Prescribed Burn Reporting

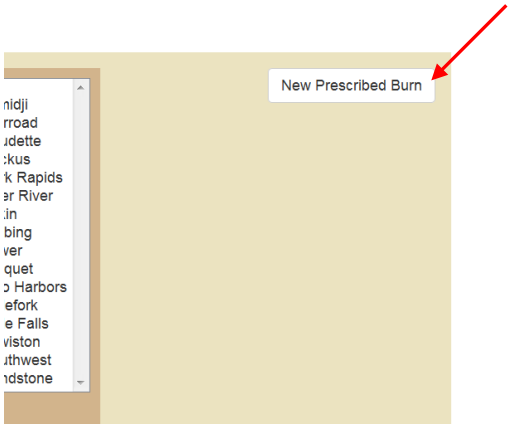
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Background Due to issues and inconsistency of how Rx burn data was being entered into the reporting application in the past, land managers that utilize prescribe burning will now be responsible for entering and ensuring the data is correct and consistent with what is being implemented on the ground. Forestry staff will be notified that they will no longer need to enter this data. Burn Permits will still have to be obtained from Forestry and a courtesy call to notify the Forestry office day of the burn is suggested. All new burn plans for Forestry review should be in by February 28th or by the date agreed to locally.

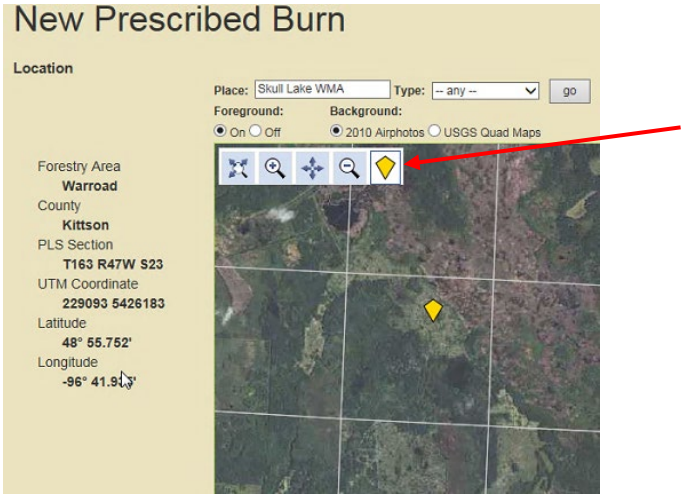
How to Enter Your Rx Burn Data:

Log in to: DNR Intranet Prescribed Fire Reporting Module using your same user name and password for your computer (see Q&A section below for directions to get permission for using the module)

Select New Prescribe Burn:

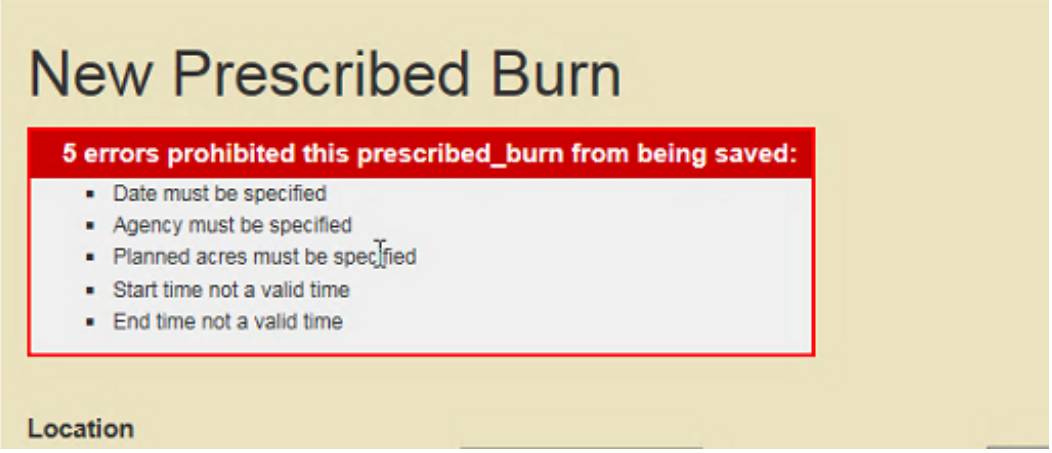


Use the  to Pin your area to be burned. By placing this 'pin' it auto populates your location data.

