

## How to Sign Up to Be Notified When Helicopters Are Going to Spray Herbicides on Private Forest Lands within One Mile of Your Property, Residence or Water Source

First you need to create a FERNs account. Go to <https://ferns.odf.oregon.gov/E-Notification/>



Click the CREATE ACCOUNT button.

Type in your First Name, Last Name, Email Address, and desired Password. You will need to type in your Password a second time. If you like, you can type in your Middle Name, but it is not required.

Please complete this section if you are going to create a Notification of Operation, Application for a Permit to use Fire or Power Driven Machinery, and/or create a Subscription to Notifications of Operations

**User Details**

Company

State <sup>\*</sup>

Mailing Address Line 1 <sup>\*</sup>

Mailing Address Line 2

City <sup>\*</sup>

Zip Code <sup>\*</sup>

Phone Number <sup>\*</sup>

**ARE YOU A LANDOWNER?** If you are filing NOAPs as a Landowner, we ask you to provide the following information:

Landowner Type

**ARE YOU A TIMBER OWNER?** Timber Owners must provide an Employer Identification Number OR the last 4 digits of the Timber Owner's Social Security Number.

Learn More <sup>●</sup>

EIN

Type in your Mailing Address, City, ZIP Code, Phone Number, and select your State. If you want to sign up under a company number, type in that name too.

**ARE YOU A LANDOWNER?** If you are filing NOAPs as a Landowner, we ask you to provide the following information:

Landowner Type

Landownership Size

Ethnicity (voluntary)

Gender (voluntary)

**ARE YOU A TIMBER OWNER?** Timber Owners must provide an Employer Identification Number OR the last 4 digits of the Timber Owner's Social Security Number.

Learn More <sup>●</sup>

EIN

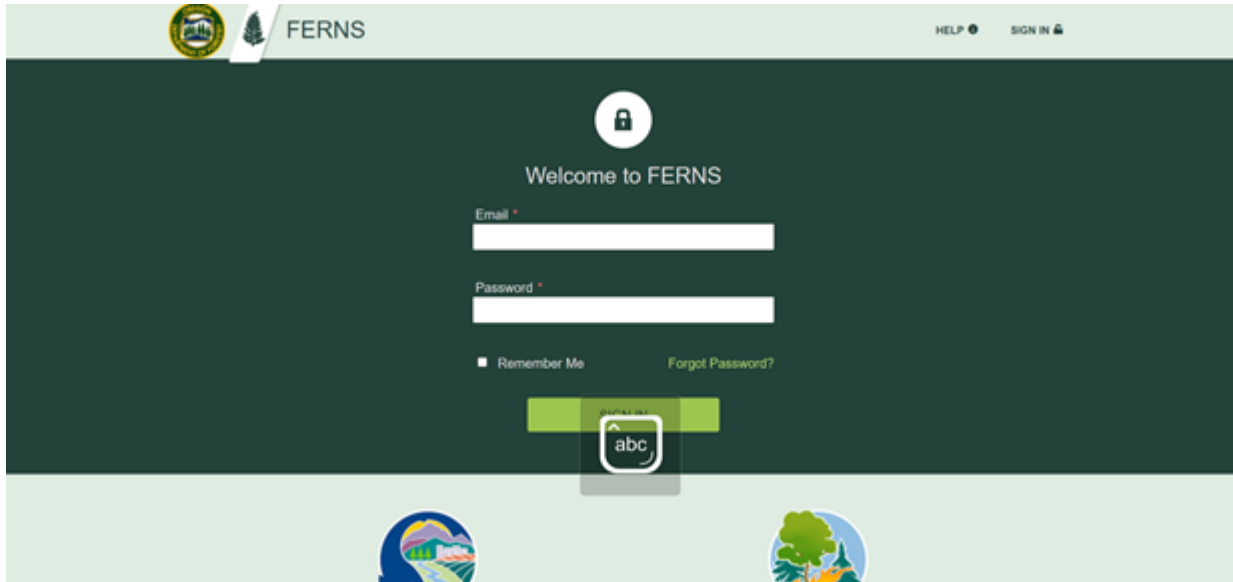
Last four digits of SSN

CREATE ACCOUNT

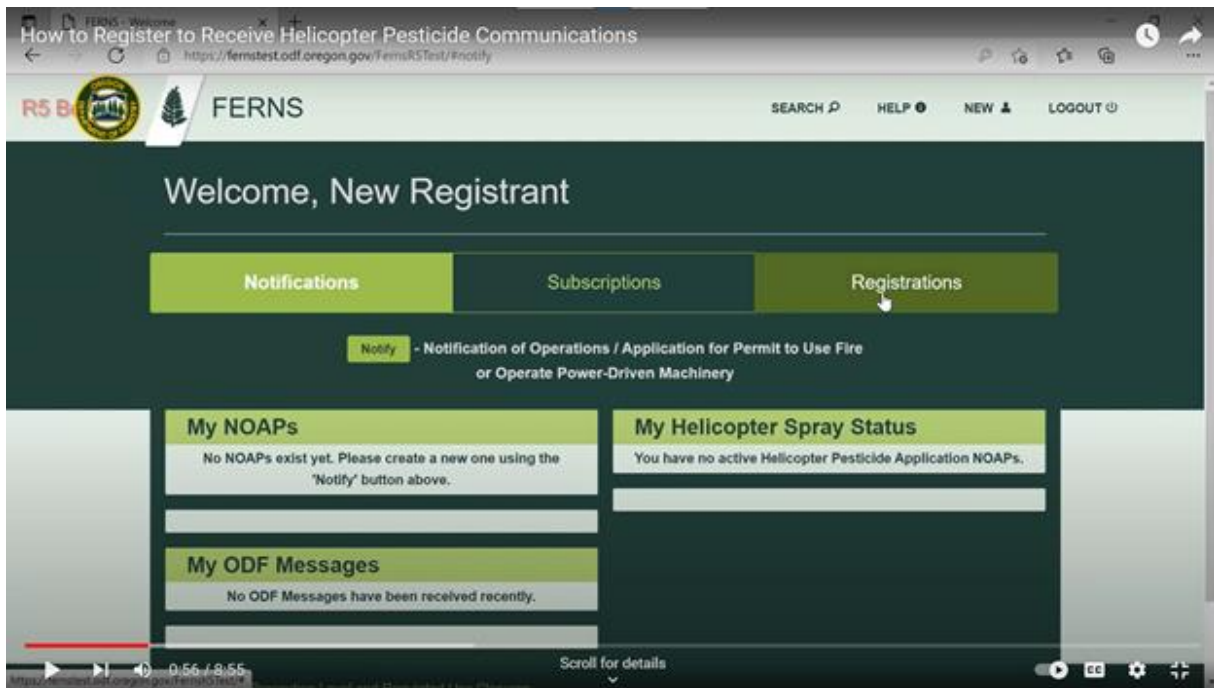
This next section asks about landownership and timber ownership, but it is for land owners and timber owners who are going to log their own properties, not for people who are looking for information about logging and chemical spraying on privately owned forest near them. So you do not need to fill out this section.

Scroll down to the bottom of the FERNS web page and click the CREATE ACCOUNT button.

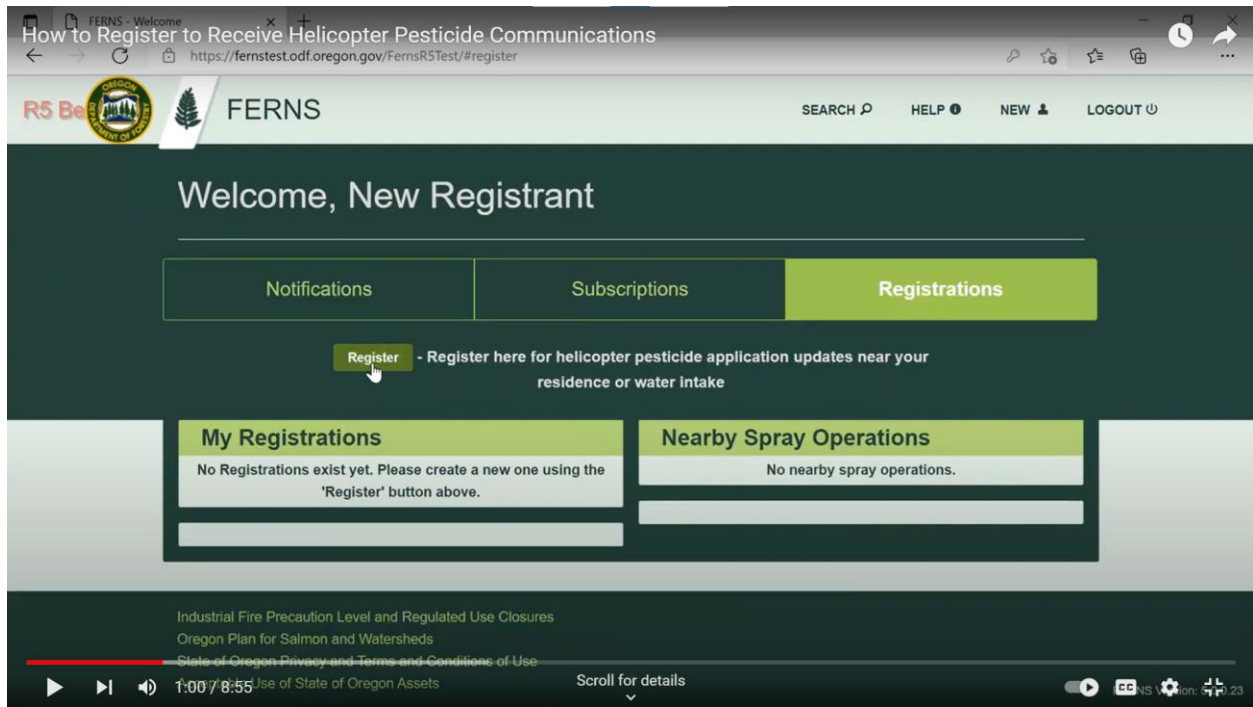
Once your account has been created, you will receive an email asking you to activate your account. Once you've done that, you can start using your FERNs account and sign up to receive helicopter spray notifications.



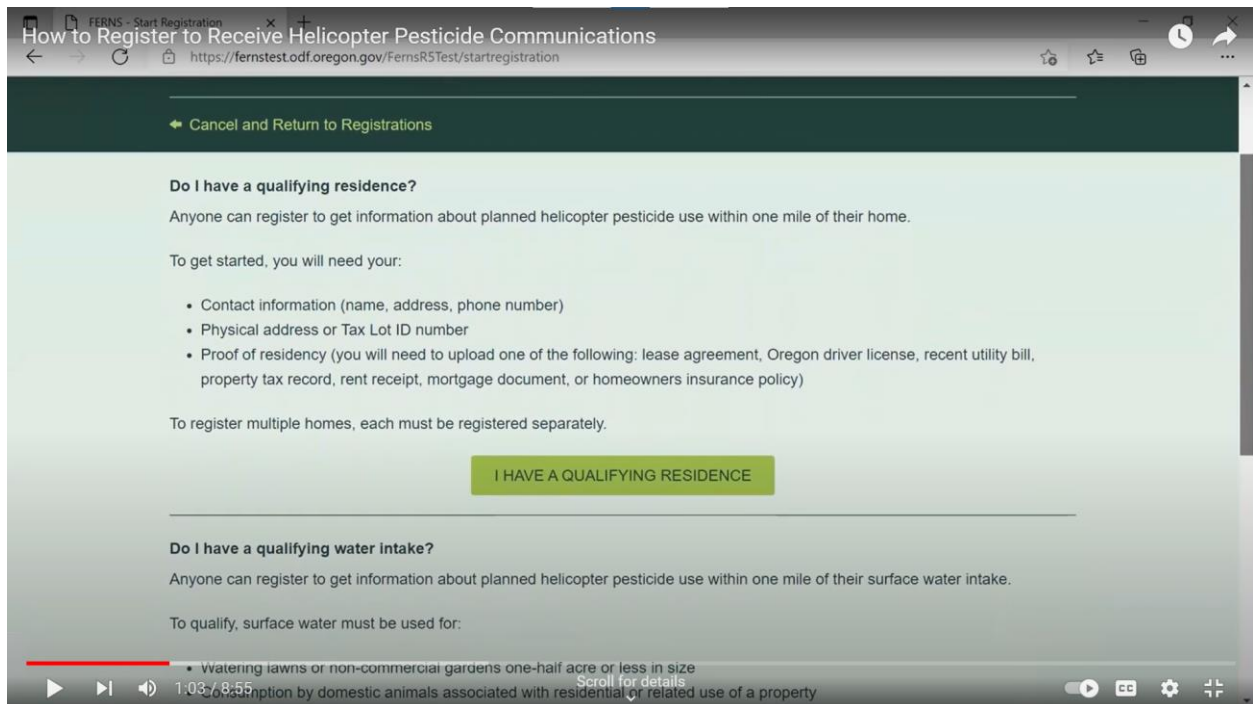
Sign into FERNs at <https://ferns.odf.oregon.gov/E-Notification/Login>, with the email address and password you used to create the account.



