



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

USER'S GUIDE: BAY AREA AIR QUALITY MANAGEMENT DISTRICT REFERENCE DOCUMENT FOR THE PRESCRIBED FIRE INFORMATION REPORTING SYSTEM (PFIRS)

The screenshot displays the PFIRS (Prescribed Fire Information Reporting System) web interface. At the top, the title "PFIRS Prescribed Fire Information Reporting System" is visible. Below the title is a navigation menu with links for "Front Page", "ARB Products", "Local Agencies", and "Support". The main content area is titled "Current Ignitions in PFIRS" and includes a search bar with fields for "Username:" and "Password:", along with "Log In" and "Forgot Password?" buttons. Below the search bar are filters for "View Ignitions By:" (Agency, Burn Status) and date selection fields for "Select Start Date:" (04/26/2021) and "Select End Date:" (04/26/2021), with "View" and "Larger Map" buttons. A row of agency icons is shown, including NPS, USFS, BLM, USFWS, CalFire, CA Parks, Tahoe Conservancy, Local Fire, Local Non-Fire, and Private. The main part of the interface is a map of California with various fire agency icons overlaid. The map includes a zoom control on the left, "Map" and "Satellite" view options, and a "Google" logo in the bottom left corner. The map data is attributed to ©2021 Google, INEGI, and Terms of Use.

June 11, 2021

TABLE OF CONTENTS

Introduction	3
PFIRS Front Page for Log in and Requesting an Account.....	3
PFIRS Land Manager Page.....	5
Creating a New SMP	6
General Information	8
Project Description	8
Add and/or Edit Burn Blocks.....	10
Smoke Management Components.....	14
Project Maps and Documents	15
Creating a New SMP From an Existing SMP.....	16
Retrieving or Loading an Existing SMP	17
Requesting Ignition Authorization for Burning.....	18
Updating Progress of Ignitions and Reporting Completed Acreage or Piles	19
Updating Account Information	21
Sharing SMPs with other Land Managers in BAAQMD.....	22
Resetting Account Password.....	22
Removing or Deactivating Account.....	23
Checking the Burn Day Statuses.....	23
APPENDIX A – Procedures for Conducting Wildland Vegetation Management Fires (Prescribed Burning) in the Bay Area	25

Introduction

The Bay Air Quality Management District (BAAQMD) uses the web-based Prescribed Fire Information Reporting System ([PFIRS](#)) developed by the California Air Resources Board (CARB) for all Smoke Management Plan (SMP) submittals for wildland vegetation management fires (i.e., prescribed burning) as required in Regulation 5, Subsection 408.1. Prescribed burning, irrespective of size, and other allowable fire types (forest management, range management, hazardous materials not related to Public Resources Code 4291, or crop replacement) that exceed 10 acres in size are required to submit an SMP to BAAQMD for review 30 days prior to the proposed burning date(s). This document provides a quick reference guide for PFIRS and how to submit an SMP to BAAQMD for review. This guide will only include features pertaining to the BAAQMD SMP process. For other features, please refer to the PFIRS User Manual. Also, refer to **APPENDIX A** for procedures on conducting prescribed burning in the Bay Area.

PFIRS Front Page for Log in and Requesting an Account

Upon loading the PFIRS front page (<https://ssl.arb.ca.gov/pfirs/>), a map of current prescribed burning projects in California will be displayed. Main features on this page (**Figure 1**) include:

- **Log in interface** and the password request feature is located on the upper-right corner of the main page. Users with an existing PFIRS account do not need to sign up for a new one before submitting an SMP to BAAQMD.
- The **Support Menu** is located on the top of the main page. The land manager can hover the mouse over this menu and select **"Request Account"** to open the account request page (**Figure 2**) and follow the on-screen instructions. Burners should request a "Land Manager" account; all requests received for "Air District" accounts from non-Air District staff will be denied and burners will be instructed to re-submit as a "Land Manager".
 - Click on **"Land Manager"** button.
 - Fill in *Requestee Name* and *Title*.
 - Choose a *Land Management Agency or Organization*.
 - Select Air District drop-down and select **"Bay Area AQMD"**.
 - Choose a *Username* and *Password*.
 - Fill out contact information (address, phone, email, etc.).
 - Click the **"Submit"** button to send the account request to BAAQMD for approval. If the land manager does not receive approval within one week,

please send an email to openburn@baaqmd.gov for an update on the account request.

Figure 1. PFIRS main page.

