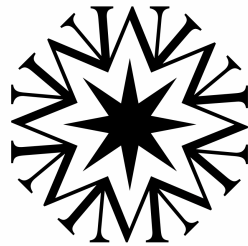


FORMS SECTION

LIVE FIRE TRAINING MANUAL

Forms Section



**Minnesota
STATE COLLEGES
& UNIVERSITIES**

Last Revised; 08-08-2004

M 21.0 LIVE FIRE BURN FORMS CHECK LIST, RECORDS AND FORMS

***** NOTE *** ALL ITEMS MARKED BY A * MUST BE PRESENT ON SITE DURING THE TIME THAT THE TRAINING SESSION IS TAKING PLACE**

IF THE FORMS ARE NOT FULLY EXECUTED THE DRILL WILL BE CANCELED

COMPLETED		PERSON	
YES	NO	RESPONSIBLE	
M 21.01	___ ___	Command Structure/ Duties and Assignments	Burn Coord*
M 21.02	___ ___	Owners Release To Burn Form	Burn Coord*
M 21.03	___ ___	Proof of Clear Title (NO FORM SUPPLIED)	Burn Coord*
M 21.04	___ ___	Acknowledgment of Demolition By Burning	Burn Coord*
M 21.05	___ ___	Acknowledgment of Building Use Agreement	Burn Coord*
M 21.06	___ ___	Press Releases	Burn Coord*
M 21.07	___ ___	Site Inspection Check List & Equipment Check List	Burn Coord*
M 21.08	___ ___	Site Plan for Mapping	Burn Coord*
M 21.09	___ ___	Pre-Fire Plan Fire Flow	Burn Coord*
M 21.11	___ ___	Training Pre-burn Check List	Instr-In-Chg*
M 21.12	___ ___	Instructional Staff Assignments	Instr-In-Chg*
M 21.13	___ ___	Instructor Trainee & Staff Evaluation	Instr-In-Chg*
M 21.14	___ ___	Safety Officer Team Assignment Form	Instr-In-Chg*
M 21.15	___ ___	Structure Burn Evolution Team Accountability Guide	Instr-In-Chg*
M 21.16	___ ___	First Report of Injury Form	Instr-In-Chg*
M 21.17	___ ___	First Report of Un-Safe Act Form	Instr-In-Chg*
M 21.18	___ ___	Summary of Activities Conducted at Drill - Keep on File	Instr-In-Chg*
M 21.19	___ ___	Transfer of Authority of the Property	Instr-In-Chg*
M 21.20	___ ___	Gas Utilities Notice	Fire Chief
M 21.21	___ ___	Electrical Utilities Notice	Fire Chief
M 21.22	___ ___	Water Department Notice	Fire Chief
M 21.23	___ ___	Local/Regional Law Enforcement Notice	Fire Chief
M 21.24	___ ___	Notice to Adjacent Property Owners	Fire Chief
M 21.25	___ ___	Liability Insurance Coverage Obtained	Fire Chief
M 21.26	___ ___	Participant Training Verification Form	Fire Chief *
M 21.27	___ ___	D.N.R. Burning Permit Application Form	Fire Chief *
M 21.28	___ ___	D.N.R. Burning Permit	Fire Chief *
M 21.29	___ ___	D.N.R. Burning Permit Area Forestry Offices	Fire Chief
M 21.30	___ ___	D.N.R. Division of Waters Permit Instructions	Fire Chief
M 21.31	___ ___	D.N.R. Division of Waters Permit Application Form	Fire Chief
M 21.32	___ ___	D.N.R. Division of Waters Area Map	Fire Chief
M 21.33	___ ___	D.N.R. Division of Waters Phone Numbers	Fire Chief
M 21.35	___ ___	Minn Pollution Control Agency Asbestos Inspections	Owner
M 21.36	___ ___	MPCA Asbestos Inspection Form	Owner
M 21.37	___ ___	IRS 8282 Donee Information Form and Instructions	Owner
M 21.38	___ ___	IRS 8283 Instructions	Owner
M 21.39	___ ___	IRS 8283 Noncash Charitable Contributions	Owner
M 21.40	___ ___	IRS 8283 Noncash Charitable Contributions Instructions	Owner

M 21.01 COMMAND STRUCTURE, INSTRUCTOR DUTIES AND ASSIGNMENT

STATEWIDE FIRE SERVICE COORDINATOR:

1. Assist and advise Burn Coordinator in the operations of the training opportunity.
2. Assist and advise the Safety Officer.
3. Assist and advise the Instructional Staff.
4. Assist and advise the local or host fire department administration.

TAKES DIRECTION FROM:

State Director Of Fire/EMS/Safety Training, Minnesota State Colleges and Universities

BURN COORDINATOR:

1. Assist in completion of all forms and records of this document.
2. Confirm the completion of all forms and records of this document prior to training
3. Provide the marketing and logistics of the training opportunity.

TAKES DIRECTION FROM:

Local College Administration or Statewide Fire Service Coordinator

INSTRUCTOR-IN-CHARGE:

1. Confirm the completion, presence of all forms and records prior to training
2. Plan and coordinate all training activities.
3. Monitor activities to ensure safe practices
4. Inspect building prior to each fire evolution
5. Assign instructors duties
6. Brief instructional staff on their responsibilities
7. Assign coordinating personnel as needed
8. Ensure that this document is followed by all in the training area

TAKES DIRECTION FROM:

Local College Administration or Statewide Fire Service Coordinator
Burn Coordinator

SAFETY OFFICER:

1. Prevents all unsafe acts
2. Eliminates all unsafe conditions
3. Intervene and terminate, if needed, any unsafe acts or conditions
4. Supervise additional safety officer personnel as needed
5. Coordinate the ignition of materials with the Instructor-In-Charge and Burn Instructors
6. Ensure that all safety requirements pertaining to the participants are met
7. Ensure an accurate accounting at all times of all participants

TAKES DIRECTION FROM:

Local College Administration or Statewide Fire Service Coordinator
Instructor-In-Charge

BURN INSTRUCTOR:

