

STATE OF WYOMING
DEPARTMENT OF ENVIRONMENTAL QUALITY – AIR QUALITY DIVISION

SMP-II 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-II level burn projects, these instructions are provided. A checklist of the requirements specific to SMP-II 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-II Requirement Checklist

(≥ 2 tons/day PM₁₀)

Prior to igniting:	<input type="checkbox"/> Verify your SMP level <input type="checkbox"/> Review Smoke Management Educational Materials <input type="checkbox"/> Submit SMP-II Registration Form to WDEQ-AQD <input type="checkbox"/> Notify the WDEQ-AQD <input type="checkbox"/> Obtain emission reduction technique Waiver (if necessary) <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 10 miles of the burn <input type="checkbox"/> If required by WDEQ-AQD, modify the planned burn project
While conducting:	<input type="checkbox"/> Do not exceed the maximum daily burn area or daily pile volume <input type="checkbox"/> Burn when ventilation category is “Good” or better OR “Fair” with no population within 10 miles downwind <input type="checkbox"/> Utilize at least one emission reduction technique <input type="checkbox"/> Conduct and document visual monitoring <input type="checkbox"/> If required by WDEQ-AQD, conduct and document ambient air Quality and/or visibility monitoring <input type="checkbox"/> If required by WDEQ-AQD, modify the planned burn project
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 ₁₀ , submit long-term planning form

SMP-II Registration Instructions

The Registration Form is required for all planned burn projects expected to produce more than two tons of PM₁₀ per day (SMP-II level burn projects only). SMP-II burners are encouraged to submit their registration forms by January 31st to give the WDEQ-AQD greater ability for planning and the prediction of smoke impacts for the year. Those burners who submit their Registration Forms earlier to the WDEQ-AQD will gain precedence in the modification process over planned burn projects with later registration submittal. The Registration Form is due to the WDEQ-AQD *no later* than two weeks prior to the anticipated start of the planned burn project.

For each planned burn project, one Registration Form is submitted for the calendar year. 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 thinning project has resulted in 200 slash piles to be burned in one thinning unit. The burning of the slash piles may occur over a three to four month period, but is considered one planned burn project; therefore only one Registration Form is needed. Alternatively, a burner may have several planned burn projects in a year all geographically separated and for different management objectives (e.g., ecosystem restoration of overgrown grassland in the foothills or removal of non-native vegetation along a river corridor). Each of these would be considered a separate planned burn project, and thus require a separate Registration Form.

The Registration Form asks for identifying information about the planned burn project and an estimate of acreage or pile volume to be burned. Acreage and pile volumes must be as accurate as possible. If plans change and this information needs to be modified, the burner must indicate the change as part of the notification process or on the Notification Form (see Notification Instructions below).

All information on the Registration Form is required to be filled out, unless otherwise indicated. There may be several options presented; in those cases, choose the appropriate option(s). 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 Registration 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 upon receipt of the registration form. Once the WDEQ-AQD has assigned this number to a planned burn project, the number will be provided to the burner. This number will be unique to a planned burn project and will be used for waiver requests, on the reporting form once the burn project is completed, and in any other communication with the WDEQ-AQD.

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.

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., federal 1, private 2, state 3).

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

Sensitive Receptors. Specify if there is a population(s) or Nonattainment area(s) within a 10-mile radius of the planned burn project, or if there are Class-I areas within 30 miles.

Explanation: Providing this information makes the burner aware of the people and places that could be affected by the planned burn project, and notifies the WDEQ-AQD of additional requirements to be satisfied by the burner, that is monitoring and public notification.

Jurisdictional Fire Authority(ies). Provide the name of the jurisdictional fire authority(ies) you will notify.

Explanation: Providing this information makes the burner aware of the jurisdictional fire authority(ies) to be notified prior to ignition of the planned burn project.

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

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

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

¹ 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.

Time of Year. Specify the time(s) of year the planned burn project is expected to take place. For example, if it could be either a fall or spring burn, select both “March-May” and “September-November”.

Explanation: This information helps the WDEQ-AQD understand when burning is likely to occur in various airsheds.

Totals. Provide the best approximation of total maximum acreage and/or pile volume in cubic feet to be burned in this planned burn project. Also provide the number of day(s) you expect the burn to last.

Explanation: This information helps WDEQ-AQD to forecast emissions produced in the various airsheds.

