

# SHIFT TICKETS & CREW TIME REPORTS

**What you don't know could cost you money!**

On every wildland fire involving state or federal land, extended attack on private land, and on any fire outside of your jurisdiction, responders need to fill out shift tickets and CTR's  
(Crews responding separately from an engine or vehicle, charging only crew time need only CTR's)

The following indicates what state and federal agencies are looking for on these documents.

Please note that it may not reflect terms of your department's relationship with your county, etc. (e.g., payment for breaks)

EMERGENCY EQUIPMENT SHIFT TICKET				
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.				
1. AGREEMENT NUMBER <b>UT-FDID#-YEAR(year from FRA)</b>		2. CONTRACTOR (name) <b>Shang Ra La Fire Department</b>		
3. INCIDENT OR PROJECT NAME <b>DeLong Fire</b>		5. OPERATOR (name) <b>Joe Firefighter</b>		
4. INCIDENT NUMBER <b>UT-SLD-000123</b>		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
6. EQUIPMENT MAKE <b>Ford</b>		7. EQUIPMENT MODEL <b>F-350</b>		
9. SERIAL NUMBER <b>ABCDEFGHI123GHI4567</b>		10. LICENSE NUMBER <b>543210 ex</b>		
11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)		14. REMARKS (released, down time and cause, problems, etc.) <b>Jill Firefighter 2nd Jim Firefighter Extra John Firefighter Extra</b>		
12. DATE MO/DAY/YR		13. EQUIPMENT USE HOURS/DAYS/MILES (circle one)		
01/01/19		6.0 Work		
01/01/19		15.5 Work		
01/01/19		25 Mileage		
15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor		16. INVOICE POSTED BY (Recorder's initials)		
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE <b>Operator Signature or designee</b>		18. GOVERNMENT OFFICER'S SIGNATURE <b>IC, DIVS, TFLD Signature</b>		19. DATE SIGNED <b>01/01/19</b>

CREW TIME REPORT					
(1) CREW NAME <b>Shang Ra La FD</b>			(2) CREW NUMBER <b>O-22</b>		
(3) OFFICE RESPONSIBLE FOR FIRE <b>FFSL or USFS or BLM</b>		(4) FIRE NAME <b>DeLong Fire</b>		(5) FIRE NUMBER <b>PNABC1</b>	
(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSIFICATION	(9) DATE Military Time	(10) DATE Military Time	
	<b>Joe Firefighter</b>	<b>ENGB</b>	<b>01/01/19 0800</b>	<b>1200</b>	<b>1230 1830</b>
<b>1</b>	<b>Jill Firefighter</b>	<b>FFT1</b>	<b>0800</b>	<b>1200</b>	<b>1230 1330</b>
<b>2</b>	<b>Jim Firefighter</b>	<b>FFT1</b>	<b>XXX</b>	<b>XXX</b>	<b>1330 1830</b>
	<b>John Firefighter</b>	<b>FFT2</b>	<b>0800</b>	<b>1200</b>	<b>1230 1830</b>
(11) REMARKS <b>1=Individual sick left shift early 2=Replaces sick individual</b>					
(12) OFFICER-IN-CHARGE (Signature) <b>Signature of Person you worked for during shift</b>			(13) TITLE (Officer-in-Charge) <b>DIVS, IC, TFLD, etc</b>		
(14) NAME (Person Posting to Emergency Time Report) <b>Signature of Person entering time on Time Report</b>			(15) DATE <b>Date</b>		

## Shift Tickets

Make sure to fill out the following on EACH shift ticket:

- Every engine, tender and other heavy equipment on a fire MUST have a copy of its rate agreement on board. (In Utah, it's part of the "MOU" agreement with the Division of Forestry, Fire and State Lands.)
- Contractor = Your department
- Incident or Project Name = Fire Name (Whatever Dispatch says it is)
- Incident Number – If you have a 6 or 4 digit Federal "P" number, use that; otherwise use the UT-UTS-##### number
- List the name of the lead operator, like the Engine Boss.
- 10 Enter the equipment information in boxes 6, 7, 9, and 10. This information MUST match the rate agreement.
- 12-13 On start/stop times, the State prefers to round up or down to half hour increments. For shifts exceeding 8 hours, even equipment/engines must show a half-hour break. Midnight starts a new day.
14. Include the following in the "remarks":
  - List the names of the firefighters on the equipment
  - Note unusual occurrences, assignments, engine breakdowns, etc
- Check the appropriate box for the current status of the equipment
- Make sure the lead operator signs the shift ticket
- Make sure the IC (or Ops Chief, DIVS, TFLD etc.) signs the shift ticket. On small fires where the operator is the "IC", ask the county warden to sign.

### SHIFT TICKET TIP:

Press firmly so writing reaches the back/white copy (which should remain in the book)

**DON'T LEAVE THE FIRE OR DEMOB**

Without the TOP copy of your CTRs and the PINK and BLUE Shift Tickets (Finance and Equipment Time Recorders will have these for you)  
**You will need these documents to get paid later.**

The fire might collect shift tickets and CTRs daily; ask if they will take copies of your documents. Or, offer them the orange (contractor) copy of the shift tickets or the CTR duplicate. If they must collect the originals, give them what they require but....  
**GET THEM BACK before you leave the incident.**

The "pinks and blues" and the top copy of CTRs are like original receipts that your department needs to submit with its invoice through your county to Utah FFSL based on our cooperative agreement ("MOU"). Tell the fire upon check-in if you are there as a state cooperator. Provide the fire a copy of the "Cooperator Letter" from the Fire Department Manual and Rates. (Ref. Statewide OP and NWCG Standards for Interagency Incident Management Handbook Chapter 50)

### Common Issues with Documentation

- No rate agreement in place with Utah FFSL for the resource
- Equipment info on shift ticket should match the rate agreement
- Shift Ticket and CTR times don't match
- Times are altered
- Signatures are missing
- Long shifts with no lunch break shown

## Crew Time Reports (CTR)

Make sure to fill out the following on EACH CTR:

- Crew name = Your department and identifier
- Crew Identifier = From Resource Order
- Enter the Agency the fire is managed by
- Fire Name = Same as Shift Ticket instructions
- Fire Number = Same as Shift Ticket instructions
- Remarks = Enter # and make a note in Box 11
- List all names of Employees
- Classification = Position on incident
- Enter date
- Enter Military Time Start and End times
- Remarks = Make a note of any special changes or events
- Officer in Charge – Have the person you worked for sign the CTR daily
- Officer in Charge position on the incident
- Name – This is the person responsible for entering the information into the Emergency Time Report
- Date – Date when information was entered for the Emergency Time Report

**THESE ARE LEGAL DOCUMENTS. KEEP THEM CLEAN, ACCURATE AND UNALTERED**