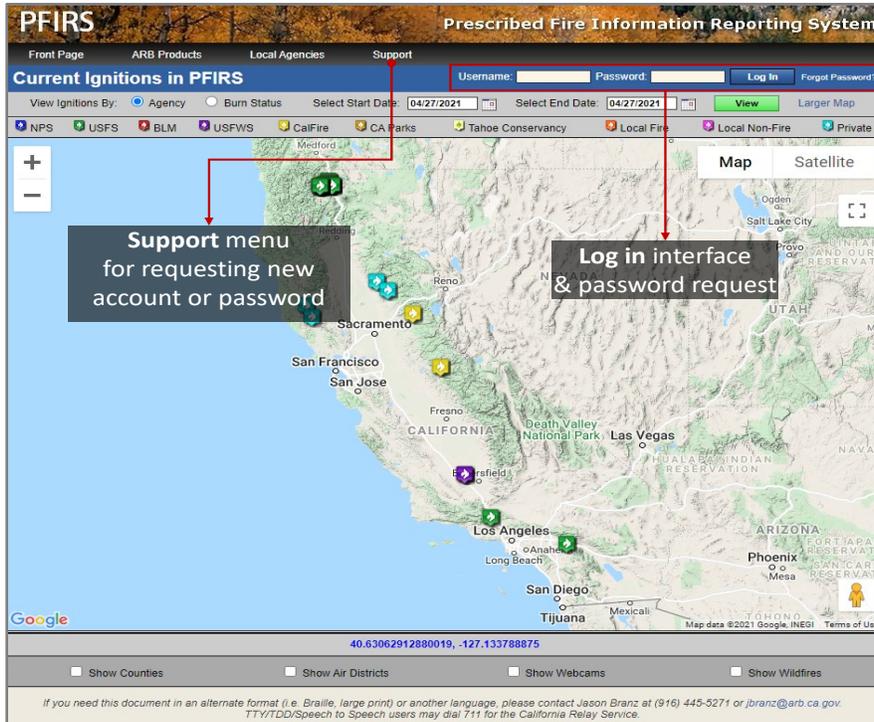


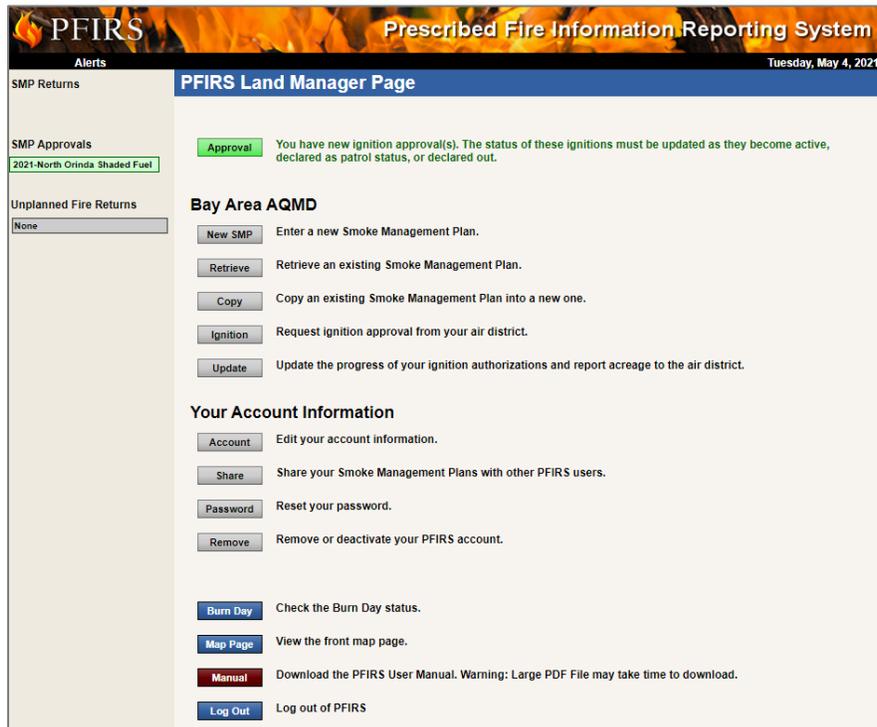
Figure 2. Land Manager account request page.

PFIRS Land Manager Page

Upon successful log in, the PFIRS land manager page (**Figure 3**) will load. The following features are available for a land manager account:

- **"Approval"** is used to view the land manager's approved or denied ignition requests. Note that this button is only enabled if there is an approved ignition request.
- **"New SMP"** is used to create a new SMP. All land managers are encouraged to create a new SMP.
- **"Retrieve"** is used to load an existing SMP under the land manager's account.
- **"Copy"** is used to create a new SMP from an existing SMP. This feature should not be used for a land manager account that has an existing SMP created before May 1, 2021. Additionally, when using this feature, the existing SMP must have burn units located inside BAAQMD's jurisdiction.
- **"Ignition"** is used to initiate acreage or pile requests for burning. The land manager can initiate one or more requests for multiple burn units at a time.
- **"Update"** is used to provide progress of ignitions and to report completed acreage or piles to BAAQMD.
- **"Account"** is used to launch the land manager account page where you can update the contact information on that page.
- **"Share"** is used to allow up to 10 land managers inside BAAQMD's jurisdiction the ability to view the shared SMPs. These land managers will also be able to initiate ignition authorization for burning. Note that this feature is currently not fully implemented.
- **"Password"** is used to update the password of the land manager's account.
- **"Remove"** is used to delete or deactivate the land manager's PFIRS account. Note that approved SMPs under his/her account will not be affected.
- **"Burn Day"** is used to view the open burn status in the Bay Area or other areas in California. Burn day statuses are also available on the BAAQMD web site at <https://www.baaqmd.gov/permits/open-burn>.
- **"Map Page"** is used to return to the PFIRS front page with the map showing the current projects in California.
- **"Manual"** is used to load the PFIRS User Manual.
- **"Log Out"** is used to end the current log-in session and return to the PFIRS map page.

Figure 3. PFIRS Land Manager feature page.



Creating a New SMP

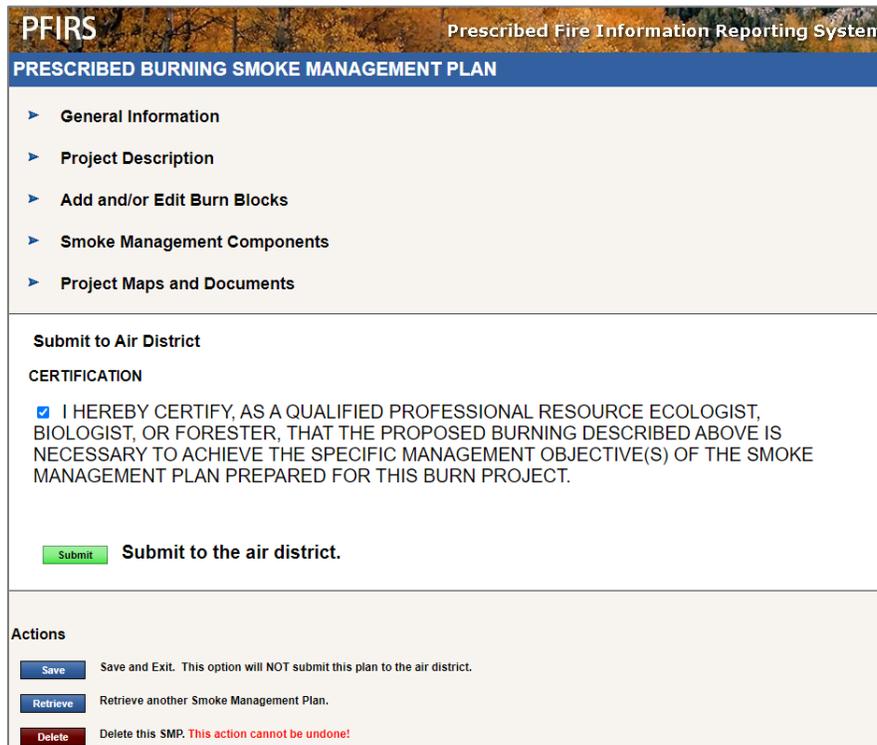
Use the “**New SMP**” button on the PFIRS land manager feature page to start the process of creating a new SMP and follow the onscreen instructions. **Note that all required fields are denoted with “*”.**

- Provide a *unique* name for the SMP. If another SMP with the same name already exist on PFIRS (regardless of account), the land manager will get an error.

- By default, the primary air district in which the land manager account is assigned will be loaded. Make sure “**Bay Area AQMD**” is selected to ensure that the SMP is in the correct format required by BAAQMD.
- Click “**Continue**” to proceed to the next screen.
- The required sections of the SMP will be loaded (**Figure 4**). Each section must be filled out and saved before the SMP can be submitted to BAAQMD.

- Each section of the SMP can be expanded or collapsed by hovering the mouse over each item and clicking on it.
- A **"Help/Question Icon"**  is available to provide additional detail regarding requested information on the SMP form.
- When all sections are completed, check the certification box, and click **"Submit"** to send the SMP to BAAQMD for review.
- If you are not able to finish completing the SMP in one session, the land manager can use the **"Save"** button at the bottom of the page to save the existing work and close the current SMP. This action will take the land manager back to the PFIRS land manager feature page.
- If you want to re-open the SMP in the future, use **"Retrieve"** button on the PFIRS land manager feature page to continue working on it.
- If the land manager wants to permanently delete an unapproved SMP, use the **"Delete"** button at the bottom of the page and click **"OK"** to the warning to proceed. **This action cannot be undone so only use this to remove duplicate versions of an SMP.**

Figure 4. Required sections of the SMP.