Burn Size & Fuel Loading by Vegetation Type. Using the vegetation type of the burn, in the acres column, enter the acreage of the burn or, for pile burns, enter the acreage from which the piles originated. Then, in the tons/acre or cubic feet column, enter the fuel loading number in tons/acre if burning acreage or in cubic feet if burning piles.

Explanation: In order to forecast as accurately as possible the emissions produced, it is necessary to have identified the vegetation type and estimated the fuel loading, as both of these influence emissions.

Alternatives to Burning. Provide the reason(s) that alternatives to burning were not used in each of the relevant categories: technical, economic, environmental, public interests, administrative barrier and other. For example, use of herbicides may not be feasible due to the following three categories: 1) economics -- cost of treatment is prohibitive, 2) technical -- will not achieve land management objective, and 3) environmental -- results in adverse water quality impact. See the list of Alternatives to Burning as well as a list of Feasibility Considerations included in the Wyoming Smoke Management Program Guidance Document’s Resource Material.

Explanation: This information will help the WDEQ-AQD to determine what feasibility considerations are relevant to the use of alternatives in Wyoming as well as to identify administrative barriers to the use of alternatives, so as to remove them where feasible.

Emission Reduction Techniques. For each emission reduction technique (ERT) that you are planning to use, enter the number of acres on which the ERT will be used. For piles, which are an ERT, enter the acreage from which the piled material originated. At least one ERT must be used for each planned burn project. ERT acres may add up to more than total project acreage. For example: “On a 250-acre pasture I will use grazing on 175 acres and burn before green-up on 150 acres.” See the list of ERTs included in the Wyoming Smoke Management Program Guidance Document’s Resource Material. If one ERT cannot be utilized a waiver must be requested. See Waiver Instructions below for details.

Explanation: By providing this information to the WDEQ-AQD, a better estimate of emissions reduced per planned burn project can be calculated, which is a primary objective of the Smoke Management Program.

Ventilation Category. Specify under which ventilation conditions the planned burn project will be conducted. If “Fair” or “Poor” is selected, also provide wind direction(s) (i.e., the direction the wind is blowing from) under which the burning will occur and the distance to the nearest population downwind (the direction the wind is blowing toward) in miles. This 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”. If the burner plans to burn during “Poor” conditions, for example, night burning due to moisture requirements, a waiver form must be submitted. A waiver form must also be submitted for deviations from the requirements to burn during “Fair” conditions. See the Waiver Instructions below for further information.

Explanation: Burning under certain ventilation categories promotes better smoke dispersion and lessens smoke impacts. This information enables WDEQ-AQD to determine which planned burn projects will need additional precautions (e.g., monitoring).

Air Quality Monitoring. Specify what smoke monitoring is planned for the burn project. Visual monitoring is required for each planned burn project. If ambient air quality and/or visibility monitoring is planned, provide the type and location of instrument(s).

Explanation: Providing this information makes the burner aware that monitoring can be utilized to determine impacts resulting from the planned burn project, and enables the burner to take corrective action should the monitoring show the need.

Smoke Management Education. 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 burners to become more aware of the smoke they produce, the impacts of the smoke, and the ways to minimize the potential emissions and impacts.

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-II Registration Form is submitted electronically, the electronic signature will be attributed to the sender.

SMP-II 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-II notification is due by 10:00 a.m. one business day prior to ignition. Notification information includes:

- a) Burn Name,
- b) ID # (issued by the WDEQ-AQD),
- c) Date(s) of planned burn project,
- d) The maximum acres or pile volume (cubic feet) to be burned on that day,
- e) The most likely acres or pile volume (cubic feet) to be burned on that day, and
- f) Ventilation Category, and if “Fair”, wind direction and distance to nearest downwind population.

This notification information may be submitted to the WDEQ-AQD by phone, fax or e-mail, or may be submitted using the form provided by the WDEQ-AQD. For multiple day burns, one week’s worth (seven days) of notifications may be submitted together, as long as maximum daily acreages/number of piles are given for each day. For planned burn projects exceeding seven days, burners may submit another Notification Form.

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

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

ID #. Provide the ID number assigned by the WDEQ-AQD upon receipt of the registration form.

Daily Burn Information.

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

Area. Enter both the maximum possible and most likely estimated acreage for each day. Leave blank or enter “N/A” if burning piles. The burner may not exceed the maximum possible amount.

