

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 3090.11 – State and Private Accomplishment Reporting Handbook
Chapter 20 - Reporting Procedures**

Amendment: 3090.11-92-1

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Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change:

Superseded Document(s): 3090.11_Title Page, 00--1 thru 31.2--2; Amendment 8, October 1989; Amendment 7, August 1987; Amendment 6, January 1985; Amendment 5, February 1984

POSTING NOTICE. Amendments are numbered consecutively by Handbook number and calendar year. Post document in numerical order of chapters (1109.12, sec. 4.32, ex. 01). Remove entire national text of the Handbook and replace with this amendment. DO NOT REMOVE SUPPLEMENTS OR INTERIM DIRECTIVES. Retain this transmittal as the first page of this document.

Digest: Following is an explanation of the changes throughout the directive by section.

This amendment is a reissuance of FSH 3090.11 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This amendment makes no substantive changes to the text. The only changes made are those necessary to meet new format requirements or to correct spelling, punctuation, or unit names.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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25 - Cooperative Fire Protection

Report assistance for cooperative fire protection on Form FS-3100-8, Annual Wildfire Summary Report (ex. 01). (Report FS-3000-G, Annual Wildfire Report.)

25 - Exhibit 01

SEE THE PAPER COPY OF THE MASTER SET
FOR SECTION 25 - EXHIBIT 01.

25.1 - Frequency of Reporting

States shall submit annual reports to the Regional or Area Office for the period ending on December 31 (sec. 25, ex. 01). Regions and the Northeast Area shall submit annual reports by State to the Washington Office, Fire and Aviation Management Staff, by January 31.

25.2 - Required Identification Data

Enter Region or Area, State, calendar year, program, and source of report (sec. 12).

25.3 - Annual Wildfire Summary Report, Form FS-3100-8

1. Line 1 - Total Acreage Protected. All acres receiving organized fire protection by the reporting agency.
2. Lines 2 to 11 - Wildfires and Acres Burned By Causes. All State reportable wildfires and all qualifying non-Federal acreage burned. A reportable fire is any wildfire that requires suppression action to protect natural resources or values associated with natural resources or was destructive to natural resources.
 - a. Line 2 - Lightning. Self-explanatory.
 - b. Line 3 - Campfire. A wildfire starting from a fire used for cooking, heating, or for light or warmth. (Excludes railroad operations.)
 - c. Line 4 - Smoking. Wildfires caused by matches, lighters, tobacco, or other smoking material used by smokers. (Excludes children playing with matches and railroad operations.)
 - d. Line 5 - Debris Burning. A wildfire starting from a fire used for clearing land or for burning trash, range, stubble meadow, rights-of-way, or logging slash or other prescribed burning. (Excludes railroad operations.)
 - e. Line 6 - Arson. A wildfire willfully set to burn or spread to vegetation or property owned or controlled by another and without consent of the owner or agent. (Excludes negligent debris-burning fires.)

- f. Line 7 - Equipment Use. Wildfires caused by any and all mechanical equipment other than railroad operations.
 - g. Line 8 - Railroads. Wildfires caused by all railroad operations, including burning rights-of-way and ties.
 - h. Line 9 - Children. Wildfires started by children under 12 years old.
 - i. Line 10 - Miscellaneous. A wildfire that does not properly fall under the preceding classifications.
 - j. Line 11. Total. The sum of the numbers of wildfires and acres burned by cause.
3. Lines 12 Through 19 - Wildfires and Acres Burned by Size Class. Self-explanatory. Totals must equal the entry in line 19.

26 - Forest Pest Management

Use Form FS-3400-5, Forest Pest Management Accomplishment Report, to report all work financed with forest pest control funds (ex. 01 and ex. 02). This is the only form used by both State and Forest Service personnel. Submit separate reports for each State, National Forest, and other Federal land-management unit for the periods during which forest pest control funds financed insect and disease management activities.

Report program activities (form lines 1-5) without reference to the specific pests. Report accomplishments associated with a specific insect or disease project, such as a suppression or pilot control project (form lines 6-14), on a pest-by-pest basis under project activities.

Use separate forms to report program and project accomplishments. In the event that a reporting unit is engaged in more than one insect- or disease-related project, submit a separate form to report accomplishments for each project.

