: ryan.hunt2@usda.gov	Email: John.smith1234@usda.gov	Email: michael_ostrander@firenet.gov
Phone: 555-867-5309	Phone: 555-123-5555	Phone: 555-555-5555



- You should see this screen once successfully submitted

Confirmation of Save

The Intrusion Report for Test Incident has been saved

- Upon submission of the Interagency Wildland Fire Aerial Fire-Retardant Misapplication, the Resource Advisor you specified above is notified to complete additional reporting requirements.

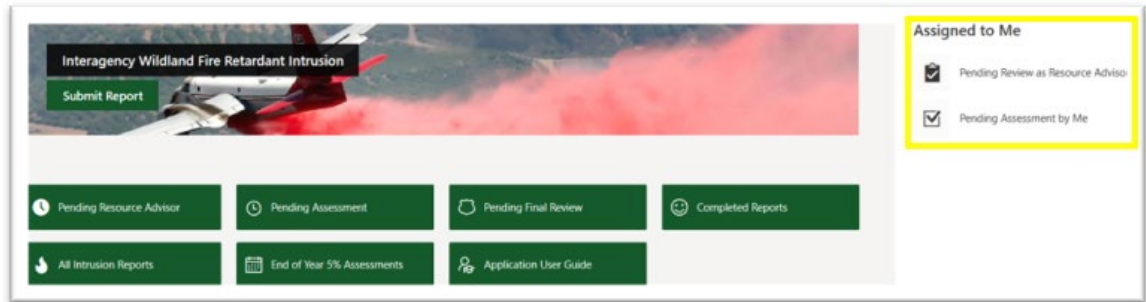
The Resource Advisor will review the misapplication form, determine whether additional misapplication assessment forms may be required, and assign those as applicable

- Aquatic Assessment Form
 - Terrestrial Assessment Form
- Additional interagency wildland fire chemicals policy guidance can be found here <https://www.fs.usda.gov/managing-land/fire/chemicals>

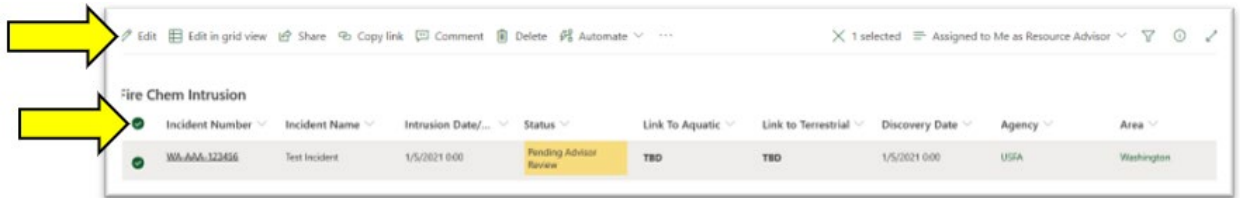
Assigned to Me Section

- Assigned to me Section at a Glance

- This section shows pending reports specific to the user (i.e. if you are identified as the Resource Advisor for an incident, or assigned an Aquatic or Terrestrial assessment)



- Pending Review as Resource Advisor – Shows misapplications that awaiting review by resource advisor




- To view a misapplication, you can click on the incident number link, or select it by clicking on the “✔” icon next to the misapplication you want to review, and then click on “Edit”
 - As a Resource Advisor, you will review the misapplication form and determine if an Aquatic or Terrestrial assessment are required by using the drop downs

- If it is determined that an assessment is needed, you must assign the assessment to an individual using either their first and last name or email address. Remember, the individual needs to be a registered user in FireNet in order to assign the assessment to them

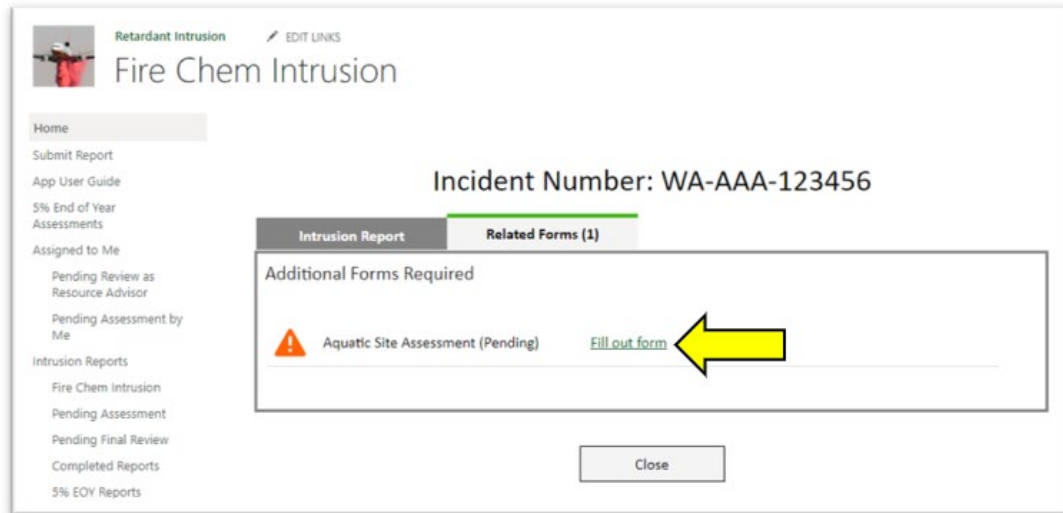
- Once you have assigned the assessment(s) to an individual, click “Save and Close”

