# 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: <u>Spam.Abuse@usda.gov</u>

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 <u>view your existing assignments</u> directly from the <u>Fire Retardant Intrusion Site</u> 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 <a href="https://firenet365.sharepoint.com/sites/retardantintrusion">https://firenet365.sharepoint.com/sites/retardantintrusion</a> and sign-in with your FireNet or guest account.

• Click on the "Submit Report" link

Retardant	+ New Y @ Page details		
Home Submit Report App User Guide	Interagency Wildland Fir	e Retardant Intrusion	Contraction of the local division of the loc
5% End of Year Assessme  Assigned to Me Intrusion Reports	Submit Report	1 - 7/ (	A State of the second
Administration	C Pending Resource Advisor	Pending Assessment	Pending Final Review
Edit	Completed Reports	All Intrusion Reports	End of Year 5% Assessments

### 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 <u>https://www.fs.usda.gov/sites/default/files/media\_wysiwyg/wfcs\_forms\_to\_use\_1.pdf</u>.

# Select the Type of Intrusion

• Click on the drop-down arrow

Submit Report	Fine Champing Line transform Descent
	Fire Chemical Intrusion Report
Quick Links	
Intrusions	
Aquatic Assessments	Areal Retardant or a Foam/Gel/Ground Retardant Intrusion
Terrestrial Assessments Please select	if the Fire Chemical Intrusion was an Aerial Retardant Intrusion or a Foam/Gel/Ground Retardant Intrusion.
Assigned to Me	Acad or Ground Based
Pending Assessments	Area or ground based:
User Guide	
Recent	Aerial Retardant Intrusion
Assessment of Fires +	Foam/Gel/Ground Retardant Intrusion
300 acres	The second se

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

iome iubmit Report		Fire Chemical Intrusio	n Report	
luick Links				
Intrusions	A	Detendent or a Farm /Cal/Cound		
Aquatic Assessments	Area Please select if the Fire Cher	nical Intrusion was an Aerial Retardant Intru	Hon or a Foam/Gel/Group	d Retardant Intrusion.
Terrestrial Assessments			non or a roany ony oroan	
Assigned to Me		Areal or Ground Based:		
Assigned to Me Pending Assessments		Areal or Ground Based: Aerial Retardant Intrusion	~	
Assigned to Me Pending Assessments User Guide		Areal or Ground Based: Aerial Retardant Intrusion	~	
Assigned to Me Pending Assessments User Guide cent		Areal or Ground Based: Aerial Retardant Intrusion	•	
Assigned to Me Pending Assessments User Guide Kent Assessment of Fires <		Areal or Ground Based: Aerial Retardant Intrusion	~ 	

### Filling the Form(s) Out

• Based on whether you selected "Aerial" or "Ground" based intrusion, you will be taken to the applicable report

Foam/Gel/Ground Reta	ardant Intrusion Report
Intrusion Report	
Intrusion Date:	Discovery Date:
Incident Name:	Incident Number: [State Abbreviation]-[3 Letter Unit Acronym]-[Six Numbers] (i.e. OR-RLB-000345) Click here for more information
Intrusion Latitude: Intrusion Longitude:  Click here for Lat/Long conversion to Decimal Degrees	Fire Chemical Category: Fire Chemical Type:
Agency:	Delivery Method:
Area:	Intrusion type:
Unit:	Size of fire (acres):
Subunit:	Part of the 5% assessment?: No

- 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:
  - o 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.

Name:     Name:     Name:       Hunt, Ryan - FS;     Email:     Email:       ryan.hunt2@usda.gov     Email:     Email:       Phone:     Phone:     Phone:	Reporting	Identified by	Resource Advisor
Email:     Email:     Email:     Email:       ryan.hunt2@usda.gov     Phone:     Phone:     Phone:	Name: Hunt, Ryan - FS;	Name:	Name:
Phone: Phone: Phone: Phone: Required format: 555-555-5555	Email: ryan.hunt2@usda.gov	Email:	Email:
	Phone:	Phone:	Phone: Required format: 555-5555
		Cancel Submit	l i i i i i i i i i i i i i i i i i i i

• 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: Hunt, Ryan - FS;	Name: Smith, Robert; No exact match was found. Click the item(s)
Email: ryan.hunt2@usda.gov	that did not resolve for more options. Email: ryan.hunt2@usda.gov
Phone:	Phone:

• To search for a user by name, click the book icon "<sup>IIII</sup>", type their name into the "Find" field, and click the magnifying glass "<sup>P</sup>" to search.

ind	A List View
協 All Users 協 All Users (per Tenant) 協 Tenant 協 Extranet Users 協 Federated Directory 協 Msa Tenant	Display Name E-mail Address Title Department Type into the search box above then press "Enter" t