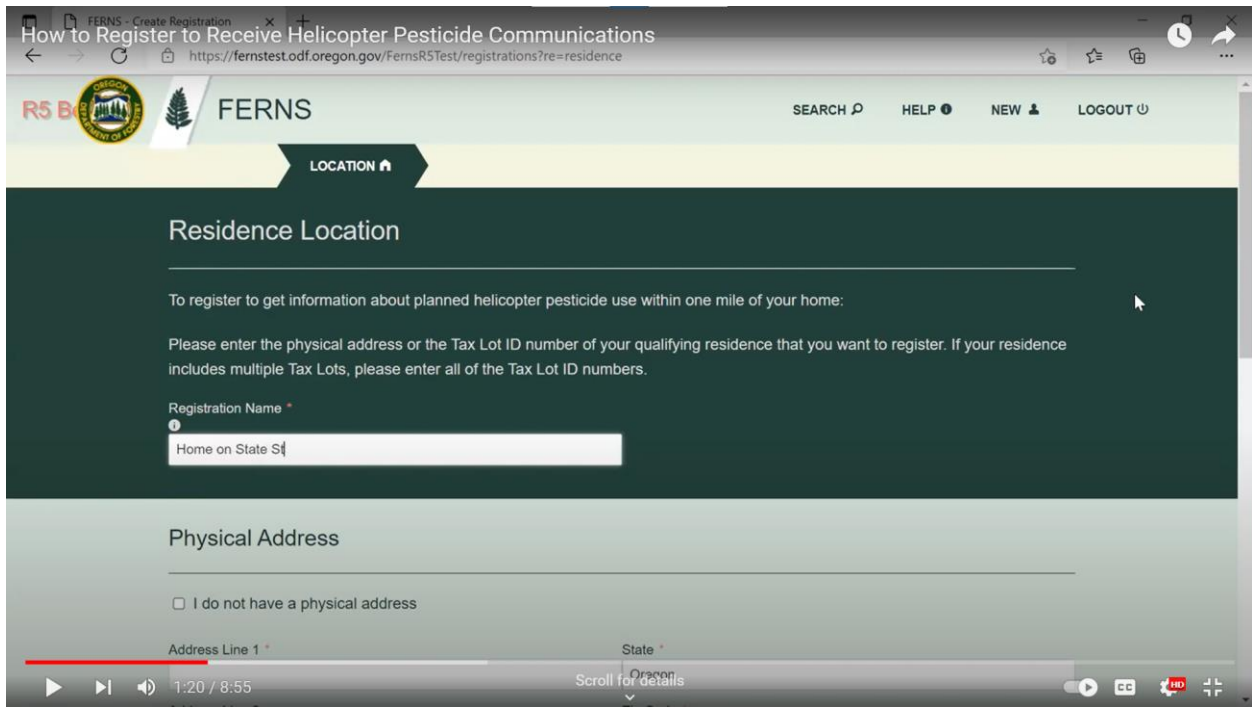
Click on the Registrations button on the upper right.



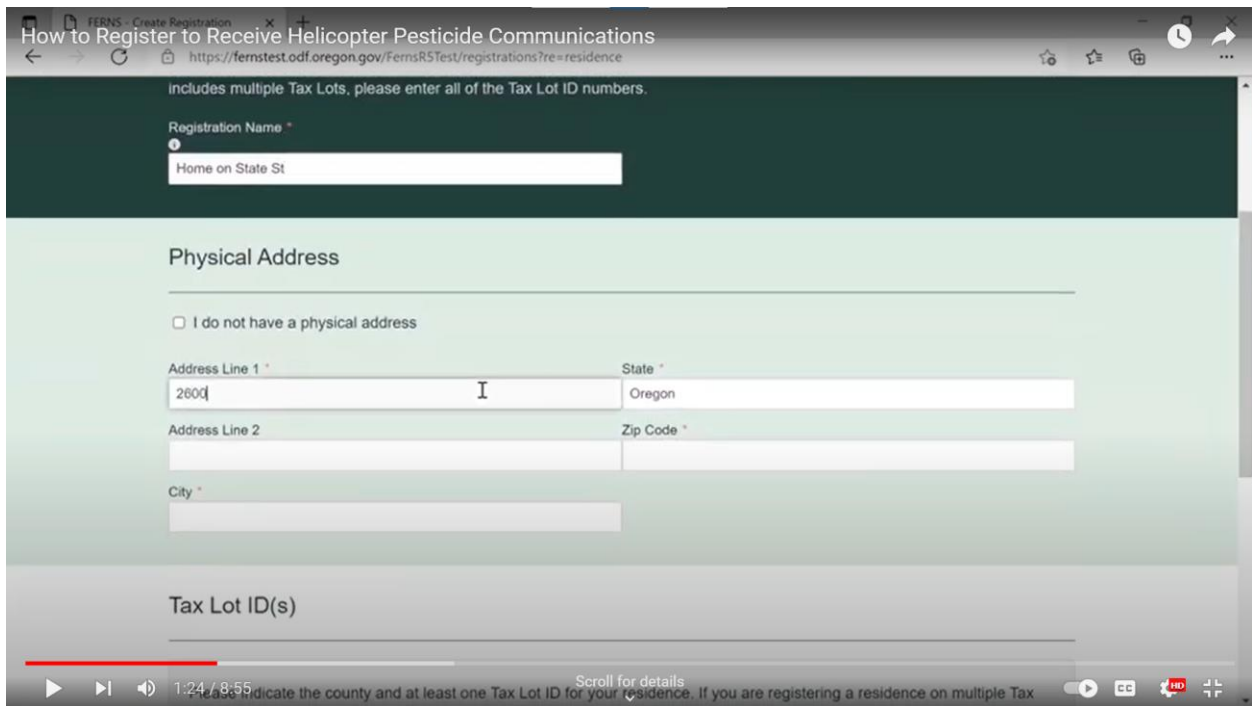
Then click on the Register button on the middle left.



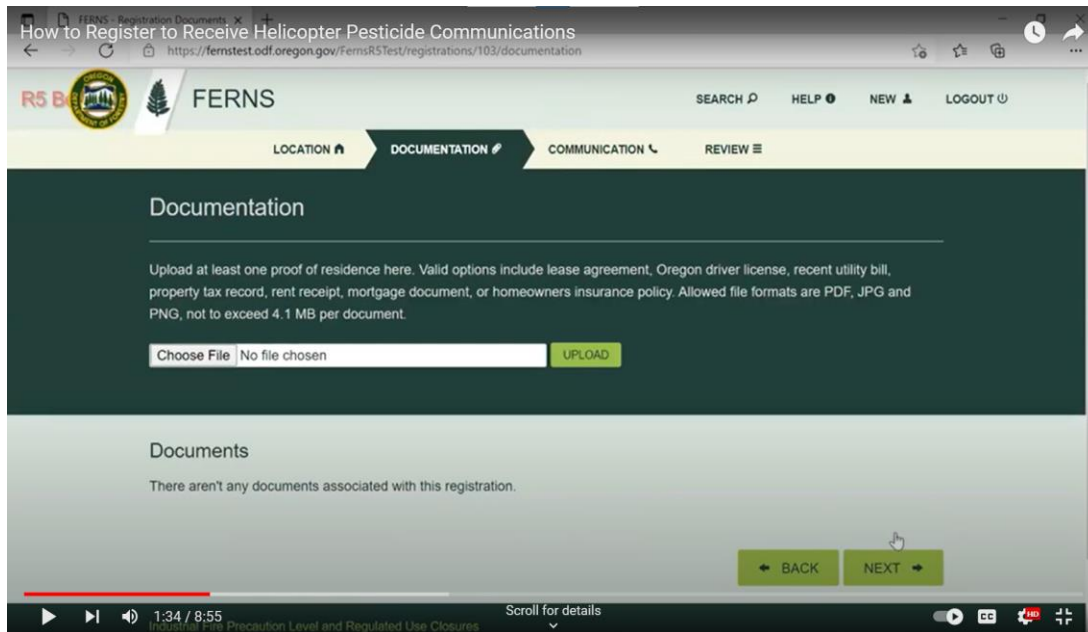
If you are registering a residence, click the I HAVE A QUALIFYING RESIDENCE button.



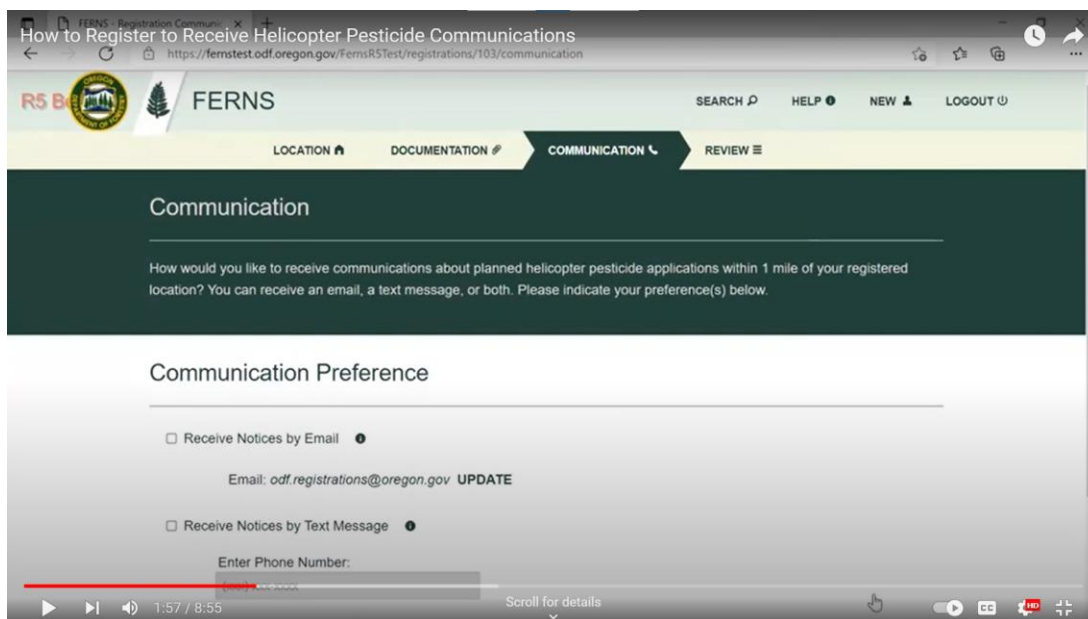
Give your registration a name. ODF suggests using a name such as “House on State Street.”



Type in your physical address and click Next.

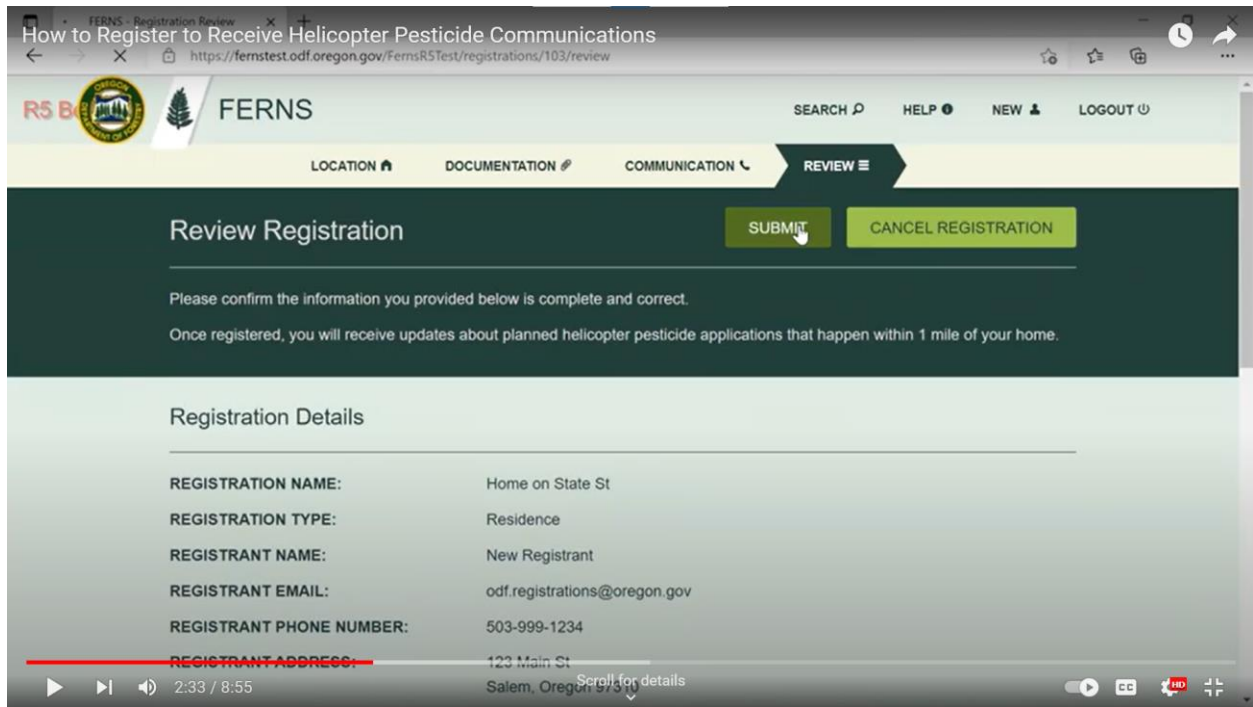


Upload supporting documentation that proves you live at this address. This can include a lease agreement, Oregon drivers license, recent utility bill, property tax record, rent receipt, mortgage document, or homeowner's insurance policy. Click on the Choose File button and scroll through your computer's files to select the one you want. Click the UPLOAD button, then click the NEXT button.

