

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)

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

[illegible]

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

1. 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.)
2. Contractor = Your department
3. Incident or Project Name = Fire Name (Whatever Dispatch says it is)
4. Incident Number – If you have a 6 or 4 digit Federal "P" number, use that; otherwise use the UT-UTS-##### number
5. List the name of the lead operator, like the Engine Boss.
- 6-10 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
16. Check the appropriate box for the current status of the equipment
17. Make sure the lead operator signs the shift ticket
18. 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.

- 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

Make sure to fill out the following on EACH CTR:

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