• Once the user is located, click on "OK"

ind ryan hunt		×	List View		~
	Display Name	E-mail Ad	dress	Title	Departm
All Search Results (1) All Users (0) All Users (per Tenant) (0) Extranet (1) Extranet Users (0) Extranet Directory (0) Max Tenant (0)	Ayan mun.	Tyen_nunc	en cicugov		

• 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"

	Name:	Name:	
\$/Ⅲ	John Smith	Michael Ostrander;	\$, □
	Email:	Email:	
	John.smith1234@usda.gov	michael_ostrander@firenet.go	v
	Phone:	Phone:	
	555-123-5555	555-555-5555	
	\$,	John Smith Email: John.smith1234@usda.gov Phone: 555-123-5555	Image: System     John Smith     Michael Ostrander;       Email:     Email:     Email:       John.smith1234@usda.gov     Email:       Phone:     Phone:       555-123-5555     555-5555

• You should see this screen once successfully submitted

Confirmation of Save
The Intrusion Report for Test Incident has been saved
Close

• 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 <u>https://www.fs.usda.gov/managing-land/fire/chemicals</u>

### 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)

Interagency Wildland Fire Submit Report	Retardant Intrusion	2	100	Assigned to Me Pending Review as Resource Adviso Pending Assessment by Me
Pending Resource Advisor     All Intrusion Reports	Pending Assessment     End of Year 5% Assessments	Pending Final Review           Application User Guide	Completed Reports	1

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

/ Edit	Edit in grid view	년 Share 🔁 Copy lii	nk 💬 Comment 🔋	Delete 🖓 Automate	· · ··	× 1 st	ected 🖶 Assigned to	o Me as Resource Adv	isor 🗠 🖞 🛈 🥜
ire Cl	hem Intrusion	Incident Name $\simeq$	Intrusion Date/ $\cong$	Status $\searrow$	Link To Aquatic $ arsia $	Link to Terrestrial $^{\vee}$	Discovery Date $\searrow$	Agency 🖓	Area $\vee$
•	WA-AAA-123456	Test Incident	1/5/2021 0:00	Pending Advisor Review	TRD	тво	1/5/2021 0:00	USFA	Washington

- 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

Intrusion Report	Related Forms (1)		
	Resource Review the report below and	ce Ad	Ivisor Review mine if site assessments are required
A	quatic Assessment Required:		Terrestrial Assessment Required
Y	/es	$\sim$	No
A	quatic Assessment Assigned To:		
	1	<b>₩</b>	
•	You must assign a resource to perform the Aqua ssessment	atic	

 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"

Intrusion Report	Related Forms (1)			
	Resour Review the report below and	d determ	visor Review line if site assessments are required	
Aqu	atic Assessment Required:	Terrestrial Assessment Required		
Yes	1	$\sim$	No	~
Aqu	atic Assessment Assigned To:			
Ry	an Hunt;	\$ <b>∠</b> ■		

- 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

*	Retardant I	Intrusion	Edit in grid view	🖻 Share 🐵 Copy lin	ik 💬 Comment 📋	Delete 🕫 Automate	V 111	
	Home Submit Report App User Guide	Fire Cl	hem Intrusion	Incident Name ~	Intrusion Date/ 🗸	Status 🗸	Link To Aquatic $ \smallsetminus $	Link to Terrestrial $\lor$
	5% End of Year As		WA-AAA-123456	Test Incident	1/5/2021 0.00	Additional Forms Required	杰 Pending	N/A
/	Assigned to Me	~						
1	Intrusion Reports							
	Edit							

• To view an assessment, you can click on the incident number link, or select it by clicking on the "O" 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

Home			
Submit Report			
App User Guide	1	Incident Number: WA-AAA-123456	
5% End of Year Assessments	Later Decord	Related Forms (1)	
Assigned to Me	Intrusion Report		
Pending Review as Resource Advisor	Additional Forms Requ	luired	
Pending Assessment by Me	Aquatic Site Assess	ssment (Pending) Fill out form	
Intrusion Reports	-		
Fire Chem Intrusion		,	
Pending Assessment			
Pending Final Review			
Completed Reports		Close	

o 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

Search this site	+ New ~ @ Page	je details			
Home Submit Report App User Guide	Interage	ency Wildland Fire Ret	tardant Intrusion		Marries and
5% End of Year Assessme Assigned to Me	Submit R	Report	-		121.00
5% End of Year Assessme Assigned to Me Intrusion Reports Administration	Submit R	source Advisor	Pending Assessment	Pending Final Review	Completed Reports

- "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"
  - o "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.