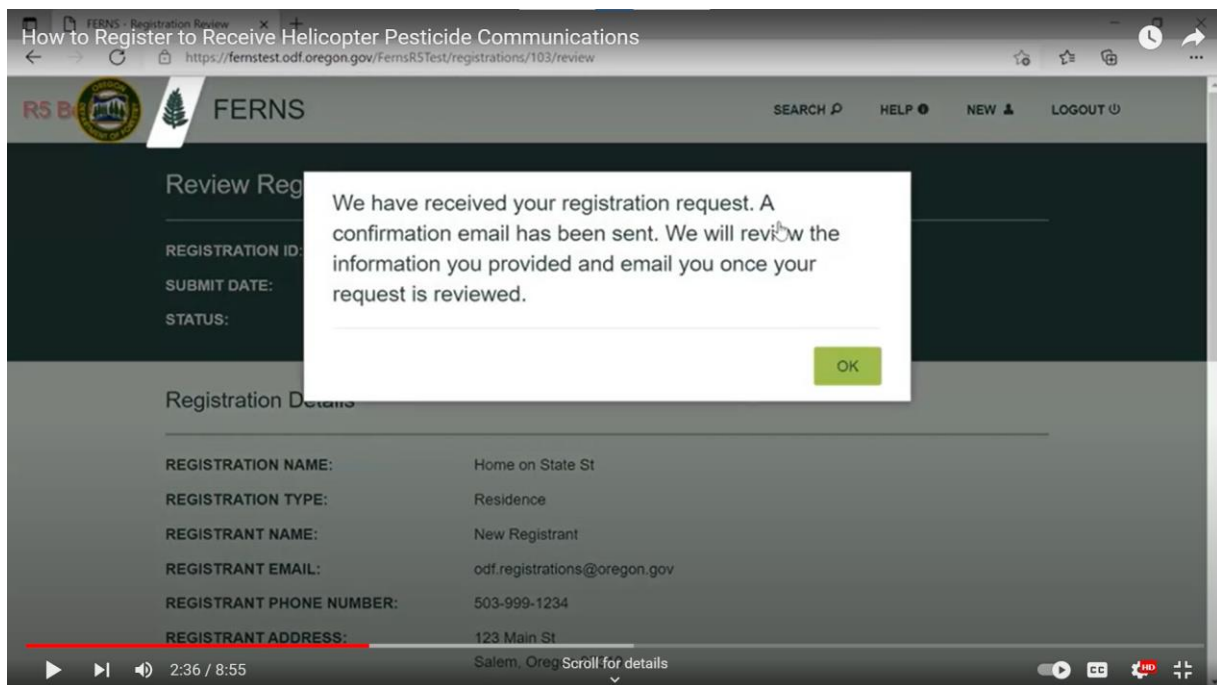


Decide whether you want to receive notifications by email, text message or both and click the appropriate box(es). If you chose text message, enter the cell phone number you would like the notifications to go to. Then click the NEXT button.



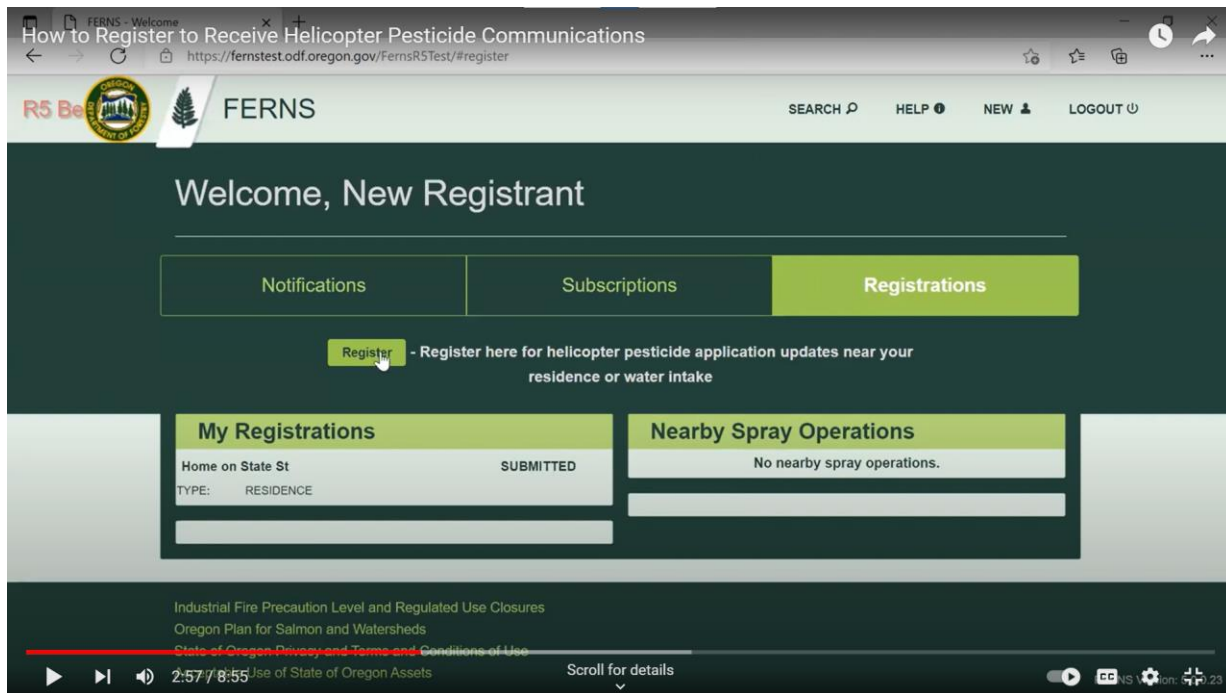


Review that all the information is correct and then click the SUBMIT button.

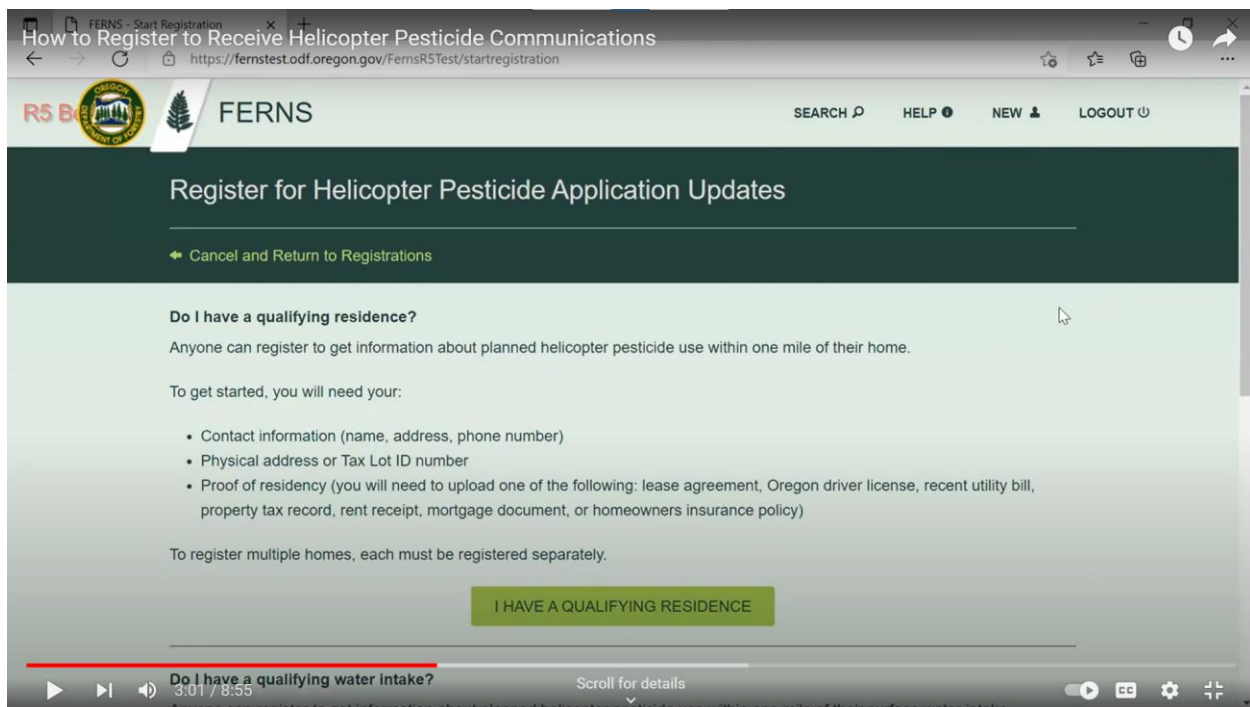


After ODF reviews your application, you'll receive an email telling you that your account is active or that more information is needed to process your request.

The next set of instructions shows how to register using your tax lot ID number.

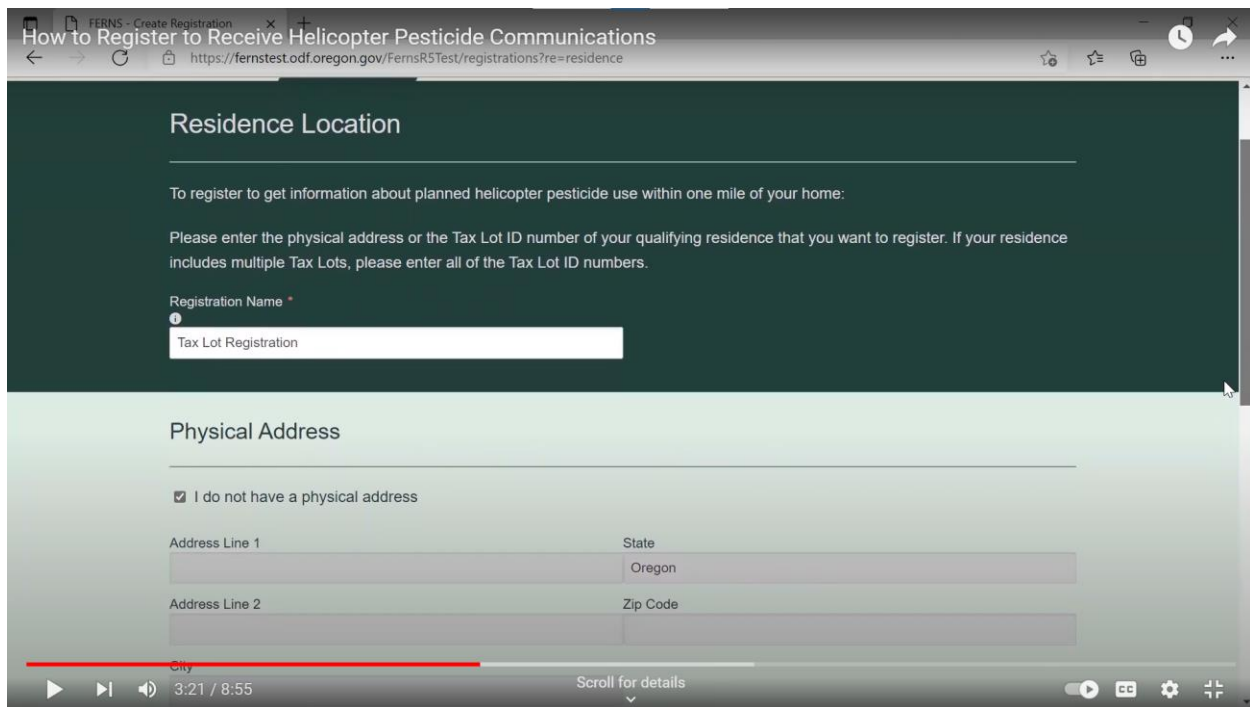


Click on the Registrations button and then the Register button.

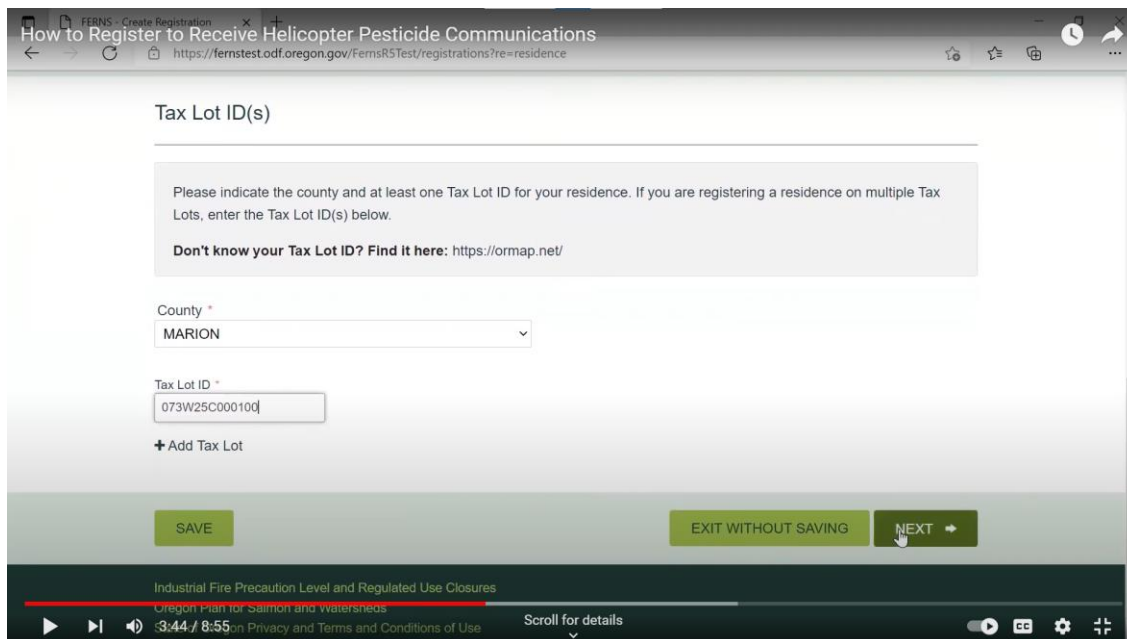


Click on the I HAVE A QUALIFYING RESIDENCE button.

