



OCT 01 2008

File: 18830-30/RESULTS

To: DISTRICT MANAGERS

From: Tim Sheldon
Assistant Deputy Minister
Operations Division

Jim Snetsinger
Chief Forester
Forest Stewardship Division



Re: RESULTS Data Discrepancy Resolution Protocol

We are pleased to announce that a linkage has been created between the *Vegetation Resource Inventory Management System (VRIMS)* and the *Reporting Silviculture Updates and Land Status Tracking System (RESULTS)*. This electronic information system linkage has been in place since September 28, 2007. Industry and BCTS electronically submit harvesting, silviculture and forest cover updates to RESULTS. This information is then shared with VRIMS through the Land and Resource Data Warehouse (LRDW). VRIMS is a toolkit for updating disturbances and changes in the provincial Vegetation Resource Inventory (VRI).

As part of the ministry's data quality assurance program, the linkage between VRIMS and RESULTS data allows selected attribute and spatial data in RESULTS to be screened for possible errors. The VRIMS inventory data quality assurance process involves:

1. The use of satellite imagery and ortho photography to identify spatial mapping issues;
2. MFR staff notifying licensee and BCTS staff about inventory data quality issues within RESULTS;
3. Licensees and BCTS reviewing the inventory data quality issues and providing updates or revisions to the MFR.

Results Data Discrepancy Resolution Protocol

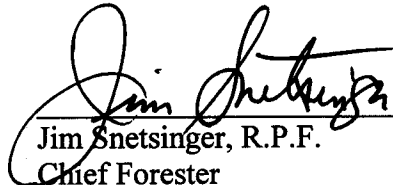
We suggest the implementation of a data discrepancy resolution protocol to ensure inventory data quality issues are addressed in a timely fashion. If districts do not have an inventory data quality assurance process in place, we recommend that staff use the attached protocol.

The process is intended to detect data discrepancies not identified through district compliance reviews. Only data exceeding allowable mapping and precision standards published in the *RESULTS Information Submission Specifications (RISS): Licensee Submissions*¹ should be included in the resolution protocol described in this memo.

Please direct general RESULTS questions, or feedback on the protocol, to Caroline MacLeod (250-356-2094; Caroline.MacLeod@gov.bc.ca), and questions about the VRIMS audit process to Marc Rousseau (250-371-5236; Marc.Rousseau@gov.bc.ca).



Tim Sheldan
Assistant Deputy Minister
Operations Division



Jim Snetsinger, R.P.F.
Chief Forester
Forest Stewardship Division

pc: Regional Executive Directors
BCTS Managers
Districts RESULTS Coordinators
Forest Analysis and Inventory Branch
Forest Cover Inventory Update Specialists and Technicians
Licensees

¹ At http://www.for.gov.bc.ca/his/results/business.htm#Submission_Specifications.