Pile Volume. Enter both the maximum possible and the most likely estimated pile volume in cubic feet for each day. Leave blank or enter “N/A” if not burning piles. The burner may not exceed the maximum possible amount.

Ventilation Category. Specify under which ventilation conditions the planned burn project will be conducted. If “Fair” or “Poor” is selected, also provide wind direction(s) (i.e., the direction the wind is blowing from) under which the burning will occur and the distance to the nearest population downwind (the direction the wind is blowing toward) in miles. This 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”. If the burner plans to burn during “Poor” conditions, for example, night burning due to moisture requirements, a waiver form must be submitted. A waiver form must also be submitted for deviations from the requirements to burn during “Fair” conditions. See the Waiver Instructions below for further information.

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-II Notification Form is submitted electronically, the electronic signature will be attributed to the sender.

SMP-II 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-II 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-II Post Burn Reporting Form.

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

ID #. Provide the ID number assigned by the WDEQ-AQD upon receipt of the registration form.

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 10-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.

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.

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.

Emission Reduction Techniques. 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. If no ERTs were used, indicate the date the waiver was approved. See the Waiver Instructions below for further information.

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.

Smoke Dispersion.

Explanation: Burning under certain ventilation categories promotes better smoke dispersion and reduces smoke impacts. This information enables WDEQ-AQD to determine if planned burn projects took place under appropriately protective conditions, and if not, that WDEQ-AQD should check for compliance with the additional protective requirements (e.g., monitoring.)

Waiver – Date Approved. If the burner burned during “Poor” conditions or deviated from the requirements to burn during “Fair” conditions, specify 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.

Ventilation Category. For each date, enter under which ventilation conditions the planned burn project was conducted (i.e., Excellent, Very Good, Good, Fair, Poor).

***Specify.** If “Fair*” or “Poor*” is selected, wind direction and distance to population must also be entered. Enter wind direction(s) (i.e., the direction the wind is blowing from) under which the burning occurred and the distance to the nearest population downwind (the direction the wind is blowing toward) in miles. The wind direction can be very limited such as “SW” or it may be a range such as “S – E” or it can be “all”.

Air Quality Monitoring. Specify what monitoring was conducted for the planned burn project as well as what documentation of the visual monitoring and air quality or visibility monitoring, if applicable, 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. Documentation of air quality or visibility monitoring includes the type of monitor, constituents monitored, monitoring methodology, location, monitoring period and resulting data.

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

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-II Post Burn Reporting Form is submitted electronically, the electronic signature will be attributed to the sender.

SMP-II Waiver Instructions

Waivers may be requested for the emission reduction technique requirement (applicable to SMP-II only) and for smoke dispersion requirements (wind direction, distance to a population, and ventilation category). Two examples follow.

- SMP-II Emission Reduction Technique Waiver Example: Implementation of at least one emission reduction technique may not be feasible when the burn prescription and resource needs come together. For example, when reducing a thick loading of litter/pine needles, good consumption is needed to open up mineral soils resulting in the smoldering and glowing phases producing a lot of particulate matter that could not be controlled by the use of an emission reduction technique if resource goals are to be achieved.
- SMP-II Smoke Dispersion Waiver Example: There may be specific needs requiring a SMP-II burner to burn under “Poor” ventilation conditions. For example, night burning where there is a minimal mixing height and thus poor dispersion. The SMP-II burner should request a waiver from the ventilation category requirement and state the circumstances that require nighttime burning such as moisture needs that can only be met during the nighttime hours when dispersion is poor.

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-II Emission Reduction Technique Waiver Submittal: The burner may request a waiver of this requirement from the WDEQ-AQD with the completed Registration Form, i.e., by January 31st or at least two weeks prior to the planned ignition of the burn project.
- SMP-II 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.

SMP-II Emission Reduction Technique Waiver

Following are line-by-line instructions for filling out the SMP-II Emission Reduction Technique Waiver Form.

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

ID #. If this form is submitted along with the Registration Form, leave the ID number blank and it will be assigned by the WDEQ-AQD. If this form is submitted after the WDEQ-AQD has assigned the ID number, upon receipt of the registration form, provide the ID number.

Nearest Population. Provide 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 both the maximum possible and most likely estimated acreage for each day. Leave blank or enter "N/A" if burning piles.

