

Burn Portal User Guide

Outline

This document aims to guide multiple types of users through the primary workflows of the State of Washington’s Department of Natural Resources’ (DNR) Burn Portal. Please review the table of contents below to find the section for the type of user you are and what you need help in accomplishing.

If you are seeking help for something that is not covered in this guide, please email dnrburnportal@dnr.wa.gov to request immediate help and/or for this document be updated to include more information for what you are trying to achieve.

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Logging in with SAW (Public Users)

[Secure Access Washington \(SAW\)](#) is a self-hosted authentication and authorization service provided by the State of Washington's [WaTech](#). This service allows public users and other agencies to create a user profile that can provide a Single Sign-On (SSO) across all publicly available applications provided by the State.

To log in to the Burn Portal, you must have a SAW account. Review the steps outlined below to get started.

1. Navigate to <https://burnportal.dnr.wa.gov>
2. Click the **LOGIN** button on the right side then click **SAW**
 - a. The first time you visit the site, you will be prompted to create a SAW account. Already have a SAW account? Skip to step 14.
3. On the SAW site, click **Sign Up!** and complete the account application prompts
4. You will receive a confirmation email (this may take up to 15 minutes). Click the link in the email to activate your account.
5. A message will pop up. Click **LOGIN**.
6. Click the red button that says **ADD A NEW SERVICE**
7. Click I would like to browse a list of services
8. Scroll down and click **Department of Natural Resources**
9. Click the green **APPLY** button next to **BURN PORTAL**
10. You will see a message that reads **REGISTRATION COMPLETE**. Click OK
11. Click the blue Burn Portal link
12. Click **CONTINUE**
13. You will be navigated back to the Burn Portal and land on your Burn Portal profile page
14. See the [SAW Profile](#) section for more information on completing your profile

After completing the above steps, you have successfully signed up and set up both your SAW and Burn Portal user accounts. Your username and password are not accessible to or stored in the Burn Portal.

If you have previously applied for and received Burn Permits, data from 2014 on has been migrated into the system. Check out the [Accessing My Data](#) section for **Private Landowner** to find out more.

Logging in with ADFS (DNR Users)

DNR staff that will interact with the Burn Portal from a data management side will log in with [Active Directory Federation Services \(ADFS\)](#). When logging in, you will use your same username and password you use to log in to your computer. Your username and password are not accessible to or stored in the Burn Portal.

1. Navigate to <https://burnportal.dnr.wa.gov>
2. Click the **LOGIN** button on the right side then click **DNR**
3. You will be navigated to a log in portal for DNR
4. Enter your username and password then click **Sign in**
5. Once successfully authenticated, you will be navigated back to the Burn Portal where you will land on your Burn Portal profile page
6. See the [DNR Profile](#) section for more information on completing your profile

After completing the above steps, you have successfully set up your Burn Portal user account. You can now be assigned applications to review.

User Profile

All users must update their profile before they can fully use the system. Depending on the type of user you are, you will be presented with some different options. At minimum, you must set your **Preferred Contact Method**.

SAW Users

For all SAW users, you must set your **Person Type**. Additionally, you will need to provide one or more Addresses and Phone Numbers. These are required for completing Permit Applications.

1. Click **Show 0 Addresses** to open the address list
2. Add one or more Addresses
3. Do the same for Phone Number(s)
4. Click **SAVE**

DNR Users

For all DNR users, you must set your **Region**. Additionally, you will need to provide one or more Phone Numbers. These are required for you to Issue Permits.

1. Click **Show 0 Phones** to open the address list
2. Add one or more Phone Numbers
3. Click **SAVE**

Private Landowner

If you are applying to burn material on your own property, you are considered a Private Landowner. If you are burning on someone else's behalf, you must register as an Agent in the Burn Portal.

Alert Preferences

You can configure in your Profile how you prefer to be alerted for a select set of system alerts. Some system alerts are not configurable as they are required by DNR to be sent to you in order to facilitate a review or to notify of critical events; such as Permit Denial, Revocation, Burn Request Denial, etc.

Accessing My Data

The Burn Portal has permit and related data dating back to 2014, which allows burners and DNR to find historical and existing data.

Permits

To find your Permits and Applications:

1. In the navbar, click the **Permits** dropdown
2. Click **My Permits**

This page contains a table of all the Applications and Permits known to relate to your profile. If you do not see any data or there is some data missing, please contact dnrburnportal@dnr.wa.gov. It is likely that the data is available but needs to be merged into your new user profile.

