

# How to use the CalTREES database

## Using the **Little THP** as an example

1. Go to CalTREES: <https://caltreesplans.resources.ca.gov/caltrees/>
2. Click on "**Search Timber Harvest Documents**" in the dark green box near the bottom of the page.
3. Type the **THP number** into the "Record Number" field, click the **Search** button and wait for the results.

(THP number is in this format: 1-YY-NNN-COU = Region 1, Year, Number, County; for example: Little THP is **1-18-095-MEN**). CalTREES is *very* finicky about punctuation. The "Record Number" for Little THP must be *exactly* 1-18-095-MEN (with three hyphens); variations like 1-18-095 MEN (2 hyphens and a space) will not work. Just enter the "Record Number" -- do not enter anything into the other fields ("Record Type," "Project Name," etc.)

4. Click on the **Parent Record** -- it's the one with Document Number the same as the THP Number, and the only one for which the "Type" column says "Timber Harvest Plan" and the "Parent Record ID" column is blank.

For Little THP, the Parent Record is usually the 2nd item in the list.

5. Scroll down to review the "**Attachments**" (it can take *30 seconds or more* for the list of attachments to appear).

CalTREES displays 50 documents per page. At this point, there are almost 100 documents for the Little THP, so currently there are 2 pages of documents (there will be 3 pages as soon as a few more documents are posted).

6. Click on the "**Latest Update**" column header to sort the list by date (otherwise the documents will be in random order).