PFIRS Prescribed Fire Information Reporting System

PRESCRIBED BURNING SMOKE MANAGEMENT PLAN

- ▶ General Information
- ▶ Project Description
- ▶ Add and/or Edit Burn Blocks
- ▶ Smoke Management Components
- ▶ Project Maps and Documents

Submit to Air District

CERTIFICATION

I HEREBY CERTIFY, AS A QUALIFIED PROFESSIONAL RESOURCE ECOLOGIST, BIOLOGIST, OR FORESTER, THAT THE PROPOSED BURNING DESCRIBED ABOVE IS NECESSARY TO ACHIEVE THE SPECIFIC MANAGEMENT OBJECTIVE(S) OF THE SMOKE MANAGEMENT PLAN PREPARED FOR THIS BURN PROJECT.

Submit to the air district.

Actions

- Save and Exit. This option will NOT submit this plan to the air district.
- Retrieve another Smoke Management Plan.
- Delete this SMP. **This action cannot be undone!**

General Information

Click on the “**General Information**” header or right-pointing arrow (▶) (Figure 5) to expand it and fill out the required fields (denoted with “*”) and click the “**Save**” button to save the changes. After completing this section, the land manager can click on the header or down-pointing arrow (▼) to collapse it, making it easier to complete other sections of the SMP.

- Provide the name of the *Primary Responsible Person* or the person preparing the SMP.
- Provide the *Landowner(s) Name(s)* and *Mailing Address*.
- Provide the name of the *Field Contact Person* and the *24-hour Phone Number* for the field contact.

Figure 5. General information section of the SMP.

The screenshot shows a web form titled "General Information" with a dropdown arrow on the left. The form contains several input fields and a "Save" button. The fields are:

Primary Responsible Person*	<input type="text" value="Duc Nguyen"/> <small>If not you, enter the name of the person</small>
Landowner(s) Name(s)*	<input type="text"/>
Landowner Mailing Address*	<input type="text"/> (street) <input type="text"/> (city) CA <input type="text"/> (state) <input type="text"/> (zip)
Field Contact Name*	<input type="text"/> <small>Who will be onsite during burn</small>
Field Contact 24-hour Phone/Pager*	<input type="text"/>

At the bottom center of the form is a green "Save" button.

Project Description

Click on the “**Project Description**” header or right-pointing arrow (▶) (Figure 6) to expand it and fill out the required fields (denoted with “*”) and click the “**Save**” button to save the changes. After completing this section, the land manager can click on the header or down-pointing arrow (▼) to collapse it, making it easier to complete other sections of the SMP.

- Provide a *Description of Objectives*, including the resource and land management objective(s) or the purpose of the burn project.
- Provide the *Projected Burn Schedule* that would be flexible enough to complete the project. Include the proposed calendar period (e.g. May 1-December 31, 2021), and the days of the week (e.g. weekdays, weekend, or all days) on which burning is planned.
- Provide the *Ignition Start and End Times* or the active burning times for the project (e.g. 0830 to 1600). Burning outside of the approved times is not allowed.
- Provide the *Expected Duration of Project* including *Ignition*, *Combustion*, and *Burndown* times (in hours and/or days). For example, if the land manager expects the burn project or a burn block within a project area to be completed in one day, then specify the hours of ignition, combustion, and burndown for one day of burning. If after ignition the fire is expected to burn more than one day and to be actively burning throughout the night, then indicate the expected ignition period (in hours), and the expected combustion and burn down periods (in hours and days). If the burn ignitions are planned on more than one day but the fire is not anticipated to consume additional material through the evening hours, then indicate the expected ignition, combustion and burn down periods (in hours) for separate days of burning.

Figure 6. Project description section of the SMP.

Project Description	
Description of Objectives* ?	<input type="text"/>
Projected Burn Schedule* ?	<input type="text"/>
Ignition start and end times*	Start: <input type="text"/> End: <input type="text"/>
Expected Duration of Project (hours or days)* ?	Ignition: <input type="text"/> Combustion: <input type="text"/> Burndown: <input type="text"/>
<input type="button" value="Save"/>	

Add and/or Edit Burn Blocks

Click on the “**Add and/or Edit Burn Blocks**” header or right-pointing arrow (▶) (**Figure 7**) to expand it. Then, provide the number of units (e.g. 2) to be included in this SMP and click “**Enter**” to open a new window where the land manager can provide the required information for each burn unit. **Important:** after adding the burn units on the new window, the land manager must save their progress by click on the green “**Save**” button located at the bottom of each burn unit. Once all units are added and saved, the land manager must close out the new window using the “x” button on the browser tab

 to return to the original window to complete the other required sections of the SMP. After completing this section, the land manager can click on the header or down-pointing arrow (▼) to collapse it, making it easier to complete other sections of the SMP.

Figure 7. First screen of the add and/or edit burn block section of the SMP.



After the land manager enters the number of burn blocks or units and clicks “**Enter**”, a new window is loaded with a *Hand Pile* unit being selected as the default. **Figure 8** provides an example of a *Hand Pile* unit called “*Wilder Piles*” with all of the required information filled out. The land manager can select other types of pile units or select a *Broadcast* unit to load different options for *fuels and emissions calculations*. **Figure 9** provides an example of a broadcast unit called “*Deer Valley*” with all of the required information filled out. Follow the tips below for entering information for the burn unit(s).

- Provide a *Name* for the unit so that the land manager can easily recognize it. This will be useful when the land manager initiates an ignition authorization request.
- Select the *Unit Type* (hand pile, machine pile, landing pile, mixed piles, or broadcast).
- Provide the *Address* for the burn unit (if available).

- Provide the GPS coordinates (*Latitude* and *Longitude*) for the burn unit in **decimal degrees**. Use the converter tool underneath the *Latitude* and *Longitude* to convert the coordinates from degrees/minutes/seconds to decimal degrees (**Figure 10**).
- Provide the estimated *Mean Elevation* for the burn unit in feet.
- **For pile units:**
 - Provide the *Acreage* over which the piles were generated (e.g. if 10 acres were cleared to generate 150 piles, input 10 acres).
 - Select the *Vegetation Type* of the piled material.
 - Provide a short description of the *Fuel Condition* for the materials to be burned.
 - Provide pile information and PM₁₀ emissions for pile units:
 - Check the appropriate box(es) to indicate the *Pile Size*.
 - Enter the *Number of Piles* and *Percent (%) Consumption* or combustion for each unit. The *Total Tonnage* and *PM₁₀ Emission* columns will be calculated automatically using established emission values from CARB.
- **For broadcast units:**
 - Provide a short description of the *Fuel Condition* for the materials to be burned.
 - Check the appropriate box(es) to indicate the types of vegetation to be burned.
 - Enter *Percent (%) Consumption* or combustion, *Acres*, and *Fuel Loading* for each type of vegetation. The *Total Tonnage* and *PM₁₀ Emission* columns will be calculated automatically using established emission values from CARB. Note that additional vegetation types will be added in the future to reflect the diverse vegetation of the Bay Area.
- Provide proposed ignition prescriptions for each burn unit. The prescription must include the minimum and maximum ranges of surface *Wind Speed* and *Direction*, *Temperature*, *Relative Humidity*, and the minimum *Mixing Height* or venting elevation. Note that the approved meteorological prescription must be present prior to ignition and must be verified during the burn.
- Provide directions and distances to nearby *Smoke Sensitive Areas* (SSAs) for each burn unit. This section will be automatically calculated in the future and the land manager can choose the relevant SSAs to be added.

