

# fpOnline October 30, 2025 Demo Q and A

## Appendix A. Water Type Classification Worksheet

- 1. Can the form questions remain hidden until the user selects “No,” causing the next question to appear, and then stop automatically once the user selects “Yes,” instead of relying on the user to read the “Stop” instruction?**
  - Appendix A was not originally designed as a smart form (i.e., a form with dynamic behavior and field visibility based on the user’s interaction with the form), but this is something we may consider as potential future enhancement.
- 2. If multiple segments are entered into the ‘Segment ID’ field, as shown in the demo, does the system require the additional questions to be answered for each individual segment, or does it assume that the responses apply to all segments entered?**
  - When a user enters “N1, N2, N3” in the Segment ID field, the responses to the remaining questions will apply to all of those segments.

## Water Type Modification Form (WTMF)

- 3. Is the WTMF on this demo the current version or the one that will be used when the rule changes?**
  - The form shown during the October 29, 2025 demo was based on the rules in effect at that time. DNR’s Form Committee is actively updating the form to align with the new permanent Water Typing System rule, effective March 1, 2026. When fpOnline goes live, only the updated form reflecting the new rule will be available, as it will be the only WTMF accepted at that time.
- 4. Will “N” be an option in the Proposed Water Type dropdown?**
  - Yes. The Proposed Water Type options will include S, F, N, Np, Ns, X, and “remove.”
- 5. Are all questions now required, even those that previously could be left blank when not applicable??**
  - Any question marked as required, denoted by a red asterisk following the question text, must be completed before a Proponent can submit a WTMF. The updated form is still in development, and only certain questions will be required in the fpOnline system. These required fields will align with the same questions that must be completed when submitting a WTMF using the PDF version.
- 6. What document options are available in the Document Type dropdown?**
  - The list includes the most commonly used document types. If the needed document is not listed, the user may select “Other.”
- 7. Will a Proponent receive the WTMF number by email upon submission?**
  - Not immediately. Users receive an on-screen confirmation that includes the assigned WTMF number. Email notifications occur later in the process— first, once the WTMF is under review, next, when a recommendation is submitted, and finally when the final decision is recorded.
- 8. Is there a way to print or save a PDF of the final version of a form?**
  - Yes. Users can print or save a PDF of a form at any point when filling out or interacting with an fpOnline form. The formatting of the PDF will resemble what is shown in the browser. A final, formatted copy will also be available once the DNR Region has fully processed the form.

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### 9. Will the "IDT occurred date" change after an Interdisciplinary Team (IDT) meeting occurs?

→ No, The "IDT occurred date" on the WTMF reflects information entered by the Proponent for IDTs that occur *before* the WTMF was submitted. Because this field captures pre-submission information, it does not change after submission.

However, IDTs that occur *after* a WTMF is submitted can still be documented in fpOnline. There are three potential areas where this information may be recorded.

- (1) Proponents may document that an IDT occurred prior to submission and may also include the related Informal Conference Note (ICN) number.
- (2) The DNR Forester can document an IDT that occurs during the review process.
- (3) The DNR Forester may also record IDT details on an ICN associated with the WTMF.

### Water Type Modification Review Process

### 10. After WTMF numbers are auto-generated, are reviewers notified by email?

→ Yes. After the initial office review, all assigned reviewers receive an email notifying them of a new WTMF to review. The DNR Forester, Proponent, Landowner, and Surveyor are also copied on this notification.

### 11. Do reviewers see other reviewers' recommendations and comments?

→ Yes. All assigned reviewers can view all reviewer recommendations and comments, as well as the DNR final decision. When a new reviewer recommendation is submitted, an email notification is sent to the Proponent, the DNR Forester, and all assigned reviewers.

### 12. Is there a way to provide a hyperlink to the WTMF "Page" for the mod to be reviewed? Just as an easy way for users to get there?