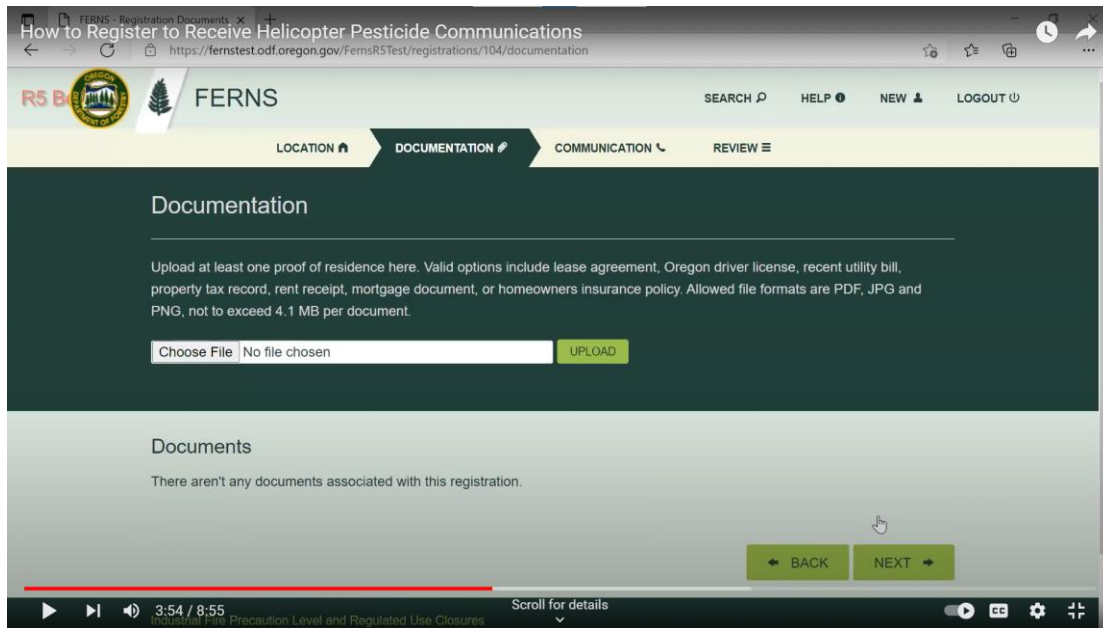




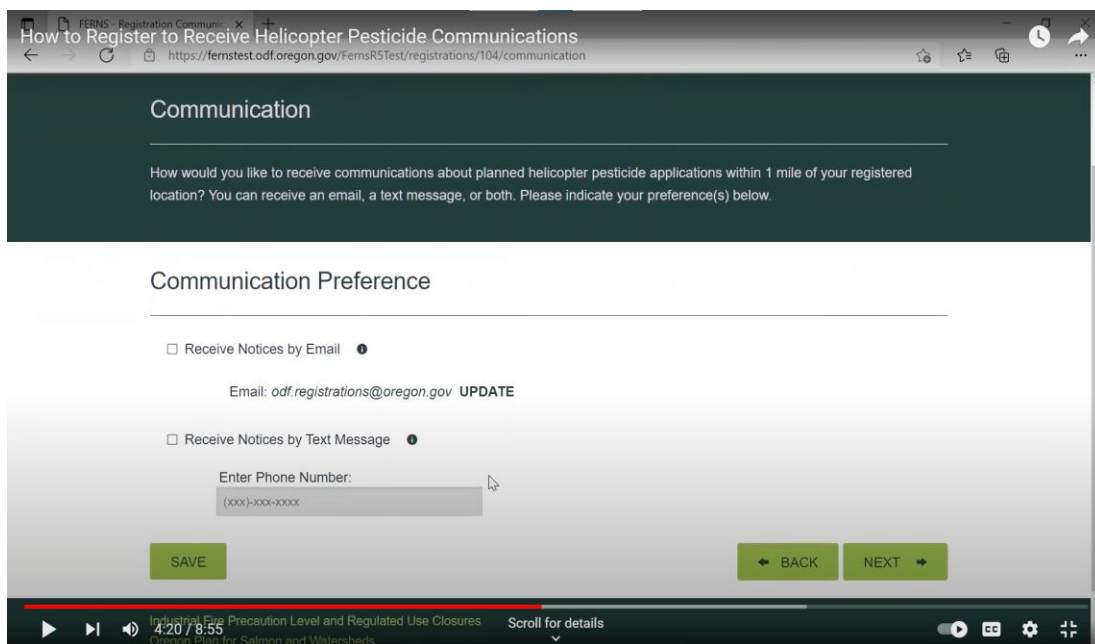
Give your registration a name and click the I do not have a physical address box.



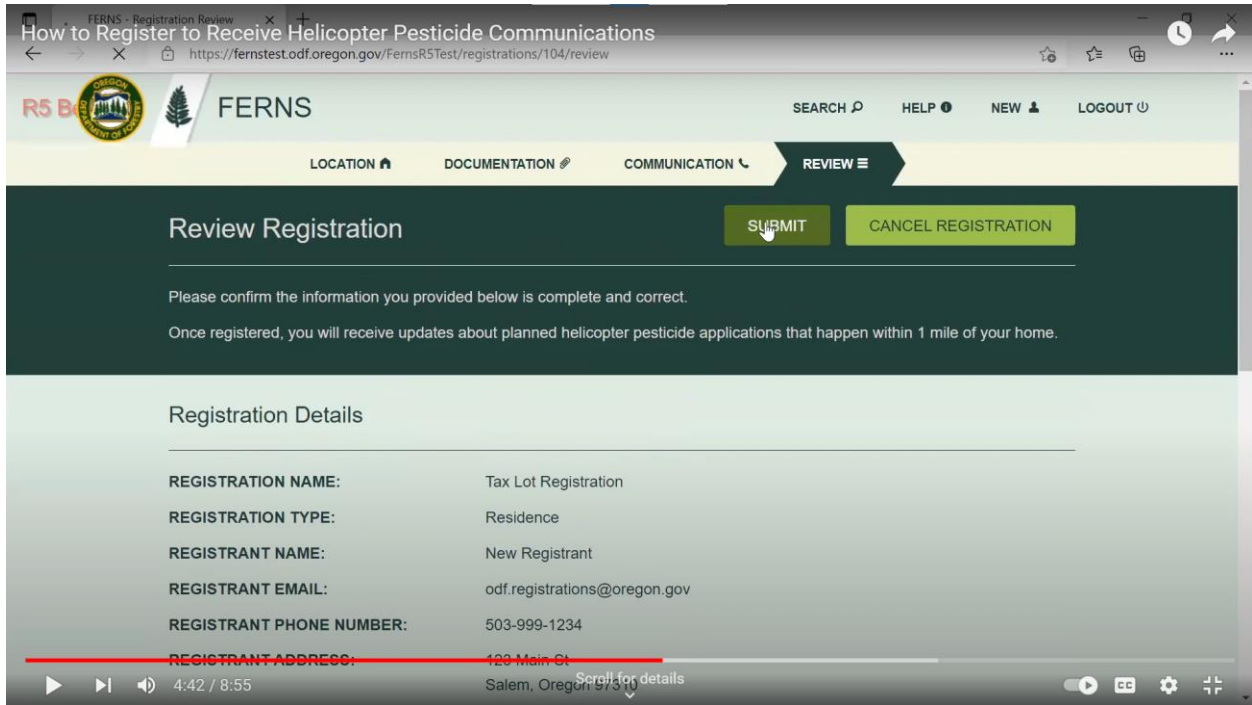
Scroll down to the Tax Lot ID section. Select your county and type in your Tax Lot ID. If you don't know it, click the link to <https://ormap.net/> to find it. Once your information is entered, click the NEXT button.



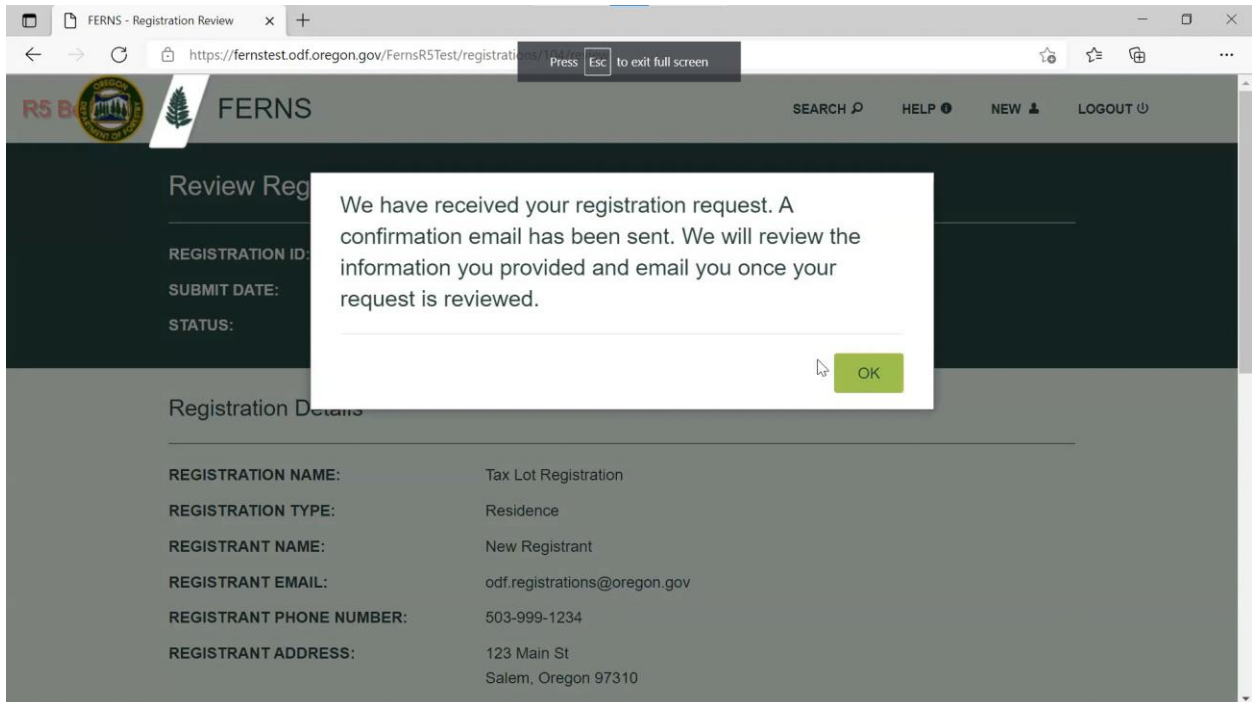
Upload supporting documentation that proves you live at this address. This can include a lease agreement, Oregon drivers license, recent utility bill, property tax record, rent receipt, mortgage document, or homeowner's insurance policy. Click on the Choose File button and scroll through your computer's files to select the one you want. Click the UPLOAD button, then click the NEXT button.



Decide whether you want to receive notifications by email, text message or both and click the appropriate box(es). If you chose text message, enter the cell phone number you would like the notifications to go to. Then click the NEXT button.

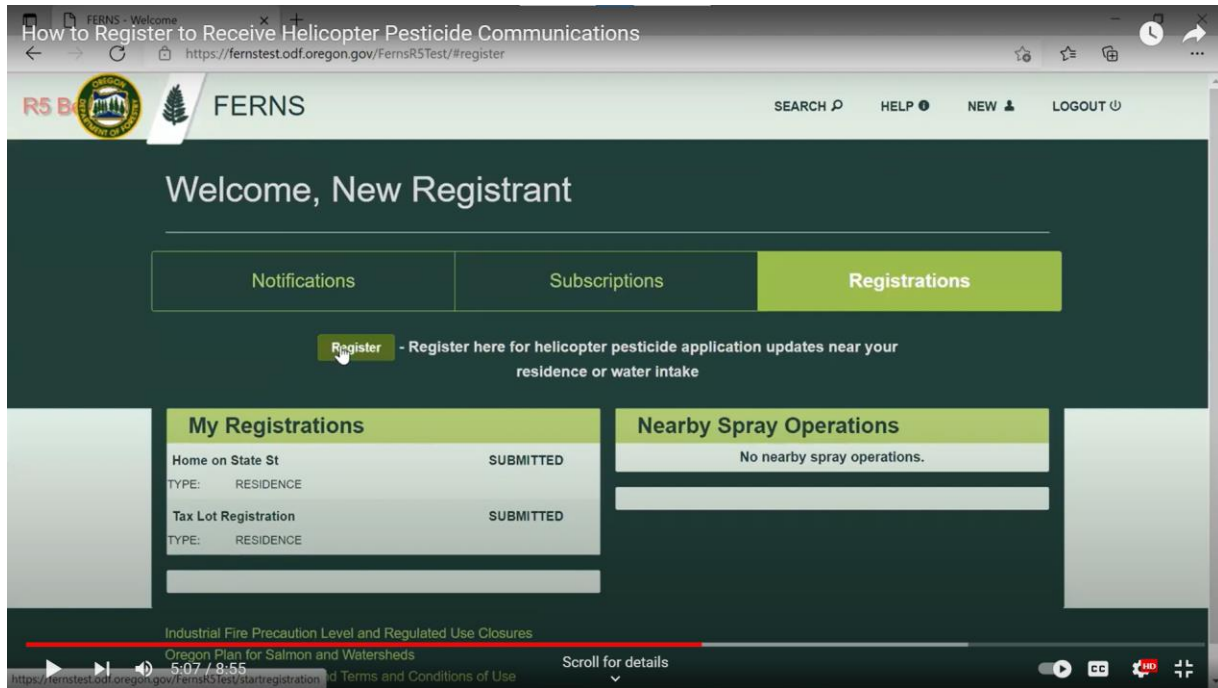


Review that all the information is correct and then click the SUBMIT button.

