

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

**SMP-I INSTRUCTIONS**

To assist the burner in filling out and submitting the forms needed to comply with requirements of Wyoming’s Smoke Management Program for SMP-I level burn projects, the instructions are provided. A checklist of the requirements specific to SMP-I level burn projects is also included to provide quick reference for users of the Wyoming Smoke Management Program. Should burners need additional information, they should contact the Cheyenne WDEQ-AQD staff. (See WDEQ-AQD Contact Information)

**SMP-I Requirement Checklist**  
(> 0.25 tons/day PM<sub>10</sub> AND < 2 tons/day PM<sub>10</sub>)

Prior to igniting:	<input type="checkbox"/> Verify your SMP level <input type="checkbox"/> Notify the WDEQ-AQD <input type="checkbox"/> Obtain smoke dispersion Waiver (if necessary) <input type="checkbox"/> Notify the Jurisdictional Fire Authority(ies) <input type="checkbox"/> Notify Population(s) within 0.5 mile of the burn, unless area of low population density (average of 1 dwelling unit per 10 acres)
While conducting:	<input type="checkbox"/> Attend and observe periodically <input type="checkbox"/> Burn during daytime hours when there is a slight breeze and there is no population within 0.5 mile downwind
After completion:	<input type="checkbox"/> Within 6 weeks, submit a completed post burn reporting form
Other:	<input type="checkbox"/> If the total planned burn projects total >100 tons/year PM <sub>10</sub> , submit long-term planning form

## SMP-I Notification Instructions

All burners in the Smoke Management Program (SMP-I and SMP-II) must submit notification of their intent to burn to WDEQ-AQD in advance of burn ignition. Notification is required for each day of burning.

Explanation: The information provided in the notification gives WDEQ-AQD specific and accurate information on which to base their daily assessment of airshed capacity.

SMP-I notification is due no later than one hour prior to ignition and must include the burner contact information (name, address and phone number) and the location of the planned burn project.

Although not required, SMP-I burners may choose to voluntarily provide the vegetation type and maximum acres or pile volume (cubic feet) to be burned on that day. If this information is provided, it will be used to estimate emissions for the planned burn project to make the daily airshed assessment more accurate thereby avoiding cumulative impacts on public health and visibility. If this information is not provided, SMP-I burn projects must default to the 2 tons PM<sub>10</sub> per day maximum emissions.

This notification information must be submitted to the WDEQ-AQD, and may be submitted via phone, fax or e-mail. For the burner's convenience, the WDEQ-AQD has created a Notification Form, the use of which is optional. For multiple day burns, the WDEQ-AQD form has been designed to accommodate up to one week's worth (seven days) of notifications. Due to the limited space on the form, burners using the WDEQ-AQD form for planned burn projects exceeding seven days, will need to submit another Notification Form.

For SMP-I burners using the SMP-I Notification Form, the following line-by-line instructions apply.

**Contact Information.** Provide information for the primary contact for this planned burn project; i.e., landowner, burn manager or burn boss. Give name, address, 24-hour phone number, and if available, fax and e-mail.

Explanation: This enables the WDEQ-AQD to contact the burner if necessary.

**Location.** Provide the name of the county in which the burning will occur. If the planned burn project overlaps more than one, provide the county in which ignition will take place. Provide the average elevation of the planned burn project. Provide at least one locator: latitude/longitude in decimal degrees; Universal Transverse Mercator (UTM) including the zone, easting, and northing; or legal including Section, Township, and Range. For latitude/longitude and UTM, please provide the reference datum (e.g., NAD27, NAD83, WGS84). If unable to determine this information, the following internet sites may prove helpful Graphical Locator <http://www.esg.montana.edu/gl/> and TopoZone <http://www.topozone.com/>.

Explanation: This information allows the WDEQ-AQD to plot all planned burn projects on a map, assisting with the analysis of burning across the state and in a given airshed.