1. Monitor and supervise assigned students (no more than 5 at a time)
2. Account for assigned students before and after evolution
3. Familiarize students with building layout
4. Familiarize students with location of critique area and safe zone
5. Eliminate all unsafe conditions
6. Report all possible unsafe conditions to Safety Officer
7. Inspect students protective clothing and equipment
8. Inform Safety Officer when ready for ignition of materials
9. Instruct students on tactical and assign objectives
10. Critique students after each team evolution

TAKES DIRECTION FROM:

Local College Administration or Statewide Fire Service Coordinator
Safety Officer
Instructor-in-charge

INSTRUCTOR TRAINEES:

1. Monitor for the purposes of learning, and assist the instructor you are assigned.
2. Prepare fire sets under the direction of the Instructor-In- Charge or the Regional State Fire Training Coordinator or a Fire Service Specialist
3. Eliminate all unsafe conditions
4. Report all possible unsafe conditions to your assigned Burn Instructor or Safety Officer
5. Inspect students protective clothing for safety.
6. Monitor, for the purposes of learning, during the critique of students after each team evolution

TAKES DIRECTION FROM;

Local College Administration or Statewide Fire Service Coordinator
Safety Officer
Burn Instructor

STUDENT PARTICIPANTS:

1. Acquire prerequisite training
2. Provide documentation on prerequisite training if from outside local participating departments
3. Report all possible unsafe conditions to Safety Officer
4. Familiarize yourself with structure and building layout
5. Wear fully-approved protective clothing
6. Wear approved self contained breathing apparatus
7. Obey all instructions from your instructor and safety rules of the training area

TAKES DIRECTION FROM:

Local College Administration or Statewide Fire Service Coordinator
Burn Instructor
Safety Officer

M 21.02 OWNER'S RELEASE TO BURN STRUCTURE FORM

Having agreed with the building official, _____,

City or County of _____, that a structure owned by

_____owner/agent and located at:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Road.: _____

is under condemnation or unfit for human habitation and is beyond rehabilitation. I further agree that the structure should be used by the fire service for training as they see fit. In order that demolition may be accomplished, I give my consent to the City/Township of _____ to use or demolish the said structure by burning or other means.

_____/____/____
(Owner / Agent) (DATED)

_____/____/____
(Owner / Agent)(DATED)

_____/____/____
(Witness) (DATED)

**REMEMBER TO GET
PROOF OF CLEAR TITLE AND INSURANCE
CANCELLATION DOCUMENTS
FROM OWNER OR AGENT**

**THIS MAY BE DOCUMENTATION FROM
COUNTY RECORDER OR TAX OFFICE**

M 21.04 ACKNOWLEDGMENT OF DEMOLITION BY BURNING & POST BURN PROPERTY CONDITION

AGREEMENT:

On this _____ day of _____, 20____, an agreement is made between;

_____ (insert name of your Fire Department), hereinafter called "city"; and

_____ (insert the name of the Minnesota State Colleges and Universities institution if supervising the activity), hereinafter called "Local College";

_____ (insert the name(s) or owner(s) of the building/property to be destroyed) hereinafter called "Owner".

WITNESS:

WHEREAS, the City/Township desires to further the training of its firefighters by conducting fire training exercises involving the controlled burning of a structure.

WHEREAS, the Owner acknowledges benefits received in the possible savings of money in raising costs of the structure and further, the enhancement of fire protection services.

WHEREAS, the Owner has requested the destruction by fire of the structure located at

(include street address, municipality, county and state; or legal description of the property obtained from county clerk or assessor).

A visual description of the structure(s) to be burned is as follows:

WHEREAS, the building to be destroyed by fire as identified in the above paragraph will be referred to herein as "the structure"; now therefore:

IT IS MUTUALLY AGREED BY THE PARTIES AS FOLLOWS:

1. The City/Township and the Local College propose to destroy the structure by fire during the week of ___/___/___ to ___/___/___ . The actual date of the burn will depend upon factors such as availability of personnel, equipment and weather conditions.
2. The Owner agrees to indemnify the City/Township and the Minnesota State Colleges and Universities institution (agents/instructors) from any liability arising out of the lack of the Owner's authority to have the structure destroyed and/or the Owner's lack of clear title to the building or property(s).
3. The Owner agrees to indemnify the City/Township from any liability arising out of any claim of injury from a person who is not an employee of a municipal fire department or of the City/Township in connection with the destruction of the structure.
4. The Owner agrees to indemnify the Minnesota State Colleges and Universities institution (agents/instructors) from any liability arising out of any claim of injury from any person in connection with the destruction of the structure.
5. The Owner assumes all liability for securing the structure during the term of this agreement. The Owner agrees to comply with all applicable ordinances and regulations of the City/Township and county with respect to removal of debris. The Owner also agrees to secure and create a safe site at the conclusion of the City/Township's and the Minnesota State Colleges and Universities institution(s) training activities.
6. The Owner assumes all responsibility for the cancellation of insurance and the disconnection of all utility services, including but not limited to gas, electric, water, telephone, television cables and antennas, for removal of fuel oil, other hazardous substance and conditions, removal of any fixtures and containers. Items or equipment the Owner wishes to preserve prior to any destruction activities pursuant to this agreement. If the Owner has not completed these tasks at least twenty-four (24) hours before the first possible burn date, the Owner shall immediately notify the following persons of this fact.
7. The post burn condition of the structure will be the responsibility of the Owner. The intent is to burn the structure to the ground. In most cases the ash, basement walls, foundation, metal debris and any other items will remain in the basement area or close proximity. These materials shall be disposed of by state and county rules at the Owners expense. All cost of permits and sampling will be at Owners expense. If at anytime during the training session the Instructor-In-Charge deems it necessary to extinguish the fire, the remains will be the responsibility of the Owner.