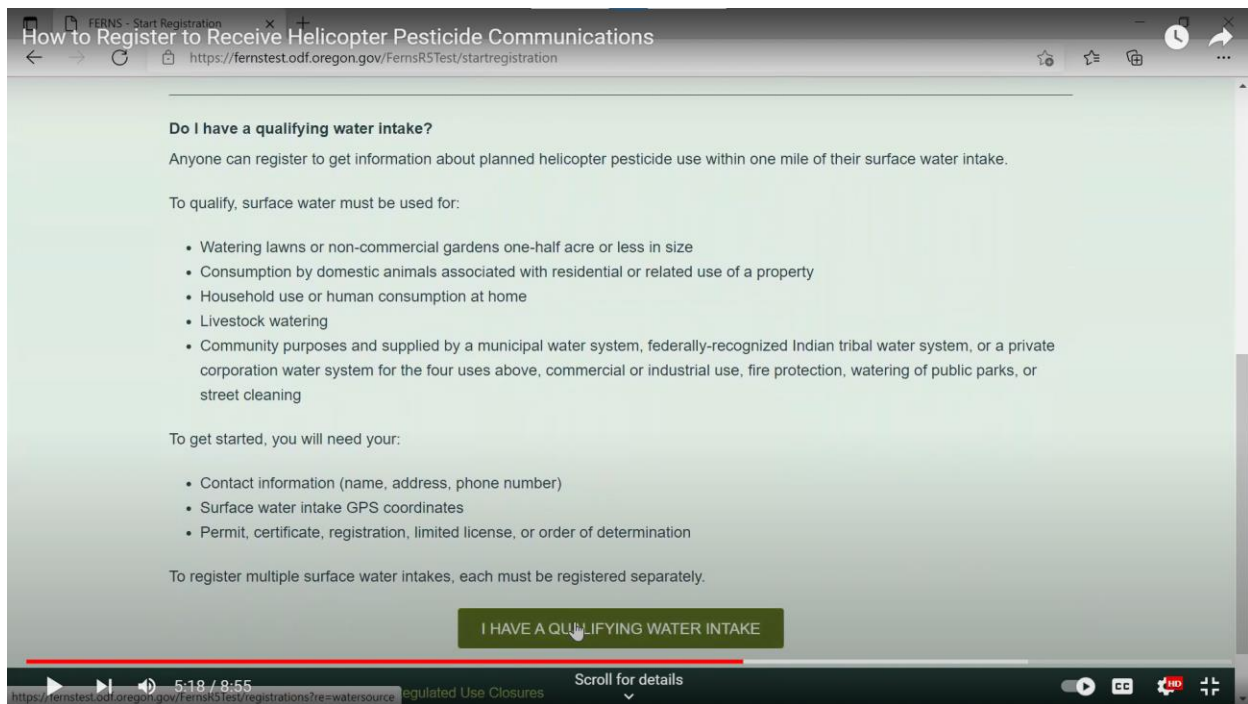


After ODF reviews your registration request, you'll receive an email telling you that it has been reviewed or that more information is needed. Once the review is complete, you will start receiving notifications. You will need to renew your registration every year.

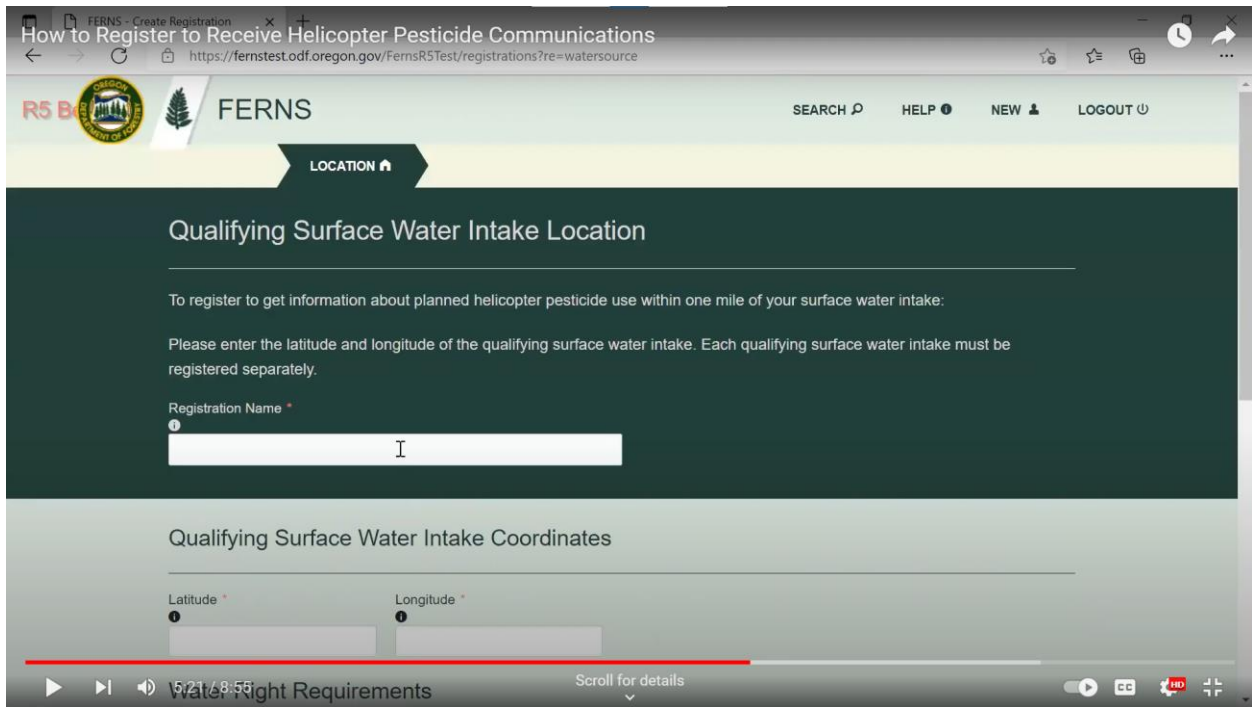
The next set of instructions shows how to register a surface water intake.



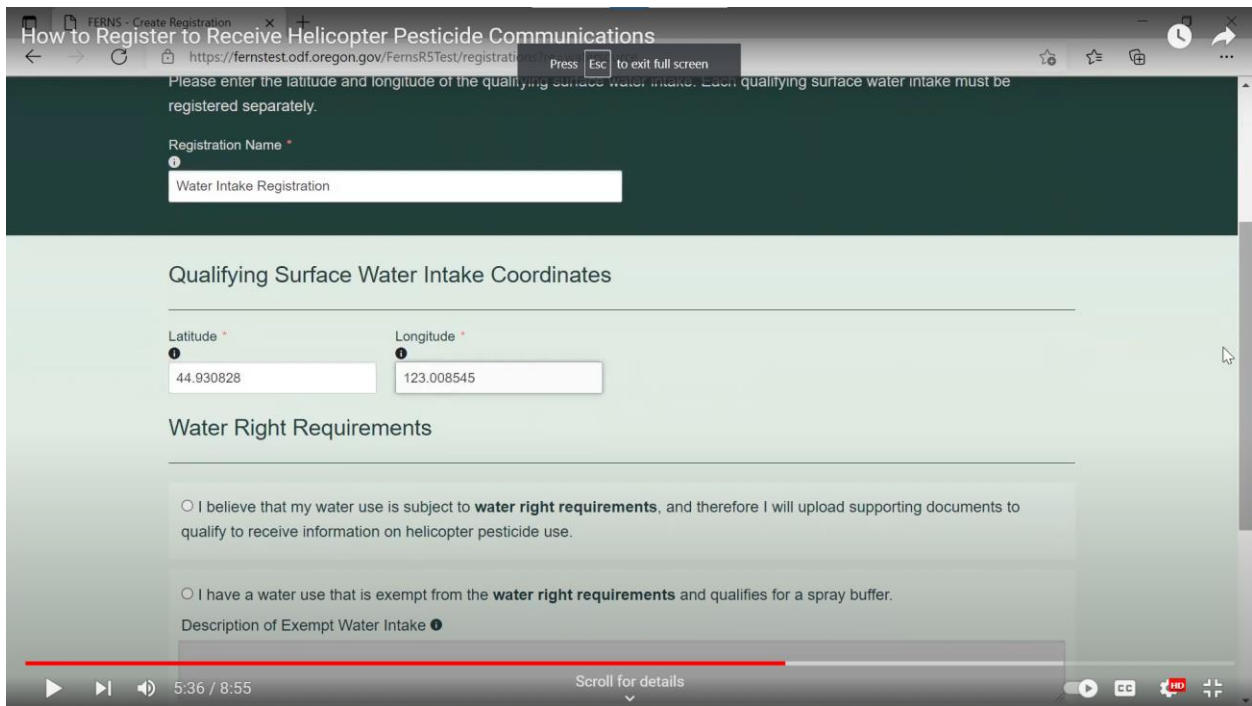
Click on the Registrations button and then the Register button. This will bring up a list of the water uses that qualify.



Click on the I HAVE A QUALIFYING WATER INTAKE button.

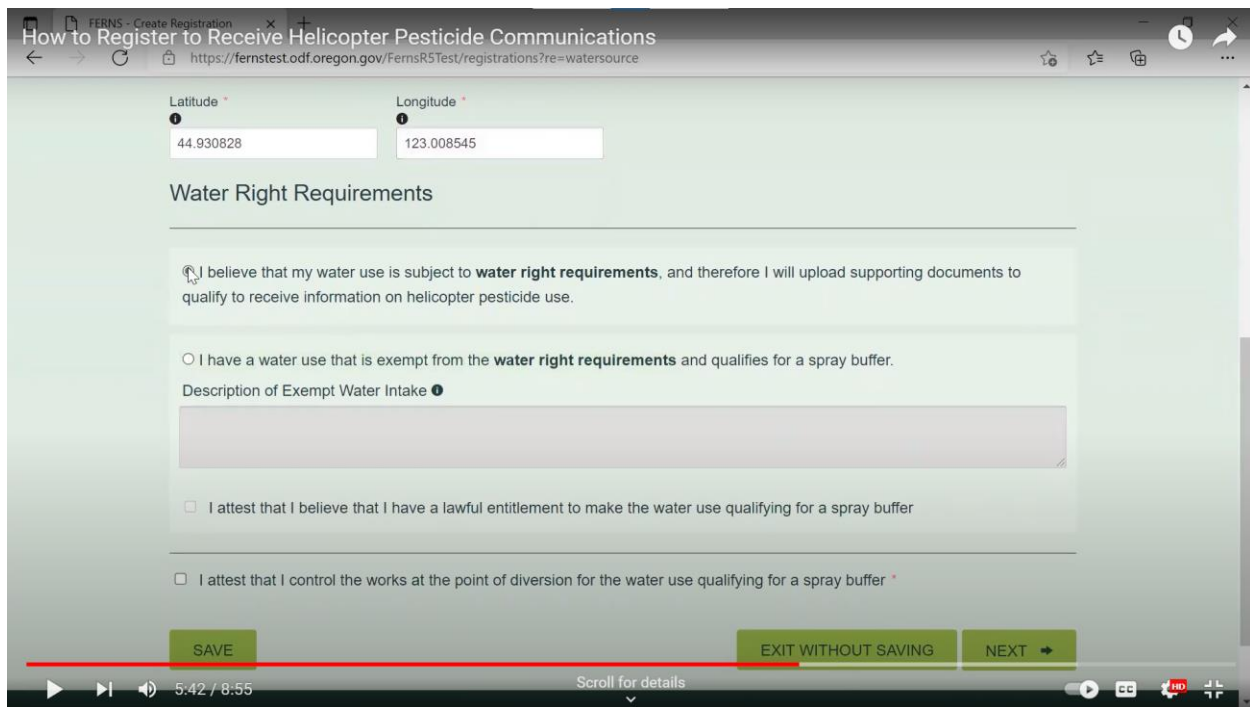


Give your water intake a name. ODF recommends something similar to “Water Intake.”