Once a burn unit is saved, a small green button **"View Map"**  (opens in new window) appears on top of the *Burn Blocks/Unit* window. Use this button to check the locations of the burn units to make sure they are correct. If the units appear in the wrong location, check the coordinates for each burn unit to ensure that they are entered correctly.

Once a burn unit is saved, a red **"Delete"** button  will also appear next to the **"Save"** button at the bottom of each unit. The land manager can use this button to remove any burn unit. Note that this action cannot be undone after clicking "OK" on the warning message.

Figure 8. Add new burn block page for pile units.

Add New Burn Block

Name or Number:* Unit Type:* Hand Pile Machine Pile Landing Pile Mixed Piles Broadcast

Address Latitude* (Decimal degrees, e.g. 39.1234) Longitude* (Decimal degrees, e.g. -122.1234) Mean Elevation (ft)*

Decimal degrees only - [convert deg/min/sec here](#)

Fuels and Emissions Calculations (click to collapse) ▼

Acres* Vegetation Type Fuel Condition

Pile and PM10 Emissions Information

NOTE: if any values are less than 1, use a leading 0 to enter the value. For example, use 0.75 vs .75.

Pile Size (ft)	Number of Piles	% Consumption	Pile Tonnage (Source)	Total Tonnage	Emissions per Pile (PM10/ton)	PM10 Emission (tons)
<input type="checkbox"/> 4' diameter x 3' height	<input type="text"/>	<input type="text" value="90"/>	0.056		0.0005	
<input checked="" type="checkbox"/> 5' diameter x 4' height	<input type="text" value="150"/>	<input type="text" value="90"/>	0.12	16.2	0.0010	0.15
<input checked="" type="checkbox"/> 6' diameter x 5' height	<input type="text" value="110"/>	<input type="text" value="90"/>	0.21	20.8	0.0020	0.22
<input checked="" type="checkbox"/> 8' diameter x 6' height	<input type="text" value="60"/>	<input type="text" value="90"/>	0.45	24.3	0.0040	0.24
<input type="checkbox"/> 10' diameter x 6' height	<input type="text"/>	<input type="text" value="90"/>	0.71		0.0070	
<input type="checkbox"/> 12' diameter x 8' height	<input type="text"/>	<input type="text" value="90"/>	1.3		0.0100	
<input type="checkbox"/> 15' diameter x 8' height	<input type="text"/>	<input type="text" value="90"/>	2.1		0.0200	
<input type="checkbox"/> 20' diameter x 10' height	<input type="text"/>	<input type="text" value="90"/>	4.7		0.0400	
<input type="checkbox"/> 25' diameter x 10' height	<input type="text"/>	<input type="text" value="90"/>	7.4		0.0700	
<input type="checkbox"/> 50' diameter x 10' height	<input type="text"/>	<input type="text" value="90"/>	29		0.3000	
Totals	320	---	---	61.3	---	0.61

Ignition Prescription

Wind Speed (mph)

Wind Direction

Mixing Height (ft)

Temperature (F)

Relative Humidity (%)

Identify Sensitive Receptors

Search for SSAs within:

View Receptors

SSA Name	Direction from Block	Distance from Block
<input type="checkbox"/> Albany, CA	Select	<input type="text"/>
<input checked="" type="checkbox"/> Berkeley, CA	NW	<input type="text" value="5"/>
<input checked="" type="checkbox"/> Oakland, CA	SW	<input type="text" value="5"/>
<input type="checkbox"/> Richmond, CA	Select	<input type="text"/>
<input type="checkbox"/> San Pablo, CA	Select	<input type="text"/>
<input type="checkbox"/> Sleepy Hollow Elementary School	Select	<input type="text"/>
<input type="checkbox"/> Wrentham Danah Elementary	Select	<input type="text"/>

Figure 9. Add new burn block page for broadcast units.

Add New Burn Block

Name or Number*: Unit Type*: Hand Pile Machine Pile Landing Pile Mixed Piles Broadcast

Address: Latitude* (Decimal degrees, e.g. 39.1234): Longitude* (Decimal degrees, e.g. -122.1234): Mean Elevation (ft)*:

Decimal degrees only - [convert deg/min/sec here](#)

Fuels and Emissions Calculations (click to collapse) ▾

Fuel Condition (describe the condition of vegetation to be burned):

Fuel and PM10 Emissions Information (Reference [Table 2](#) and [Table 3](#))

NOTE: if any values are less than 1, use a leading 0 to enter the value. For example, use 0.75 vs .75.

Vegetation	% Consumption	Acres	Fuel Loading (tons/acre)	Total Tonnage	Emission Value (PM10/ton)	PM10 Emission (tons)
<input type="checkbox"/> Basin Sage/Low Sage	<input type="text" value="100"/>	<input type="text"/>	X <input type="text"/>	=	X 0.010	=
<input checked="" type="checkbox"/> Ceanothus	<input type="text" value="50"/>	<input type="text" value="50"/>	X <input type="text" value="5"/>	= 125	X 0.010	= 1.25
<input type="checkbox"/> Chamise	<input type="text" value="90"/>	<input type="text"/>	X <input type="text"/>	=	X 0.009	=
<input type="checkbox"/> Giant Sequoia	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input checked="" type="checkbox"/> Grass/Forb	<input type="text" value="90"/>	<input type="text" value="280"/>	X <input type="text" value="1"/>	= 252	X 0.007	= 1.76
<input type="checkbox"/> Hackberry Oak	<input type="text" value="40"/>	<input type="text"/>	X <input type="text"/>	=	X 0.005	=
<input type="checkbox"/> Hardwood (Stocked)	<input type="text" value="40"/>	<input type="text"/>	X <input type="text"/>	=	X 0.003	=
<input type="checkbox"/> Hardwood (Non-stocked)	<input type="text" value="40"/>	<input type="text"/>	X <input type="text"/>	=	X 0.003	=
<input type="checkbox"/> Jeffrey Pine/Knobcone	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Live Oak (Canyon)	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Live Oak (Interior)	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Lodgepole Pine	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input checked="" type="checkbox"/> Manzanita (Productive Brush)	<input type="text" value="50"/>	<input type="text" value="30"/>	X <input type="text" value="5"/>	= 75	X 0.009	= 0.67
<input type="checkbox"/> Mixed Chaparral/Montane	<input type="text" value="80"/>	<input type="text"/>	X <input type="text"/>	=	X 0.008	=
<input type="checkbox"/> Mixed Conifer	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.006	=
<input type="checkbox"/> Oak (Black)	<input type="text" value="40"/>	<input type="text"/>	X <input type="text"/>	=	X 0.005	=
<input checked="" type="checkbox"/> Oak (Blue)	<input type="text" value="10"/>	<input type="text" value="10"/>	X <input type="text" value="7"/>	= 7	X 0.003	= 0.02
<input type="checkbox"/> Oak (White)	<input type="text" value="40"/>	<input type="text"/>	X <input type="text"/>	=	X 0.003	=
<input type="checkbox"/> Pinyon Pine	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Ponderosa Pine	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Gray Pine	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Red Fir	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
<input type="checkbox"/> Wet Meadow	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.004	=
<input type="checkbox"/> Willow	<input type="text" value="60"/>	<input type="text"/>	X <input type="text"/>	=	X 0.007	=
Totals		370	--	459		3.7

Ignition Prescription

Identify Sensitive Receptors

Wind Speed (mph):

Wind Direction:

Mixing Height (ft):

Temperature (F):

Relative Humidity (%):

Search for SSAs within:

View Receptors

Receptor	SSA	Distance (mi)
<input type="checkbox"/> Milpitas, CA	Select	<input type="text"/>
<input checked="" type="checkbox"/> Morgan Hill, CA	S	<input type="text" value="16"/>
<input type="checkbox"/> Newark, CA	Select	<input type="text"/>
<input type="checkbox"/> Sample Burn	Select	<input type="text"/>
<input checked="" type="checkbox"/> San Jose, CA	W	<input type="text" value="10"/>
<input type="checkbox"/> Santa Clara, CA	Select	<input type="text"/>
<input type="checkbox"/> Sunnyvale, CA	Select	<input type="text"/>

Save

Figure 10. Converter tool for degrees/minutes/seconds to decimal degrees.

