

Instruction Guide for Completing the Arizona Department of Environmental Quality - Daily Burn Form

According to the [Arizona Revised Statute \(ARS18-2-15\)](#) governing smoke emissions from forest and range management burns, federal and state land managers must submit a [Daily Burn Form](#) to ADEQ by 2:00 pm of the business day before the date of a planned ignition.

One Daily Burn Form must be submitted for each planned ignition date. Daily Burn Forms reflecting the anticipated daily growth should also be submitted each day following ignition if a burn continues to spread beyond the acreage originally specified on the initial Daily Burn Form. The spread may have been due to changing fuel conditions, such as a hand pile burn progressing into an unplanned broadcast burn, or the absence of control lines around the project area. Separate Daily Burn Forms are required for projects that involve simultaneous broadcast burning and piled activity fuels, one form for each burn type.

FORM INSTRUCTIONS

Today's Date: The month, day and year of submittal (MM/DD/YY).

Ignition Date: The month, day, and year of ignition (MM/DD/YY).

Burn Name: The name of the burn project as it appears on the Prescribed Fire Burn Plan Form.

Burn Number: The number of the burn project as it appears on the Prescribed Fire Burn Plan Form. Please use the complete burn number (including the Agency unit designator).

Note: Projects that involve both broadcast burning and piled activity fuels must specify between burn types on the Daily Burn Form by including a "B" for broadcast, and "P" for piles at the end of the burn number. For simultaneous broadcast and piled activity fuel burns, please submit two Daily Burn Forms using the "B" and "P" designations.

Acres To Be Treated: Provide the number of acres within the project area that will be treated with prescribed fire on the planned ignition date specified on the Daily Burn Form. For natural or activity broadcast burns, indicate the number of acres to be treated by broadcast burning. For piled activity fuels, indicate the number of acres comprising the pile area to be treated, not the sum of the area that will be burned under each pile. Please round up to the nearest whole acre.

Note: Separate Daily Burn Forms are required for projects involving "B" and "P" designations. If only the broadcast portion will be burned, please submit one Form with the "B" designation and indicate the acreage to be treated by broadcast burning. If only piles will be burned, please submit one Form with the "P" designation and indicate the acreage to be treated by pile burning. If piled activity fuels will be burned simultaneously during a broadcast burn, please submit one Form with a "B" designation and one Form with a "P" designation, and indicate the acreage to be treated for each burn type. Acres to be treated will be the same on both Forms if the treatment areas are identical (i.e. the piles are scattered throughout the entire area treated).

Burn Location: Provide the complete legal location where burning will occur. Please enter all legal locations where burning will occur on the planned ignition date using either of the following formats: (TT/RR/SS; TT/RR/SS) or (TT/RR/SS-SS).

Smoke Management Unit Number (1-11): The primary smoke management unit number as it appears on the Prescribed Fire Burn Plan Form. For a complete list of SMU locations, names, and numbers, please refer to the [Arizona Smoke Management Map](#).

Acres Lined? (Yes/No) Please indicate if the acres to be treated are lined by control features that will preclude the burn from exceeding the acreage being requested for treatment. If the acres are not lined, indicate the maximum area that could burn. Burning in areas without control lines may continue past the day of ignitions. These fires may creep beyond the initial area treated, which may influence smoke management decisions.

Multiple or Consecutive Day Burn? (Yes/No) Smoke emissions from projects that are expected to carry over from one day to the next or from week to week may have considerable impacts on sensitive areas. This may influence a smoke management

decision if long-term meteorological forecasting does not allow for adequate smoke dispersal or unfavorable wind directions.

Expected Daytime Smoke Behavior: Describe the anticipated smoke transport from the project area under forecasted wind directions.

Expected Diurnal Smoke Behavior: Describe the anticipated smoke transport down valleys and within drainages during the evening following ignition. Identify any drainage where smoke is expected to accumulate.

Expected Impact on Sensitive Areas: Identify any sensitive area that may be impacted during the day, and/or at night.

Comments: Please provide any additional smoke management information such as: current fuel conditions (is much of the available fuel expected to burn?), fuel consumption (will there be or has there been a lot of smoldering?), smoke transport during the day or night if burning had occurred on the previous day, if prescription window is narrowing, priority or urgency of burn, or any other information which would be useful to the program decision-making process.

24-Hour Contact Name: The name of the individual who may be contacted for clarification or questions with the information submitted on the Daily Burn Form. It may also be necessary to contact this individual to amend a prescribed burn authorization. Please indicate the name of the individual that may be contacted at any time before, during, or after burning commences.

24-Hour Contact Number: The telephone number of the person who may be contacted should questions arise about the information submitted on the Daily Burn Form.