

Memo

To: Oregon Department of Forestry

From: Oregon Department of Environmental Quality

Date: April 7, 2022

Subject: Open Burn Referrals

Occasionally, ODF responds to an open burning incident that appears to be in violation of OAR 340-264 and refers the situation to DEQ. In an effort to create a streamlined and consistent approach to how ODF refers potential open burning violations to DEQ, it is recommended the following steps are followed.



State of Oregon
Department of
Environmental
Quality

**Open Burning and
Smoke Management**

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- Gather as much of the following information as possible:
 - Date and time of incident
 - Location/address of incident
 - Potentially responsible party if known along with any available contact information
 - Type of burn and materials involved
 - Prohibited materials include wire insulation, plastic products, rubber products, clothing, animal remains, treated wood, furniture, automobile parts, carpet, asphaltic materials, decomposable garbage, tires, petroleum products
 - Estimated volume of material being burned
 - Any other observations about the burn and relevant information related to past incidents at the same location or with the same person(s)
 - Contact name and information for ODF
- Once all information has been gathered, use the online complaint system (<https://www.oregon.gov/deq/Get-Involved/Pages/File-Pollution-Complaint.aspx>) to file a complaint. Using the online system enables regional staff to prioritize workload and address urgent situations, as well as serves as the primary documentation for Burning complaints.
 - Attach any photos of the incident or a copy of the response notes and any other supporting materials.
- When a complaint is submitted, DEQ's Intake Specialist will review the information and assign it to the appropriate staff member based on location. That staff member may reach out to request additional information or coordinate further with ODF.