26 - Exhibit 01

SEE THE PAPER COPY OF THE MASTER SET
FOR SECTION 26 - EXHIBIT 01.

26 - Exhibit 02

SEE THE PAPER COPY OF THE MASTER SET
FOR SECTION 26 - EXHIBIT 02.

26.1 - Frequency of Reporting

States and Forest Service personnel shall submit annual reports to the Regional or Area Office for the period ending September 30. Regions and Area shall submit annual reports by State to the Washington Office by November 1.

26.2 - Required Identification Data

Enter Area or Region, State, organizational structure code, fiscal year, program, and source of report (sec. 12). The insect/disease identification number is also necessary on forms reporting project related activities (sec. 26.22).

26.21 - Organizational Structure Code

Organizational structure codes identify specific Forest Service or other Federal land management units for which the report shows accomplishments.

1. Identify Forest Service units with a 4-digit Region- Forest code (FSM 1344.73a).
2. Using the same format, Regions and the Northeastern Area shall assign codes to identify other Federal land management units as needed. Report these codes to the Washington Office Forest Pest Management Staff.
3. Do not enter organizational structure codes for State and Private programs.

26.22 - Insect or Disease Identification Number

Report project activities by insect or disease identification number.

1. The Washington Office Forest Pest Management Staff shall assign insect or disease identification numbers to all projects financed from the Washington Office. Assign projects financed with Region or Area funds identified numbers consistent with the Washington Office assignments when appropriate.
2. Each insect or disease group is assigned 50 numbers. The Washington Office assigns the initial 40 numbers in each series. Some of these numbers have been assigned permanently to specific insects and diseases. The 10 remaining numbers in each series are available for Area or Region assignment where the Washington Office has not yet specified numbers (ex. 01).

26.22 - Exhibit 01

Insect or Disease Identification Number

Number	Insect or disease group	Insect or disease
101-150	Hardwood defoliators	
101		Gypsy moth
102		Forest tent caterpillar
103-140		(Reserved for Washington Office)
141-150		(Reserved for Northeastern Area and Regions)
151-200		Hardwood bark beetles and borers
151-190		(Reserved for Washington Office)
191-200		(Reserved Northeastern Area and Regions)
201-250	Conifer defoliators	
201		Spruce budworm
202		Western spruce budworm
203		Jack pine budworm
204		Douglas-fir tussock moth
205		Pine butterfly
206		Pandora moth
207-240		(Reserved for Washington Office)
241-250		(Reserved Northeastern Area and Regions)
251-300	Conifer bark beetles and borers	
251		Mountain pine beetle
252		Douglas-fir beetle
253		Spruce beetle
254		Western pine beetle
255		Southern pine beetle
256		Southern California bark beetle complex
257		Ips engraver beetle
258-290		(Reserved for Washington Office)
291-300		(Reserved Northeastern Area and Regions)
301-350	Meristem-feeding insects	
301		White pine weevil
302		Pales weevil
303		Nantucket pine tip moth
304		Dioryctria sp.
305-340		(Reserved for Washington Office)
341-350		(Reserved Northeastern Area and Regions)
Number	Insect or disease group	Insect or disease
351-400	Sapsucking insects	

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26.22 - Exhibit 01

Number	Insect or disease group	Insect or disease
351		Balsam woolly aphid
352-390		(Reserved for Washington Office)
391-400		(Reserved Northeastern Area and Regions)
401-450	Hardwood foliage and twig diseases	
401-440		(Reserved for Washington Office)
441-450		(Reserved Northeastern Area and Regions)
451-500	Hardwood stem and canker diseases	
451-490		(Reserved for Washington Office)
491-500		(Reserved Northeastern Area and Regions)
501-550	Hardwood vascular wilt diseases	
501-540		(Reserved for Washington Office)
541-550		(Reserved Northeastern Area and Regions)
551-560	Hardwood root and butt rots	
551-590		(Reserved for Washington Office)
591-600		(Reserved Northeastern Area and Regions)
601-650	Conifer foliage disease	
601-640		(Reserved for Washington Office)
641-650		(Reserved Northeastern Area and Regions)
651-700	Conifer stem, branch, and cone diseases	
651		White pine blisterrust
652		Southern fusiform rust
653		Dwarf mistletoe
654-690		(Reserved for Washington Office)
691-700		(Reserved Northeastern Area and Regions)
701-750	Conifer root and butt rots	
701-740		(Reserved for Washington Office)
741-750		(Reserved Northeastern Area and Regions)
751-800	Air-pollution causal agents	
751-790		(Reserved for Washington Office)
791-800		(Reserved Northeastern Area and Regions)
801-850	Wood-products pests	
801-840		(Reserved for Washington Office)
841-850		(Reserved Northeastern Area and Regions)