**Nearest Population. (Voluntary)**

Provide the distance (in miles) to the nearest population(s) from the planned burn project.

Explanation: Providing this information makes the burner aware of the people and places that could be affected by the planned burn project.

**Daily Burn Information. (Voluntary)**

Explanation: This information allows the WDEQ-AQD to make the analysis of burning across the state and in a given airshed more accurate thereby avoiding cumulative impacts on public health and visibility. If this information is not provided, SMP-I burn projects must default to the 2 tons PM<sub>10</sub> per day maximum emissions.

**Date(s).** Enter the date(s) (month/day/year) when burning is expected to occur.

**Vegetation Type(s).** Enter the vegetation type(s) of the burn.

**Area.** Enter the maximum possible estimated acreage for each day. Leave blank or enter "N/A" if burning piles.

**Pile Volume.** Enter the maximum possible estimated pile volume in cubic feet for each day. Leave blank or enter "N/A" if not burning piles.

**Comments.** Provide any other comments that might help clarify or explain other entries.

**Signature & Date.** If submitting this form via fax, please sign and date the form prior to submittal. If the SMP-I Notification Form is submitted electronically, the electronic signature will be attributed to the sender.

## SMP-I Post Burn Reporting Instructions

Submittal of the Post Burn Reporting Form to WDEQ-AQD is required for all planned burn projects. The Post Burn Reporting Form is due from all SMP-I burners no later than six weeks following the completion of the planned burn project.

Explanation: This information will be used to obtain an accurate amount of emissions actually produced, and enable the WDEQ-AQD to develop emissions inventories.

One Post Burn Reporting Form is submitted for each planned burn project, and the burner is responsible for determining the scope of his/her burn project. A planned burn project is an area that is contiguous and is being treated for the same land management objectives. For example, a farmer plans to burn crop residue from several hundred acres that may occur over several weeks, depending on weather conditions. This is considered one planned burn project (same land management objective for all acreage and on contiguous land); therefore only one Post Burn Reporting Form is needed.

All information on the Post Burn Reporting Form is required to be filled out, unless otherwise indicated. There may be several options presented; in those cases, choose the appropriate option. This form may be submitted to the WDEQ-AQD by mail, fax, e-mail, or hand delivery.

Following are line-by-line instructions for filling out the SMP-I Post Burn Reporting Form.

**Contact Information.** Provide information for the primary contact for this planned burn project; i.e., landowner, burn manager or burn boss. Give name, address, phone number, and if available, fax and e-mail.

Explanation: This enables the WDEQ-AQD to contact the burner if necessary.

**Burn Name.** Provide the name of the planned burn project.

Explanation: This is to help the WDEQ-AQD identify separate projects by the same burner. The burner assigns the burn name. A planned burn project needs to be contiguous on the landscape and have similar burn objectives. If you do not typically name your burn, a last name or some other descriptor will suffice, as long as each planned burn project name is unique.

**ID #.** Leave the ID number space blank.

Explanation: The ID number will be assigned by the WDEQ-AQD. This number will be unique to a planned burn project and will be used to identify and track separate projects by the same burner.

**Location.** Provide the name of the county in which the burning occurred. If the planned burn project overlaps more than one, provide the county in which ignition took place. Provide the average elevation of the planned burn project. Provide at least one locator: latitude/longitude in decimal degrees; Universal Transverse Mercator (UTM) including the zone, easting, and northing; or legal including Section, Township, and Range. For latitude/longitude and UTM, please provide the reference datum (e.g., NAD27, NAD83, WGS84). If unable to determine this

information, the following internet sites may prove helpful Graphical Locator <http://www.esg.montana.edu/gl/> and TopoZone <http://www.topozone.com/>.

Explanation: This information allows the WDEQ-AQD to plot all planned burn projects on a map, assisting with the analysis of burning across the state and in a given airshed.