- The individual that was identified to complete the assessment will receive an email and link to the assessment form to complete
- Pending Assessment by Me – Shows misapplication forms awaiting additional Aquatic and/or Terrestrial assessments review

Incident Number	Incident Name	Intrusion Date/...	Status	Link To Aquatic	Link to Terrestrial
WA-AAA-122456	Test Incident	1/5/2021 0:00	Additional Forms Required	Pending	N/A

- To view an assessment, you can click on the incident number link, or select it by clicking on the “” icon next to the misapplication you want to review, and then click on “Edit”

- Next click on the “Fill out form” link, which will take you to the appropriate site assessment form

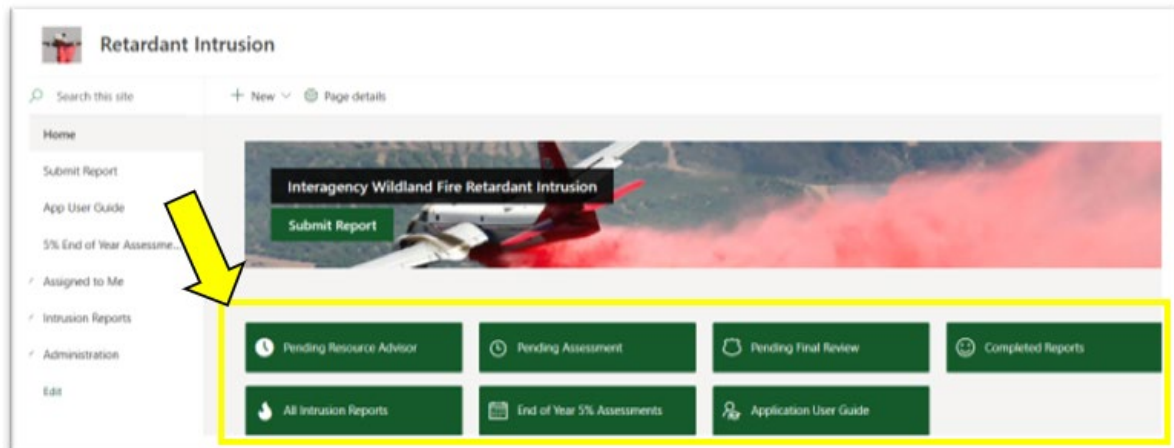


- Once the form is complete, click “Submit”

Retardant Intrusion Home Page

Retardant Intrusion Home Page at a Glance

The Retardant Intrusion Home Page consists of the following options

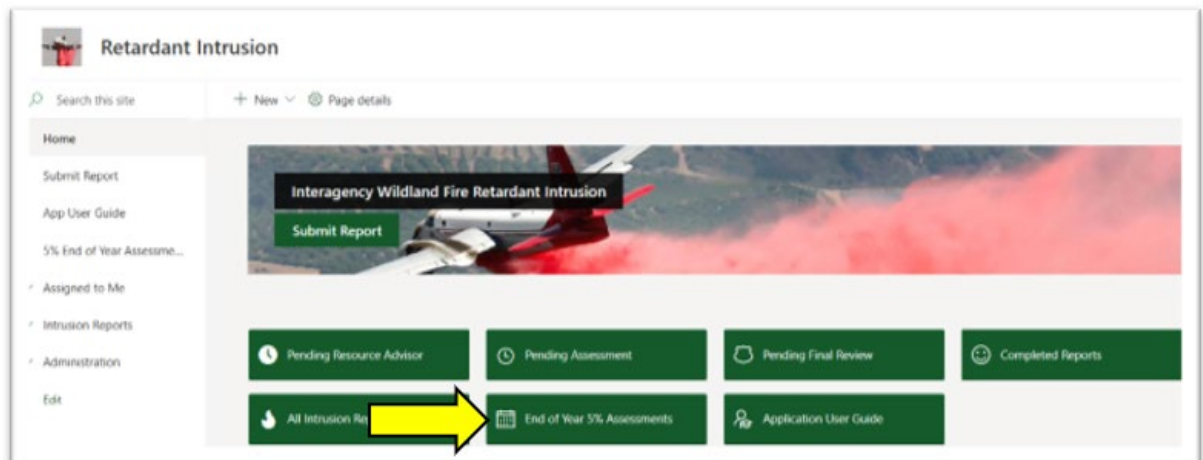


- “Pending Resource Advisor” – Displays a list of all misapplication forms pending review by assigned Resource Advisors – Displays a list of misapplications pending an additional Aquatic and/or Terrestrial assessment
- “Pending Assessment” – Displays a list of misapplications pending an Aquatic and/or Terrestrial assessment and their status
- “Pending Final Review” – Displays a list of misapplications where the Aquatic and/or Terrestrial assessment(s) have been completed and misapplication is ready for final review