Burn Requests

To find your Burn Requests:

1. In the navbar, click the **Burn Requests** dropdown
2. Click **My Requests**

This page contains a table of all the Burn Requests known to relate to your profile. If you do not see any data or there is some data missing, please contact dnrburnportal@dnr.wa.gov. It is likely that the data is available but needs to be merged into your new user profile.

Applying for a Permit

Applying for a Permit can now be completed 100% online. You can still download and print a .PDF version to manually complete then mail or walk in.

The Permit Application contains multiple sections about the area you are burning, whose property the burn will occur on, and information about what is being burned. The sections will guide you through what is required.

To apply for a Permit:

1. In the navbar, click the **Permits** dropdown
2. Click **Apply**
3. You will be asked whether you are burning debris from an unimproved property or not. Click **Yes**
4. You will be navigated to the online Permit Application form
5. Complete the form based on your burn requirements

Signing Your Application

You must electronically sign the application before you can pay for and submit your applications. This electronic signature replaces the need for you to physically sign the application as previously required. This signature is encrypted and secured to represent your identity digitally.

To sign the application:

1. Ensure you've completed the application with all required data
2. Expand the **Certification & Signature** section
3. Click the **VALIDATE AND SIGN** button
4. You will be navigated to the site **DocuSign** where your application data is mapped into the digital version of the paper application
5. Review the data is correct
 - a. If the data is not correct, use the Previous Page / Back control of your browser or choose to Finish Later or Cancel the signing ceremony in the Actions menu of DocuSign
 - b. Once you are back in the Burn Portal, viewing your digital application, review the sections to ensure the data that was incorrect in DocuSign is correct in the Burn Portal. If it is also incorrect in the Burn Portal, update it to the correct information, then attempt to sign again.
 - c. If you confirm the data is correct in the Burn Portal and confirmed it is incorrect in DocuSign, contact dnrburnportal@dnr.wa.gov providing a detailed outline of what data is incorrect, the application number, and your user information.

6. If the data is correct, click the **FINISH** button at the top, the **START** button on the left-hand side or scroll to the signature section
7. Click the **Sign** button to create and save a digital signature
8. Click the **FINISH** button at the top, then you will be navigated back to the Burn Portal
9. Review the post signature information and next steps

Paying for and Submitting Your Application

Before you can be issued a Permit, your application must be reviewed and approved by DNR.

To pay for and submit your application:

1. Once you've completed your application, you must pay for it in order to submit it for review where it will be approved or denied by a DNR staff member.
2. Navigate back to **My Permits**
3. Click **CREATE NEW ORDER**
4. Checkboxes will appear next to each row in the table
5. Choose one or more of the applications you wish to pay for and submit for review
6. Click **ADD PERMIT TO ORDER**
7. A dialog will display asking if you wish to **Pay Now** or close the dialog
8. Click **Pay Now** to be navigated to **The Pay Place** to pay for the application(s)
9. Click **Close** to close the dialog to pay later
 - a. If you pay later, you must go to **Permits -> Orders** in the navbar then find the Order you wish to pay for
 - b. Click the **Pay** button for the order to be navigated to another website to pay for the application(s)

Once the application(s) are paid for, they will be submitted and the appropriate DNR staff will be notified.

Requesting to Burn

Once you have a Permit issued, you may have to submit a Burn Request. This may be because the estimated tonnage you are burning exceeds the maximum allowed to burn without a Burn Request, or the conditions of your Permit require you submit a Burn Request.

To create a Burn Request:

1. In the navbar, click **Burn Requests** then click **New**
2. Enter the **Permit Number** for the Permit you are issued for the burning you wish to conduct then click **Find**
 - a. Alternatively, you can navigate to your Permit in your **My Permits** table, then click **New Request** under the Permit Number at the top of the Application/Permit page
3. Complete the Burn Request form then click **Save**

Once you've created your Burn Request, you have an opportunity to review the Permit, its conditions and your Burn Request information before submitting the request. Once you've confirmed the information is correct, click **Submit**. A DNR staff member will be notified of your request and will review it.

You can cancel your Burn Request if conditions change and you no longer wish to burn.

Post Burn

To submit a digital Post Burn Data, you must have a SAW account. If you applied in person or by mail, and/or called in your Burn Request, you can still digitally submit this information once you have a SAW account then log in to the Burn Portal.