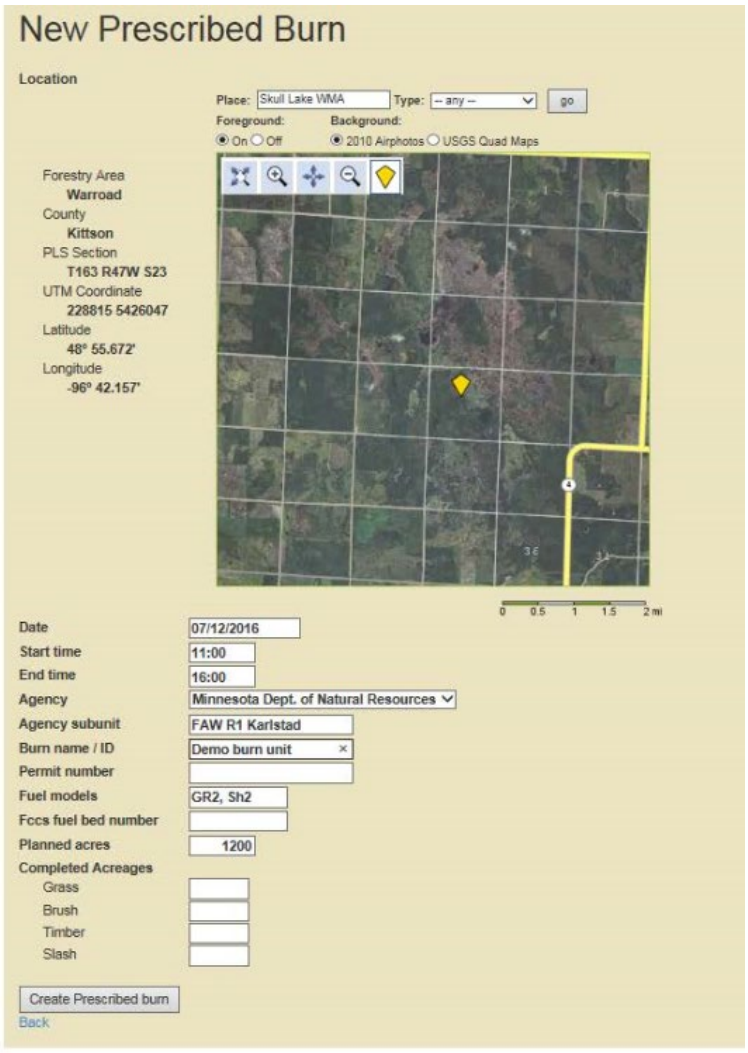


You can quickly zoom in to your Rx location by entering the WMA name (ex: "East Park WMA"), T-R-S, UTM or Lat-Long in the "place" field and click go. The map should zoom into the area you entered. We suggest "pinning" the center of your burn unit. This interactive map self populates all the location

data of your burn unit. It saves the time of having to enter the PLS, UTM and Lat-Long manually and avoids entry mistakes. *The location data is used by PCA and EPA to geographically model particulate emissions.* If the background on the map does not show up immediately after entering the “New Prescribed Burn” application, click the increase or decrease (magnifying glass) icons. The background map should then show up. Boundaries of WMAs are not displayed at this time but hopefully will be in the future. Sections lines are displayed as you zoom in and the township corners have section numbers labeled. Other features such as towns, major roads and major water bodies will display as you zoom in or out.



The above 5 fields (burn date, agency, planned acres, start and end time) are the minimum info needed to set up a planned burn in the reporting module otherwise an error message will show up and you will not be able to save your entry. The Agency Subunit name must also be entered in order for Forestry to query your area’s burns for permitting. Once the burn is completed, you may go back in and enter the accomplished black acres and other info that is needed.



Date: Use the Calendar drop down. For planned burns select January 1 of the planned year. When ready to burn the unit, change the date to the actual burn date either the day before or preferably before 0900 the day of the burn. If you manually type in the month/date/year make sure you type all 4 digits of the year or the incorrect year may be recorded.

Start Time: Planned start time of the Rx Burn should be set to 08:00 when initially entered, then changed to the correct estimated start time on the day of the burn.

End Time: Estimated end time of the Rx Burn.

Agency: Minnesota Department of Natural Resources

Agency Subunit: Correct nomenclature and consistency are critical when extracting dating for reports. Use the following nomenclature for your Division, Region and Area. Use the same name for every entry (even a misplaced space will affect sorting the data).

FAW +R#(i.e. Region#) +Area example: FAW R3 Rochester

Burn Name/ID: Keeping a burn unit's name consistent will allow for historic data reference. ABC burn unit should stay ABC burn unit over its burn life. If you happen to have multiple burn patches or subunits under the same burn unit plan, enter each of the subunits you plan to burn as a separate entry especially if they will be burned on different days. Provide a signifier in the burn name for each subunit such as "ABC/subunit 1" and provide that subunit's acres. If is important that we capture burn accomplishments for each unit or subunit on the day it was actually burned.

Permit Number: If your burn has been issued a permit number from Forestry, enter it here.