CHIEF: _____

	NAME	ADDRESS	PHONE
TRAINING OFFICER	_____	_____	_____
Signed this _____ day of _____, 20__	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ , Fire Department and Safety Services
 _____ , Supervising Fire/EMS/Safety Center
 _____ , Owner _____ , Owner(s)

M 21.05 ACKNOWLEDGMENT OF BUILDING USE AGREEMENT & POST-BURN/USE PROPERTY CONDITION

AGREEMENT:

On this _____ day of _____, 20____, an agreement is made between;

_____ (insert name of your Fire Department),
hereinafter called "City/Township"; and

_____ (insert the name of the Minnesota State
Colleges and Universities institution if supervising the activity), hereinafter called "Local College";

_____ (insert the name(s) or owner(s) of the
building/property to be destroyed) hereinafter called "Owner".

WITNESS:

WHEREAS, the City/Township desires to further the training of its firefighters by conducting fire training exercises involving the controlled burning within a structure or other fire training activities.

WHEREAS, the Owner acknowledges benefits received in the possible donation of the structure and further, the enhancement of fire protection services.

WHEREAS, the Owner has requested the use/destruction of the structure located at

(include street address, municipality, county and state; or legal description of the property obtained from county clerk or assessor).

A visual description of the structure(s) to be use/destruction is as follows:

WHEREAS, the building to be used/destroyed as identified in the above paragraph will be referred to herein as "the structure"; now therefore:

(M 21.05 continued on next page)

IT IS MUTUALLY AGREED BY THE PARTIES AS FOLLOWS:

1. The City/Township and the Minnesota State Colleges and Universities institution propose to destroy the structure during the week of ___/___/___ to ___/___/___. The actual date of the training will depend upon factors such as availability of personnel, equipment and weather conditions.
2. The Owner agrees to indemnify the City/Township and the Minnesota State Colleges and Universities institution (agents/instructors) from any liability arising out of the lack of the Owner's authority to have the structure destroyed and/or the Owner's lack of clear title to the building/property.
3. The Owner agrees to indemnify the City/Township from any liability arising out of any claim of injury from a person who is not an employee of a municipal fire department or of the City/Township in connection with the destruction of the structure.
4. The Owner agrees to indemnify the Minnesota State Colleges and Universities institution (agents/instructors) from any liability arising out of any claim of injury from any person in connection with the destruction of the structure.
5. The Owner assumes all liability for securing the structure during the term of this agreement, and further, the Owner agrees to comply with all applicable ordinances and regulations of the City/Township and county with respect to removal of debris and the making safe of the site at the conclusion of the City/Township's and the Minnesota State Colleges and Universities institution's destruction activities.
6. The Owner assumes all responsibility for the cancellation of insurance and the for the disconnection of all utility services, including but not limited to gas, electric, water, telephone, television cables and antennas, for removal of fuel oil, other hazardous substance and conditions, removal of any fixtures, items or equipment the Owner wishes to preserve prior to any destruction activities pursuant to this agreement. If the Owner has not completed these tasks at least twenty-four (24) hours before the first possible training date, the Owner shall immediately notify the following persons of this fact.
7. The post training condition of the structure will be the responsibility of the Owner. The intent is to use the structure and/or demolish sections or all of the structure in training sessions. In most cases the ash, basement walls, foundation, metal debris and any other items will remain in the basement area or close proximity. These materials shall be disposed of by state and county rules at the Owners expense. All cost of permits and sampling will be at Owners expense. If at anytime during the training session the Instructor-In-Charge deems it necessary to extinguish the fire, the remains will be the responsibility of the Owner.

CHIEF: _____
NAME ADDRESS PHONE

TRAINING OFFICER _____

Signed this _____ day of _____ 19____

_____, Fire Department and Safety Services

_____, Supervising Minnesota State Colleges and Universities institution

Owner _____ Owner(s)

M 21.06 SUGGESTED PRESS RELEASE

STRUCTURAL BURN FACT SHEET

Today's "structural burn" exercise is being conducted by instructors from the _____ Minnesota State Colleges and Universities institution, in cooperation with the Minnesota State Colleges and Universities. The purpose of this training session is to give the firefighters an opportunity to deal with a "live fire" situation. More importantly, it allows firefighters to actually observe how a fire spreads in a structure and how it reacts within its environment. A team consisting of three firefighters and a qualified instructor will enter the structure. The instructor will proceed to build a fire based upon the experience level of the firefighters. It will be up to each team to bring the fire under control. As a precautionary measure, a back-up or safety team, also consisting of three firefighters and instructor, will be in close proximity to the structure. Following the training session, the firefighting team will leave the structure and participate in a "question and answer" session with the instructor.

WHEN A STRUCTURE BURNS

The "structural burn" clearly demonstrates the importance of fire safety in the home. During the course of the fire, interior temperatures will range from an average of 200 degrees to 1800 degrees. The average person, dressed in street clothes, can only withstand about 130 degrees. Deadly gases, which are produced in just a matter of minutes, can be so toxic that they can kill a person in only one or two breaths. For these reasons, it is very important to prevent fires and practice your escape plans. If a fire occurs, it is very important that you leave the structure immediately!! Seconds count!! Always have two ways of getting out of the house or building you are in. Have an escape plan. And, above all, make sure that your smoke detectors are installed and working. These simple steps could save you and your families life.

STRUCTURAL BURN INSTRUCTIONAL STAFF

_____ District Coordinator or Statewide Fire Service
 _____ Coordinator Trainer Fire/EMS/Safety Center
 _____ Minnesota State Colleges and Universities Institution Burn Instructor
 _____ - _____ Fire Department

_____ Minnesota State Colleges and Universities Institution Burn Instructor
 _____ - _____ Fire Department

_____ Minnesota State Colleges and Universities Institution Burn Instructor
 _____ - _____ Fire Department

_____ Minnesota State Colleges and Universities Institution Burn Instructor
 _____ - _____ Fire Department

_____ Minnesota State Colleges and Universities Institution Burn Instructor
 _____ - _____ Fire Department

_____ Minnesota State Colleges and Universities Institution Burn Instructor
 _____ - _____ Fire Department

(M 21.06 continued next page)

BURN INSTRUCTOR TRAINEES

The _____ College of the Minnesota State Colleges and Universities system, in cooperation with the Fire/EMS/Safety Center, is continually working on the training and development of instructors for the fire service. The following persons are being trained to become qualified "Burn Instructors".

