

**SIERRA COUNTY BOARD OF SUPERVISORS'
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

MEETING DATE: DEPARTMENT: PHONE NUMBER: REQUESTED BY:	TYPE OF AGENDA ITEM: REGULAR CONSENT TIMED SUPPORTIVE DOCUMENT ATTACHED: RESOLUTION MEMO AGREEMENT OTHER _____
AGENDA ITEM:	
BACKGROUND INFORMATION:	
FUNDING SOURCE: GENERAL FUND IMPACT:	OTHER FUND: AMOUNT: \$
ARE ADDITIONAL PERSONNEL REQUIRED? YES NO TYPE OF EMPLOYEE	IS THIS ITEM ALLOCATED IN THE BUDGET? YES NO IS A BUDGET TRANSFER REQUIRED? YES NO
SPACE BELOW FOR CLERK'S USE	
BOARD ACTION: APPROVED APPROVED AS AMENDED ADOPTED ADOPTED AS AMENDED DENIED OTHER NO ACTION TAKEN	SET PUBLIC HEARING FOR: _____ DIRECTION TO: _____ REFERRED TO: _____ CONTINUED TO: _____ AUTHORIZATION GIVEN TO: _____
BOARD VOTE: BY CONSENSUS AYES: ABSTAIN: NOES: ABSENT:	RESOLUTION 2026- _____ AGREEMENT 2026- _____ ORDINANCE _____
COMMENTS:	

CLERK OF THE BOARD

DATE

Safe Operating Procedures

Green Waste Burning at Transfer Sites



Department: Road & Solid Waste Operations

Locations: Loyalton, Sattley, Sierra City, Ramshorn, Alleghany – Sierra County, Ca

Approved by: _____

Effective Date: _____

Review Date: _____

1. PURPOSE

- Establish standardized procedures for green waste burning operations
- Ensure employee safety during all burn phases
- Maintain compliance with local, state, and federal regulations
- Reduce fire risk and environmental impacts

2. SCOPE

- Applies to all Sierra County transfer sites conducting green waste burns
- Includes monitoring, preparation, ignition, active burning, decay and overhaul stages
- Applies to County employees and authorized personnel only

3. DEFINITIONS

- Green Waste: Organic material including tree trimmings, brush, grass clippings, and untreated wood
- Burn Area: Approved and designated location for green waste burning within a transfer site
- Burn Permit: Authorization issued by Northern Sierra Air Quality Management District. Confirm with PW office that CalFire and USFS permit is still not needed.

4. RESPONSIBILITIES

Road Superintendent / Supervisor:

- Ensure compliance with this SOP
- Obtain and verify all required burn permits
- Conduct pre-burn site inspections
- Authorize ignition and termination of burn activities
- Maintain Burn Logbook documentation and ensure it has been sent to PW office.
- Determine green waste acceptance based on volume and safety conditions
- Close green waste intake when conditions warrant

Road & Solid Waste Staff:

- Adhere to SOP requirements and safety procedures
- Assist with pile construction, ignition, monitoring, and suppression
- Report hazards, weather changes, or unsafe conditions immediately
- Complete required Burn Logbook entries

Solid Waste Gate Personnel:

- Accept only approved green waste materials
- Ensure public safety when the facility is open

- Monitor burn piles during public operating hours
- Prevent dumping of green waste onto active burn piles
- Report hazards and unsafe conditions
- Document observations in Burn Logbook

5. PRE-SEASON BURN PROCEDURES

- Conduct site assessment and verify adequate space for pile construction
- Remove non-organic and flammable debris from burn area
- Establish a minimum 10-foot firebreak around burn piles
- Verify availability of required equipment and water sources
- Confirm personnel training completion prior to burn season
- Obtain required burn permits
- Review Burn Pile Burning operations checklist

6. PRE-IGNITION PROCEDURES

- Confirm approved burn day with fire and air quality authorities
- Notify required agencies prior to ignition
 - PW Office 530-289-3201**
 - Sheriffs Office 530-289-3700**
 - DVFD 530-289-3333 (west only)
 - USFS 530-288-3231 (west only)
- Review weather forecast for wind, humidity, and temperature
- **Do not burn if wind exceeds 10 mph, Red Flag Warning is in effect, or AQI is poor**
- Conduct pre-burn briefing and contingency review
- Verify availability of suppression equipment, and heavy equipment
- Have proper PPE (e.g. gloves, safety glasses, hardhat First aid Kit, Burn kit)