**Land Ownership.** Specify the appropriate land ownership: federal, state, municipal, or private. For multiple land ownership, designate the primary ownership as 1, secondary as 2, and so on (e.g., state 1, private 2).

Explanation: The land ownership will help WDEQ-AQD characterize burning across the state.

**Nearest Population.** Provide the distance (in miles) to the nearest population(s) from the planned burn project.

Explanation: Providing this information makes the burner aware of the people and places that could have been affected by the planned burn project, and indicates to the WDEQ-AQD to check for compliance with additional requirements to be satisfied by the burner, which is public notification.

### **Public Information.**

Explanation: Providing this information makes the WDEQ-AQD aware of the jurisdictional fire authority(ies) notified and public notification conducted prior to ignition of the planned burn project.

**Jurisdictional Fire Authority(ies).** Provide the name of the jurisdictional fire authority(ies) you notified and the date and time the notification(s) took place.

**Public Notification.** If a population(s) was within a 0.5-mile radius of the planned burn project, provide the method(s) of public notification that was used and the date(s) on which it took place. Specify if the population(s) within a 0.5-mile radius of the planned burn project was in an area of low population density (average one dwelling unit per ten acres), in which case no public notification is required.

### **Restoration Burn or Maintenance Burn. (For Grassland, Shrub Land and Forests ONLY)**

Specify if the planned burn project helped **restore** the land to more healthy conditions, or if it helped **maintain** existing healthy conditions. For clarification of the difference between “restoration” burn projects and “maintenance” burn projects, see the definitions as footnoted below.<sup>1</sup>

Explanation: This information helps the WDEQ-AQD characterize burning across the state.

### **Daily Burn Information.**

Explanation: This allows the WDEQ-AQD to characterize burn types and sizes in specific time periods across the state as well as accurately as possible the actual emissions produced. It is to each burner’s advantage to make the best estimates possible of acreage and pile volume burned, fuel loading, and percent consumption, as this will drive the amount of emissions estimated.

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<sup>1</sup> Maintenance Burns – A prescribed fire or unplanned fire under management, in an ecosystem that is currently in an ecologically functional and fire resilient condition, which is utilized to mimic the natural role of fire.

Restoration Burns – The re-establishment of natural vegetation and fire-resilient condition accomplished through the use of prescribed fire or unplanned fire under management to reduce unwanted and/or unnatural levels of vegetation.

**Date(s).** Enter each date(s) (month/day/year) when burning occurred, from ignition to completion.

**Vegetation Type(s).** For each date, enter the primary vegetation type burned and secondary vegetation type burned, if applicable. A list of vegetation types is provided on the Post Burn Reporting Form.

**Pile Volume.** For each date and primary and/or secondary vegetation type, enter in cubic feet the total pile volume burned. This does not apply to burning acreage, fence lines or ditches.

**Acres.** For each date and primary and/or secondary vegetation type burned, enter blackened acres. Be as accurate as possible and only enter **blackened** acres, that is, the actual areas that burned, not the total project acres. For fence line or ditch burns, identify the length (miles) and width (feet) of vegetation burned. This does not apply to pile burning.

**Loading.** For each date and primary and/or secondary vegetation type burned, enter the best estimate of total fuel loading in tons per acre if burning acreage. This does not apply to pile burning.

**Percent Consumption.** For each date and primary and/or secondary vegetation type, enter the best estimate of the percent consumed. This is the percentage of vegetation removed by the fire, not the actual acreage blackened by fire. For example, a rangeland burn includes short grass prairie and sagebrush, and all of the grass is burned while only half of the sagebrush remains. In this instance 100% would be entered for short grasses and 50% would be entered for sagebrush. This does not apply to pile burning.

### **Smoke Dispersion.**

Explanation: Burning under certain atmospheric conditions promotes better smoke dispersion and lessens smoke impacts. This information enables WDEQ-AQD to determine if planned burn projects took place under appropriately protective conditions.