_____ - _____ Fire Department
Instructor-in-Training

_____ - _____ Fire Department
Instructor-in-Training

_____ - _____ Fire Department
Instructor-in-Training

_____ - _____ Fire Department
Instructor-in-Training

_____ - _____ Fire Department
Instructor-in-Training

IF YOU HAVE A QUESTION

If you have any questions about the "Structural Burn", please feel free to ask the instructor

_____ assigned to the press. Additional information is also available from:

Don Beckering, State Director of Fire/EMS/Safety Training
Minnesota State Colleges and Universities
Fire/EMS/Safety Center
1450 Energy Park Drive
St. Paul, Minnesota 55108
800-311-3143
612-649-5454 Voice
612-649-5409 Fax

Local Fire Chief: _____

Phone: 1- ____ - ____ - _____

M 21.07 SITE INSPECTION PLANNING & EQUIPMENT CHECK LIST

Inspected On _____, _____ 20__ By: _____

The location of this training session is:

County: _____ Township: _____

Fire Number: _____ Nearest Cross Rd: _____

COMPLETED YES NO

ITEM

01. ___ ___ All permits, forms and notifications distributed
02. ___ ___ Site plan drawing, including all exposures
03. ___ ___ Building plan, including overall dimensions
04. ___ ___ Floor plan detailing rooms, hallways and exterior openings
05. ___ ___ Proposed location of command post
06. ___ ___ Proposed position of all apparatus
07. ___ ___ Proposed position of all hose lines, including backup lines
08. ___ ___ Proposed location of emergency escape routes
09. ___ ___ Proposed location of emergency evacuation assembly area
10. ___ ___ Proposed location of entrance and exit routes for emergency vehicles
11. ___ ___ Inspect available water supply determined as per M 3.6.0
12. ___ ___ Required fire flow determined as per M 3.6.0
13. ___ ___ Required reserve flow determined (50 % of required flow) per M 3.6.0
14. ___ ___ Apparatus pumping ability that exceeds the required fire flow.
15. ___ ___ Separate water supply established for attack and back-up lines
16. ___ ___ Obtain projected and periodic weather reports
17. ___ ___ Proposed parking areas designated and marked for all vehicles
18. ___ ___ Operations area established and perimeter marked.
19. ___ ___ Communications frequencies established, equipment obtained.

BUILDING INSPECTION

20. ___ ___ Building inspected for structural integrity
21. ___ ___ All utilities located and identified
22. ___ ___ Identify highly combustible interior wall and ceiling materials removed
23. ___ ___ Identify all holes and walls patched or covered in rooms to be used
24. ___ ___ Identify materials of exceptional weight, remove or seal off the area
25. ___ ___ Windows checked and opened or closed as needed
26. ___ ___ Doors checked and opened or closed as needed
27. ___ ___ Building components checked; roof scuttles, sprinkler system, stand pipes, etc
28. ___ ___ Identify chimneys and adequate ventilation holes for each separate enclosed roof area to be removed and pre-cut the day/night of the drill.
29. ___ ___ Identify stairways that need to be made safe with railings.
30. ___ ___ Identify fuel tanks and water heaters to be removed or adequately ventilated
31. ___ ___ Identify all containers of unknown or hazardous contents must be removed
32. ___ ___ Identify unnecessary inside and outside debris removed, extraordinary exterior and interior hazards remedied

- 33. ___ ___ Porches and outside steps made safe
- 34. ___ ___ Identify cisterns, wells, cesspools, and other ground openings fenced, marked or filled
- 35. ___ ___ Identify toxic weeds, hives, vermin, brush, surrounding vegetation to be removed
- 36. ___ ___ Identify exposures propane tanks, trees, buildings, utilities to be removed protected
- 37. ___ ___ Adequate roof ventilation holes cut for each roof section or area.

APPARATUS NEEDED FOR TYPICAL RESIDENTIAL HOUSE

- 38. ___ ___ 2 class A (750 gpm) or larger capable of meeting the required fire flow with 4.5" or larger hard suction tube. One engine for attack lines and one for backup lines.
- 39. ___ ___ water tenders capable of meeting the supply needs if hydrants are not used.
- 40. ___ ___ 2 2000 gallon portable drop tanks if water tenders are used.
- 41. ___ ___ 1 water source capable of supplying the required fire flow if not using hydrants.
- 42. ___ ___ 2 hydrants capable of supplying the required fire flow if tenders are not used.
- 43. ___ ___ 1 EMS unit for possible firefighter emergencies.
- 44. ___ ___ 1 SCBA air supply unit to refill SCBA.
- 45. ___ ___ 4 1.5" or 1.75" nozzles.
- 46. ___ ___ 2 gated wyes - 1.5 x 1.5 x 2.5
- 47. ___ ___ 600 hundred feet of 1.5" hose. Attack, exposure, instructor and backup lines
- 48. ___ ___ 400 hundred feet of 2.5" hose.

BURNABLE CLASS A FUELS & BUILDING SUPPLIES FOR 30 STUDENTS

- 49. ___ ___ 30 bales of **DRY** oats straw or hay or 12 bales (4 ft sq.) of **DRY** cardboard.
- 50. ___ ___ 12 dry wood pallets.
- 51. ___ ___ 2 pitch forks.
- 52. ___ ___ 1 hammer and supply of 16 penny nails and spikes.
- 53. ___ ___ 10 extra glass storm windows, not necessary to fit tight on windows.
- 54. ___ ___ 8 4 x 8 sheets of press board 3/4" thick.
- 55. ___ ___ 1 propane torch for igniting fuels.

IMPORTANT!! - The straw or cardboard must be dry and kept dry or the training burn will take forever to complete.

PERSONNEL & REHAB SUPPLIES

- 60. ___ ___ 1 source of fresh drinking water and cups.
- 61. ___ ___ 1 waste container for cups.
- 62. ___ ___ 1 meal for each person at the drill (no cheese sandwiches).
- 63. ___ ___ 1 flash light for each student as they enter the structure.
- 64. ___ ___ 4 qualified interior structural or prop burn instructors.