Convert Degrees/Minutes/Seconds to Decimal

Enter Degrees/Minutes/Seconds:

Latitude	Degrees:	<input type="text"/>	Minutes:	<input type="text"/>	Seconds:	<input type="text"/>	N ▼
Longitude	Degrees:	<input type="text"/>	Minutes:	<input type="text"/>	Seconds:	<input type="text"/>	W ▼

Smoke Management Components

Click on the “**Smoke Management Components**” header or right-pointing arrow (▶) (**Figure 11**) to expand it and fill out all the required fields (denoted with “*”) and click the “**Save**” button to save the changes. After completing this section, the land manager can click on the header or down-pointing arrow (▼) to collapse it, making it easier to complete other sections of the SMP.

- *Specifications for monitoring and verification of meteorological conditions and smoke behavior before and during the burn:* Describe the resources (e.g. equipment, personnel) and methods or procedures that will be used to verify and document meteorological conditions prior to ignition and through completion of the burn. Include what resources and methods or procedures will be used to monitor or track and document (e.g. an observer’s log) the behavior of smoke plume(s), and document if sensitive receptor areas are adversely impacted. Also describe what steps will be taken to inform all members of the firing crews, volunteers, and employees of the smoke management requirements. The land manager is encouraged to utilize a spot weather forecast service provided by the National Weather Service to help predict smoke behavior prior to ignition.
- *Specifications for disseminating project information to the public:* Describe what notification procedures are to be used to make sure the public is aware of the planned burn (e.g. media announcement, road signs, flyers etc.) and for the reporting of public smoke complaints. Include all planned activities and the timing of these activities.
- Check appropriate boxes to indicate *contingency actions* that will be taken during the burn if smoke from the burn project unexpectedly impacts any sensitive receptor areas. This information may include the ability to extinguish the fire with equipment on hand or with assistance from a fire protection agency.

Figure 11. Smoke management component section of the SMP.

Smoke Management Components

Specifications for monitoring and verification of meteorological conditions and smoke behavior before and during the burn:* [?](#)

monitoring stations that are closer to the units and could be used as a basis of comparison against the Poverty Ridge RANS. Use of a CAL FIRE or San Jose State University portable RANS would also be helpful. Before and during burning, on-site weather shall be gathered using a sling psychrometer and/or handheld weather collection device such as a Kestrel. A smoke observer(s) will be on site to monitor smoke dispersion and to report any issues to the Burn Boss.

Specifications for disseminating project information to the public:* [?](#)

Signs will be placed in the park in the days leading up to the burn. In addition, CAL FIRE and/or County Parks will issue advisories to the public via a variety of electronic platforms to alert the public to the project.

What contingency actions will be taken during the burn to reduce exposure if smoke intrusions impact any sensitive receptor areas?* [?](#)

<input checked="" type="checkbox"/>	Halt ignition, except as needed to maintain control of fire
<input checked="" type="checkbox"/>	Allow fire to burn to contingency control lines
<input type="checkbox"/>	Suppress fire
<input type="checkbox"/>	Begin immediate mop up
<input checked="" type="checkbox"/>	Begin mop up within <input type="text" value="1"/> hours of problem identification
<input checked="" type="checkbox"/>	Complete mop up within <input type="text" value="3"/> hours of initiation
<input checked="" type="checkbox"/>	Discontinue mop up if favorable conditions return
<input type="checkbox"/>	Other (explain) <input type="text"/>

Project Maps and Documents

Click on “**Project Maps and Documents**” header or right-pointing arrow (▶) (Figure 12) to expand it, select a project map and/or other relevant documents, and click the “**Save**” button to upload the files and save the changes. Note that files must be 6 megabytes (MB) or fewer to be uploaded to PFIRS and attached to the SMP. In addition:

- The project map(s) should identify the boundaries of the project area, burn blocks (if applicable), and sensitive receptor area(s).
- If applicable, attach a copy of the pertinent section(s) of the environmental analysis document prepared for the burn plan or project that describes any

alternatives to burning that have been considered, and to what extent they have been used, if such an analysis is required by law or statute.

Figure 12. Project maps and documents section of the SMP.

Project Maps and Documents

Information updated successfully.

(1) Attach a copy of the environmental impact analysis prepared for the burn plan that includes an evaluation of alternatives to burning, if such an analysis is required by state or federal law or statute.

(2) Attach a map of the project area and identify the boundaries and elevation range of the project area, and where applicable, the burn blocks within the area.

[CCB 80180\(e\)\(4\)](#) and [CCB 80180\(e\)\(3\)](#)

You may also upload other maps or documents pertaining to this project here.

Acceptable File Formats: JPG, GIF, PNG, PDF, DOC, XLS, XLSX, KML, KMZ

Existing Maps

Upload Files

Choose File Wilder_WideView.png

Choose File Sonoma_V...ildland.kmz

Choose File No file chosen

Save

If the files are successfully uploaded, the land manager will see a green banner saying, "Information uploaded successfully" (located on top of Figure 12) and an icon will appear for each file on right hand side under "Existing Maps". If the land manager needs to remove an uploaded file, click on the trash-can icon  to remove the file.

After completing this section, the land manager can submit the SMP to BAAQMD for review and approval if all other sections of the SMP are complete.

Creating a New SMP From an Existing SMP

Use the "Copy" button on the PFIRS land manager feature page to start the process of creating a new SMP using an existing SMP. Please note that any SMP created before May 1, 2021 may not have all the required smoke management components. If the land manager intends to copy an SMP created before May 1, 2021, please use "New SMP" feature on the land manager page to create a new SMP rather than using the "Copy" feature.

- On the first screen, do the following and then click **“Continue”**:
 - Choose **“Bay Area AQMD”** as the Air District the new SMP will be submitted to for review and approval.
 - Use the drop-down menu to select an existing SMP to duplicate.
 - Provide a unique name for the SMP. If another SMP with the same name already exist on PFIRS (regardless of the account), the land manager will get an error.

- On the second screen, the land manager can select:

- **“Review”** to check the existing SMP before proceeding.
- **“Copy”** to create a new SMP using the selected SMP. Be sure to click on **“Continue”** on the next screen.
- **“Retrieve”** to choose another SMP and restart this process.
- **“Cancel”** to return to the land manager feature page.
- Once the new SMP is created, the land manager can use **“Retrieve”** button on the land manager feature page to load the SMP and make any necessary edits before submitting it to BAAQMD for review. Refer to the **Retrieving or Loading an Existing SMP** section for details.