**Waiver – Date Approved.** If the time of day, wind speed, wind direction, and/or distance to population were not within the specified requirements, provide the date the waiver was approved. See the Waiver Instructions below for further information.

**Date(s).** Enter each date(s) (month/day/year) when burning occurred, from ignition to completion.

**Time of Day.** For each date, enter what time of day the planned burn project took place.

**Wind Speed.** For each date, enter the speed of the wind during the burn project.

**Wind Direction.** For each date, enter the direction of the wind during the burn project. The wind direction is the direction the wind is blowing from and can be a very limited wind direction such as “SW” or it may be a range such as “S – E” or it can be “all”.

**Distance to Population.** For each date, enter the distance to the nearest population downwind (the direction the wind is blowing toward) in miles.

**Ventilation Category Option.** Those SMP-I burners with the knowledge and expertise that chose to follow the SMP-II smoke dispersion requirement, in lieu of the SMP-I smoke dispersion requirement, should for each date, enter the ventilation conditions under which the planned burn project was conducted (i.e., Excellent, Very Good, Good, Fair, Poor). If “Fair” or “Poor” is selected, wind direction and distance to population must also be entered.

**Air Quality Monitoring.** Specify how often the planned burn project was attended and observed. If not at all times, provide the number of times and frequency.

Explanation: Attending and observing the planned burn project makes the burner aware of impacts resulting from the burn project, and providing this information enables the WDEQ-AQD to verify what impacts were monitored by the burner.

**Option to Attend and Observe.** For those SMP-I burners with the knowledge and expertise, the requirement to attend and observe the planned burn project may be replaced with the SMP-II requirement of conducting and documenting visual monitoring. Specify that visual monitoring was conducted for the planned burn project as well as what documentation of the visual monitoring is submitted with the Post Burn Reporting Form. Documentation of visual monitoring includes copies of the Visual Monitoring Log, photos/videos, and/or the Photo / Video Log.

**Smoke Management Education. (Voluntary)** For review of the WDEQ-AQD educational material, provide the date reviewed. For other training programs, provide the name of the program and the date completed.

Explanation: By participating in an education program the WDEQ-AQD expects responsible jurisdictional fire authorities to become more aware of the smoke produced, the impacts of the smoke, and the ways to minimize the potential emissions and impacts. Although smoke management education is not a requirement for SMP-I burners, they are encouraged to voluntarily review the educational material provided by the WDEQ-AQD so as to enhance their understanding of the protection of air quality through smoke management and to promote environmentally responsible burning practices.

**Emission Reduction Techniques. (Voluntary)** For the primary vegetation type burned and secondary vegetation type burned, if applicable, enter the vegetation type and each emission reduction technique (ERT) that was utilized as well as the number of acres on which the ERT was used. For piles, which are an ERT, enter the acreage from which the piled material originated. ERT acres may add up to more than total project acreage. A list of vegetation types and ERTs are provided on the Post Burn Reporting Form.

Explanation: This information will enable WDEQ-AQD to identify the most commonly used ERTs to reduce emissions in Wyoming and to estimate the total emissions reduced from all ERTs used for each planned burn project. This element is not required for SMP-I burners. However, the use of emission reduction techniques is generally a part of best burning practices and the use of them wherever possible is encouraged of all burners by the WDEQ-AQD.

**Comments.** Provide any other comments that might help clarify or explain other entries.

**Signature & Date.** If submitting this form via mail or fax, please sign and date the form prior to submittal. If the SMP-I Post Burn Reporting Form is submitted electronically, the electronic signature will be attributed to the sender.

## SMP-I Waiver Instructions

Waivers may be requested for smoke dispersion requirements (time of day, wind direction, wind speed, and distance to a population). An example follows.