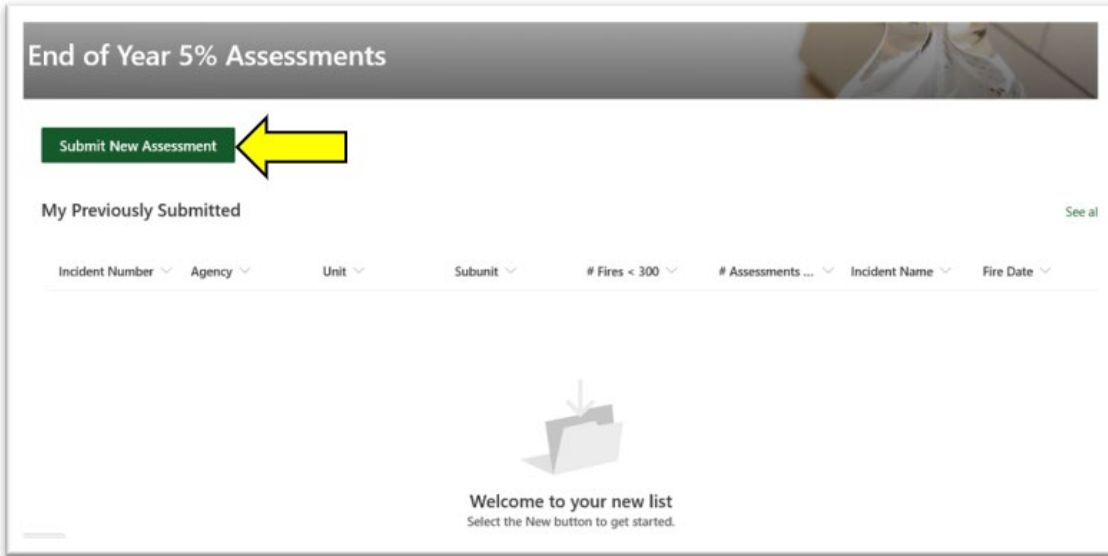
- “Completed Reports” – Displays a list of all completed misapplications, to include any associated Aquatic and/or Terrestrial assessment
- “All Intrusion Reports” – Displays a list of all intrusion reports, regardless of status
- “End of Year 5% Assessments” – Displays a list of all misapplication assessments of fires less than 300 acres in size, in addition to allowing user to submit a new 5% EOY assessment
- “All Intrusion Reports” – Displays a list of all misapplications and their current overall status in the process
 - “Ready for Final Review”
 - “Additional Forms Required”
 - “Completed”
- “Application User Guide” – Provides access to this user guide
- “Legacy Data” – Intrusion reports and assessments migrated from the previous Fire Intrusion Database. These are for reporting/informational purposes only.

End of Year 5% Assessments

- Click on “End of Year 5% Assessment” to view previously submitted assessments, as well as submit a new assessment.



- Click on “Submit New Assessment”



- If you have fires to report
 - Complete the required fields.
 - If you have additional fires to report, click “Save and Continue”. The form will submit and refresh, allowing you to submit another. You can save time on subsequent reports by using the option “Click here to use values from last submitted”.

ASSESSMENT OF FIRES LESS THAN 300 ACRES IN SIZE

[Click here to use values from last submitted](#)

Area: <input type="text"/>	Unit: <input type="text"/>
Number of fires less than 300 acres in size per forest where avoidance areas are present and aerial retardant was used: <input type="text"/>	Number of Assessments completed (5 % per Forest/ minimum of 1): <input type="text"/>

Fire Assessment

Subunit: <input type="text"/>	
Incident Name: <input type="text"/>	Incident Number: <input type="text"/>
Fire Date: <input type="text"/>	Assessment Date: <input type="text"/>
Fire Size: <input type="text"/>	Did retardant enter avoidance area?: <input type="text"/>

