

**Date:** May 17, 2013

**To:** Municipal Chief Executive Officers

**From:** Bureau of Air Management, Open Burning Program

**Re:** Open Burning Updates:

- Revised Open Burning Application/Permit Forms
- Announcement of upcoming Open Burning Training Program for Summer 2013

Over this past year, the Department conducted a comprehensive review and assessment of the State's Open Burning Program for the purpose of improving and enhancing the regulatory processes at both the State and local levels. As part of this effort, model application/permit template forms have been revised and/or created and a new web-based Open Burning Training Program has been developed that will be made available later this summer.

The purpose of this letter is to: provide to you the revised ***Application and Permit for Open Burning of Brush on Residential Property*** for use by the local Open Burning Official; make you aware of the changes made to the State issued application/permit form for the purpose of ***Burning Brush at a Municipal Landfill, Municipal Transfer Station, or Municipal Recycling Center***; and make you aware of changes that will affect municipalities with regard to the training (***web-based Open Burning Training Program***) and certification of local Open Burning Officials. More information follows:

➤ ***Application and Permit for Open Burning of Brush on Residential Property (Municipal issued permit):***

- This form has been revised and a copy of this template is attached for your use. If you would like an electronic copy of the form, please send an email requesting a copy to [deep.ctopenburning@ct.gov](mailto:deep.ctopenburning@ct.gov)
- This form is not write protected and may be edited for a municipality's use. It is noted that any changes to the form must abide by and cannot be less stringent than Connecticut General Statutes Section 22a-174(f) and 23-49a and as prescribed by the State's Open Burning Program.
- Please begin using the form immediately.
- Please review the form in its entirety. Among the more significant revisions include the following:
  - Declaration Statement
  - Web links are provided that the Permittee must use to determine if conditions are suitable to conduct an open burn prior to ignition of the brush pile.
    - **Burning must not take place** when: the Air Quality Index (AQI) is predicted to be 75 or higher anywhere in the State as indicated in the Table entitled "*Predicted Daily AQI Maximums for "month/day/year"*" as found at [www.ct.gov/deep/aqi](http://www.ct.gov/deep/aqi) ; and/or when the Forest Fire danger Level is high, very high, or extreme as found at [www.ct.gov/deep/forestfiredanger](http://www.ct.gov/deep/forestfiredanger)
    - Municipalities **SHOULD NOT** direct Open Burning Permit Holders to call the State of Connecticut's Department of Energy and Environmental Protection's Emergency Dispatch Center for the purpose of obtaining this information.

- It is noted that under Special Conditions, only those municipalities that have local ordinances stating that "Violation of the terms and conditions of this permit may cause forfeiture of your ability to qualify for a permit in the future" can check that as a condition of the permit.
  - The Department no longer requires that copies of the Open Burning Permits issued by a town to their local residents be sent to the State's Open Burning Program. However, the local Open Burning Official should follow their town's record retention schedule.
- ***Application and Permit for Burning Brush at a Municipal Landfill, Municipal Transfer Station, or Municipal Recycling Center (State issued permit):***
- This form has been revised. Please contact the State's Open Burning Program for the new form at the following web link: [deep.ctopenburning@ct.gov](mailto:deep.ctopenburning@ct.gov)
  - Please make sure to include your email address when submitting the new municipal application. Upon request, the Department will provide an electronic form to be used by the Fire Marshal and the Chief Elected Official in their submittals to the Department. Submittal and processing of the form will be electronic; the Department will no longer be mailing the signed hard copy permits and associated documents back to the municipalities.
- ***State of Connecticut - Open Burning Training Program***
- Later this summer, the Department's Open Burning Training Program will come online. The web-based Training Program consists of six Training Modules and an Exam. This new Training Program will replace the town by town training and certification process that previously took place.
  - The purpose for this Training is to assist municipalities in meeting the certification requirements for an Open Burning Official and in the administration of an open burning program at the local level. The Training Program covers a broad range of legal, administrative and program specific topics relevant to regulating the control of open burning at the State and local levels.
  - Only those individuals nominated by their respective Chief Executive Officer and who take and pass the examination will be certified by the Department as an Open Burning Official. As you are aware, only individuals nominated by the Chief Executive Officer and certified by the Department may issue Open Burning Permits. The certification will be for a defined four year term with a hard end date. The first four year term will begin later this summer and end on January 31, 2017.
  - The Department will be sending out additional notification to all municipalities when the online Open Burning Training Program becomes available.
  - In the interim period from now until the new program becomes operational, the Department will work with municipalities and will conduct monthly training sessions at the Department's headquarters in Hartford. Please contact the State's Open Burning Program at: [deep.ctopenburning@ct.gov](mailto:deep.ctopenburning@ct.gov)

If you have any questions, please contact Kathleen Rankin, Environmental Compliance Specialist 3, Bureau of Air Management's Open Burning Program at 860-424-3473 or email [Kathleen.Rankin@ct.gov](mailto:Kathleen.Rankin@ct.gov).

Sincerely



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