You will be prompted in certain portions of the Burn Portal to submit your Post Burn data on subsequent visits to the Burn Portal after an Approved Ignition Date for one or more Burn Requests. You will also be sent an email reminder after a few days if you have not submitted any Post Burn Data.

The Post Burn data form is based on the type of burn you were approved for. Whether you burned or not, you must submit Post Burn data. If no burn was conducted, you can enter zeroes in the required fields and provide a comment as to why you did not burn.

All Post Burn submissions require the Burn Date, the Ignition Duration, and Burn Time (if an actual burn was conducted). If both burn types were chosen on the Permit Application, the combined required fields are required. There are also optional fields you can provide data for.

Industry/Agent Burner

Industry/Agent users are higher privileged Landowners. Please review the [Private Landowner](#) section for other details related to your profile. However, they must be verified in the system by a DNR staff user. These users may have an agency to burn for people in their area or they may work for a company that conducts burning at an industrial level.

Verification

In order to be fully authorized to access the Burn Portal as an Agent user, you must submit a verification request through the system. The request will alert DNR to reach out to you to verify your identity, then grant or deny your request.

To request verification:

1. Navigate to your Profile
2. Search for and choose your Agency
 - a. If cannot find your agency, click the link below the input to send an email to DNR requesting your Agency be added
3. Once the Agency is chosen, save your profile

Once a DNR staff member verifies your agency status, you will be authorized to apply for and manage burn data on behalf of other landowners.

Manage People

Some agencies apply and manage Burn Permits on behalf of Private Landowners. To reduce the data management burden on DNR, these users will have the ability to create and manage Landowner Person data in the system. This allows Agents to apply and manage burn information on behalf of a Landowner.

Applying for a Permit

Applying for a Permit will be nearly identical to how a [Private Landowner applies](#). However, when populating the **Applicant Info Section**, you will have to search for and choose the Landowner name then choose the correct Address and Phone from their profile. If they do not have the Address or Phone you need, or any at all, a link should be available to take you to their profile where you can enter that information.

Requesting to Burn

See [Requesting to Burn](#).

Government Agency User

If you are part of another department for the State of Washington or work for another government agency altogether, you will follow modified workflows in the Burn Portal. In order to fully use the Burn Portal, you must be verified you are who you say you are. To be verified, see the [Verification](#) section.

Applying for a Permit

Applying for a Permit will be nearly identical to how a [Private Landowner applies](#).

Submitting your Application

You will not have your Permit Applications subjected to DNR Review nor will you follow the same financial workflow. This allows you to quickly enter information regarding your agency's burn activity into the system in order to enter other data, such as Burn Request and Post Burn.

Once a Permit is completed and is valid, you can click the Submit button at the bottom of the application. Once submitted, the Permit Application is automatically Approved and Issued.

DNR will invoice your agency at a later date for all issued permits.

Requesting to Burn

See [Requesting to Burn](#).

DNR User

If you are a DNR staff member and work for the Wildfire division, you will likely be using the Burn Portal to help enter and manage burn data.

Reviewing an Application

When you are assigned to conduct a Permit Review, you are expected to read over all the information recorded on the application. When you've completed your review, it is expected you will record your review in the **Application and Permit Status** section. There are multiple status options to choose from as well as additional controls to designate site visits, status visibility, and assigning to another DNR user.

The review process can iterate through multiple statuses and people, depending on what's needed for the review. You can record a comment that will be visible only to internal users or will be visible to the applicant.

Issue a Burn Permit

Once a Permit Application is Approved and Conditions are configured, the Burn Permit can be Issued. To issue the Burn Permit, a **Valid Date** must be set. At this time, the Expiration Date is auto calculated as being one year after the Valid Date and cannot be changed directly.

Once a Valid Date is chosen, click **Issue Permit** to be navigated to DocuSign where you can review the generated Burn Permit then digitally sign it. Once signed, you will be navigated back to the Burn Portal to confirm the signature. At this point, the Landowner will be notified to sign their Burn Permit, if they applied online.

Extend/Suspend/Revoke a Burn Permit

There may be times where a Burn Permit will have to have its Expiration Date modified.

Extending a Burn Permit allows you to modify the Expiration Date to be a different date than what was auto calculated. Once the extension is recorded, a notification will be sent to the applicant and a new status recorded in the Status History table.

