



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

**Instructions for Completing, Submitting, and Processing the
Application For Open Burning Exception For Fire Fighting Instruction**

(In cooperation with the Office of the State Fire Commissioner/Pennsylvania State Fire Academy)

This Application provides the Department of Environmental Protection (DEP), Bureau of Air Quality with the necessary information to review and approve requests for open burning exceptions for the purpose of fire fighting instruction by emergency service organizations in accordance with Departmental regulations found at 25 Pa. Code §129.14(c)(2):

(c) Exceptions. The requirements of subsections (a) and (b) do not apply where the open burning operations result from:

(2) Any fire set for the purpose of instructing personnel in fire fighting, when approved by the Department.

The Department must receive prior written notice of the training being conducted, whether it is at an "acquired" structure, a permanent fire fighting structure or site, or some other form of fire fighting instruction involving open fire.

Failure to submit an Application for Open Burning Exception for Fire Fighting Instruction may result in enforcement action including the assessment of civil penalties.

Any questions about this application or the open burning exception for the purpose of fire fighting instruction should be directed to the DEP Air Quality Program Office for the county in which the training is scheduled to take place:

Counties: Bucks, Chester, Delaware, Montgomery, please contact:

DEP Air Quality Program Office 484-250-5920
2 East Main Street FAX: 484-250-5921
Norristown, PA 19401-4915

Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, Wyoming, please contact:

DEP Air Quality Program Office 570-826-2511
2 Public Square FAX: 570-826-2357
Wilkes-Barre, PA 18711-0790

Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, York, please contact:

DEP Air Quality Program Office 717-705-4702
909 Elmerton Avenue FAX: 717-705-4830
Harrisburg, PA 17110

Counties: Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Unon, please contact:

DEP Air Quality Program Office 570-327-3745
208 West Third Street St., Suite 101 FAX: 570-327-3420
Williamsport, PA 17701

Counties: Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland, please contact:

DEP Air Quality Program Office 412-442-4161
400 Waterfront Drive FAX: 412-442-4194
Pittsburgh, PA 15222

Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, Warren, please contact:

DEP Air Quality Program Office 814-332-6940
230 Chestnut Street FAX: 814-332-6117
Meadville, PA 16335-3481

A. Submittal and Approval Process for Use of an Acquired Structure for Fire Fighting Instruction: Emergency service organizations may use “acquired” structures for the purpose of developing competency and proficiency in fire suppression and structural rescue skills if they file this form and receive prior written approval from the Office of the State Fire Commissioner (OSFC)/Pennsylvania State Fire Academy (PSFA) and from the DEP. **The completion, submittal, and approval of this entire Application is required when using an acquired structure.**

This will help insure:

- that the demolition of the acquired structure by setting a fire is for the sole purpose of fire fighting training.
- that the training being conducted is either a registered PA State Fire Academy course or is other training accepted by PSFA. **Please note: If the training session will be conducted on the interior of an acquired structure, the training must be a registered PSFA course.**
- that the instructors are approved by the PA State Fire Academy and are trained and competent in fire suppression and structural fire rescue training.
- that the reporting requirements of the Asbestos NESHAP regulation are met for the demolition of a subject facility by intentional burning.
- that the environment of the Commonwealth is protected.

An emergency service organization wishing to conduct fire fighting training in an acquired structure shall complete the following steps. **All organizations must complete and submit the DEP forms discussed in steps 3 and 4.**

1. **If the training is a PSFA course**, complete and submit a “*Local Level Course Application*” to an Educational Training Agency that services the county where the acquired structure is located. This application is available by calling the PSFA at 1-800-459-4096 (outside PA 717-248-1115) and requesting the application. It may also be downloaded from the Office of the State Fire Commissioner’s website (<http://www.osfc.state.pa.us>). This application should be submitted to an Educational Training Agency servicing the county in which the training will occur **at least 45 days before the anticipated training date(s)**.
2. **If the training is NOT a PSFA course**, do not submit a “Local Level Course Application”, but do provide complete details about the training in part 6 of the **DEP Application for Open Burning Exception for Fire Fighting Instruction** (see step 3). **Please note: Any training sessions on interior structural fire fighting must be conducted through a registered PSFA course.**
3. Complete and submit the entire **DEP Application for Open Burning Exception for Fire Fighting Instruction** to the PSFA Field Supervisor responsible for the county where the acquired structure is located (see list below). To insure timely processing of the request and to avoid a possible delay of the scheduled training, the application should be submitted to the appropriate PSFA Field Supervisor **at least 45 days before the anticipated training date(s)**. This 45-day timeframe is necessary to provide sufficient time for OSFC/PSFA and DEP staff to review the application, conduct the site inspection, and for the emergency service organization to receive written responses from PSFA and DEP.