Fuel Models: The Scott and Burgan Standard Fire Behavior Fuel Models is only to be used. Multiple fuel models can be entered into one cell by separating with a comma as shown in the above picture. You can find a pdf copy of the Standard Fire Behavior Fuel Models under the additional resources section of the DNR Rx forms and documents web page. Link above.

FCCS fuel bed number: not critical data but enter it if you know it.

Planned Acres: Acres to be burned for this entry.

Create Prescribed Burn: will save your data to be edited at a later date with completed acreages.

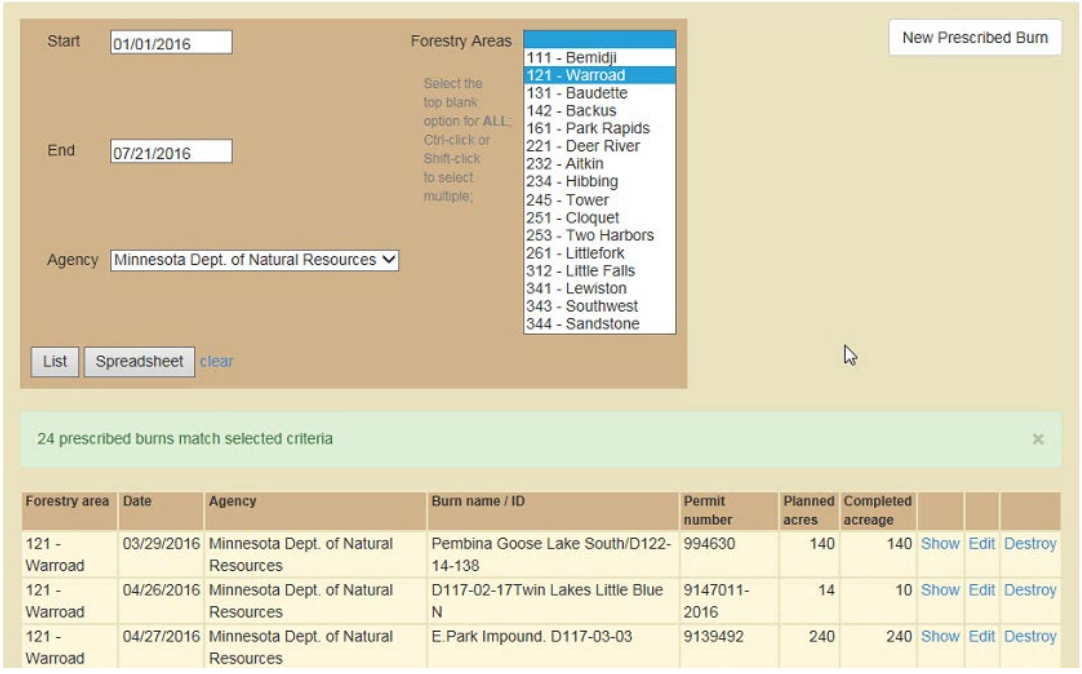
Completed Acres: estimate and enter acres that turned black for each major fuel type. This should be done within 48 hrs of completing the burn.

Don't forget to click the "Create Prescribed burn" or "Update Prescribed burn" button before exiting or your changes will not be saved.

Searching & Editing to Update Acreage Completed

Use your Agency and Forestry Area(s) to sort the list down to the list of Prescribe Burns entered for your work area. Verify that Forestry has not duplicated your burn data entry in this time of transition. Hopefully in the near future, the option of sorting by agency subunit will be added or at least displayed in the list.

Tip: narrow the start and end date to the day you burned will significantly shorten up the list that is produced.



Select Edit next to your Burn name/ID

Update the completed acres burned (only want estimated "black" acres) by fuel type and the DATE burned as well as burn permit numbers. If the permit information was not available when you initially entered your burn, you should provide it when entering the completed acres. Make sure all other

information, including fuel models, is correct. Don't forget to save your edits by clicking the "update prescribed burn" button.

Forestry would like final Rx burn accomplishment info for each burn unit entered in the reporting application within **48 hrs** of completing the burn. This will provide all agencies using this data with more accurate "real time" information.

I would suggest getting in the habit of entering the completion data when you return from the burn the same day or next morning. It takes only a few minutes to complete.

Your entry is Complete!