😽 Retardant I	Intrusion
,O Search this site	+ New V (S) Page details
Home Submit Report App User Guide 5% End of Year Assessme	Interagency Wildland Fire Retardant Intrusion Submit Report
Assigned to the     Intrusion Reports     Administration     Edit	Pending Resource Advisor     Pending Assessment     Pending Final Review     Completed Reports     All Intrusion Re     End of Year 5% Assessments     Re

• Click on "Submit New Assessment"

End of Year 5% Asses	sments			1	BI	1 C
Submit New Assessment						
My Previously Submitted						See al
Incident Number $ \simeq $ Agency $ \sim $	Unit $\sim$	Subunit $\vee$	# Fires < 300 $^{\vee}$	# Assessments $\lor$	Incident Name $ ^{\vee} $	Fire Date ${}^{\checkmark}$
		1				
		Welcome t Select the New	to your new list button to get started.			

- 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".

Area:	~	Unit:		~
Number of fires less than 300 acres in size per forest w avoidance areas are present and aerial retardant was i	vhere used:	Number of Assessm	ents completed (5 % per Forest/ m	inimum of 1):
	Fire Ass	essment		
Subunit:				
ncident Name:		Incident Number:		
ire Date:		Assessment Date:		
	111			
ire Size:		Did retardant enter	avoidance area?:	
	~			••
Close			Save & Continue Sa	ve & Close
	Proviously Sub	mitted by Me		
1	reviously sub	initied by we		
Assessment Date Subunit	Incide	ent Name	Incident Number	

- 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.
- $\circ$  ~ 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).

Interagency Wildland Fire R Submit Report	etardant Intrusion		Assigned to Me Pending Review as Resource Advisor Pending Assessment by Me
C Pending Resource Advisor	Pending Assessment	O Pending Final Review	
Completed Reports	All Intrusion Reports	End of Year 5% Assessments	
₽ Application User Guide	ငြာ Legacy Data		

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

### Submitting an Assessment

If you have been <u>assigned an Assessment</u>, do the following:

 From the "<u>Pending Assessment by Me</u>" screen, click on the Incident Number to open the Intrusion Report

Fire C	Chem Intrusion			
0	Incident Number $\vee$	Incident Name $\vee$	Intrusion Date $\vee$	Status $\vee$
$\left( \right)$	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)	
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
  - o 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
  - o Units As an administrator you can add additional units
  - Subunits As an administrator you can add additional subunits

	Intrusion
O Search this site	$+$ New $\vee$ $@$ Page details
Home	
Submit Report	Interagency Wildland Fire Retardant Intrusion
App User Guide	Submit Report
<ul> <li>Assigned to Me</li> </ul>	
<ul> <li>Intrusion Reports</li> </ul>	
∧ Administration	
Manage Guest Access	Penaing Resource Advisor
NTDP Admins Group	All Intrusion Reports 🔗 Application User Guide
Change Final Reviewer	
Agencies	
Areas	
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.



o 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

Retardant Intrus	and Groups • Retardant Intrusion Guest Members @
Groups	New - Actions - Settings -
Retardant Intrusion Members	🔲 🕘 😥 Name
Retardant Intrusion Visitors	Ostrander, Michael - FS
Retardant Intrusion Owners	
Excel Services Viewers	
Style Resource Readers	
Designers	
Hierarchy Managers	
Approvers	
Restricted Readers	
Quick Deploy Users	
Retardant Intrusion Guest Members	

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

Invite people	
Shared with	Enter names or email addresses.
	Include a personal message with this invitation (Optional).
	HIDE OPTIONS
	Send an email invitation

• 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

Invite people	Hunt, Ryan - FS x robert.smith@usda.gov x
Shared with	
	Some people are outside your organization. Show
	Include a personal message with this invitation (Optional).
	HIDE OPTIONS
	HIDE OPTIONS Send an email invitation

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"

People	e and	Groups • Retardant	Intrusion NTDP Admi
Retardant Intrusion		Nome Hunt, Ryan - FS	About me
Visitors Retardant Intrusion Owners		Michael Ostrander	
Excel Services Vewers			
Style Resource Readers			
Designers			
Hierarchy Managers			
Approvers			
Restricted Readers			
Quick Deploy Users			
Retardant Intrusion Guest Members			
Retardant Intrusion			

• 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)

	<u> </u>
Invite people	Enter names or email addresses.
Shared with	
	Include a personal message with this invitation (Optional).
	SHOW OPTIONS

• Once user is added, click "Share"

are 'Retardan'	t Intrusion
Invite people	James Haley x
Shared with	
	Include a personal message with this invitation (Optional).
	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.