Retrieving or Loading an Existing SMP

Use the **“Retrieve”** button on the PFIRS land manager feature page to start the process of loading an existing SMP (**Figure 13**). Please note that any SMP created before May 1, 2021 may not have all the required smoke management components. If the land manager intends to load an incomplete SMP created before May 1, 2021 for edit, please delete the SMP, and use **“New SMP”** feature on the land manager page to create a new SMP.

- Use the appropriate dropdown selections to load an SMP for viewing or editing:
 - *Incomplete*: SMPs that were never submitted to BAAQMD for review.

- *Awaiting Action*: SMPs that were submitted for review and have not been approved by BAAQMD. Note that the land manager is not able to make any edits to the SMPs that are awaiting action.
- *Returned*: SMPs that were returned by BAAQMD for editing.
- *Approved*: SMPs that were approved by BAAQMD. Any approved SMP will become an official document and can be subjected to public access and will not be editable.
- *Archived*: Approved SMPs from previous years.
- *Future Feature - Plans You Can View*: SMPs that are shared with you from other land managers. Please note that this feature is not currently available but will be added as PFIRS is updated.

Figure 13. Retrieve or Load an SMP page.

Retrieve Smoke Management Plans	
Your Smoke Management Plans (Air District-Specific Forms)	
<p>Incomplete [?]</p> <p>Select SMP <input type="text"/> <input type="button" value="Select"/></p>	<p>Awaiting Action [?]</p> <p>No Awaiting Action plans found. <input type="text"/> <input type="button" value="Select"/></p>
<p>Returned [?]</p> <p>No Returned plans found. <input type="text"/> <input type="button" value="Select"/></p>	<p>Approved [?]</p> <p>No Approved plans found. <input type="text"/> <input type="button" value="Select"/></p>
<p>Archived [?]</p> <p>No Archived plans found. <input type="text"/> <input type="button" value="Select"/></p>	
Smoke Management Plans from Other Users	
<p>Plans You Can Edit [?]</p> <p>No users have allowed you to edit plans. <input type="text"/> <input type="button" value="Select"/></p>	<p>Plans You Can View [?]</p> <p>No users have allowed you to view plans. <input type="text"/> <input type="button" value="Select"/></p>

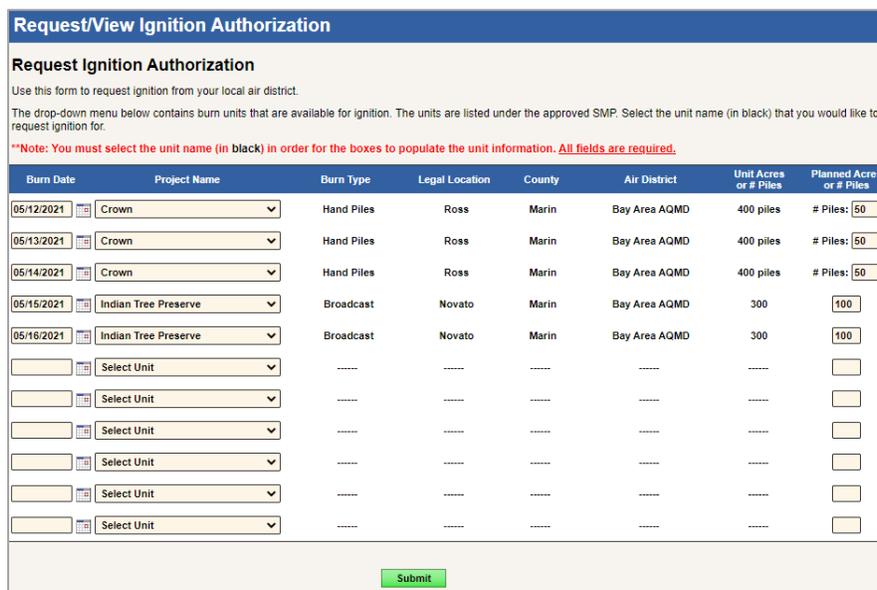
Requesting Ignition Authorization for Burning

Use the “**Ignition**” button to initiate ignition request(s) for burning (**Figure 14**). The land manager can initiate one or more requests for multiple burn units at a time. Ignition requests will receive a 24-hour burn day decision from BAAQMD meteorologist and a confidence level (high, medium, low) that the weather will be favorable or unfavorable on the burn day. On the morning of the burn, the land manager will receive the final acreage/pile allocation email from pfirs@arb.ca.gov by 8:00 AM. Burning is not allowed until the land manager receives an allocation email. Please refer to **APPENDIX A** for deadlines and requirements for conducting prescribed burning in the Bay Area.

- Click on the calendar icon  and select an ignition date (this is the date that the land manager intends to ignite).
- Click on the "Select Unit" dropdown menu and select a burn unit. After selecting a burn unit, relevant information (burn type, legal description, county, air district, unit acres or number of piles) will be populated.
- Enter the *planned Acres or Piles* into the box.
- Repeat the above steps for each ignition request. When all requests have been completed, click on the "Submit" button at the bottom of the page to send the requests to BAAQMD.

The land manager can also view previously requested ignitions at the bottom of the "Request/View Ignition Authorization" page.

Figure 14. Request Ignition Authorization page.



Burn Date	Project Name	Burn Type	Legal Location	County	Air District	Unit Acres or # Piles	Planned Acres or # Piles
05/12/2021	Crown	Hand Piles	Ross	Marin	Bay Area AQMD	400 piles	# Piles: 50
05/13/2021	Crown	Hand Piles	Ross	Marin	Bay Area AQMD	400 piles	# Piles: 50
05/14/2021	Crown	Hand Piles	Ross	Marin	Bay Area AQMD	400 piles	# Piles: 50
05/15/2021	Indian Tree Preserve	Broadcast	Novato	Marin	Bay Area AQMD	300	100
05/16/2021	Indian Tree Preserve	Broadcast	Novato	Marin	Bay Area AQMD	300	100
	Select Unit	----	----	----	----	----	
	Select Unit	----	----	----	----	----	
	Select Unit	----	----	----	----	----	
	Select Unit	----	----	----	----	----	
	Select Unit	----	----	----	----	----	
	Select Unit	----	----	----	----	----	

Updating Progress of Ignitions and Reporting Completed Acreage or Piles

Use the green "Approval" button or "Update" button to update the progress of ignitions and report completed acreage or piles to the Air District (**Figure 15**). Note that only approved ignitions will show up on this page. On the morning of the burn, the land manager will receive the final acreage/pile allocation email from pfirs@arb.ca.gov by 8:00 AM stating whether the ignition request is either approved or denied. Burning is not allowed until the land manager receives an allocation. If the land manager does not get an email, he/she can check on the status of your request on the "Update Currently

"Authorized Ignitions" page (Figure 15). Please check **APPENDIX A** for deadlines and requirements for conducting prescribed burning in the Bay Area.

