



UTAH SMOKE MANAGEMENT SYSTEM OVERVIEW

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The following describes the basic layout and general functionality of the Utah Smoke Management System (Utah SMS) for the Utah Division of Air Quality (DAQ).

Public Pages

The public has limited access to see both requested and approved burn requests.

- **Home** – General and contact information.
- **Map** – Public burn requests. Once a burn is submitted to Utah, the public can view its location on the map and click the burn for basic details.

Burn Management Pages and Process

Once logged in, a user can access the entry, review, and submittal pages. Functionality is determined by that user's permission level, which can range from read-only to edit and submit. All users will see the following pages.

Burn Entry and Review Pages (Forms)

- **Burn Projects (Form 2)** – The entire project form. A burn project can span multiple years, and it can have multiple pre-burns and many individual burn requests, accomplishments, and documentation forms.
- **Pre-Burns (Form 3)** – Proposed yearly activity for the project. Provides more detailed information for the burn project for the given year. A pre-burn must be renewed and if necessary revised for use for each year. Revision can occur during the year if changes are necessary.
- **Burn Requests (Form 4)** – A single or multi-day burn request. This is where an actual burn is scheduled, requested, and must receive final approval from the DAQ Director before ignition.
- **Accomplishments (Form 5)** – Following completion of a burn request, details from the burn must be recorded and submitted. Itemized burn fuels now calculate automatically as inputs are entered into the system.

- **Burn Documentation Manager (Form 9)** – Additional form with observations required for de minimis burns and observations optional for non-de minimis burns.

Forms not listed here are now integrated process steps. Functionality such as pre-burn renewal and revision integrates some of the changes, corrections, and yearly carryover previously managed by additional PDF forms.

Process for Burn Forms

All burn forms follow a submittal and approval process, each step with its own Status indicator. This process allows drafting of a form and basic review by DAQ. The Burn Request (Form 4) also includes a step in the process where the DAQ Director performs final approval and grants the burner the ability to proceed with burning.

Process Statuses

Default

1. **Draft** – Entry on a form has begun but is not complete or has not been submitted for review. Forms with this status are only visible to the burner and the burner’s agency/unit.
2. **Under Review** – The form has been submitted to DAQ and is under review.
3. **Revision Requested** – DAQ has requested a modification to the submitted form.
4. **Approved** – DAQ has approved the form.
5. **Disapproved** – DAQ will not approve, even with revision.

Burn Request (Form 4)

1. **Draft** – Entry on the Burn Request form has begun but is not complete or has not been submitted for review. Forms with this status are only visible to the burner and the burner’s agency/unit.
2. **Under Review** – The form has been submitted to DAQ and is under review.
3. **Revision Requested** – DAQ has requested a modification to the submitted form.
4. **Pending Approval** – DAQ has accepted the burn request and recommended it to the DAQ Director for final approval.
5. **Approved** – The DAQ Director has approved the request to burn.
6. **Disapproved** – DAQ will not approve, even with revision.