Eastern PSFA Region Counties: Berks, Bradford, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, Wyoming

Robert Bechtel
PSFA
1150 Riverside Drive
Lewistown, PA 17044-1979

1-800-459-4096 Extension 102
Outside PA – 717-248-1115
FAX: 717-248-3580
robbechtel@state.pa.us

Central PSFA Region Counties: Adams, Bedford, Blair, Cambria, Centre, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Somerset, Sullivan, Tioga, Union, York

Gary Rickenbach
PSFA
1150 Riverside Drive
Lewistown, PA 17044-1979

1-800-459-4096 Extension 103
Outside PA – 717-248-1115
FAX: 717-248-3580
grickenbac@state.pa.us

Western PSFA Region Counties: Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, Warren, Washington, Westmoreland

William Ruth
PEMA Western Area Office
276 Stormer Road
Indiana, PA 15701

724-357-0103
FAX: 724-357-2992

wruth@state.pa.us

The PSFA Field Supervisor will review the submitted **DEP Application for Open Burning Exception for Fire Fighting Instruction** for the PSFA Course Title or type of training to occur and the Lead Instructor. If the Lead Instructor is approved to teach this type of instruction and the course is duly registered, the PSFA Field Supervisor will approve the application.

The PSFA Field Supervisor will forward the application to the appropriate DEP Air Quality Program Office.

4. Complete and submit the **Asbestos Abatement and Demolition/Renovation Notification Form** (DEP Form 2700-FM-AQ0021) to DEP with a copy to the U.S. EPA at the following addresses. It is recommended that this be done at the same time as the form in item 1 is submitted to the PSFA Field Supervisor. **Please print or type the words "Fire Fighting Training" in box 1 on the Asbestos Abatement and Demolition/Renovation Notification Form.**

DEP Regular Mail

DEP Overnight/Express Mail/Hand Delivery

U.S. EPA

Asbestos Notification
DEP Bureau of Air Quality
PO Box 8468
Harrisburg PA 17105-8468

Asbestos Notification
DEP Bureau of Air Quality
400 Market Street – 12th floor
Harrisburg PA 17101

Asbestos NESHAP Coordinator (3WC32)
U.S. EPA Region III
1650 Arch Street
Philadelphia PA 19103-2029

The DEP Air Quality Program staff will review the **DEP Application for Open Burning Exception for Fire Fighting Instruction** and the **Asbestos Abatement and Demolition/Renovation Notification Form**, make a site visit if appropriate, and if all necessary information is complete, issue a letter approving the application.

- B. Training in or at a Permanent Fire Fighting Structure or Site:** The administrator of a permanent fire fighting structure or site shall provide notice, in writing, of the burn schedule to the DEP Air Quality Program Office for the county in which the site is located (see list on page 1 of these instructions) prior to the start of the training season. The written notice shall include the dates of the burn days and type of burns to be conducted for the season. The administrator of a permanent fire fighting facility may use this form if desired to fulfill the requirements to provide notice to the DEP Air Quality Program by completing items 1 through 4f and attaching a complete list of burn days and types of burns. The DEP Air Quality Program Office shall be notified in writing of changes to the schedule **at least ten (10) business days before the planned training will take place.**
- C. Submittal and Approval Process for other forms of Fire Fighting Instruction involving open fire:** Emergency service organizations conducting other forms of training using open fire for the purpose of developing competency and proficiency in fire suppression shall complete items 1 through 4 of the **DEP Application for Open Burning Exception for Fire Fighting Instruction** and submit the application to the DEP Air Quality Program Office for the county in which the training is scheduled to take place (see list on page 1 of these instructions) **at least ten (10) business days before the planned training.** The DEP Air Quality Program staff will review the application and notify the applicant in writing of their decision.
- D. Fire Extinguisher Training:** Fire extinguisher training requires only a phone call to the appropriate DEP Air Quality Program Office **at least ten (10) business days before the training, no written notice.**

Failure to submit an Application for Open Burning Exception for Fire Fighting Instruction may result in enforcement action including the assessment of civil penalties.