- Only approved ignitions will show up on this page. Therefore, the "Approved" radio button is not available. Check the "Comments and Updates" field to see the approved ignition date.
- Use radio buttons to update the status of the ignition to "Active", "Patrol", or "Completed/Out" and click on the "Update" button. When the radio button "Completed/Out" is selected, the land manager will be able to enter the completed acreage or piles and click on the "Update" button to report it to PFIRS. Note that BAAQMD requires the land manager to update completed acreage or piles by noon the day after the burn.
- Use "Cancelled/Denied" button to rescind the requested ignition. The land manager can provide a reason for not burning and click on the "Update" button to report it to PFIRS.

Ignition requests that are not yet approved by BAAQMD can be found under the "Submitted Ignition Requests" section on the bottom of the "Update Submitted and Currently Authorized Ignitions" page. The land manager can cancel these ignition requests by clicking on the "Delete" button (**Figure 16**) no further action will be taken by BAAQMD or land manager.

Figure 15. Update progress of ignition and reporting completed acreage or piles.

Update Currently Authorized Ignitions			
▼ Your Currently Authorized Ignitions (click to expand/collapse)			
Unit Name (SMP Name)	Update Status	Comments and Updates	Update
Crown	<input type="radio"/> Approved <input type="radio"/> Active <input type="radio"/> Patrol <input checked="" type="radio"/> Completed/Out <input type="radio"/> Cancelled/Denied	Date Completed: <input type="text" value="05/12/2021"/> Piles Completed: <input type="text"/> Comments (optional): <input type="text"/> Update History Last Update: Mon May 10, 2021 @ 11:36 AM Requested on Fri May 07, 2021 @ 8:04 PM for 50 piles Approved for 05/12/2021 for 50 piles Mon May 10, 2021 @ 11:36 AM	<input type="button" value="Update"/>
Crown	<input type="radio"/> Approved <input type="radio"/> Active <input type="radio"/> Patrol <input type="radio"/> Completed/Out <input type="radio"/> Cancelled/Denied	Last Update: Mon May 10, 2021 @ 11:36 AM Update History Requested on Fri May 07, 2021 @ 8:04 PM for 50 piles Approved for 05/13/2021 for 50 piles Mon May 10, 2021 @ 11:36 AM	<input type="button" value="Update"/>
Crown	<input type="radio"/> Approved <input type="radio"/> Active <input type="radio"/> Patrol <input type="radio"/> Completed/Out <input checked="" type="radio"/> Cancelled/Denied	Date Cancelled: <input type="text" value="05/14/2021"/> Reason for Not Burning <input checked="" type="radio"/> Out of Prescription <input type="radio"/> Logistics Related <input type="radio"/> Personnel Related <input type="radio"/> Other Out of Prescription Reasoning <input type="checkbox"/> Wind direction or speed <input type="checkbox"/> Raining/Snowing <input type="checkbox"/> Fuel Moisture Additional Comments (optional): <input type="text"/> Update History Last Update: Mon May 10, 2021 @ 11:36 AM Requested on Fri May 07, 2021 @ 8:04 PM for 50 piles Approved for 05/14/2021 for 50 piles Mon May 10, 2021 @ 11:36 AM	<input type="button" value="Update"/>

Figure 16. Remove Submitted Ignition Requests.

Submitted Ignition Requests

View and/or remove ignition requests that have not been acted upon by the air district.

▼ **Your Submitted Ignition Requests** (click to expand/collapse)

Unit Name	Date/Time Requested	Requested Burn Date	Requested Acres or Piles	Air District	Remove
Crown	Tue Jun 08, 2021 @ 8:32 PM	05/12/2021	50	Bay Area AQMD	Remove
Crown	Tue Jun 08, 2021 @ 8:32 PM	05/13/2021	50	Bay Area AQMD	Remove
Crown	Tue Jun 08, 2021 @ 8:32 PM	05/14/2021	50	Bay Area AQMD	Remove

Updating Account Information

Use the “**Account**” button to update your land manager account information. **Figure 17** shows the existing fields with current information loaded. The land manager can update information as needed:

- Use the “**Submit**” button to update the information on the Edit Account Information screen.
- Use the “**Clear Form**” button to remove the updated information and load the currently saved information.
- Use the “**Cancel**” button to return to the PFIRS land manager feature page.

Figure 17. Edit or update Land Manager account information page.

Edit Account Information

Use the form below to change your address, email, phone number, or any other contact information.

Land Manager Name

Your Name:* First Last

Title: Burn Boss, ranger district, etc. (optional)

Affiliation

Land Management Agency:*

Change? Yes No

Air District:* The air district in which the majority of your projects will take place.

Contact Information

Address:* Street address or PO Box only

Address 2: Suite, room, ranger district, etc. (optional)

City:*

State:*

ZIP:*

Phone:* Ext: Please enter only numbers in the phone, cell, and FAX boxes.

Cell:*

FAX:

Email:*

Sharing SMPs with other Land Managers in BAAQMD

Currently, this feature is not fully implemented. Once this feature is fully implemented, use the “**Share**” button to select up to 10 land manager accounts who can view your SMPs (**Figure 18**). Use the check box in front of each land manager and click on “**Submit**” button to share SMPs with them.

Figure 18. Share projects or SMP with other Land Managers in BAAQMD.

Share Projects

You can allow up to 10 other users to view your projects.

Project Viewers

You may select up to 10 users to share your projects with. These users will be able to view your projects, but NOT edit them.

Users from your air district

- Paul Mackey (Sonoma-Lake-Napa, Cal Fire)
- Megan Scheeline (Sonoma-Lake-Napa, Cal Fire)
- Ed Orre (Santa Clara, Cal Fire)
- Kirk van wormer (Sonoma-Lake-Napa, Cal Fire)
- Tom Knecht (Sonoma-Lake-Napa, Cal Fire)
- CalFire Test (Santa Clara, Cal Fire)
- John Byrne (Santa Clara, Cal Fire)
- Christopher "Topher" Byrd (Santa Clara, Cal Fire)
- Don Hodge (US EPA, US Environmental Protection Agency)
- Duc Nguyen (Private Landowner, Individual)
- Patrick Wenzinger (Private Landowner, Individual)
- Cindy Gallaher (Private Landowner, Individual)
- Test-User BAAQMD (Private Landowner, Individual)
- Matt Brown (Santa Clara County, Local Fire)
- Dennis Rein (Unknown, Local Fire)
- Daniel Dempsey (Woodside Fire Protection District, Local Fire)
- Graham Groneman (Marin County Fire Department, Local Fire)
- Jonathan Fouche (Marin Municipal Water District, Local Non-Fire)
- Monica Delmarlini (Sonoma County Agricultural Preservation & Open Space District, Local Non-Fire)
- Jen Stanfield (Sonoma County Regional Parks, Local Non-Fire)
- Coty Sifuentes-Winter (Midpeninsula Regional Open Space District, Local Non-Fire)
- Michael Mathiesen (East Bay Regional Parks District, Local Non-Fire)
- Beau Bourland (East Bay Municipal Utility District, Local Non-Fire)
- Chris McCarty (East Bay Municipal Utility District, Local Non-Fire)
- Khari Helae (Unknown, Local Non-Fire)
- Carol Rice (UC Berkeley, University of California)
- Dana Sullivan (Sonoma Technology, Private Industry/Organization)
- Ken Poerner (Solano Land Trust, Private Industry/Organization)
- Tony Nelson (Misc Private Organization, Private Industry/Organization)
- Adam Sawicky (Sonoma Ecology Center, Private Industry/Organization)
- Sasha Berleman (Audubon Canyon Ranch, Private Industry/Organization)
- Jeff Wilcox (Audubon Canyon Ranch, Private Industry/Organization)
- Jennifer Potts (Audubon Canyon Ranch, Private Industry/Organization)
- Naftali Moed (Bay Area District Office, California State Parks)

Submit

Resetting Account Password

Use the “**Password**” button to reset your land manager account password (**Figure 19**). The land managers must provide his/her *Name, Email, Username*, and the *Old Password* to choose a new one. Click on the “**Submit**” button to update the password or “**Cancel**” to return to the PFIRS land manager feature page.