Suspending a Burn Permit allows you to temporarily restrict the Burn Permit from being a valid reference for Burn Requests. You can set a Start Date, End Date, or both depending on the needs of the Suspension. Once the extension is recorded, a notification will be sent to the applicant and a new status recorded in the Status History table. You can also manually end the Suspension at any time.

Revoke a Burn Permit allows you to permanently restrict a Burn Permit from ever being used as a reference for a Burn Request. You can also undo the revocation in the event it was enacted in error.

Apply on Behalf of a Landowner

Paper Permit Applications will still be submitted either via mail or walk-ins to Region offices. In these cases, DNR staff can create a Permit Application on behalf of an applicant. You must enter in the information from the paper Permit Application into a new digital Permit Application. Since the applicant is walking/mailing in a paper Permit Application, they must physically sign it, then you will scan it then upload it in the Signature section in lieu of a digital signature.

For their Permit Application(s) to be submitted, a Permit Order is required. At this time, only Cash and Check are accepted for mail in and walk in Permit Applications. You will create their Permit Order and record the payment information (see [Paying for and Submitting Your Application](#)). The Permit Application will then follow the same Permit Review process as an online Permit application.

When Issuing a Burn Permit for a Permit Application created by DNR, the Landowner will not sign the Burn Permit in DocuSign.

Reviewing a Burn Request

Similar to the Permit Application review, DNR users can iterate through multiple statuses and communications between themselves and the requestor as well as other assigned staff.

Verifying an Agent

Verifying an Agent or Agency User is a semi-manual process. Once you receive an alert to verify a user, you must follow up with them to verify their identity and intentions as a user in the Burn Portal. Since

these users are authorized to access additional or different workflows that can affect other users, it is important that this is performed accurately.

Offline

The Burn Portal is built using progressive, modern technologies that allow it to be installed and used the same as a native application. This allows you to install the Burn Portal on a portable device, such as your tablet or phone, and use the Burn Portal anywhere you need. It also allows you to download your data for use offline to view and even update your data without an internet or cellular connection.

Burn Portal Installation

Installing the Burn Portal as an application is dependent on the browser you use. Chrome provides the best installation experience, whereas FireFox, Edge, and Safari require more steps. Most users will not likely install the application on their computer, but rather on their portable device.

Android

Using an Android phone or tablet, open Chrome then navigate to the Burn Portal. You should be presented with a prompt to add the Burn Portal to your Home Screen. Click the text on the prompt then it should install then open up.

If you dismiss this notification or did not see it:

1. Tap the kebab menu (:) in the top right of the browser
2. Tap **Add to Home Screen**
3. Tap **Add** to save the new shortcut icon to the home screen

iPhone

Using an iPhone or iPad, open Safari then navigate to the Burn Portal:

1. Tap the **Bookmark** icon at the bottom of the screen (it resembles a box with an upward-pointing arrow)
2. Tap **Add to Home Screen**
3. Accept the suggested name for the shortcut, or enter one you like better
4. At the top of the screen, tap **Add** to save the new shortcut icon to the home screen

The app should now appear on you home screen and when clicked open up and behave like any other installed application.

Download data

To have full functionality when operating the Burn Portal offline, you must first download your data. Depending on what your needs are, navigate to either the **My Burn Permits** or **My Burn Requests**. Using the **Download** functionality of My Burn Requests will download all your Burn Permit and Permit Application data as well as that data is referenced in Burn Request and Post Burn data.

Click the **Download** button and you will be shown a modal providing you an option to also download Map Data. This data includes the basemap tiles and additional code necessary to show the burn data on the maps while offline. Map data is not small and consumes a decent amount of network and

storage. **This should only be performed while on a stable, high speed internet connection.** Cell networks can support this action, but it will likely take longer and be expensive for your bill.

Click the **Download** button on the modal to initiate the download. This can take a few minutes depending on the geographical extent of the Burn Data you are taking offline.

Status Notifications

By default, the application will display a notification when your network state changes. These notifications can be disabled in your Profile.

Offline create/edit/delete

The Burn Portal allows you to perform some of the critical workflows while offline. This includes creating, editing, and deleting Burn Permits, Burn Requests, and Post Burn data. Permit and Burn Request Reviews and other workflows are not supported at this time. Functionality is disabled where there is no offline support and there are help controls that become available while offline to help notify you of this.

You do not have to do anything different in these workflows than they would while online. Once you regain a network connection, the Burn Portal will automatically submit any action you took that creates, edits, or deletes data while you were offline.