

**STATE OF WYOMING**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY – AIR QUALITY DIVISION**

**LONG-TERM PLANNING INSTRUCTIONS**

To assist the burner and/or land manager in filling out and submitting the form needed to comply with requirements of Wyoming's Smoke Management Program for long-term planning, the instructions are provided. Should burners need additional information, they should contact the Cheyenne WDEQ-AQD staff. (See WDEQ-AQD Contact Information)

Burners and/or land managers whose total planned burn projects in a year are projected to generate greater than 100 tons of PM<sub>10</sub> emissions are required to submit a written report on the Long-Term Planning Form provided by the WDEQ-AQD no later than January 31 every third year starting in 2005 (i.e., 2005, 2008, 2011, 2014, etc.). The long-term planning information collected will only be used to facilitate the WDEQ-AQD's planning efforts, and not to limit in future years the number or size of planned burn projects or enforce the planned use of alternatives to burning.

Those burners that fall under the 100 tons per year PM<sub>10</sub> emissions threshold are not required to submit a written long-term planning report. Future burn levels for burners below the 100 tons per year PM<sub>10</sub> emissions threshold will be approximated by the WDEQ-AQD based on completed Post Burn Reporting Forms.

Following are line-by-line instructions for filling out the Long-Term Planning Form.

**Contact Information.** Provide information for the primary contact for this long-term planning information. Give name, address, phone number, and if available, fax and e-mail.

Explanation: This enables the WDEQ-AQD to contact the burner and/or land manager if necessary.

**Report Name.** Provide the name of the long-term planning report, including the year submitted (i.e., 2005, 2008, 2011, 2014, etc.).

Explanation: This is to help the WDEQ-AQD identify separate reports by the same burner and/or land manager. The burner and/or land manager assigns the report name.

**ID #.** Leave the ID number space blank.

Explanation: The ID number will be assigned by the WDEQ-AQD upon receipt of the form. This number will be unique to the report to further help the WDEQ-AQD identify separate reports by the same burner and/or land manager.

**Burn Estimates for Next Three Years.**

Explanation: The information provided will enable the WDEQ-AQD to consider fire projection information (i.e., future burn levels for the next three years) and the anticipated effect on visibility in planning and when developing long-term strategies.

**Time of Burn.** Enter the month(s) of the year and the year the planned burn project is estimated to take place. For example, if it could be either a single month or a range of months (i.e., Dec. – Feb., Mar. – May, June – Aug., Sept. – Nov.).

**Location.** Enter the name of the county in which the burning will likely occur. If the planned burn project overlaps more than one, enter the county in which ignition will likely take place. Enter latitude and longitude in decimal degrees, if available.

**Vegetation Type.** Enter the primary vegetation type burned and secondary vegetation type burned, if applicable.

**Type of Burn.** Enter the predominant configuration of the fuel burned (e.g., pile, windrow, broadcast, underburn).

**Acres.** Enter the estimated acreage to be burned.

**Pile Volume.** Enter in cubic feet the estimated total pile volume to be burned.

### **Alternative to Burning Considered and Utilized Previous Three Years.**

Explanation: The information provided will enable the WDEQ-AQD to identify the most commonly used alternatives to burning in Wyoming and report on emission reductions achieved in the previous three years as a result of the use of alternatives to burning.

**Year.** Enter the year alternative to burning was utilized.

**Location.** Enter the name of the county in which the alternative to burning was used. If the alternative to burning overlaps more than one, enter the county in which the majority of the alternative to burning took place. Enter latitude and longitude in decimal degrees, if available.

**Vegetation Type.** Enter the primary vegetation type and secondary vegetation type, if applicable, treated by the alternative to burning.

**Alternative to Burning.** Enter the alternative to burning that was utilized.

**Acres.** Enter the number of acres on which the alternative to burning was used.

### **Alternative to Burning Planned Next Three Years.**

Explanation: The information provided will enable the WDEQ-AQD to identify and report on emission reductions planned in the next three years as a result of the use of alternatives to burning.

**Year.** Enter the year alternative to burning will be utilized.

**Location.** Enter the name of the county in which the alternative to burning will be used. If the alternative to burning overlaps more than one, enter the county in which the majority of the alternative to burning will take place. Enter latitude and longitude in decimal degrees, if available.

**Vegetation Type.** Enter the primary vegetation type and secondary vegetation type, if applicable, to be treated by the alternative to burning.

**Alternative to Burning.** Enter the alternative to burning that will be utilized.

**Acres.** Enter the number of acres on which the alternative to burning will be used.

**Comments.** Provide any other comments that might help clarify or explain other entries.

**Signature & Date.** If submitting this form via mail or fax, please sign and date the form prior to submittal. If the Long-Term Planning Form is submitted electronically, the electronic signature will be attributed to the sender.