M 21.08 LIVE BURN SITE PLAN

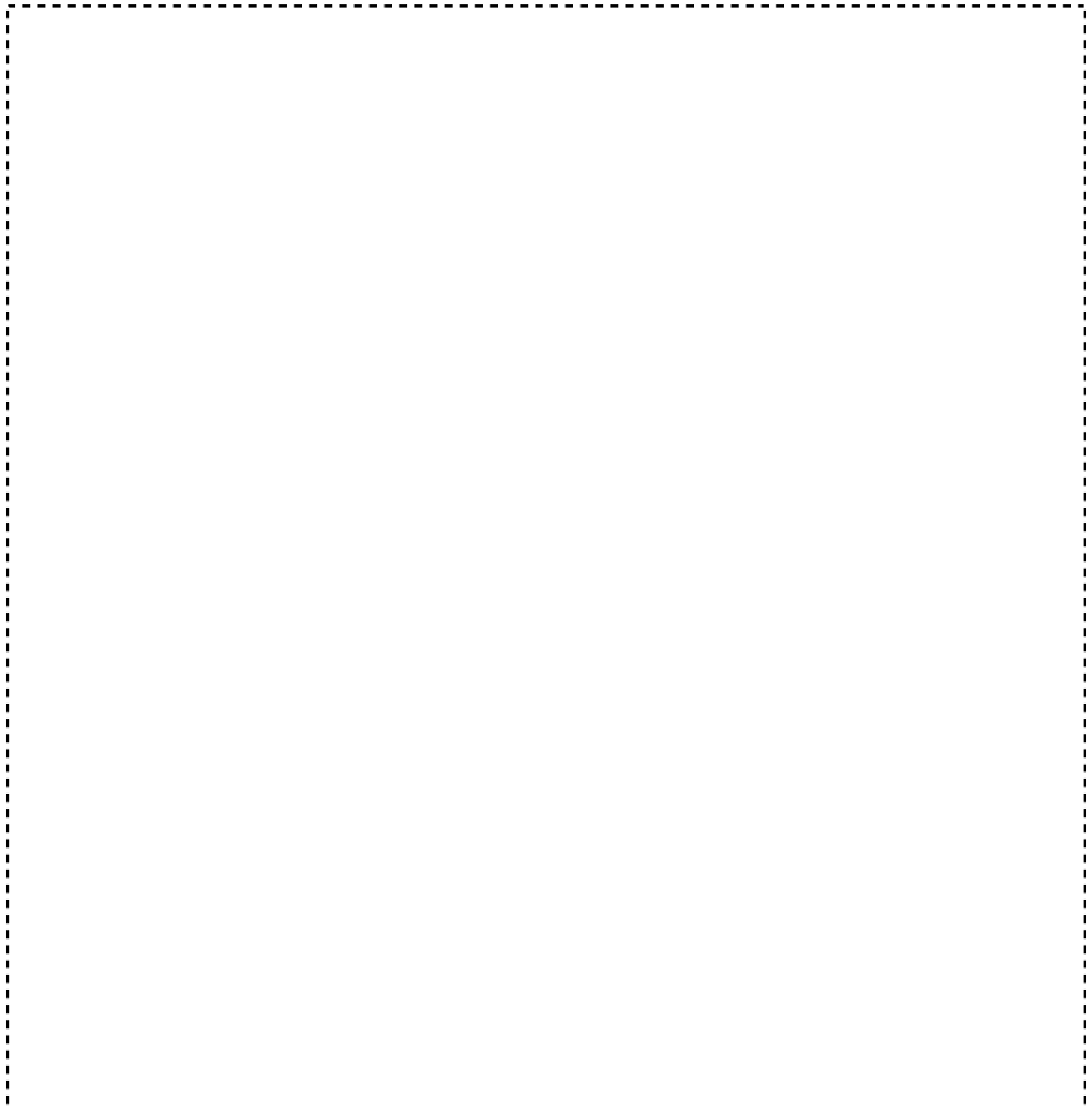
Site Location: _____ Date: ____/____/____

Instructor-in-charge: _____

Safety Officer: _____

Draw a diagram of burn site; including: burn building, water supply, apparatus placement, back-up supply, command post, stage area, student parking, emergency escape routes, evacuation assembly area, wind direction, exposures, building floor plans, fire set(s) locations.

Completed By: _____



M 21.09 QUICK ACCESS PRE-FIRE PLAN

Building Address:	Evaluator: Date:			
Building Description:				
Roof Construction:				
Floor Construction:				
Occupancy Type: CCN =Type I, II, III, IV, V OHCN = 3, 4, 5, 6, 7	Initial Response Required:			
Hazards to Personnel:				
Location of Water Supply:	Available Flow:			
	<p style="text-align: center;">Estimated Fire Flow Length x Width <i>Exposures = 25% ----- X (floors) = GPM Per Floor</i> <i>Of Total Flow Per Exposure 3</i></p>			
Level Of Involvement	25%	50%	75%	100%
Estimated Fire Flow (1)				
Attached Bldg. Fire Flow(2)				
Fire Behavior Prediction:				Total
Predicted Strategies:				
Problems Anticipated:				
Standpipe: Y or N Control Location:	Sprinklers: Y or N Control Location:	Fire Detection: Y or N Control Location:		

Length X Width

1. ----- X ----- = _____ GPM/ Floor X (# floors) _____ = GPM
 3

2. ----- X ----- = _____ GPM/ Floor X (# floors) _____ = GPM
 3

Total gallons = _____ GPM

3. Exposure Side "A" (25% of total base 100% flow) = _____ GPM
4. Exposure Side "B" (25% of total base 100% flow) = _____ GPM
5. Exposure Side "C" (25% of total base 100% flow) = _____ GPM
6. Exposure Side "D" (25% of total base 100% flow) = _____ GPM
7. 100% involvement plus exposures potential = _____ GPM

M 21.09 QUICK ACCESS PRE-FIRE PLAN - DETERMINING WATER SUPPLY

Occupancy Hazard Classification Number (OHCN) **3 - Severe Hazard Occupancies** where quantities and combustibility of contents is very high. Fires can be expected to develop very rapidly and have high rates of heat release.