26.3 - Activities and Accomplishments to Include on Form FS-3400-5, Forest Pest Management Accomplishment Report

1. Line 1 - Insect and Disease Detection. The purpose of detection surveys conducted by trained personnel on a planned and systematic basis is to discover and delineate infestations of forest insects and disease.
 - a. Include only detection surveys documented in accordance with FSM 3415. Do not report unplanned surveillance as a part of detection. For example, do not report accomplishment for discovering an insect or disease outbreak during the course of timber cruising, fire reconnaissance, or routine travel.
 - (1) Consider ground checks conducted after an aerial survey to verify the identity of a problem to be a part of the aerial survey.
 - (2) Do not include miscellaneous forest, ornamental, or shade-tree assistance as detection.
 - b. Report the number of detection surveys conducted and the gross acreage of host-type surveyed. Sampling surveys often are used in conducting detection activities. Reportable acreage includes the total forested area sampled, not just the acreage included in the sample plots. If there are several surveys over the same acreage, report the total acreage covered by each survey.

Do not include an insect or disease identification number for this activity.

2. Line 2 - Insect and Disease Evaluation. Biological evaluations are planned appraisals of forest insects and diseases, performed by trained personnel to determine the need, feasibility, or justification for prevention and/or suppression. Biological evaluations may or may not include benefit-cost and environmental analyses. When they are included, do not count benefit-cost and environmental analyses separately but consider them as part of one evaluation. Biological evaluations do not include the specific delineation of treatment area boundaries; report these as part of insect and disease pretreatment survey (line 6).

Include only biological evaluations documented in accordance with FSM 3421. When it is necessary to evaluate two or more life stages at different times of the year in order to reach a decision for or against suppression, consider each stage evaluated as a separate evaluation as long as a written report documents each evaluation.

Do not include miscellaneous forest, ornamental, or shade tree assistance as an evaluation.

Do not include an insect or disease identification number for this activity.

Report the number of evaluations conducted and the gross forested acreage evaluated.

If there are several evaluations conducted over the same acreage, report the gross acreage of host-type evaluation for each biological evaluation conducted. When an evaluation includes both aerial and ground phases in the same area, do not report duplicate acreage.

3. Line 3 - Training: Pesticide-Use, Management, and Coordination. Report the number of persons trained in the use, management, and coordination of pesticides whether or not the training leads to certification. The persons trained include the reported unit as the staff receiving training as well as the number of people for whom the staff provided the training.

Do not enter an insect or disease identification number for this activity.

4. Line 4 - Training: Insect and Disease. The reportable training includes, but is not limited to, recognition of insect- and disease-caused damage, survey and evaluation techniques and prevention and suppression methods.

Report the number of people on the reported unit's staff that receive training as well as the training provided by the staff to land managers and others.

Do not enter an insect and disease identification number for this activity.

5. Line 5 - Monitoring of Silviculture Exams and Prescriptions (National Forest System Lands Only). This activity reports Forest Pest Management's involvement in providing information for silvicultural exams or for reviewing such exams to ensure that they include insect and disease considerations. Do not confuse this activity with training (line 4) although there may be an element of training involved.

This activity also reports Forest Pest Management's review of silvicultural prescriptions to ensure that prescriptions are preventive in nature, provide the expected results, and do not lead to unacceptable pest-caused damage.

Report the number of exams and prescriptions reviewed and the acres involved.

6. Line 6 - Insect and Disease Pretreatment Survey. Pretreatment surveys include activities performed after completion of a careful analysis of biological, environmental, and benefit-cost evaluations and after there has been a decision about whether or not to initiate prevention or suppression action.

More than one pretreatment survey per year may be necessary, particularly in the case of insects that produce more than one generation per year.