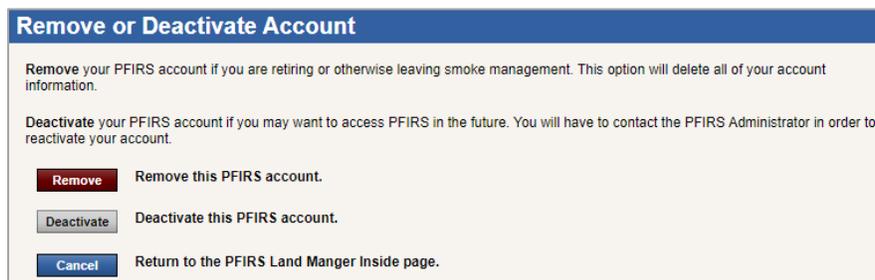
Figure 19. Reset your account password.



Removing or Deactivating Account

Use the “**Remove**” button to remove or reset the land manager’s account password (**Figure 20**). On the next window, click on the red “**Remove**” button once again to remove your land manager account from PFIRS. This option should only be used if the land manager is retiring or does not foresee ever working with PFIRS again. Note that deleting your account does not impact any approved SMPs associated with the removed account, as they are considered legal documents. Alternatively, the land manager can use the “**Deactivate**” button to temporarily suspend the account because he/she may be using PFIRS again in the future. Using this option will require the land manager to contact the PFIRS administrator. You can do this by hovering your mouse over “**Support**” on the main PFIRS map page and selecting “**Contact Administrator**”.

Figure 20. Remove or deactivate account.



Checking the Burn Day Statuses

Use the “**Burn Day**” button to launch a new page to view the current burn decisions (**Figure 21**). Hover the mouse over an air basin to view the burn day decision for a particular area. Burn day statuses in the Bay Area are also available on the BAAQMD web site at <https://www.baaqmd.gov/permits/open-burn>. Click on the green “**Inside Page**” button to return to the PFIRS land manager feature page.

Figure 21. Burn day statuses in the Bay Area and California.

Agricultural and Prescribed Burn Notices
Inside Page

Page is updated by 3 p.m. each day

Entire State	North Coast	NE Plateau	Sac Valley	Mtn Counties	San Joaquin	Lake Tahoe	Lake County
Bay Area	NC Coast	SC Coast	Great Basin	Mojave Desert	Salton Sea	South Coast	San Diego

The notices on this page do not necessarily reflect the burn status of your local area. You must contact your local fire permit official (local air district or fire agency) for final authorization to burn.

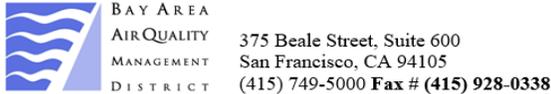
Fire Weather Links: [California](#) | [Oregon](#) | [Nevada](#) | [Arizona](#)



California Air Basins

Hover over a basin on the map to see the 24-hour burn decision for that basin. Click the basin to access a more detailed burn forecast. You can also use the buttons above to access these forecasts.

APPENDIX A – Procedures for Conducting Wildland Vegetation Management Fires (Prescribed Burning) in the Bay Area



PROCEDURES FOR CONDUCTING WILDLAND VEGETATION MANAGEMENT FIRES (PRESCRIBED BURNING) IN THE BAY AREA (Revised June 11, 2021)

In order to conduct a prescribed burn in the Bay Area Air Quality Management District (BAAQMD), please follow the procedures and guidance below. More information regarding prescribed burning can be found on the BAAQMD website: <https://www.baaqmd.gov/permits/open-burn> or by calling the Open Burn Line at (415) 749-4600.

Prescribed Burning Requirements: The following items (#1 - 4) are **REQUIRED** to perform a prescribed burn in the Bay Area:

1. An electronic smoke management plan (SMP) must be submitted to BAAQMD through the Prescribed Fire Information Reporting System (PFIRS, <https://ssl.arb.ca.gov/pfirs>) **at least 30 days prior to burning**. The SMP must be approved by BAAQMD prior to burning. After the SMP is approved, the land manager will be notified via email and an approval letter will be uploaded to PFIRS. See the PFIRS User's Guide for more information on using this system at https://www.baaqmd.gov/~media/files/compliance-and-enforcement/open-burning/BAAQMD-PFIRS_UserGuide.pdf?la=en. *During the interim period (through December 31, 2021), BAAQMD will accept hard copy (Form Rx-1) SMP submittals on a case-by-case basis. Please contact BAAQMD staff at (415) 749-4600 for additional information.*
2. **Day prior to the burn: "Ignition Authorization Request" must be submitted any time prior to 9:00 AM via the PFIRS** to request a 24-hour burn day decision, acreage/pile allocation, and a confidence level (high, medium, low) that the weather will be favorable on the burn day. *Multiple requests can be submitted days in advance using PFIRS and will receive a 24-hour burn day decision the day prior to the burn for each request. "Ignition Authorization Requests" received after 9:00 a.m. will not receive an acreage/pile allocation on the day of the burn. Long-range forecasts for project planning are also available upon request. See "Burn Day Forecasting Services" below for more information.*
3. **Day of the burn:** Check your email after 8:00 a.m. for the final acreage/pile allocation from the pfirs@arb.ca.gov email account. You can also check the status of submitted ignition requests by logging into your PFIRS account. **Burning is not allowed until you receive an allocation.** Email forecast@baaqmd.gov if you do not receive an authorization email or are not able to retrieve the status of the ignition requests on your PFIRS account by 8:30 a.m.
4. **Day after the burn:** Burner must report the total amount of vegetation burned (acres/piles) and the status of the project or burn unit on PFIRS no later than **12:00 p.m.** the day after the burn. Refer to PFIRS User's Guide for details.

Burn Day Forecasting Services

To obtain a long-range forecast for tentative scheduling on a permissive burn day, contact the BAAQMD Meteorology Section by calling (415) 749-4915. Forecasting services are available up to 96 hours (4 days) before a prospective burn day. Please leave a message with your name, phone number, and the burn project name. For calls received prior to 9:00 a.m., Meteorology staff will get back to you with the requested information by 1:00 p.m. on the same day. Calls received after 9:00 a.m. will receive a call back on the following day.

Long-range forecasting services are available every day of the year. Forecasts are available to prescribed burners to assist with burn scheduling. However, they **do not** satisfy the "Ignition Authorization Request" requirement (Item #2 above). **An "Ignition Authorization Request" must be made by 9:00 a.m. the day prior to the burn through PFIRS.**