Examples:

Aircraft hangers	Chemical plants
Distilleries	Explosive manufacturing/storage
Feed mills	Grain elevators
Lumber yards	Oil refineries
Plastics manufacturing/storage	Saw mills
Straw or hay in bales	

Occupancy Hazard Classification Number (OHCN) **4 - High Hazard Occupancies** where quantities and combustibility of contents is high. Fires can be expected to develop rapidly and have high rates of heat release.

Examples:

Auditoriums	Barns and stables	Department store
Feed stores	Furniture warehouse	General storage warehouse
Mercantile	Paint warehouse	Paper warehouse
Repair garages	Theaters	

Occupancy Hazard Classification Number (OHCN) **5 - Moderate Hazard Occupancies** where quantities and combustibility of contents is moderate and stock piles do not exceed **12 feet** in height. Fires can be expected to develop quickly and have moderate rates of heat release.

Examples:

Dairy barns	Laundries
Machine shops	Metal shops
Restaurants	Unoccupied buildings

Occupancy Hazard Classification Number (OHCN) **6 - Low Hazard Occupancies** where quantities and combustibility of contents is low and stock piles do not exceed **8ft.** in height. Fires can be expected to develop moderately and have moderate rates of heat release.

Examples:

Bakery	Barber shops	Cement plants
Churches	Doctors' offices	Gasoline service station
Municipal buildings	Post offices	Post offices
Telephone exchanges		

Occupancy Hazard Classification Number (OHCN) **7 - Light Hazard Occupancies** where quantities and combustibility of contents is low. Fires can be expected to develop at a low rate and have low rates of heat release.

Examples:

Apartments	Dwellings	Fire Stations
Motels / Hotels	Schools	Police Stations
Hospitals	Nursing homes	Data offices

CONSTRUCTION CLASSIFICATION NUMBERS(CCN)

- Type I (Fire Resistive) CCN 0.50

Constructed of non-combustible materials(reinforced concrete, brick, stone, etc. and having any metal members properly "fire proofed")with major structure members designed to withstand collapse and to prevent fire spread.

- Type II and IV (Noncombustible and Heavy Timber) CCN 0.75

All structural members (including walls, floors and roofs) of non-combustible materials and NOT qualifying for fire resistive construction.

- Type III (Ordinary) CCN 1.0

A structure having exterior walls of masonry or other non-combustible material, in which the other structural members are wholly or partly wood or other combustible material.

- Type V (Wood Frame) CCN 1.50

A structure in which the structural members are wholly or partly wood or other combustible material and the structure does not qualify as ordinary construction.

Total Cubic Feet of Structure

Minimum Water Supply = ----- X Construction Classification Number X Exposure
Occupancy Hazard Classification

Exposure = any structure within 50 ft. and over 100 sq. ft. multiply by 1.5

M 21.11 DRILL SESSION INSTRUCTOR-IN-CHARGE/SAFETY OFFICER CHECK LIST

I. SETUP PROCEDURES

- 01. All forms and permits are present and signed. SEE M 21.00
- 02. Notify 911 dispatch office.
- 03. Pre-burn attack diagrams and plans made and discussed with all staff.
- 04. Set up command post.
- 05. Establish communications frequency. (153.830 Interior)
- 06. Required fire flow tested.
 - a. Attack_____GPM
 - b. Backup_____GPM
 - c. Exposure_____GPM
 - d. Reserve_____GPM
- 07. Mark and barricade the operations area (hot zone).
- 08. Position pumping apparatus.
- 09. Establish separate water sources for attack and back-up lines.
- 10. Position hose lines including back-up(s) and interior instructor line.
- 11. Chimneys removed and adequate ventilation holes pre-cut for each separate enclosed roof area
- 12. Eliminate unnecessary and unidentified debris inside and outside of the building.
- 13. Eliminate hazards presented by toxic weeds, trees, hives and vermin.
- 14. Prepare fire "sets" of class A materials. **NOTE;** combustible liquids for final burn down in approved blue and white vertically stripped safety containers for final burn purposes only.
 - a. Class A materials only.
 - b. NO FLAMMABLE LIQUIDS
 - c. No contaminated materials.
 - d. No tires.
- 15. Assign instructors and teams.
- 16. Assign additional safety officers as needed.
- 17. Establish emergency evacuation signal and demonstrate to all.
- 18. Establish emergency escape routes from building and demonstrate to all.
- 19. Establish emergency evacuation assembly area and demonstrate to all.
- 20. Conduct pre-burn briefing.
- 21. Have students familiarize themselves with building layout, escape procedures and routes.
- 22. Proceed with the drill.

II. POST BURN & FIRE CRITIQUE

- 1. All persons accounted for and remaining fires overhauled, as needed.
- 2. Building inspected for stability and hazards if not going to perform total burn down.
- 3. Overall training critique conducted.
- 4. Records and reports prepared, as required:
 - a. Accounting of activities conducted.
 - b. Documentation of unusual conditions or events.
 - c. If injuries occurred prepare reports and notify supervisor and Fire/EMS/Safety Center.
 - d. Changes or deterioration of training center burn building (permanent structure).
 - e. Student training records recorded at _____ Minnesota State Colleges and Universities institution.
 - f. Certificates of completion and transcripts sent.

