

**STATE OF WYOMING**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY – AIR QUALITY DIVISION**

**Open Burn Request Form**  
**Fire Fighting Training, Fire Hazard, Trade Waste, Salvage Operation**

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**CONTACT INFORMATION**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
CITY \_\_\_\_\_ E-MAIL \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
AGENCY/COMPANY (IF APPLICABLE) \_\_\_\_\_

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**BURN INFORMATION**

LOCATION: COUNTY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
LEGAL: SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
NEAREST POPULATION \_\_\_\_\_  
BURN SCHEDULE \_\_\_\_\_

COMPOSITION & QUANTITY \_\_\_\_\_  
OF MATERIAL \_\_\_\_\_  
\_\_\_\_\_

BURN TYPE: FIRE FIGHTING  FIRE   
TRAINING HAZARD\* WASTE SALVAGE   
OPERATION

\* SPECIFY DESIGNATING JURISDICTIONAL FIRE AUTHORITY \_\_\_\_\_

IF PROHIBITED MATERIALS HAVE NOT BEEN REMOVED, STATE THE REASON WHY AS WELL AS WHY THEY SHOULD BE ALLOWED TO BE BURNED. \_\_\_\_\_

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TO SHOW THAT OPEN BURNING IS NECESSARY AND IN THE PUBLIC INTEREST, STATE THE REASON(S) WHY NO DISPOSAL METHOD OTHER THAN OPEN BURNING CAN BE USED. \_\_\_\_\_

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COMMENTS \_\_\_\_\_

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*Please note that approval of the open burn request must be granted by the Division prior to conducting the open burn.*

*Prior to igniting the open burn: Notify the Air Quality Division  
Notify the Jurisdictional Fire Authority(ies)*  
*While conducting the open burn: Attend and Observe Periodically*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Open Burn Request Form Instructions

The Open Burn Request Form is required for all open burners of trade wastes, for salvage operations, for fire hazards, and for fire fighting training. The Open Burn Request Form must be submitted to the WDEQ-AQD District Compliance staff and approval must be granted prior to conducting the burn.

Since the WDEQ-AQD District Compliance staff works during regular business hours only, burners who plan to burn over the weekend should plan accordingly to request and receive approval prior to close of business on the business day prior to the weekend. This form may be submitted to the WDEQ-AQD by mail, fax, email, or hand delivery. See the WDEQ-AQD Contact Information to identify the District Compliance staff responsible for the geographic area in which the open burn is to occur. Once the WDEQ-AQD District Compliance staff receives the request, it will be considered on a case-by-case basis. The WDEQ-AQD may grant approval with certain conditions required (e.g., setback of 500 feet from population, burn during the daytime hours), or may request additional information from the burner in order to determine approval or denial.

One Open Burn Request Form is submitted for each open burn, and the burner defines the scope of their burn. For example, a coal mine conducts quarterly fire fighting training based on a pre-determined quantity and composition of material to be burned, and considers this as one open burning activity; therefore only one Request Form is needed. Alternatively, a landfill may conduct several open burns of clean wood waste and lumber in a year but doesn't know the burn schedule or the quantity of the material to be burned. Each of these is considered a separate open burn by the landfill, and thus will require a separate Request Form.

All information on the Open Burn Request Form is required to be filled out, unless otherwise indicated. There may be several options presented; in those cases, choose the appropriate option. Following are line-by-line instructions for filling out the Open Burn Request Form.

- **Contact Information.** Enter information for the primary contact for this open burn. Give name, address, phone number, and fax and email if available. Also provide agency/company if applicable.
- **Location.** Provide the address and/or legal description (Section, Township, Range) as well as the County at which the burning will occur.
- **Nearest Population.** Identify the nearest population (e.g., neighboring residence, workplace) on other property and the distance (in feet) away from the burn location.
- **Burn Schedule.** Indicate the date(s) and time(s) the open burn is expected to take place.
- **Composition & Quantity of Material.** Indicate the type of material to be burned as well as the quantity (in cubic feet, gallons, barrels, etc.). For example, 150 gallons 70%/30% diesel/unleaded gasoline mixture or 100 cubic feet piled lumber.
- **Burn Type.** Check the appropriate box. If the burn type is a Fire Hazard, specify the jurisdictional fire authority that designated the fire hazard.
- Prohibited materials are to be removed prior to ignition. If the prohibited materials have not been removed, state the reason why as well as why the WDEQ-AQD should allow them to be burned.
- Open burning must be shown by the open burner to be absolutely necessary and in the public interest. Therefore, state the reason(s) why no other disposal method can be used.
- **Comments.** Enter any other comments that might help clarify or explain other entries.
- **Signature.** The primary contact for the open burn should sign and date the completed form.