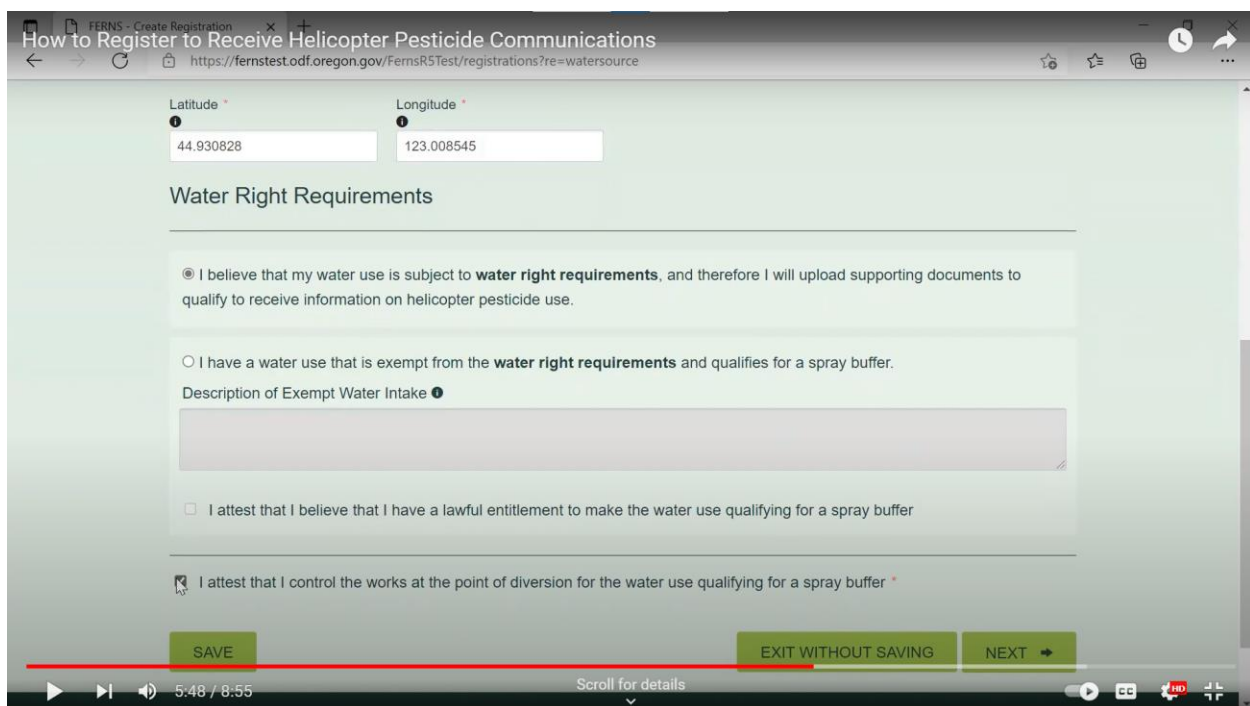


Enter the latitude and longitude of the water intake location.



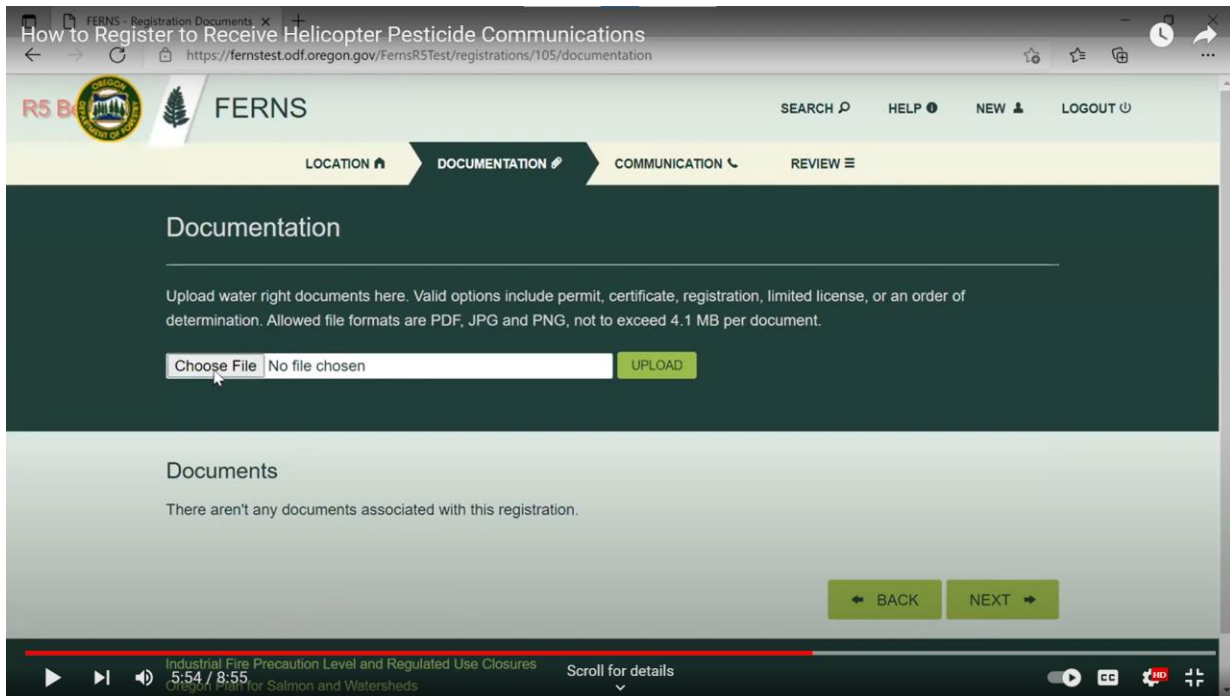


If you have your water rights documentation, click the first box. If your use is exempt from water rights requirements, go to page 18 for instructions.

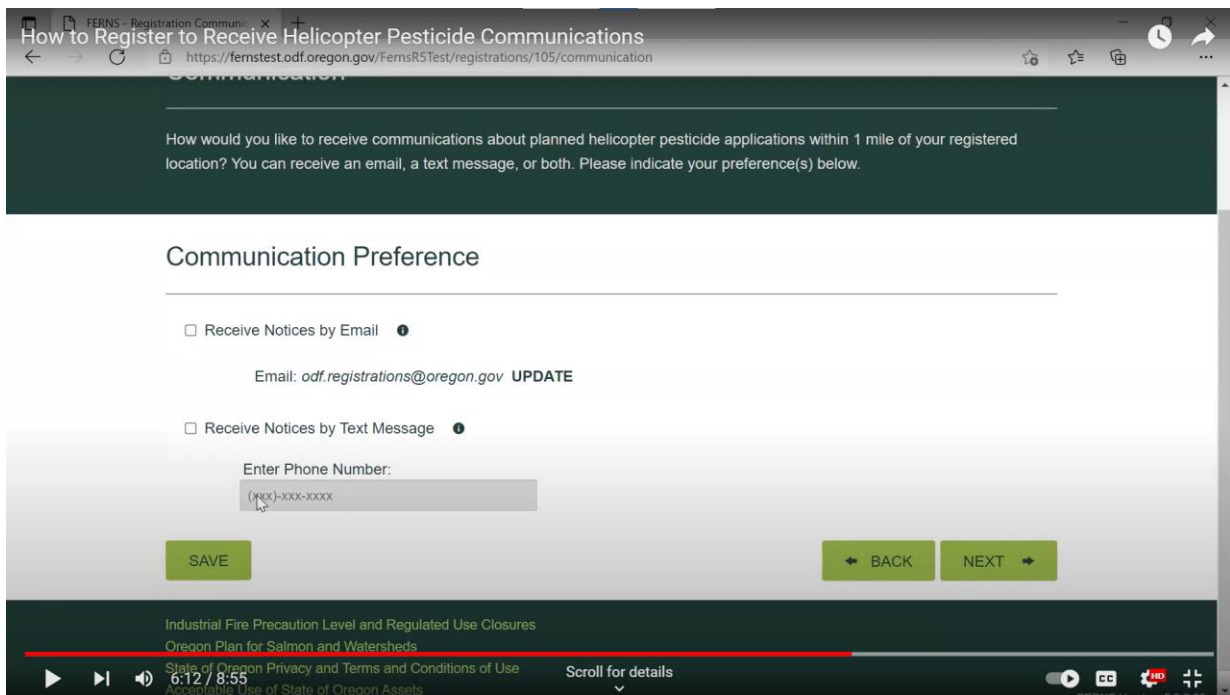


Next, click the box attesting that you control the works at the point of diversion. Then click the NEXT button at the bottom of the page.

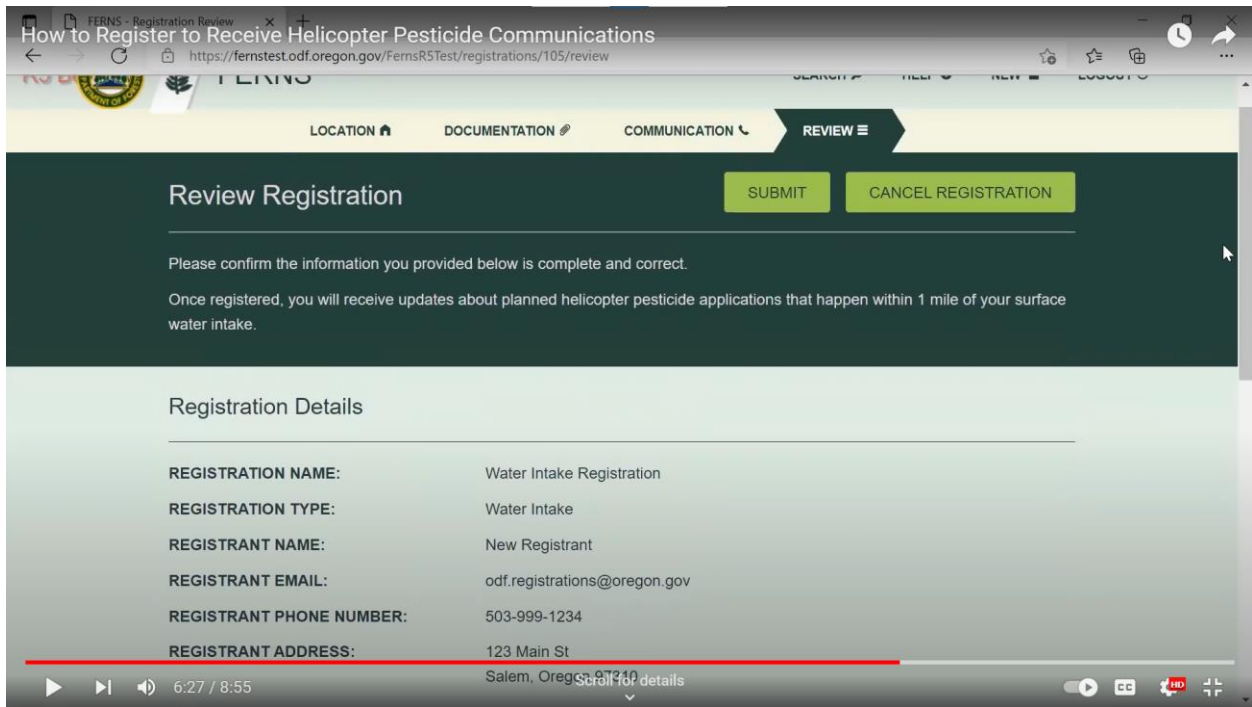




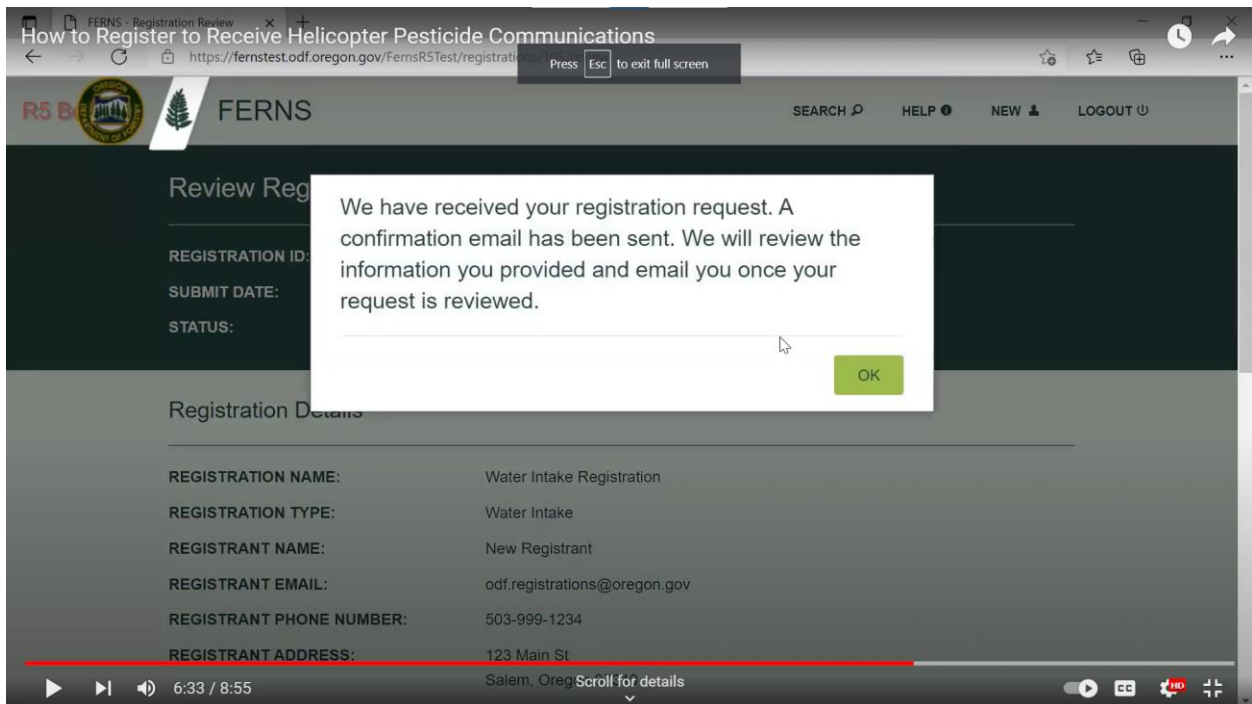
Select a file on your computer that shows you have a valid water right and click the **UPLOAD** button. Then click the **NEXT** button.