- **SMP-I Smoke Dispersion Waiver Example:** To comply with a burn restriction issued by the county indicating that burning is only allowed during the nighttime hours, an SMP-I burner will need to apply for a waiver from the WDEQ-AQD to also be in compliance with the Chapter 10, Section 4 requirements. In this instance, the request is for a waiver from the daytime hours requirement and the circumstances that require nighttime burning should be stated to be the counties' burn restriction that only allows burning during the nighttime hours.

If a burner anticipates the need for a waiver, a waiver request should be submitted in advance of ignition, outlining the reasons that a waiver is justified as specified below.

- **SMP-I Smoke Dispersion Waiver Submittal:** The burner may request a waiver of any part of these requirements from the WDEQ-AQD no later than 10:00 a.m. one business day prior to the planned ignition of the burn project. The waiver submittal timeframe, in this case, is set to accommodate the limited time for assessing meteorological conditions.

Explanation: This information allows WDEQ-AQD to evaluate the request and either issue the waiver, issue the waiver with conditions, or deny the waiver.

Following are line-by-line instructions for filling out the SMP-I Smoke Dispersion Waiver Form.

**Contact Information.** Provide information for the primary contact for this planned burn project; i.e., landowner, burn manager or burn boss. Give name, address, 24-hour phone number, and if available, fax and e-mail.

Explanation: This enables the WDEQ-AQD to contact the burner if necessary.

**Burn Name.** Provide the name of the planned burn project.

Explanation: This is to help the WDEQ-AQD identify separate projects by the same burner. The burner assigns the burn name. A planned burn project needs to be contiguous on the landscape and have similar burn objectives. If you do not typically name your burn, a last name or some other descriptor will suffice, as long as each planned burn project name is unique.

**ID #.** Leave the ID number space blank.

Explanation: The ID number will be assigned by the WDEQ-AQD. This number will be unique to a planned burn project and will be used to identify and track separate projects by the same burner.

**Location.** Provide the name of the county in which the burning will occur. If the planned burn project overlaps more than one, provide the county in which ignition will take place. Provide the average elevation of the planned burn project. Provide at least one locator: latitude/longitude in decimal degrees; Universal Transverse Mercator (UTM) including the zone, easting, and northing; or legal including Section, Township, and Range. For latitude/longitude and UTM, please provide the reference datum (e.g., NAD27, NAD83, WGS84). If unable to determine this information, the following internet sites may prove helpful Graphical Locator <http://www.esg.montana.edu/gl/> and TopoZone <http://www.topozone.com/>.

Explanation: This information allows the WDEQ-AQD to plot all planned burn projects on a map, assisting with the analysis of burning across the state and in a given airshed.

**Nearest Population.** Indicate the distance (in miles) to the nearest population(s) from the planned burn project.

Explanation: Providing this information makes the burner and WDEQ-AQD aware of the people and places that could be affected by the planned burn project.

#### **Daily Burn Information.**

Explanation: This information allows WDEQ-AQD to as accurately as possible estimate the emissions to be produced.

**Date(s).** Enter the date(s) (month/day/year) when burning is expected to occur.

**Vegetation Type(s).** Enter the vegetation type(s) of the burn.

**Area.** Enter the maximum possible estimated acreage for each day. Leave blank or enter "N/A" if burning piles.

**Pile Volume.** Enter the maximum possible estimated pile volume in cubic feet for each day. Leave blank or enter "N/A" if not burning piles.

**Waiver Request.** Specify the type of waiver(s) being requested. State the circumstances for each waiver being requested, as specified on the form, as the demonstration that a waiver should be granted from the requirements of Chapter 10, Section 4(f)(iii).

**Comments.** Provide any other comments that might help clarify or explain other entries or identify any additional information submitted in support of a SMP-I Smoke Dispersion Waiver request.

**Signature & Date.** If submitting this form via fax, please sign and date the form prior to submittal. If the SMP-I Smoke Dispersion Waiver Form is submitted electronically, the electronic signature will be attributed to the sender.