

<b>College Procedure:</b>	<b>304.14 – Open Burning Permit</b>
<b>Policy Reference:</b>	<b>304 – Campus Safety and Security</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>6/14/2010</b>

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

A controlled burn or a training fire may be required on campus property. During such events certain rules must be adhered to in conjunction with the Linn County Public Health Department, the Linn County Sheriff's Department, the Eastern Iowa Safety Office, the Ely Fire Department and the Cedar Rapids Fire Department.

## The Procedure

An Open Burn Permit is required for all controlled burns and/or training fires from Linn County Public Health. When conducting a burn, the Fire Attendant **must** have the valid Open Burning Permit in their possession and be on site. Wind speed will be considered at each specific site before starting the burn. Adequate fire extinguishing equipment to control the fire is required. The Fire Attendant must have a cell phone and provide the phone number to Facilities. A campus radio is also required. The Fire Attendant or their designee listed on the permit is responsible to see that these items are met.

The fire must be constantly attended by the responsible person until the fire is extinguished. This person shall be knowledgeable in the use of the fire extinguishing equipment and familiar with the Linn County Open Burning Permit Requirements. Once the burn is completed, the Fire Attendant, or their designee listed on the permit, must check the entire site to ensure there are no burning or smoldering embers. Once this is done, the Fire Attendant, or designee needs to contact Facilities, M-F 8 a.m. – 5 p.m., and advise the site has been checked and the burn is completed. Outside of these hours, Campus Security should be contacted at 319-389-1774.

### To Obtain a Permit:

- You must do the following a minimum of four days in advance:
  - Complete a request for an Open Burn Permit, either by calling Linn County Public Health Department at 319-892-6000, or completing a form on-line at

<http://www.linncleanair.org/Open-Burning/Burn-Permitting.aspx>. To check the status of a permit, go to <http://www.linncleanair.org/Open-Burning/Default.aspx>.

- The following information is required:
  - Name, address, phone #, burning address, name of Fire Attendant, permit start date, duration of permit, material to burn.
  - 30 day permits are \$5, annual permits are \$20. When your permit is received an invoice will be attached.
- A minimum of one hour prior to the time of the burn or training fire, you must provide a copy of the permit to Facilities.
- Facilities will make a copy of the permit and contact the relevant parties which may include the following:
  - Campus Security 319-389-1774
  - Linn County Sheriff's Department 319-398-3911
  - Cedar Rapids Fire Department 319-286-5491
  - Eastern Iowa Airport Safety Officer 319-366-2246
  - Transamerica Security Operations Center 319-355-7710
  - Ely Fire Chief 319-848-4000

## References

- **Linn County Ordinance # 9-7-2018, 10-63 Open Burning.**  
[https://library.municode.com/ia/linn\\_county/codes/code\\_of\\_ordinances?nodeId=PTICOR\\_CH\\_10EN\\_ARTIIIQU\\_S10-63OPBU](https://library.municode.com/ia/linn_county/codes/code_of_ordinances?nodeId=PTICOR_CH_10EN_ARTIIIQU_S10-63OPBU)

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change

1	6/14/2010	Tom Kaldenberg, Vice President, Facilities & Security	
2			New template 6/5/2018
3			Procedure template 9/4/2019