(M 21.11 continued on next page)

M 21.12 INSTRUCTIONAL STAFF ASSIGNMENTS

Date: ____/____/____ Drill Location: _____

Fire Department: _____

Burn Coordinator _____

Regional State Fire Training Coordinator or Fire Service Specialist: _____

Instructor-in-Charge _____

Safety Officer _____

Safety Officer Assistant _____

Safety Officer Assistant _____

Safety Officer Assistant _____

Senior Instructor _____

		SKILL LEVEL		
		1	2	3
1	Burn Instructor _____	1	2	3
2	Burn Instructor _____	1	2	3
3	Burn Instructor _____	1	2	3
4	Burn Instructor _____	1	2	3
5	Burn Instructor _____	1	2	3
6	Burn Instructor _____	1	2	3
7	Burn Instructor _____	1	2	3
8	Burn Instructor _____	1	2	3
9	Burn Instructor _____	1	2	3
10	Burn Instructor _____	1	2	3

M 21.13 INSTRUCTOR TRAINEE & STAFF EVALUATION

Instructor Trainer/Evaluator _____ DATE: ____/____/____

	SKILL LEVEL		
1 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
2 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
3 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
4 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
5 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
6 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
7 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
8 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
9 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3
10 Instructor/Instructor-In-Training _____	1	2	3
Evaluator: _____ Approved for	1	2	3

M 21.14 SAFETY OFFICER ENTRY TEAM ASSIGNMENT FORM

DATE: ___/___/19___ LOCATION: _____

WIND DIRECTION: _____ WIND SPEED: _____ WEATHER: _____ TEMP: _____

SAFETY OFFICER: _____

INSTRUCTOR-IN-CHARGE: _____

TEAM A ___ LEVEL 1 2 3 TIME IN/OUT: ___/___ TEAM D ___ LEVEL 1 2 3 TIME IN/OUT: ___/___

INSTR. _____	AIR PRES. _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

INSTR. _____	AIR PRES. _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

TEAM B ___ LEVEL 1 2 3 TIME IN/OUT: ___/___

TEAM E ___ LEVEL 1 2 3 TIME IN/OUT: ___/___

INSTR. _____	AIR PRES. _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

INSTR. _____	AIR PRES. _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

TEAM C ___ LEVEL 1 2 3 TIME IN/OUT: ___/___

TEAM F ___ LEVEL 1 2 3 TIME IN/OUT: ___/___

INSTR. _____	AIR PRES. _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

INSTR. _____	AIR PRES. _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

M 21.14 SAFETY OFFICER ENTRY TEAM ASSIGNMENT FORM

TEAM G __ __ LEVEL 1 2 3 TIME IN/OUT: ____/____

TEAM J __ __ LEVEL 1 2 3 TIME IN/OUT: ____/____

INSTR. _____ AIR PRES. _____

INSTR. _____ AIR PRES. _____

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

TEAM H __ __ LEVEL 1 2 3 TIME IN/OUT: ____/____

TEAM K __ __ LEVEL 1 2 3 TIME IN/OUT: ____/____

INSTR. _____ AIR PRES. _____

INSTR. _____ AIR PRES. _____

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

TEAM I __ __ LEVEL 1 2 3 TIME IN/OUT: ____/____

TEAM L __ __ LEVEL 1 2 3 TIME IN/OUT: ____/____

INSTR. _____ AIR PRES. _____

INSTR. _____ AIR PRES. _____

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

M 21.15 STRUCTURAL BURN EVOLUTION TEAM ACCOUNTABILITY GUIDE

CREW START END FIRE ATTACK REHAB BREAK CRITIQUE HOSE TENDER ATTACK BACKUP VENT. PRACTICE NOZZLE PRACTICE

1			A	B	C	D	E	F	G
2			B	C	D	E	F	G	H
3			C	D	E	F	G	H	I
4			D	E	F	G	H	I	J
5			E	F	G	H	I	J	K
6			F	G	H	I	J	K	L
7			G	H	I	J	K	L	M
8			H	I	J	K	L	M	N
9			I	J	K	L	M	N	O
10			J	K	L	M	N	O	P
11			K	L	M	N	O	P	Q
12			L	M	N	O	P	Q	R
13			M	N	O	P	Q	R	S
14			N	O	P	Q	R	S	T
15			O	P	Q	R	S	T	U
16			P	Q	R	S	T	U	V
17			Q	R	S	T	U	V	W
18			R	S	T	U	V	W	X
19			S	T	U	V	W	X	Y
20			T	U	V	W	X	Y	Z
21			U	V	W	X	Y	Z	A
22			V	W	X	Y	Z	A	B
23			W	X	Y	Z	A	B	C
24			X	Y	Z	A	B	C	D
25			Y	Z	A	B	C	D	E

M 21.16 FIRST REPORT OF INJURY

CLASS: _____

INSTRUCTOR: _____

NAME OF STUDENT: _____

DEPARTMENT: _____

STUDENT'S AGE: _____ DATE OF INJURY: _____ - _____ - _____ TIME: _____: _____ AM PM

LOST TIME FROM CLASS Yes No

DETAILS OF ACCIDENT

(This information is for use in preventing similar accidents. Please answer all questions.)

1. What task was the student performing?

2. How was the student injured?

3. What did the student do unsafely?

4. What equipment was defective or failed?

5. What steps should be taken to prevent similar injuries?

6. Was accident reported immediately? Yes No If No, Explain: _____

7. Did the student require medical attention as a result of this injury? Yes No
If yes, give name and address of transportation unit, medic, doctor and/or hospital.

M 21.17 FIRST REPORT OF UN-SAFE ACT

CLASS: _____

INSTRUCTOR: _____

NAME OF STUDENT: _____

DEPARTMENT: _____

STUDENT'S AGE: _____ DATE OF ACTIVITY: ____-____-____ TIME: ____-____ AM PM

LOST TIME FROM CLASS Yes No

DETAILS OF INCIDENT

(This information is for use in preventing similar accidents. Please answer all questions.)

1. What task was the student performing?

2. How was the student being supervised?

3. What did the student or instructor do unsafely?

4. What equipment was being used?

5. What steps should be taken to prevent similar unsafe acts?

6. Was the unsafe act brought to the attention of the instructor immediately? Yes No

If No, Explain: _____

7. Would this incident have resulted in an injury? Yes No

If yes, give details: _____

M 21.18 SUMMARY OF ACTIVITIES CONDUCTED AT DRILL - KEEP ON FILE

Accounting of Activities Conducted:

Unusual Conditions Encountered:

Changes or Deterioration in the Structure.

Any Injuries or Treatment Rendered.