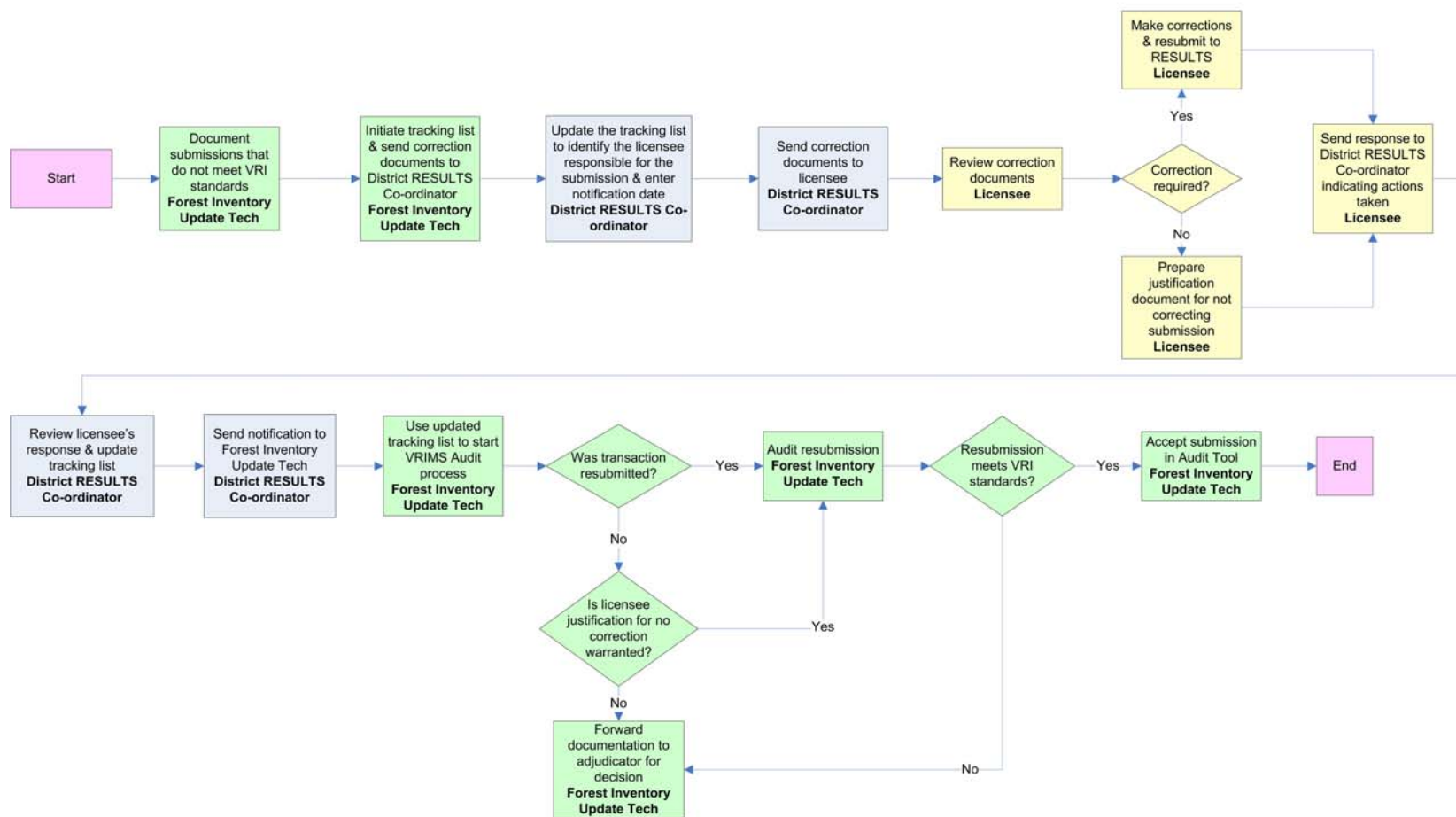
RESULTS DATA DISCREPANCY RESOLUTION PROTOCOL

1. Data discrepancy is detected by:
 - a. forest inventory technicians and specialists (through VRIMS audit process); or,
 - b. any forest professionals (government or licensee staff or their consultants) engaged in field, audit or other work (e.g., surveys, silviculture, operational planning, etc.)
2. Person who detected the data discrepancy verifies that the discrepant data exceeds allowable mapping and precision standards published in the *RESULTS Information Submission Specifications: Licensee Submissions*¹; then notifies the RESULTS Coordinator of the district in which the opening resides, including supporting documentation.
3. District RESULTS Coordinator updates a District tracking list and identifies the licensee responsible for the RESULTS submission that contained the discrepant data. The tracking list includes:
 - a. Opening ID,
 - b. Licensee,
 - c. Name and contact info of person who reported the discrepancy,
 - d. Description of the discrepancy, including all affected fields,
 - e. Date discrepancy was reported to the ministry,
 - f. Date discrepancy notification was sent to licensee,
 - g. Date discrepancy was resolved, and,
 - h. Description of how the discrepancy was resolved.
4. RESULTS Coordinator prepares a letter (either email or paper) for the licensee and attaches the supporting documentation received by the person who detected the data discrepancy. A form letter (in APPENDIX A) can be used for this purpose and modified as appropriate.
5. Licensee reviews the information and either: 1) corrects and resubmits the data to RESULTS and notifies the RESULTS Coordinator that the data has been resubmitted; or, 2) sends the RESULTS Coordinator a justification for not correcting the data, along with supporting documentation.
6. RESULTS Coordinator updates the tracking list when a notification is received by the Licensee.
7. RESULTS Coordinator monitors the tracking list on a monthly basis to ensure resolution of discrepancies.
8. RESULTS Coordinator forwards a list of unresolved discrepancies to district compliance staff for investigation and action (e.g., data from submissions to the ministry on or after June 1, 2005); or, if appropriate, to the Provincial RESULTS Coordinator (Caroline.MacLeod@gov.bc.ca) for inclusion in future data cleaning projects (e.g., data from submissions to the ministry prior to June 1, 2005).

If discrepancies are identified through a VRIMS audit, then additional steps may be followed per the flow diagram (Figure 1). An example of a VRIMS audit process is provided in APPENDIX B.

¹ At http://www.for.gov.bc.ca/his/results/business.htm#Submission_Specifications.

RESULTS Audit Correction Business Process



Ministry of Forests and Range
Forest Analysis and Inventory Branch

Figure 1 VRIMS Forest Cover Audit and Correction Process

APPENDIX A – Form Letter Requesting Licensee to Address Data Discrepancy

[Licensee Contact]

[Licensee Address]

[Date]

Dear [Licensee Contact]:

A possible error has been detected in data submitted to RESULTS by your company. I have attached details and request that you review your records and either:

1. correct and resubmit the data to RESULTS if in error; or,
2. send a reason of why you believe this data is not in error.