Previously Submitted by Me

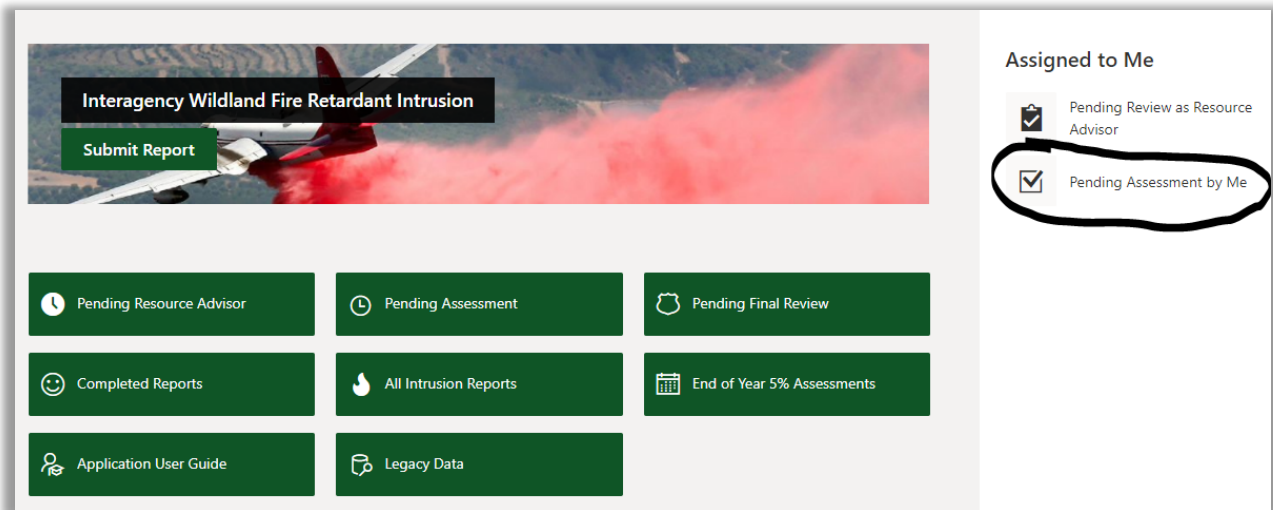
Assessment Date	Subunit	Incident Name	Incident Number
1/22/2021		Fire	6584

- To help keep track of your progress, you can view previous reports that you submitted below the form.
- Click “Save & Close” to save and leave the form (if finished), or “Close” if you have submitted everything needed.
- If you do not have fires to report
 - Fill out the top section, making sure to enter 0 for “Number of fires less than 300 acres in size per forest where avoidance are present and aerial retardant was used”
 - Click “Save & Close”

I have been assigned an Assessment

Finding your assigned Assessments

You can find your assigned Assessments anytime by clicking on “Pending Assessment by Me” on the Fire Intrusion homepage (you will also receive an email with the same link).



If you do not have any Assessments assigned to you, there will be none listed.

Submitting an Assessment

If you have been [assigned an Assessment](#), do the following:

- From the “[Pending Assessment by Me](#)” screen, click on the Incident Number to open the Intrusion Report

Incident Number	Incident Name	Intrusion Date	Status
AZ-TST-000001	Engineer Test March 12	3/10/2021	Additional Forms Required

- Within the Intrusion report, pending assessments will be listed under “Additional Forms Required”.
- Prior to proceeding, you can view the Intrusion Report by clicking the “Intrusion Report” tab.
- When ready to proceed with the assessment, click “Fill out form” next to the assigned assessment.

Incident Number: AZ-TST-000001

Intrusion Report | Related Forms (1)

Additional Forms Required

⚠ Terrestrial Site Assessment (Pending) [Fill out form](#)