Pretreatment activities performed prior to project approval may be reported retroactively. Report this activity in conjunction with the appropriate insect or disease identification number.

Report the gross acreage of host-type covered by each survey.

7. Line 7 - Insect and Disease Prevention and/or Suppression Using Biological Methods. Include here prevention or suppression measures that use biological agents, such as parasites and predators and bacterial, fungal, and viral diseases.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the gross acreage of host-type involved in activity and merchantable timber volume protected.

Merchantable timber volume protected is the estimated net volume that would be lost (mortality and/or growth loss) the following year if there were no prevention/suppression activities. Report volume in cubic feet.

For treatment practices involving individual trees or groups of trees scattered over a large area, include the estimated actual acreage affected in the total treatment area and estimate net volume that would be lost the following year if there were no prevention/suppression activities.

8. Line 8 - Insect and Disease Prevention and/or Suppression Using Chemical Methods. Include here prevention or suppression measures that use chemicals, including chemical treatment of stumps.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the gross acreage of host-type involved in the activity and merchantable volume protected.

Merchantable volume protected is the estimated net volume that would be lost (mortality and/or growth loss) the following year if there were no prevention and/or suppression activities. Report volume in cubic feet.

For treatment practices involving individual trees or groups of trees scattered over a large area, include gross acreage in total treatment and estimate net volume that would be lost the following year if there were no prevention or suppression activities.

9. Line 9 - Insect and Disease Prevention or Suppression Using Silvicultural/Mechanical Methods. Silvicultural/mechanical prevention or suppression measures include removal

of infected/infested trees by commercial sale, the piling and burning of infected/infested trees, the pruning of infected/infested limbs, the felling of infected/infested trees that are to receive no additional treatment, the removal of alternative hosts, the destruction of infected/infested nursery stock, and the treatment of trap trees.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the gross acreage of host-type involved in the activity and merchantable volume protected. Also include merchantable volume removed where appropriate.

Merchantable volume protected is the estimated net volume that would be lost (mortality or growth loss) the following year if there were no prevention/suppression activities.

Merchantable volume removed is that volume of usable wood fiber removed as a part of prevention/suppression activities. An example is the harvest removal of bark beetle infested timber through commercial sale.

Report volume in cubic feet.

For treatment practices involving individual trees or groups of trees scattered over a large area, include the gross acreage in treatment area and an estimate of the net volume that would be lost the following year if there were no prevention/suppression activities.

10. Line 10 - Insect and Disease Post-Treatment Evaluation and Environmental Monitoring. Post-treatment evaluations and monitoring include those activities performed by trained personnel after prevention or suppression to determine whether or not treatment objectives have been satisfied and whether or not the treatment has had any detrimental effects on the environment, including nontarget organisms.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the acreage of host-type involved in the activity.

11. Line 11 - Insect and Disease Pilot Control Projects. Pilot control projects are evaluations of prevention or suppression methods that involve the use of chemical, biological, silvicultural, or mechanical measures that research has shown to have high promise for operational use in preventing or suppressing the incidence of forest insects or diseases.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the number of pilot control projects conducted and the gross acreage of host-type involved in activity. Do not include gross forested acreage for which the pilot project results would apply.

12. Line 12 - Insect and Disease Cooperative Field Experiments. Cooperative field experiments are relatively large-scale experiments jointly initiated, financed, and conducted by Forest Pest Management and Research Staffs (Forest Service, university, and other) and designed to determine, under a variety of field conditions, the best combinations of chemical, biological, silvicultural, or mechanical measures.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the number of cooperative field experiments conducted and the gross acreage of host-type involved in activity.

Do not include gross forested acreage for which the cooperative field experiment results would apply.

13. Line 13 - Insect and Disease Impact Evaluation. Impact studies assess the cumulative net effect(s) of insects and diseases on the ecological and socioeconomic aspects of the forest resource.

Report this activity in conjunction with the appropriate insect or disease identification number.

Report the number of impact evaluations conducted and the gross acreage of host-type involved in activity.

Do not include gross forested acreage for which the impact evaluation results would apply.

14. Line 90 - Check Sum. Use the check sum during data editing to detect keypunching errors. These are the sums of the entries in each column entered on line 90. Calculate separate check sums for each form.