Timely resolution of errors in RESULTS data will ensure that timber supply analyses, provincial decisions regarding forest stewardship and operations, trade and other negotiations, and annual reports to the public are based on accurate data.

Please send me a notification that you have addressed this request by [insert date: 60 days after date of this letter].

Sincerely,

[Name of District RESULTS Coordinator]

[title and contact details]

Data Discrepancy Details:

- Opening ID
- Affected Data fields
- Submission ID [click the **History** tab in RESULTS on the screen for that data field]
- Reason why the data in these fields may be in error (include supporting documentation)

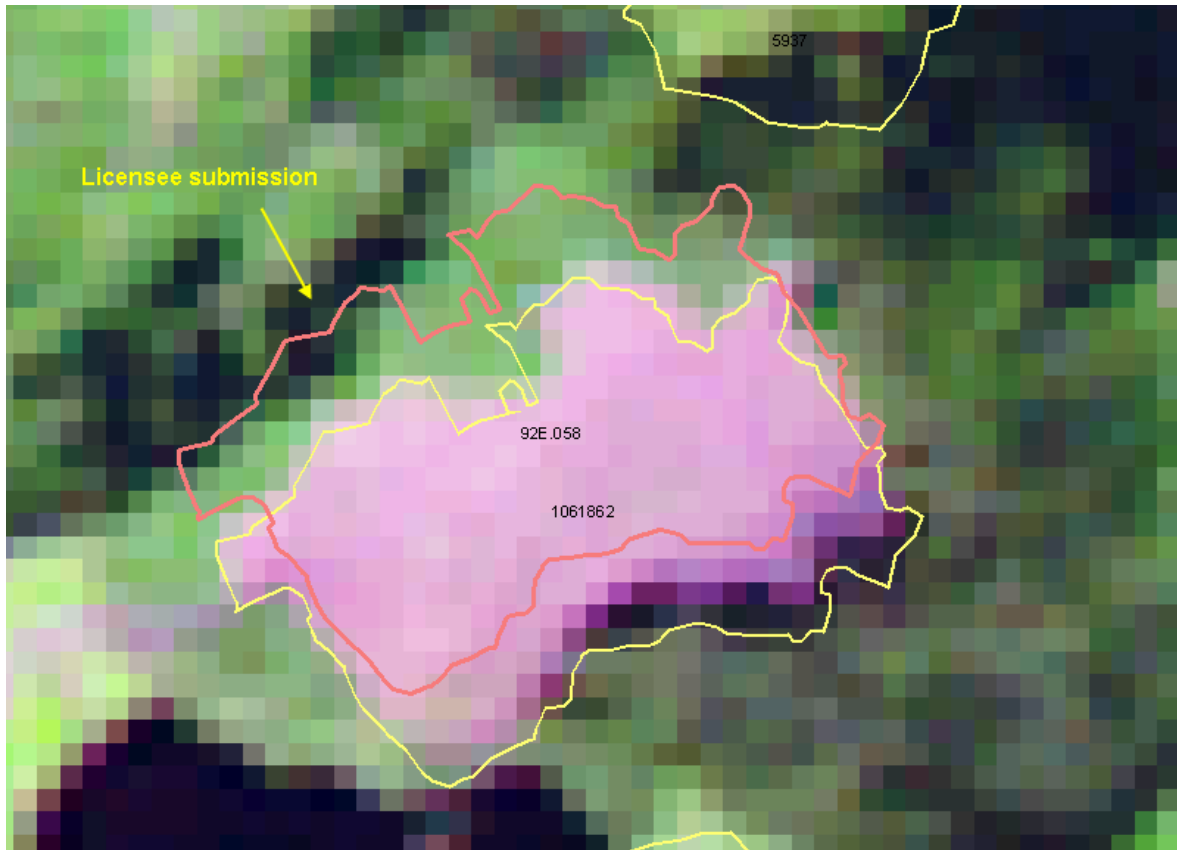
or: include VRIMS Correction document as in APPENDIX B (if applicable)

APPENDIX B – *Sample of Supporting Documentation to Include with Discrepancy Notification to Licensee*

MFR RESULTS Spatial Audit

License	Cutting Permit	Block	Opening ID	Opening Number	Timber Mark
A12345	405	1	1061862	10	ER3405

Image type	Image date	Image Resolution	Comments
Landsat 5	2006/07/16	30 m	Location difference is greater than 20 m



This opening must be resubmitted to RESULTS.

Date Audited	Auditor Name	Auditor E-mail
2007/01/16	John Doe	John.Doe@gov.bc.ca