

How to use the CalTREES database

Using the Copper Top Timber Harvest Plan (THP) as an example

1. Go to CalTREES: <https://caltreesplans.resources.ca.gov/caltrees/>
You will be automatically redirected to <https://aca-prod.accela.com/caltrees/>

2. Click on "**Search Plans**" in the dark green box near the bottom left of the page.

3. Enter a range of dates into the "Open Date From" and "Open Date To" fields:

The "Open Date From" must be *before* the THP was first filed, and the "Open Date To" must be *after* the THP was first filed. To keep it simple, just use January 1st and December 31st of the year the THP was filed. For example, the Copper Top THP (1-24-00103-MEN) was filed in 2024.

4. Type the **THP number** into the "Plan Number" field, then click the **Search** button and wait for the results.

THP number is in this format: 1-YY-NNNNN-COU = Region 1, Year, 5-digit Number, County; for example: the Copper Top THP is **1-24-00103-MEN**). CalTREES is *very* finicky about punctuation. The "Plan Number" for the Copper Top THP must be *exactly* 1-24-00103-MEN (with three hyphens); variations like 1-24-00103 MEN (2 hyphens and a space) will not work. Just enter the "Plan Number" -- do not enter anything into the other fields ("Plan Name," "Plan Type," etc.)

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

6. Scroll down to review the "**Attachments**" (be patient, it can take a while for the list of attachments to appear).

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