7. BURNING PROCEDURES

- Use approved ignition methods only (e.g., propane torch)
- Gasoline or unapproved accelerants are prohibited
- Never stand on burn pile during ignition or burning
- Ignite pile from downwind side to reduce flame intensity
- Assign a minimum of **two** trained personnel during active burning
- Continuously monitor for wind changes and spot fires
- Maintain water suppression equipment on standby
- Enter monitoring activity in Burn Logbook pertaining to each site and burn stage requirement

8. POST-BURN PROCEDURES (ACTIVE SEASON)

Decay Stage

- Confirm fire has transitioned from active burn to decay stage (diminishing intensity and flames, burnout and smoldering)
- Monitor burn piles **twice daily for the first three days**
- Document inspections and corrective actions in Burn Logbook
- Prevent green waste dumping onto active piles
- Re-ignite or add material only in accordance with SOP procedures (6.0-8.0)

Pre - Overhaul Stage

- Allow burn pile to smolder under controlled conditions
- Continue monitoring a minimum of once per day by trained personnel
- Document each inspection in the Burn Logbook, including: Visual inspection results, date and time
- Based on burn pile activity or forecasted weather events, Decay Stage monitoring requirements may be reinstated
- Prepare for re-ignition or other corrective actions as conditions require
- Provide re-notification to appropriate authorities confirming ongoing monitoring and burn pile status
- Gate attendants shall monitor the site and prevent incoming green waste deposits on active burn piles

9. POST-BURN SEASON PROCEDURES (OVERHAUL)

- Ensure all embers are fully extinguished
- Drench and stir ashes to eliminate remaining heat
- Verify cold-out using heat gun
- Conduct final site inspection for safety and cleanliness
- Document completion in Burn Logbook

10. SAFETY PRECAUTIONS

- Wear required PPE at all times
- Maintain safe distance from burn piles
- Keep first aid kits and emergency contacts accessible
- Immediately contact emergency services by dialing 911 if fire becomes uncontrolled

11. TRAINING REQUIREMENTS

Modules

- **Burn Permit Compliance:** Instruction on local, state, and federal regulations, including how to obtain and comply with burn permits and air quality rules
- **Emergency Response Procedures:** Evacuation protocols, communication with emergency services, and first aid for burn-related injuries.
- **PPE Use and Maintenance:** Proper selection, use, and care of personal protective equipment
- **Equipment Operation:** Safe use of ignition tools (e.g., propane torches), water suppression systems, and hand tools used during burn operations.

Training Frequency

- **Initial Training:** Required before any employee participates in burn operations
- **Annual Refresher:** All personnel must complete a refresher course each calendar year

12. DOCUMENTATION & RECORDS

- Maintain training records in Solid Waste Safety Log
- Maintain Burn Logbook for each site and burn event
- Records must include dates, personnel, inspections, and corrective actions

13. COMPLIANCE

- Failure to follow this SOP may result in disciplinary action
- Burn privileges may be revoked for non-compliance
- SOP complies with CARB, local fire authority, and Sierra County Public Works requirements

BURN PILE BURNING OPERATIONS CHECKLIST



Transfer Site Location: _____

Burn Leader Name: _____

Crew Members: _____

A. PRIOR TO CREW BRIEFING

- Burn pile consists of naturally occurring woody material, or landscape waste.
- Permits obtained, Verified Burn Day.
- Notifications to proper agencies per S.O.P
- Staff have completed required training per S.O.P
- Personnel have appropriate personal protective equipment per S.O.P
- Required equipment is on-site and functioning per S.O.P
- Adjacent fuels are unavailable (*non-flammable*) or have sufficient moisture content to not ignite from radiant heat or falling embers (*snow covered, high moisture content, gravel, bare mineral, etc.*).

- Contingencies are considered.
- Future weather and Overhaul are considered.
- On-site weather has been taken and recorded.
Extended Forecast consideration

Wind speed below 10 MPH: YES

Wind direction at start: _____

Temperature at start: _____

B. Declaring Active to Decay stage Procedures

- Confirm fire is no longer active (diminished intensity and flame)
- Contact Proper agencies (Notification of Decay stage) .
- Begin Transition to 2x Day / Three-day monitoring

C. Overhaul stage Complete DATE: _____

- No flame or smoke is visible.
- Periodic monitoring is scheduled.
- Notifications of completed burn, if required.

Burn Leader: _____

Date _____

Supervisor: _____

Date _____

