



PROCEDURES FOR CONDUCTING WILDLAND VEGETATION MANAGEMENT FIRES (PRESCRIBED BURNING) IN THE BAY AREA (Revised January 6, 2023)

To obtain permission to conduct a prescribed burn in the Bay Area, the following procedures (#1 – #6) must be followed. More information regarding prescribed burning can be found on the Bay Area Air Quality Management District (BAAQMD) website: <https://www.baaqmd.gov/permits/open-burn> or by calling the Open Burn Line at (415) 749-4600.

1. You must submit a smoke management plan (SMP) to BAAQMD through the Prescribed Fire Information Reporting System (PFIRS, <https://ssl.arb.ca.gov/pfirs>) at least 30 days prior to burning. If the SMP is approved, an approval letter will be uploaded to PFIRS and the land manager will receive an automatic notification email indicating that the SMP is approved. The SMP must be approved by BAAQMD prior to burning. For more information on using PFIRS, see the PFIRS User's Guide at https://www.baaqmd.gov/~media/files/compliance-and-enforcement/open-burning/BAAQMD-PFIRS_UserGuide.pdf?la=en.
2. You must secure a burn permit from the local fire agency and/or CALFIRE prior to conducting this fire; this permit shall be made available to BAAQMD staff upon request. A burn permit is required prior to burning.
3. **Day prior to the burn: you must submit an "Ignition Authorization Request" before 9:00 a.m. via 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 each request will receive a 24-hour burn day decision the day prior to the burn. "Ignition Authorization Requests" received after 9:00 a.m. will not receive an acreage/pile allocation. Long-range forecasts for project planning are also available upon request. See "Burn Day Forecasting Services" below for more information.*
4. **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.
5. **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.** (noon) the day after the burn. Refer to the PFIRS User's Guide for details.
6. **Upon completion of burn project:** Burner must complete and submit a post-burn evaluation form to BAAQMD within 30 days following the completion of this burn project or at the end of the approval period for this SMP.

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 via PFIRS.**