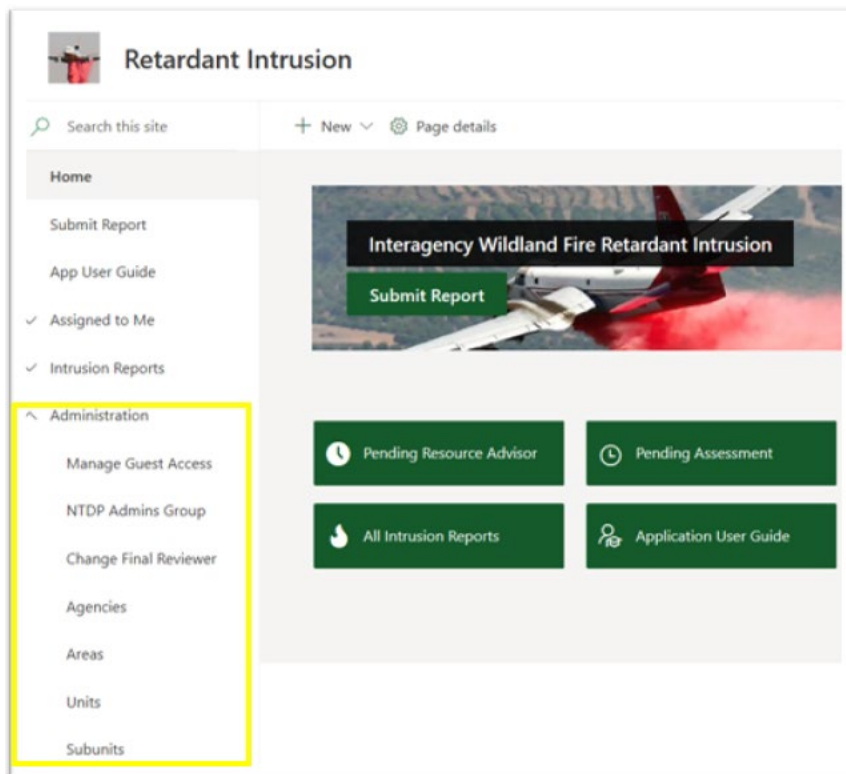
Close

- After clicking on “Fill out form”, you will be taken to the appropriate assessment form (Aquatic, Terrestrial or Cultural Site).
- Fill out the required fields (and non-required relevant to the assessment). The fields vary per assessment. Here are some notes that may help clarify certain fields:
 - FWS Office (Terrestrial & Aquatic forms)
 - Enter the name of the appropriate office
 - Enter “none” if the agency was not contacted
 - FWS Staff (Terrestrial & Aquatic forms)
 - Enter name of the staff member contacted
 - Enter “none” if the agency was not contacted
 - NOA Office (Aquatic form)
 - Enter name of the staff member contacted
 - Enter “none” if the agency was not contacted
 - NOA Staff (Aquatic form)
 - Enter name of the staff member contacted
 - Enter “none” if the agency was not contacted

Retardant Intrusion Administration

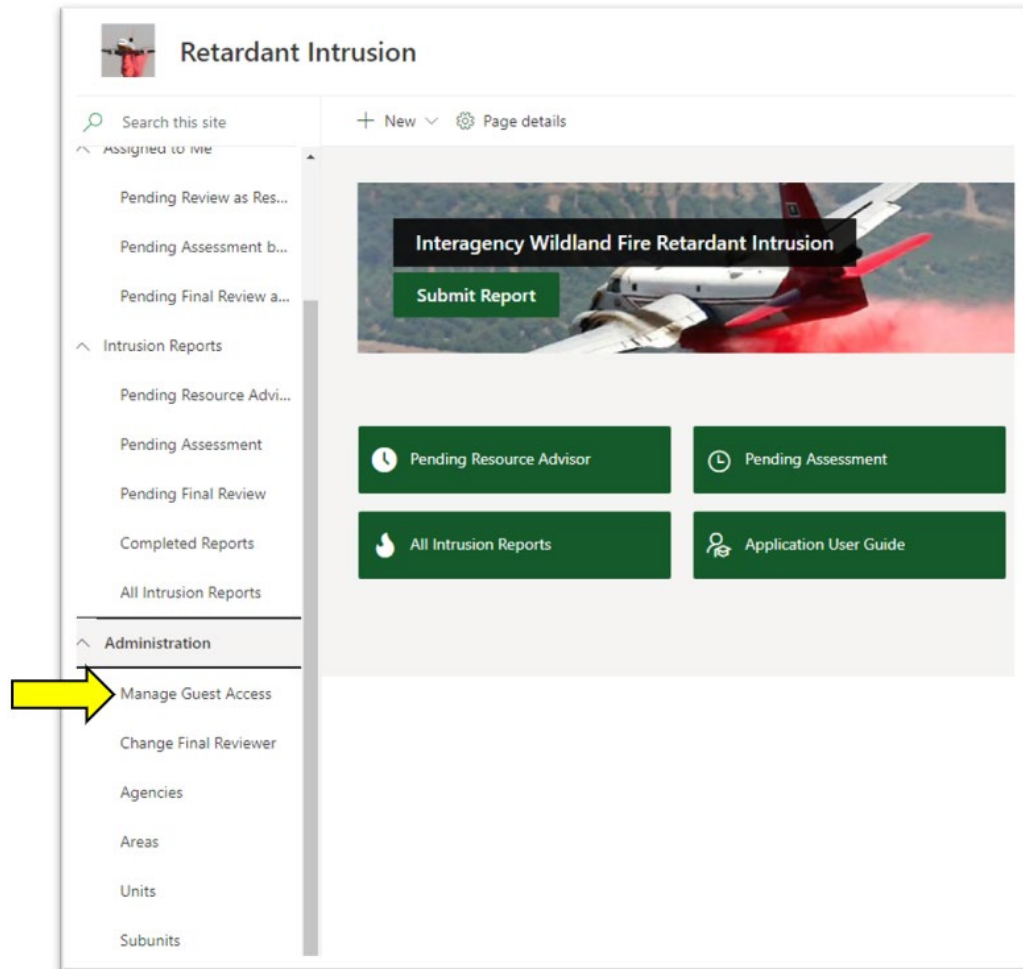
Retardant Intrusion Administration at a Glance

- Under “Administration” you have the following options
 - Manage Guest Access – As an administrator you can invite users to the Retardant Intrusion Site
 - Change Final Reviewer – As an administrator you can add additional Final Reviewers
 - Agencies – As an administrator you can add additional agencies
 - Areas –As an administrator you can add additional areas
 - Units – As an administrator you can add additional units
 - Subunits – As an administrator you can add additional subunits



- Granting User Access

- All users expected to participate in the Retardant Intrusion site (submit report, resource advisor, assessment assignee etc.) need to be invited.