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

Waiver Request. As the demonstration that a waiver should be granted from the requirements of Chapter 10, Section 4(g)(i)(C), state the circumstances that require burning without implementing a minimum of one emission reduction technique, as well as all feasibility considerations that are applicable. See the list of Emission Reduction Techniques as well as a list of Feasibility Considerations included in the Wyoming Smoke Management Program Guidance Document's Resource Material.

Comments. Provide any other comments that might help clarify or explain other entries or identify any additional information submitted in support of a SMP-II Emission Reduction Technique Waiver request.

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

SMP-II Smoke Dispersion Waiver

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

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

ID #. Provide the ID number assigned by the WDEQ-AQD upon receipt of the registration form.

Nearest Population. Provide 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.

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

Pile Volume. Enter both the maximum possible and the most likely 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(g)(i)(D)(II).

Specify any additional information submitted in support of a SMP-II Smoke Dispersion Waiver request such as, a map showing diurnal drainage(s), a map showing the burn project area and nearby population(s) with the prescribed wind direction, and/or a smoke mitigation plan.

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

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

SMP-II Visual Monitoring & Photo / Video Log Instructions

SMP-II burners will be required to conduct and document visual monitoring on all planned burn projects. Documentation of visual monitoring will be provided with the Post Burn Reporting Form and may include copies of the Visual Monitoring Log and/or photos/videos with the accompanying Photo/Video Log.

Explanation: Conducting and documenting visual monitoring makes the burner aware of smoke impacts resulting from the planned burn project, and enables the burner to take corrective action should the monitoring show the need. Providing the documentation with the Post Burn Reporting Form enables the WDEQ-AQD to verify what impacts were monitored by the burner.

Visual Monitoring Log

Following are line-by-line instructions for filling out the Visual Monitoring Log.

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

Explanation: This is to help the WDEQ-AQD identify separate planned burn projects by the same burner.

ID #. For SMP-II burns, provide the ID number assigned by the WDEQ-AQD upon receipt of the registration form.

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 planned burn projects by the same burner.

Observer Name(s). Provide the name of the person(s) making the successive visual observations of the smoke plume characteristics.

Explanation: This enables the WDEQ-AQD to identify the observer(s) if necessary.

Successive Observations.

Explanation: This information provides documentation of the smoke plume characteristics.

Date(s). Enter the date(s) (month/day/year) of each smoke plume observation.

Time of Day. For each date, enter the time of each smoke plume observation.

Smoke Plume Appearance. Enter which Figure (i.e., 1 or 2) on the bottom of the Visual Monitoring Log best represents how the smoke plume appears.

Height of Smoke Plume. Enter the height (in feet) of the smoke plume above the ground.

Direction of Smoke Dispersion. Enter the direction(s) the smoke is dispersing (i.e., the direction the smoke is blowing toward). The direction can be very limited such as “SW” or it may be a range such as “S – E” or it can be “all”.

Residual Smoke Present. If there is any evidence of residual smoke in the area, please enter “yes”. If there is no residual smoke, enter “no”.

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

Photo / Video Log

Following are line-by-line instructions for filling out the Photo / Video Log.

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

Explanation: This is to help the WDEQ-AQD identify separate planned burn projects by the same burner.

ID #. For SMP-II burns, provide the ID number assigned by the WDEQ-AQD upon receipt of the registration form.

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 planned burn projects by the same burner.

Photographer Name(s). Provide the name of the person(s) taking photo and/or video images of the smoke plume.

Explanation: This enables the WDEQ-AQD to identify the photographer(s) if necessary.

Photo / Video Observations.

Explanation: This information provides documentation of the photo and/or video observations of the smoke plume.

Date(s). Enter the date(s) (month/day/year) of each photo and/or video observation.

Time of Day. For each date, enter the time of each photo and/or video plume observation.

Photo. For each photo, enter whether the photo was taken on film or digitally.

Video. For each video, enter whether the video was taken on film or digitally.

Photographer Location. For each photo and/or video, enter the location (i.e., distance and direction) of the photographer in relation to the planned burn project (e.g., 600 feet "SW").

Direction of Camera View. For each photo and/or video, enter the direction(s) the camera is pointing toward when the photo and/or video was taken. The direction can be very limited such as "SW" for a photo or it may be a range such as "S – E" for a video.

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