

## PROCEDURES FOR CONDUCTING WILDLAND VEGETATION MANAGEMENT FIRES (PRESCRIBED BURNING) IN THE BAY AREA

(Revised August 12, 2025)

**To conduct a prescribed burn in the Bay Area, follow steps 1-6.** More information is available on the Bay Area Air District website at <https://www.baaqmd.gov/permits/open-burn> or by calling the Open Burn Line at **(415) 749-4600**.

### 1. **30 Days Before the Burn:**

- Submit a **Smoke Management Plan (SMP)** via the Prescribed Fire Information Reporting System (PFIRS, <https://ssl.arb.ca.gov/pfirs>).
- Once approved, the approved SMP package will be uploaded to PFIRS, and you will receive an email notification.
- The SMP **must be approved** by the Bay Area Air District before you can burn.
- Refer to the [PFIRS User Guide](#) for submission details.

### 2. **Secure Burn Permits:**

- Obtain a **burn permit** from your **local fire agency** and/or **CALFIRE** before the burn date.
- **A burn permit is required before burning** and must be made available for inspection by the Bay Area Air District staff.

### 3. **Day Before the Burn:**

- Submit an **"Ignition Authorization Request"** via PFIRS by **9:00 a.m.** to request a burn day decision, acreage/pile allocation, and weather confidence level (high, medium, low).
- You can submit multiple requests in advance for different days.

**Note:** Requests submitted after 9:00 a.m. will not receive an allocation for the following day.

### 4. **Day of the Burn:**

- Check your email after **8:00 a.m.** for the final allocation from [pfirs@arb.ca.gov](mailto:pfirs@arb.ca.gov) or log into your PFIRS account.
- **Burning is not allowed until you receive an allocation.**
- If you do not receive an email or encounter issues, contact [forecast@baaqmd.gov](mailto:forecast@baaqmd.gov) by **8:30 a.m.**

### 5. **Day After the Burn:**

- Report the **total vegetation burned** (acres/piles) and the status of the project on PFIRS by **12:00 p.m. (noon)** the following day.
- Refer to the [PFIRS User Guide](#) for reporting instructions.

### 6. **Project Completion:**

- Complete and submit a **post-burn evaluation form** to [openburn@baaqmd.gov](mailto:openburn@baaqmd.gov) within **30 days** of finishing the burn project or by the end of the SMP approval period.

### **Burn Day Forecasting Services**

- For long-range forecasts (up to **4 days** in advance), contact the Bay Area Air District Meteorology Desk: **(415) 749-4915** or [forecast@baaqmd.gov](mailto:forecast@baaqmd.gov).
- Provide your name, phone number, and burn project name when calling or emailing.
- Calls made before **9:00 a.m.** will receive a response by **1:00 p.m.** the same day; later calls are returned the following day.
- Forecasting services are available **year-round**.

**Note:** This service does **not** replace the required **"Ignition Authorization Request"** for the day prior to burning.