→ While the current system design does not offer a direct hyperlink to a specific WTM review page, users can easily access items needing attention from their home screen after logging in. This list can be sorted and filtered by any of the columns.

### 13. Will there be the ability to have reviewer and supervisor or alternate included in the WTMF assignment and notification?

→ To be considered a reviewer for a given WTMF, the user must submit a request to each applicable Region along with their geographic location preferences. The user must also be affiliated with Washington Department of Fish & Wildlife, Washington Department of Ecology, or affected tribes.

### 14. Do office staff have options for length of time from processing date to due date?

→ During the initial review of the WTMF, DNR staff assign a due date. If the WTMF is submitted together with a new FPA/N, the due date must match the FPA/N due date. If the WTMF is submitted as a stand-alone form, DNR has flexibility to adjust the due date.

### 15. If a WTMF is finalized by DNR and closed prematurely, can it be reopened for changes?

→ Yes. DNR Office staff and fpOnline System Administrators can manually change the status to return the WTMF to an editable state.

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## General

**16. Will there be a paper copy of the WTMF once fpOnline goes live, and if so, can Proponents simply upload the form to fpOnline without providing data in the system?**

→ Yes. Paper WTMF forms will continue to be available and accepted. Proponents may choose to submit a WTMF on paper or submit one electronically through fpOnline.

If a WTMF is submitted together with an FPA, it must be submitted using the same method as the FPA. Scanned paper forms cannot be uploaded into fpOnline as a substitute for entering required information directly into fpOnline. fpOnline will not allow electronic submission unless all required fields have been completed within fpOnline. Supporting attachments, such as maps, or protocol surveys, may still be uploaded.

**17. Will proponents still be able to submit their Water Type Modification Forms (WTMFs) on paper and have the region office enter them into the system?**

→ A: Yes. DNR will continue to accept paper copies of FPA/Ns and WTMFs. These forms will then be entered into fpOnline by DNR region staff.

**18. During the gap between fpOnline and the varying dates for when the new WTMFs are required, is there a way to save those forms for proponents internally?**

→ There is no variation in the effective date for the new WTMF. The new form will be required beginning **March 2, 2026**, which is the first business day the new Water Typing System Rules take effect. fpOnline will launch after this date, so the only WTMF accepted in fpOnline will be the updated version created for use under the new rules.

While DNR retains FPA-related files and WTMFs according to records retention requirements, and fpOnline will provide easy access to all documents submitted through the system, it is always in a Proponent's best interest to keep their own copies of all materials they submit to DNR.

**19. Will Non-Forest Water Type Mod forms be submitted through this portal as well?**

→ No. The scope of the project does not include submitting water type modifications for non-forestland. These forms will remain available on the DNR website and can continue to be submitted on paper.

**20. What does "Future Enhancement" mean regarding fpOnline? Is that information available for the public to see?**

→ "Future Enhancement" refers to features not included in the initial release but that are being considered for potential future development. Details are typically internal or shared only with select stakeholders.

**21. Can we test the system before roll out?**

→ The fpOnline project schedule incorporates User Acceptance Testing (UAT) for both internal and external user groups.

Once the system's configuration is complete, individuals representing different user profiles will be invited to participate in the testing process, which is currently slated to begin in January 2026.

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We have received a substantial amount of interest in participating in UAT; however, the ability to involve all who expressed interest is constrained by the project team's capacity. Those who are selected to participate will be personally notified. A kickoff meeting and a dedicated training session will be held prior to the commencement of the testing efforts.

**22. For FPAs with a 60-day review period, does the general public have access to the proposal during the 30-day Washington Department of Fish & Wildlife (WDFW) concurrence review?**

→ Notifications during this specific period are sent exclusively to the DNR Forest Practices Forester and WDFW biologist. Public notification to interested parties occurs only *after* the initial concurrence review process has been finalized.

**23. How are results from the surveys shared with the public? Are results posted on the FPonline website?**

→ DNR will make the latest survey results available on the [fpOnline website](#).