Decide whether you want to receive notifications by email, text message or both and click the appropriate box(es). If you chose text message, enter the cell phone number you would like the notifications to go to. Then click the **NEXT** button.

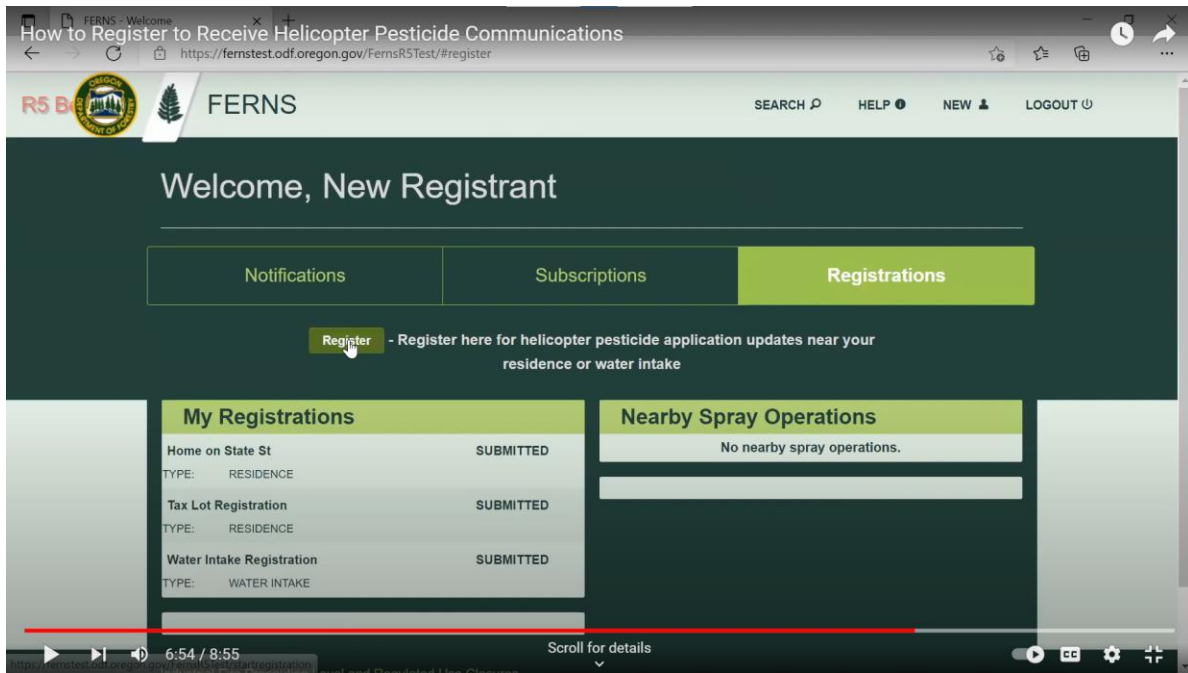


Review that all the information you've entered is correct and click the SUBMIT button.

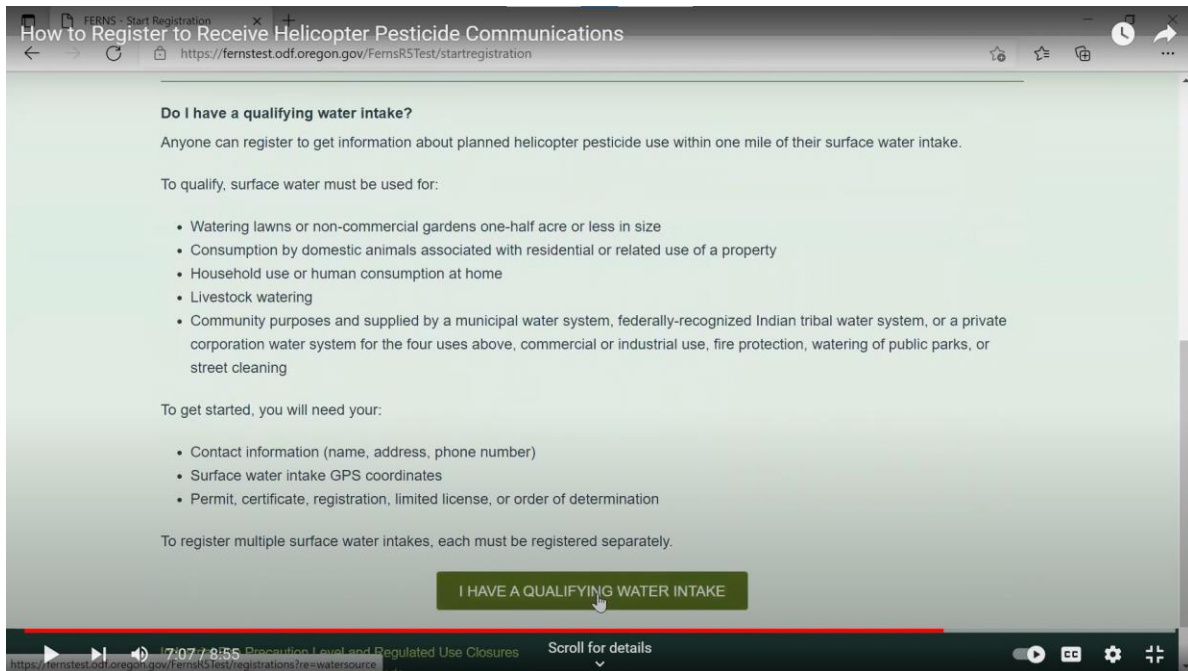


After ODF reviews your registration request, you'll receive an email telling you that it has been reviewed or that more information is needed. Once the review is complete, you will start receiving notifications. You will need to renew your registration every year.

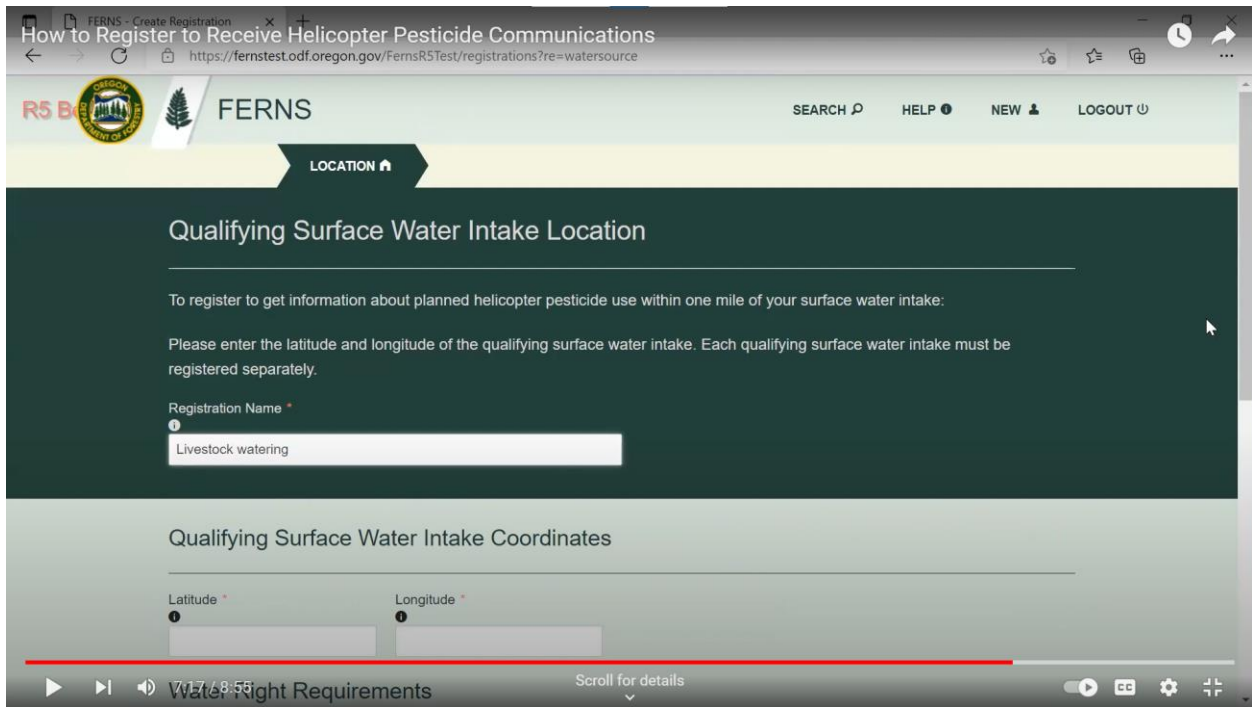
This next set of instructions applies if your surface water intake is exempt from water right requirements.



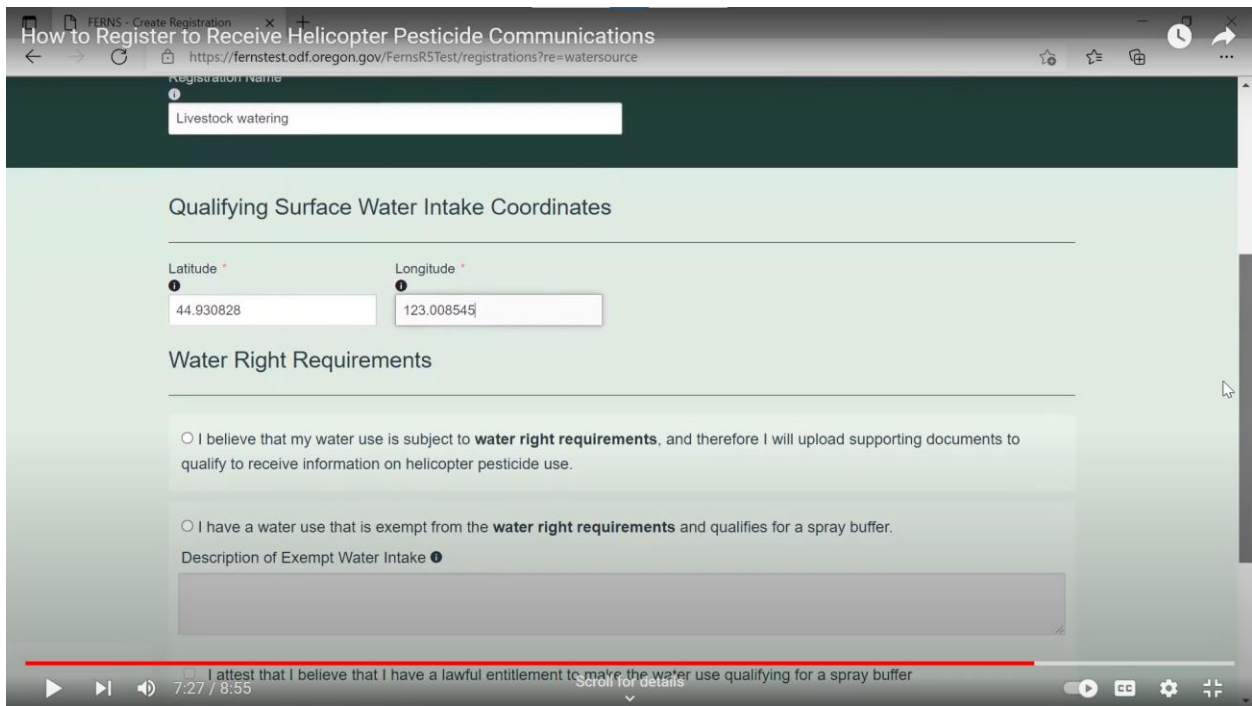
Once you've logged into FERNS, click on the Registrations and Register buttons. This will bring up a list of the water uses that qualify.



