

# Instructions for Acquiring DEQ Burn Permit (Permit required in Teton County if pile exceeds 10'x10'x10' in size)

If your permit is less than 1000 cubic feet, follow the rules listed at  
<http://www.tetonwyo.org/fire/docs/Prevention%20Docs/OpenBurnFlowChart.pdf>

Attached below are the five (5) forms necessary for the SMP-II process. The forms may also be found in Word and pdf format at our website (<http://deq.state.wy.us/aqd/Smoke%20Management.asp>). Here are some instructions for each form...

**1. Begin with the SMP-II Registration form labeled "SMPIIRegistrationForm11\_04.doc".**

Please fill out all contact information you have. Please provide a name for the burn. Don't worry about the Burn ID as I'll assign you one once everything is completed. Please provide location data including: county, elevation, and a geographic location (S/TR or Lat/Long). Be sure to check off that the burn is on private land and that there is a population within 10 miles. Provide the total pile volume you wish to burn. If possible, please calculate based upon tomorrow's excavation. Otherwise, use the agreed upon 4,000 cubic feet times the number of piles. Select the vegetation type from the list provided and calculate the fuel loading. This can be done by estimating the total tons of material to be burned divided by the total pile volume size (tons/cubic feet). Please list any alternatives to burning (e.g., cost effective). Please list at least one emission reduction technique (e.g., burning piles). I can assist in determining ventilation category if you don't know it. Check off the box for conducting/documenting visual monitoring. Please list the date you reviewed our guidance document in the Smoke Management Education section.

**2. Fill out the SMP-II Smoke Dispersion Waiver form labeled "SMPIISDWaiverForm11\_04.doc"**

Please provide the burn name and Burn ID. Please list the nearest year-round population to the burn site (e.g., home 1.5 miles away from the project in this direction). Please provide the daily burn information including the proposed burn dates, and likely pile volume sizes per day. In the Waiver Demonstration description, please provide predicted wind speed/direction for each day of the burn and your smoke mitigation plan to minimize smoke impacts to neighboring residences or populations downwind of the project. A good website to get the wind speed/direction for the days of the burn is [weather.gov](http://weather.gov). There is a way to insert the lat./long. in decimal format to get the forecast for the specific area for seven days. Please also provide a map of the burn site with respect to the nearest populated areas. You can do this using Google Earth.

**3. Fill out the SMP-II Notification form labeled "SMPIINotificationForm11\_04.doc"**

Please provide the burn name, Burn ID and the daily burn information as previously described in step 2.

**4. Fill out the SMP-II Post-Burn Report labeled "SMPIIReportingForm11\_04.doc"**

After the burn is completed, you'll have six (6) weeks to submit this form. Please provide the burn name and Burn ID. Please list any jurisdictional fire authorities for this burn and any public notification methods made (such as personal visits/calls). After this, please provide the daily burn information that actually occurred. You'll also need to provide the smoke dispersion information which I can help you with.

I'll look forward to working with you in this process. Thanks.

-Leif

Leif O. Paulson, Ph.D.  
Environmental Analyst  
Wyoming Department of Environmental Quality  
Air Quality Division  
Phone: (307)777-6126  
Fax: (307)777-5616  
E-mail: [leif.paulson@wvo.gov](mailto:leif.paulson@wvo.gov)

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