Instructions for Completing the DEP Application for Open Burning Exception for Fire Fighting Instruction: All information placed on the Application **must be typed or printed except for signatures.**

1. Applicant Information – The name of the person applying for the exception must be printed on the first line. Your daytime telephone number, your title, the organization you represent, and your address and zip code must be entered on the appropriate lines. The Applicant **must** sign the application on the second line.
2. If other organizations will be participating in the fire fighting training, they must be listed on the application.
3. The name of the person who will have overall control of the fire fighting training must be listed, including their daytime telephone number, address, and zip code. If this is the same person as in 1, you may put “same”.
4. Site Information – The following information **must** be listed in the appropriate spaces on the Application.
 - a. The street address and town of the site where the fire fighting instruction will take place.
 - b. Clear and concise directions to the fire fighting training site.
 - c. The date(s) and time(s) that the training will be conducted.
 - d. What type of structure is to be burned? If other, please describe.
 - e. The distance to the nearest neighboring structure and the neighboring structure’s type.
 - f. The name of and distance to the nearest stream or body of water.
 - g. The name of the owner of the structure to be burned, their daytime telephone number, address, and zip code. The owner **must** sign and date the Application where indicated.
5. Asbestos Abatement Information –
 - a. Has the original Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-AQ0021) been submitted to DEP, with a copy to the U.S. EPA? If so, on what date was it submitted?
 - b. If **not**, the original signed Asbestos Abatement and Demolition/Renovation Notification Form **must** be submitted to DEP, with a copy to the U.S. EPA, for each and every acquired structure, *at least 10 working days* prior to the date of the fire fighting training. However, to insure timely processing of the Application for Open Burning Exception for Fire Fighting Instruction and to avoid a possible delay of the scheduled training, the Department recommends that the Asbestos Abatement and Demolition/Renovation Notification Form be submitted to DEP at the same time as the DEP Application for Open Burning Exception for Fire Fighting Instruction is submitted to the PSFA Field Supervisor. *Please write the words “Fire Fighting Training” in box 1 of the Asbestos Abatement and Demolition/Renovation Notification Form.*

Notice: An Asbestos Abatement and Demolition/Renovation Notification Form must be submitted for each and every structure acquired or used for fire fighting training, regardless of type of structure. A certified building inspector trained in asbestos inspection must inspect the structure. Blocks 10, 25, and 26 of the Asbestos Abatement and Demolition/Renovation Notification Form must be completed and signed.
 - c. A written statement signed by the owner or operator of the structure must be attached to the Application for Open Burning Exception for Fire Fighting Instruction. This statement must either identify what asbestos-containing material (floor tile, roofing, etc.) is present and state that all asbestos-containing material will be removed and properly disposed of before the fire fighting training takes place, or state that there is no asbestos-containing material in or on the structure.
6. State Fire Academy Information – The following information is required for review and approval of the Application by the OSFC/PSFA Field Supervisor.
 - a. The Fire Chief must sign and date the Application for Open Burning Exception for Fire Fighting Instruction.
 - b. Print the name of the Lead Instructor (PSFA course) or trainer (non-PSFA course) and his/her daytime telephone number. If the organization is hosting a PSFA course and is not sure who will be the Lead Instructor, they should contact an Educational Training Agency supporting their county and request a Lead Instructor. This will require that the PA State Fire Academy’s “Local Level Course Application” be submitted to an Educational Training Agency before filing the Application for Open Burning Exception for Fire Fighting Instruction (see Step 1 under Part A. Submission and Approval Process for Use of an Acquired Structure for Fire Fighting Instruction).
 - c. Indicate if all notifications have been made to the local or state police, neighbors, 911 center, and utilities.
 - d. List the combustible materials and quantities to be used to ignite the training fires.
 - e. List the type of training (non-PSFA course) or the PSFA course title of the class being conducted, e.g. “exposure protection”, “handline practice”, or Structural Burn Session, and justification for the training.