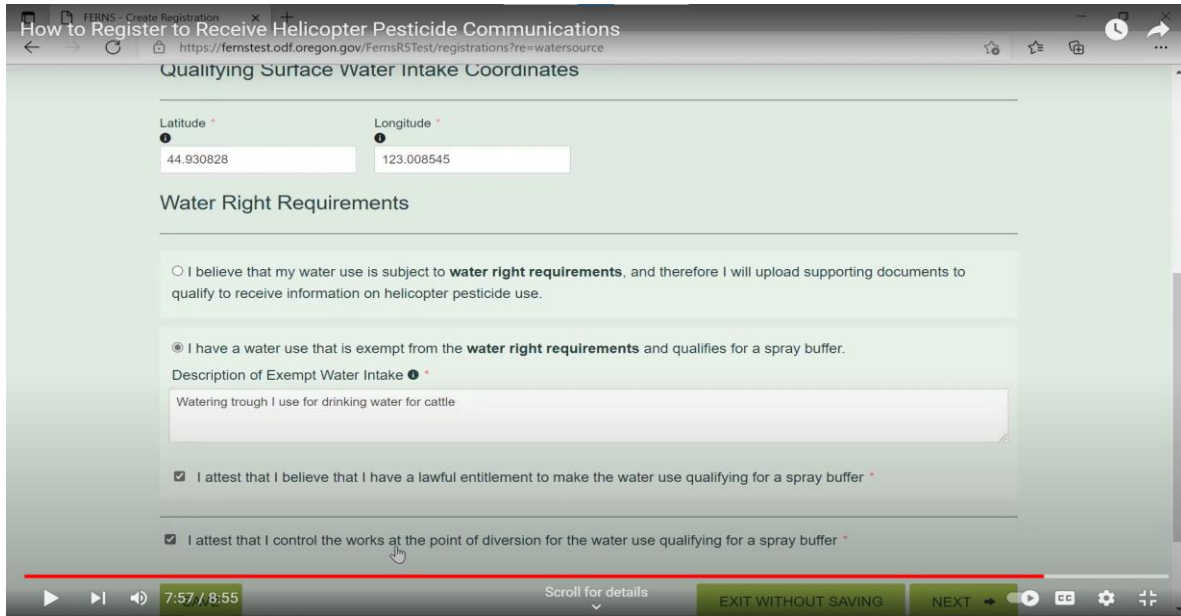
Click on the I HAVE A QUALIFYING WATER INTAKE button.



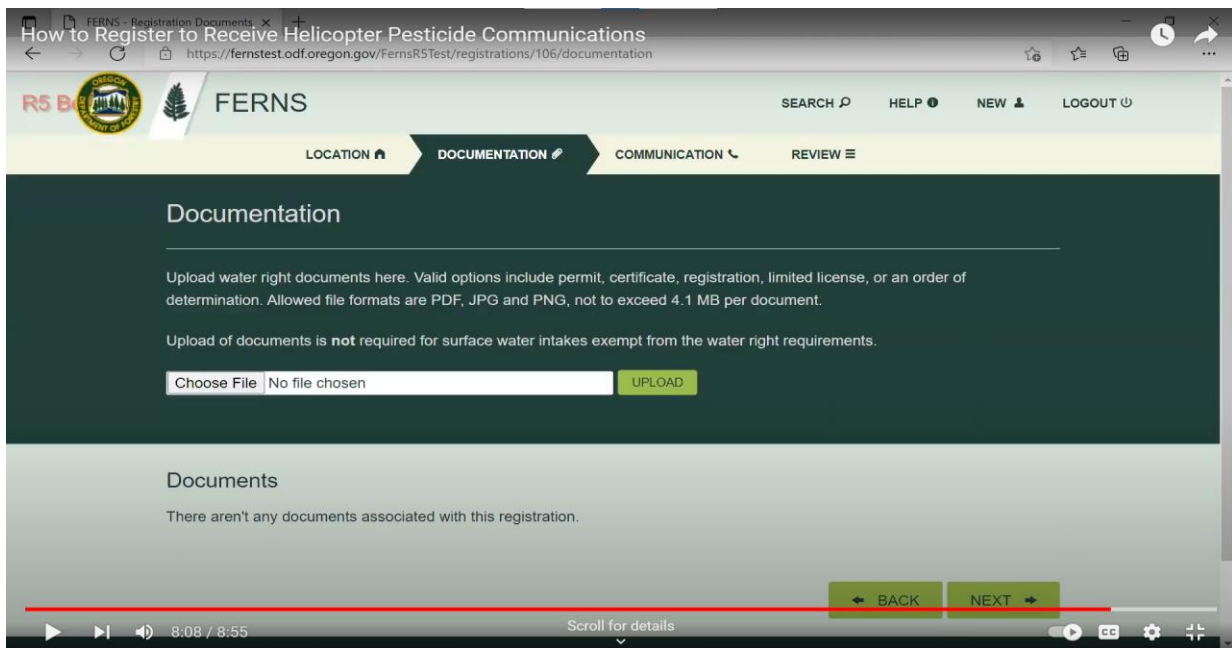
Type in a name for your registration. ODF recommends “Livestock watering.”



Enter the latitude and longitude of the point of diversion.

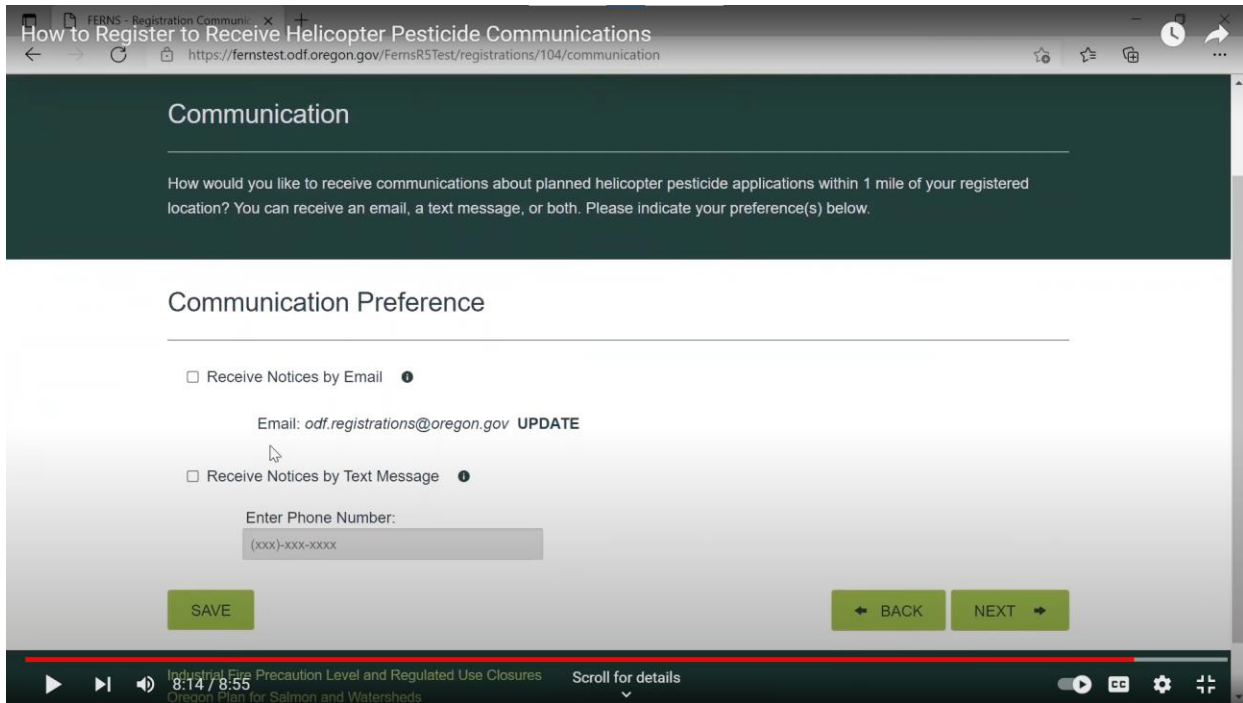


In the Water Rights Requirements box, click on “I have a water use that is exempt from the water rights requirements and qualifies for a spray buffer.” In the Description of Exempt Water Intake box, describe the water use. Then click the “I attest that I believe that I have a lawful entitlement to make the water use qualifying for a spray buffer” box. Then click the “I attest that I control the works at the point of diversion for the water use qualifying for a spray buffer” box. Then click the NEXT button.

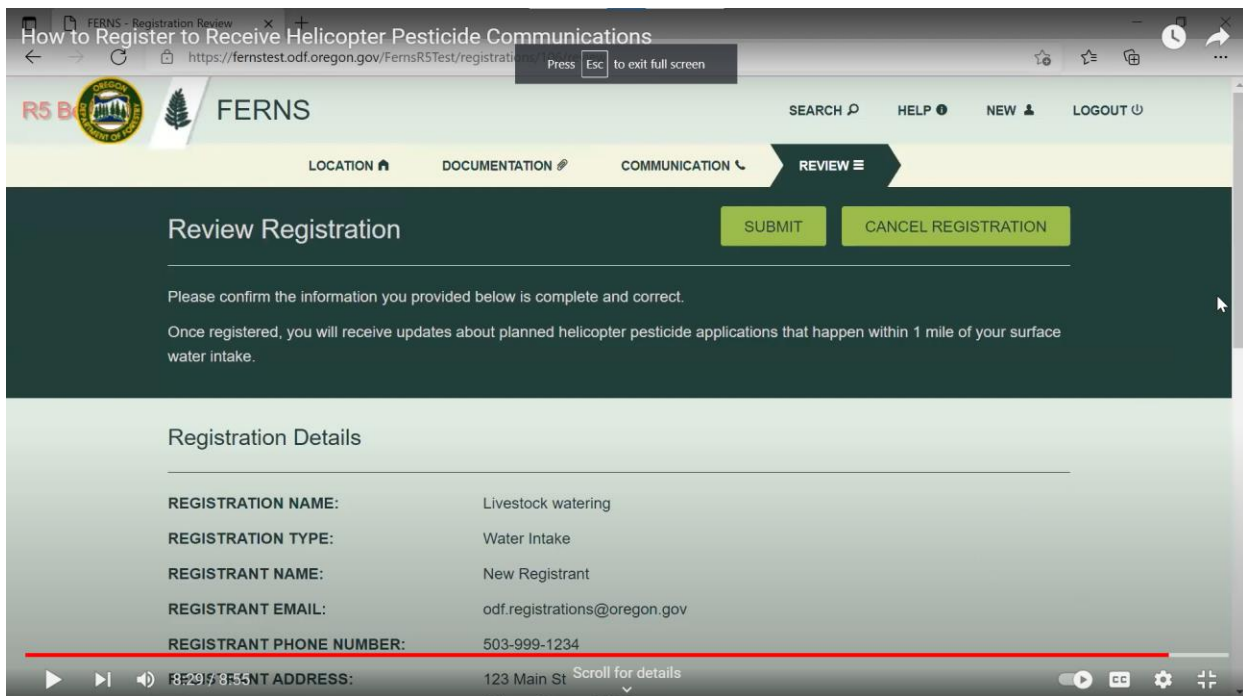


Water right documents are not required to register surface water intakes for water uses that are exempt from water right requirements. Click the NEXT button.



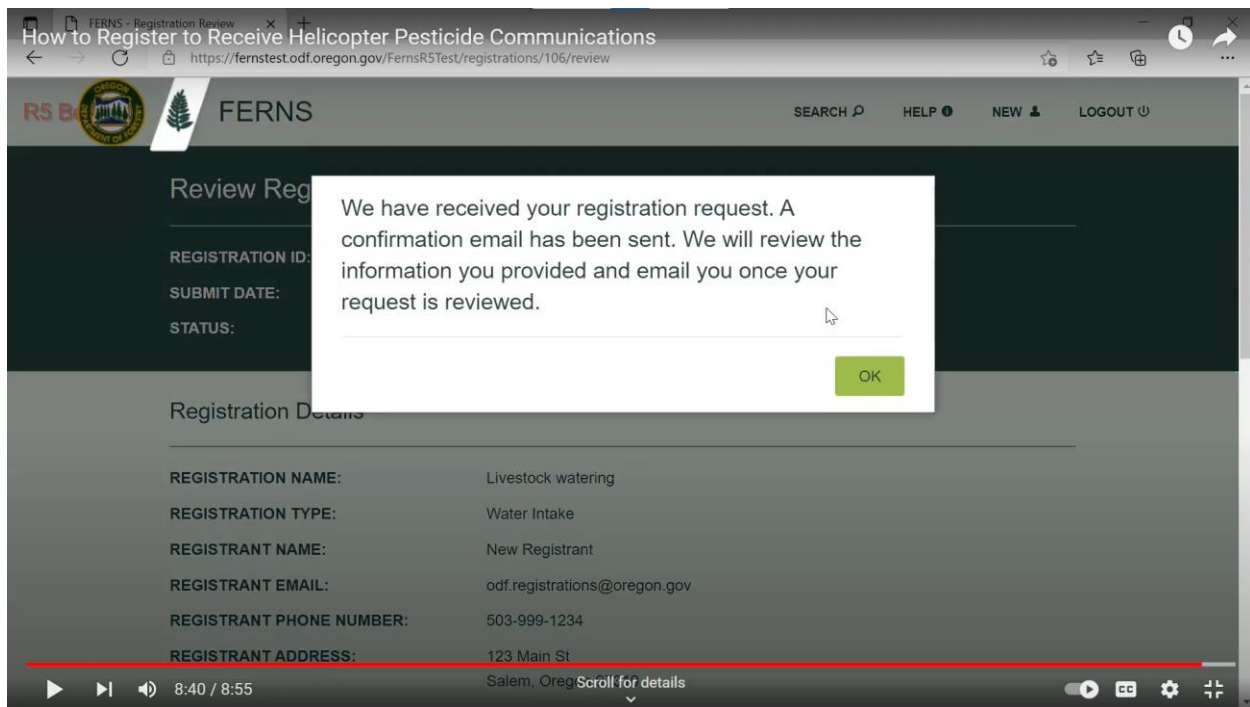


Decide whether you want to receive notifications by email, text message or both and click the appropriate box(es). If you chose text message, enter the cell phone number you would like the notifications to go to. Then click the NEXT button.



Review that all the information you've entered is correct and click the SUBMIT button.





After ODF reviews your registration request, you'll receive an email telling you that it has been reviewed or that more information is needed. Once the review is complete, you will start receiving notifications. You will need to renew your registration every year.