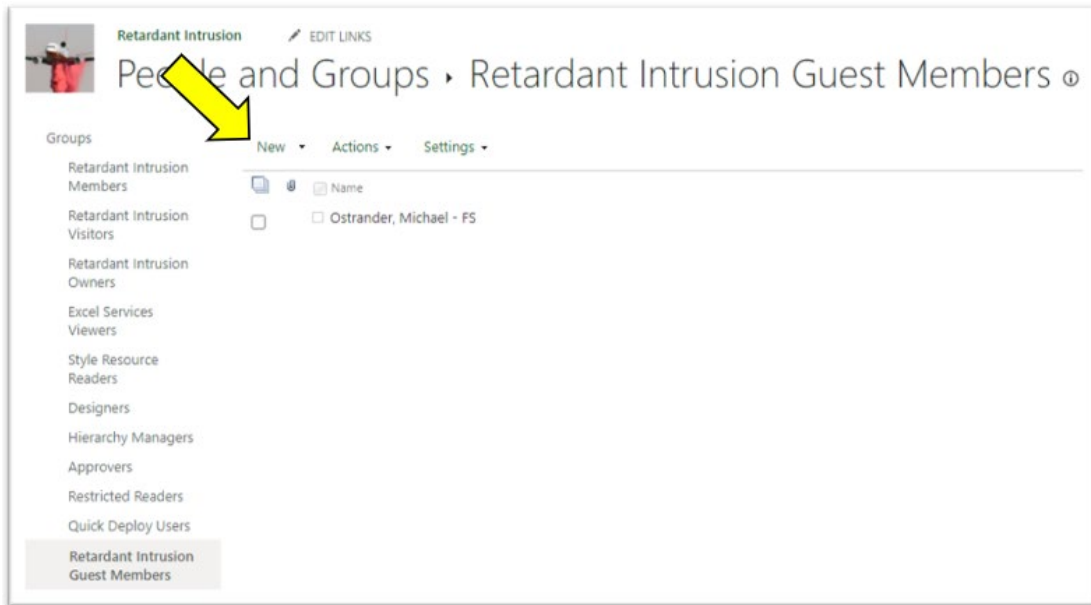
- Click on “Manage Guest Access”

Managing Guest Access

- To grant access to individuals who do not have a FireNet account, click on “New”

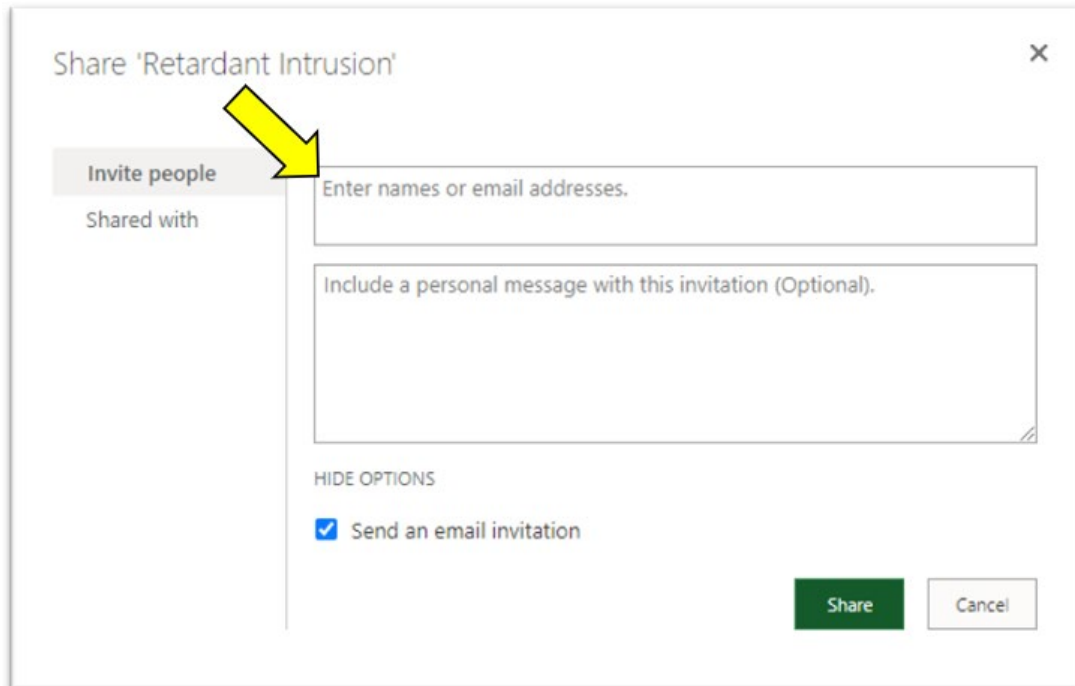
NOTE: If the user has been invited to FireNet before, they will be granted immediate access. If not, an email will be sent to them and they will need to sign-up before access is granted (the name will not

appear in the group until the invite has been accepted)