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APPLICATION FOR OPEN BURNING EXCEPTION FOR FIRE FIGHTING INSTRUCTION

Please see the attached instructions for completing, submitting, and processing the Application for Open Burning Exception for Fire Fighting Instruction for assistance in filling out this form. You may either mail or fax the Application to the appropriate office. Always confirm receipt of faxes.

1. Name of Applicant (Print): _____ Phone No: _____
 Applicant's Signature: _____ Title: _____
 Representing: _____ (Name of Training School, VFD, etc.)
 Mailing Address: _____ Zip Code: _____
2. Name of other participating parties: _____

3. Name of person in charge: _____ Phone No. _____
 Mailing address: _____ Zip code: _____
4. a. Street address and town of site: _____
 b. Directions to site (from nearest major crossroads): _____

 c. Date(s) and time(s) of training: _____

 d. Type of structure to be burned: Commercial Industrial Institutional/Residential Public Other
 If other, please describe: _____
 e. The distance from proposed burning site to nearest neighboring structure is _____ feet.
 Nearest structure is: Residential Commercial Industrial Institutional Public
 f. The name of and distance to nearest stream or body of water: _____
 g. Name of owner of structure/burn site: _____ Phone No: _____
 Mailing address of owner: _____ Zip code: _____
 Owner's signature: _____ Date: _____
5. A completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-AQ0021) must be submitted to DEP, with a copy to the U.S. EPA, for each and every acquired structure (including residential structures) to be used in the fire fighting training *a minimum of ten working days prior to the scheduled date of the fire fighting training*. However, to insure timely processing of the Application for Open Burning Exception for Fire Fighting Instruction and to avoid a possible delay in the scheduled training, the Department recommends that the Asbestos Abatement and Demolition/Renovation Notification Form be submitted to DEP at the same time as the Application for Open Burning Exception for Fire Fighting Instruction is submitted to the PSFA Field Supervisor. **Please print or type the words "Fire Fighting Training" in box 1 of the Asbestos Abatement and Demolition/Renovation Notification Form to assist in proper processing of the form.** A certified building inspector trained in asbestos inspection must inspect the structure.

5. a. Has a completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form been submitted to DEP, with a copy to the U.S. EPA? Yes No If yes, Date Submitted: _____
- b. If an Asbestos Abatement and Demolition/Renovation Notification Form for the acquired structure has **not** been submitted, submit the completed, original, signed Asbestos Abatement Form to DEP and the copy to U.S. EPA at these addresses:

DEP Regular Mail

Asbestos Notification
 DEP Bureau of Air Quality
 PO Box 8468
 Harrisburg, PA 17105-8468

DEP Overnight/Express Mail/Hand Delivery

Asbestos Notification
 DEP Bureau of Air Quality
 400 Market Street – 12th
 Harrisburg, PA 17101

U.S. EPA

Asbestos NESHAP Coordinator (3WC32)
 U.S. EPA Region III
 1650 Arch Street
 Philadelphia, PA 19103-2029

- c. **A written statement signed by the owner or operator of the structure that identifies the asbestos-containing material (or lack thereof) and a guarantee of its removal and proper disposal must be attached to this form.**
6. This fire fighting training activity must be either part of the PSFA local level training program, or if not a PSFA course, accepted by the PSFA.

a. Responsible Fire Chief's signature: _____ Date: _____

b. Name of Lead Instructor or Trainer (Print): _____ Telephone No.: _____

c. Local/state police notified? Yes No Neighbors notified? Yes No
 911 Center notified? Yes No Utilities notified? Yes No

d. Note all combustible materials and quantities to be used during the training. List the number of fires to be set using each type of combustible for each fire fighting training exercise:

e. Specific type of training to be conducted (or PSFA Course Title) and justification for training:

When the fire fighting instruction is concluded, all fires must be completely extinguished. It shall be the building owner's responsibility to properly demolish and dispose of the remains.

This open burning exception is valid only for the dates specified on the application.

FOR OSFC USE ONLY

Approved Disapproved

PA State Fire Academy Representative Signature: _____ Date: _____

The open burning exception is not valid without approval by the DEP. See 25 Pa. Code §129.14(c)(2).

FOR DEP USE ONLY

Approved Disapproved

Reviewed by: _____ Date: _____

Failure to submit an Application for Open Burning Exception for Fire Fighting Instruction may result in enforcement action including the assessment of civil penalties.