Q&A

Who is responsible to enter data? *The area office or land manager proposing or responsible for the burn on the lands they manage enters the burn and completed acres in the module.*

Contracted burns on FAW lands? *You as the land manager enter the data for the contracted burn(s) on your managed lands. This applies to Private lands that you may have burned in conjunction with your state land burns.*

US Fish and Wildlife is bossing/managing a 200 acre burn that includes 200 acres of WPA and 40 acres of state land, who enters the burn data then? *Feds (or other agencies such as TNC) will be reporting on lands they manage separately, as such they enter their acreage into their system (in this case 160 acres) and you would enter the state's 40 acres into this Fire Reporting module. If you burn a 200 acre unit that includes 160 acres of WMA and 40 acres of private (that is not TNC), then you would report all 200 acres.*

How is this information used? *Data is used to pull annual accomplishments, summaries, and other information as required by our Op Order. This information is used to monitor and model particulate emissions from smoke, particularly in major urban areas of the state. In very rare circumstances Rx Burning could be temporarily shut down due to poor air quality conditions as per EPA limits. It will also serve as a one-stop shop for regional or statewide accomplishment requests for acreages etc. These entries may be used by regional staff to get their past week's accomplishment info for MINCS weekly calls.*

Can I enter my planned burns for 3 seasons from now? *Yes, in the Date Field (see below) you will enter the year of the planned burn. This ensures acreages are attributed to the correct year. Forestry wants us to use the date 1/1/20xx (fill in xx with year anticipated ex. 2019) and time of 08:00 as the "storage bin" for respective year planned burns. Change the date on the morning of (prior to 8:30 am) or the day before of the actual date of the burn. If for some reason, the burn doesn't get accomplished, please change the date back to 1/1/20xx until the next planned attempt. I would suggest not entering planned burns more than one year in advance but you can as if absolutely desired but make sure you have the correct future year and not the current.*

Can I move uncompleted planned burn entries from a previous year to the current year? *Yes, you can easily move uncompleted planned burn entries from a previous year to the current year by simply changing the year. Planned burns should be entered in the 1/1/xxxx date, change the year from the previous to the current and your planned burn entry will be moved to the current year.* ***Do not move entries from completed or partially completed burns from previous years to the current year as that will cause a loss of the completed burn data from the year it was previously burned.*** *You will need to enter the planned burn manually following the directions above.*

We have multiple burn units within the same burn plan or on the same WMA and may burn them at different period, how do we enter the burn accomplishment? *You can enter multiple burn accomplishments for the same WMA, or same burn plan if the plan has multiple burn units or subunits under the same burn plan. Enter the acres that turn black separately for each day or each subunit you burn under the same burn plan. The same burn ID can be entered multiple times in the burn module for the different portions that are burned each day.*

Burn permits from Forestry? *Your local Forestry office will be using the planned burns (previously approved and reviewed burn plans) you enter in the Rx reporting module for your area as the list of burns to issue permits for. You do not need to send a list of planned burns to Forestry as long as they are entered in the module with the 1/1/20xx date. Make sure you are using and consistently using your Agency Subunit name (i.e. FAW R# area name) when entering your burns. Your local Forestry office will search for your agency subunit name when issuing permits for those planned burns you have entered. You may want to give Forestry a call once all your planned burns have been entered letting them know you are ready for the permits or you should have them entered by your previously agree to deadline date when you previously sent them a list. Providing your Agency Subunit name you are using will be necessary.*

Burn permit activation and burn notifications*? Rx burn permit activation is done differently around the state. You would continue to use whatever method you have in the past (i.e. internet, 800 phone number, etc) or other new method if directed by your local Forestry office. Notifying Forestry of your burn has also been done differently around the state in the past. This year and in the future, notification will be accomplished by activating your permit and changing the burn date in the reporting module to the same date the permit will be or is activated. If either of these are NOT completed, the Burn Boss will likely receive a call from Forestry regarding the inconsistency of the permit activation and/or reporting module date. As mentioned above, the date of the burn should be set in the reporting module either the day before or by 08:30 the morning of if possible.* ***The activation AND reporting entry having the same date/time will constitute as burn notification.*** *Forestry will see these in the Fire Module and will use these for MNICS daily activity reporting.*

For those of you that used to physically call Forestry as burn notification, it will no longer be needed but you can discuss continuing the calls in the event they may have staff available to help or wish to pass on other useful information.

Forestry review of new burn plans? *This should be done as you have in the past unless otherwise directed by your local Forestry office or new policy. Once the new plans are reviewed, you may enter them in the Rx reporting module. In the future, there may be a mechanism built into the reporting application that will allow you to enter the new burn, signify that it's new and needs reviewing and attach the new burn plan to the specific entry.*

Permission to access the Rx Reporting Application? *If someone needs permission to access this application, please use the following link* Prescribed Fire Module permission *to the application form on the DNR intranet site. Fill out the electronic form completely, select the Prescribed burn reporting module only, select the Forestry areas (RAN#) you want or need access to, check the Affirmation box and click submit request. You should have access within a few days of submitting the application. A map of the Forestry Areas and their numbers can be found here.*