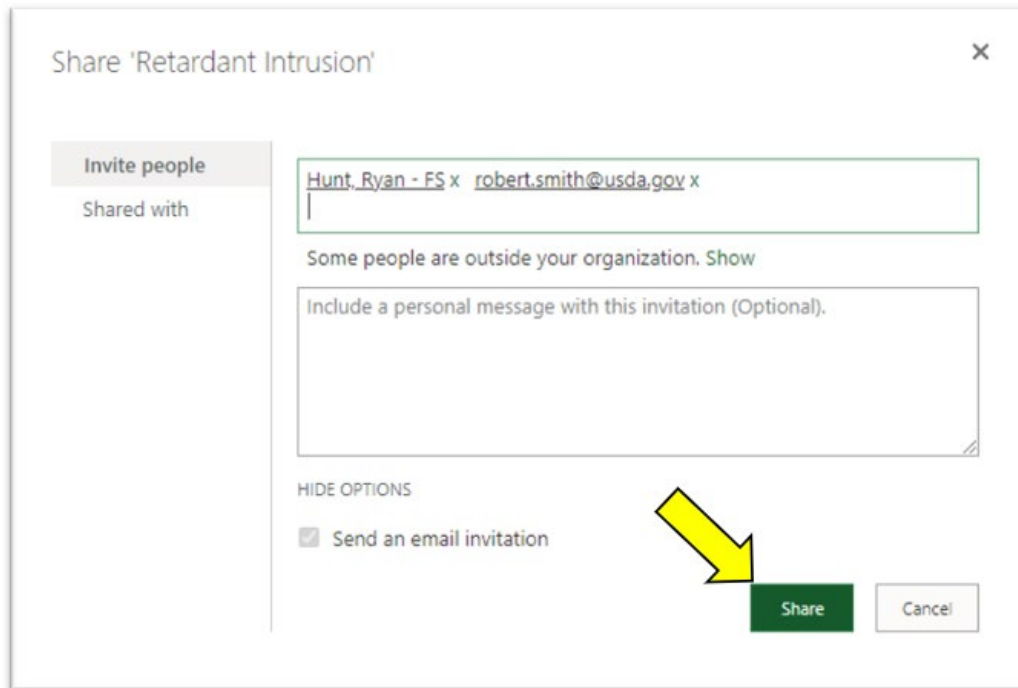
- You can search for an individual by typing their first and last name in the box below. If after typing the individuals first and last name you get a “No results found” message, use their email address.

You can add multiple individuals and/or email address at a time by using a semi-colon as delimiter



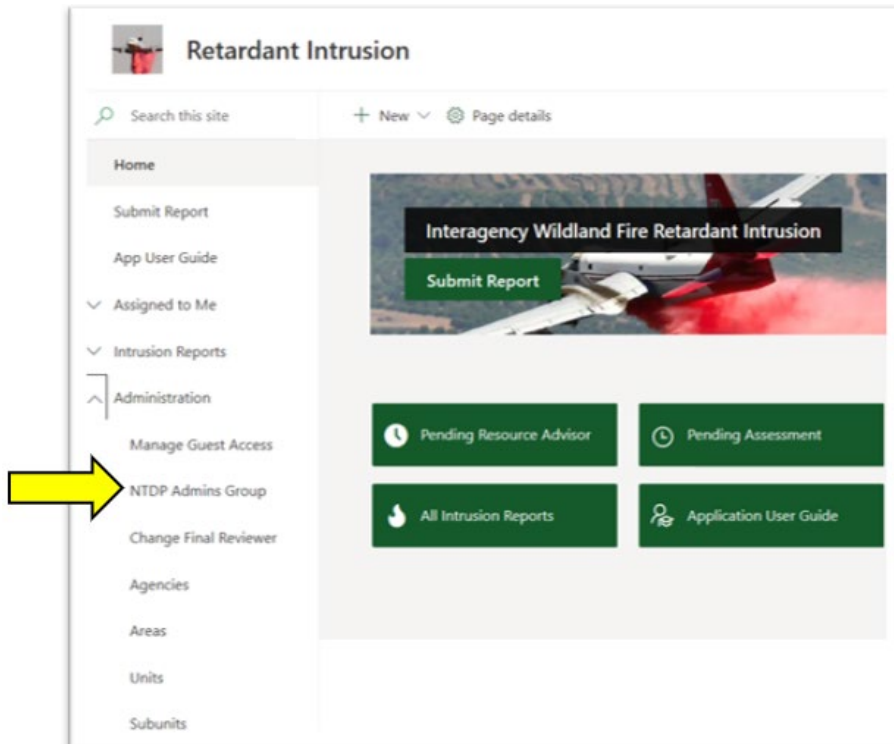
- Once you have added the individuals you want to invite, click on “Share”

- The recipients will receive an email asking them to click on a link to access the Retardant Intrusion site

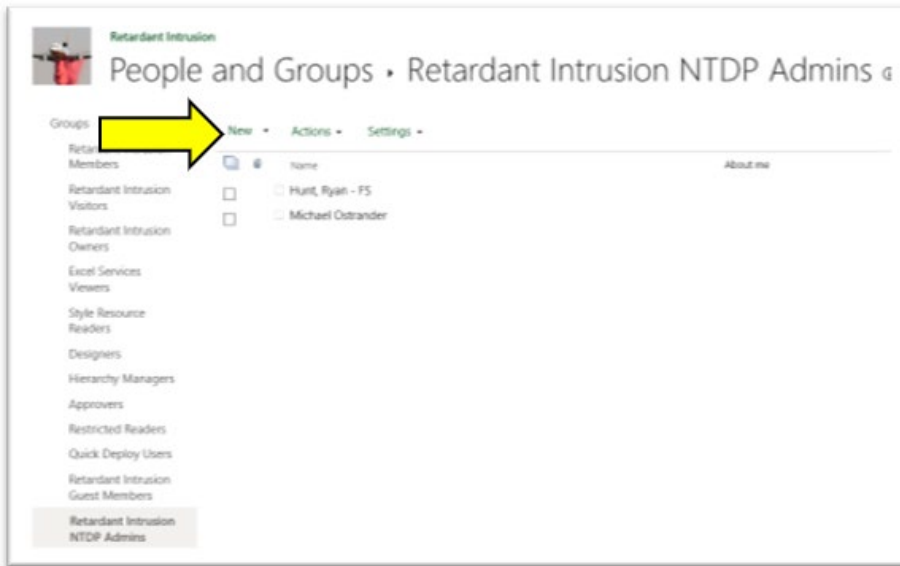


How to Add a National Technology and Development Program (NTDP) Admin

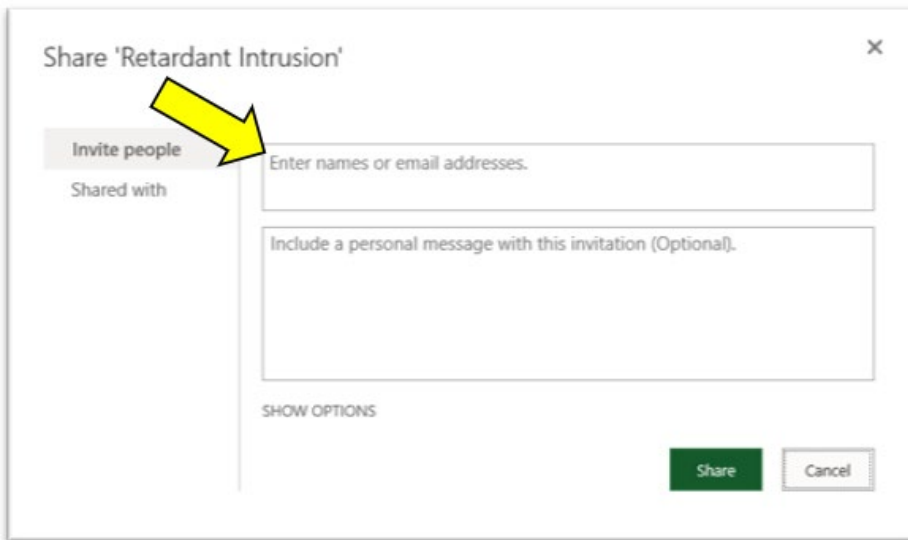
- On the left side of the retardant intrusion home page, click on "NTDP Admins Group"



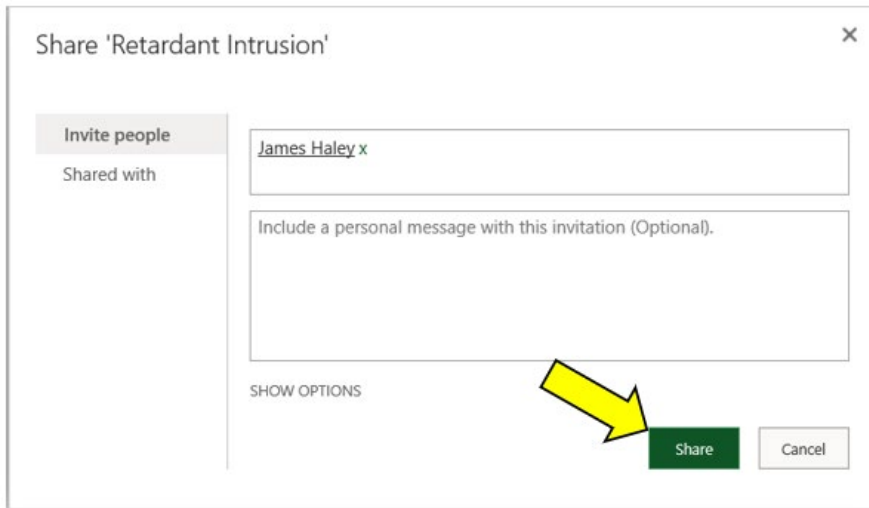
- To add a user to "Retardant Intrusion NTDP Admins" SharePoint group, click on "New"



- Add user by first and last name or email address (user needs to be a registered user in FireNet in order to assign the assessment to them)



- Once user is added, click “Share”



- The user you identified will be sent an email letting them know they have been identified as an NTDP admin for the Fire intrusion Site.