Completed By: _____ Date: ____/____/____

M 21.19 TRANSFER OF AUTHORITY OF THE PROPERTY BACK TO THE OWNER

Owners Copy

On _____, 20__ at __:___ __m, hours the _____ Fire Department has turned the property back over to the owner or the owners agent. The training session has been completed and the property will become the responsibility of the owner or agent representing the owner. The location of this property is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

It will be your responsibility to watch for any unsafe fire conditions that my require the return of the fire department to the property. If this happens, please notify the Fire Chief immediately by the 9-1-1 telephone system.

It will be your responsibility to secure people and pets from coming in contact with the remains and the hole in the ground or any unsafe conditions that my harm them in any way.

Thank you for your continued cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone _____ Fax

___/___/___ DATE

Fire Departments Copy

On _____, 20__ at __:___ __m, hours the _____ Fire Department has turned the property back over to the owner or the owners agent. The training session has been completed and the property will become the responsibility of the owner or agent representing the owner. The location of this property is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

It will be your responsibility to watch for any unsafe fire conditions that my require the return of the fire department to the property. If this happens, please notify the Fire Chief immediately by the 9-1-1 telephone system.

It will be your responsibility to secure people and pets from coming in contact with the remains and the hole in the ground or any unsafe conditions that my harm them in any way.

Thank you for your continued cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone _____ Fax

___/___/___ DATE

M 21.20 GAS UTILITIES DEPARTMENT NOTICE

On _____, 20__ the _____ Fire Department will be conducting a live burn training session which will include demolition of a building by burning. The location of this training session is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

We are asking that you disconnect the utility service to the building by the above date. If you are unable to accomplish this, please notify the Fire Chief immediately.

We are notifying you so your department can determine if there is a need for the possible removal or re-routing of any of your lines. Also you may need to remove meters and other equipment that belong to you.

This notice will eliminate the receiving of complaints of service interruption during or after the training session.

Thank you for your continued cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone

_____ Fax ____/____/____ DATE

M 21.21 ELECTRIC UTILITIES DEPARTMENT NOTICE

On _____, 20__ the _____ Fire Department will be conducting a live burn training session which will include demolition of a building by burning. The location of this training session is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

We are asking that you disconnect the utility service to the building by the above date. If you are unable to accomplish this, please notify the Fire Chief immediately.

We are notifying you so your department can determine if there is a need for the possible removal or re-routing of any of your lines. Also you may need to remove meters and other equipment that belong to you.

This notice will eliminate the receiving of complaints of service interruption during or after the training session.

Thank you for your continued cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone

_____ Fax ___/___/___ DATE

M 21.22 WATER DEPARTMENT NOTICE

On _____, 20__ the _____ Fire Department will be conducting a live burn training session which will include demolition of a building by burning. The location of this training session is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

Will you please bring this to the attention of your personnel as we will be using water from the following hydrants:

1. _____ 2. _____

3. _____ 4. _____

We are notifying you so your department can prepare for this usage so as not to receive complaints of rusty water or low water pressure during or after the training session.

You may also want to determine if you have any meters or other equipment that needs to be removed or protected.

If freezing is possible please have your personal winterize the hydrant(s) which were used.

Thank you for your continued cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone

_____ Fax _____/____/____ DATE

M 21.23 LOCAL/REGIONAL LAW ENFORCEMENT NOTICE

On _____, 20__ the _____ Fire Department will be conducting a live burn training session which will include demolition of a building by burning. The location of this training session is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

Will you please bring this to the attention of your dispatcher and patrol units. We may need traffic control if the location warrants it.

We would also like to be notified of any reported fires in the area which we are operating from. You may receive reports of a fire by pedestrians. Do not activate the alarm until you call us by radio or telephone first to confirm the location of the reported fire.

Thank you for your continued cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone

_____ Fax _____/____/____ DATE

M 21.24 NOTICE TO ADJACENT PROPERTY OWNERS

A MINIMUM OF THREE DAYS ADVANCE NOTICE AND OR AS SOON AS POSSIBLE

In order to serve you better, your Fire Department will be conducting a training session on _____, 20__ . The _____ Fire Department will be conducting a live burn training session which will include either total demolition or partial demolition of a building by burning. The location of this training session is:

County: _____

Township: _____

Fire Number: _____

Nearest Cross Rd.: _____

We are informing you of this training session so you will not be surprised when you see your Fire Department in your area on this date.

This will be a great opportunity for you to see your Fire Department at work practicing techniques and skills to better protect you and your property.

We would like to remind you to take appropriate action to protect your car, laundry if outside, and other items that may come in contact with smoke or other particles. We would also like to remind you to keep your windows closed if you smell smoke in your area.

If you are not going to be at your residence or property at the time of the training session, please remember to make arrangements to have your windows closed and notify the Fire Department of a phone number where you can be reached.

Thank you for your continued support and cooperation.

_____ Fire Chief

_____ Fire Department

_____ Phone

_____ Fax

___/___/___ DATE

M 21.25 LIABILITY INSURANCE COVERAGE OBTAINED

Most political subdivisions and their fire departments have liability insurance which covers any acts or omissions that may take place during a structural burn.

Fire department members are covered under the Worker-s Compensation plan obtained by the political subdivision to whom the fire department belongs.

The Minnesota State Colleges and Universities, and the Fire/EMS/Safety Center is self insured through the Risk Management Fund. The state’s liabilities are stated under Minnesota Statute 3.732 which prescribes the settlement of claims and Minnesota Statute 3.736 Tort Claims which prescribes the limits, exclusions and procedures.

Questions which arise as to insurance coverage for state institutions should be directed to Risk Management Division, 50 Sherburne Ave., Room 309, St. Paul, MN 55155 Voice: 651-215-1759.

If this training is not being conducted through a state education institution such as the Minnesota State Colleges and Universities institution, remember to obtain liability insurance to cover the unexpected problems that may come up. This should include exposure and medical, plus any thing else you might be concerned about.

CITY/TOWNSHIP LIABILITY INSURANCE OBTAIN Yes____ No____

DOCUMENTATION ENCLOSED Yes____ No____

_____ Fire Chief

_____ Fire Department

____/____/____
DATE

M 21.26 PARTICIPANT TRAINING VERIFICATION FORM

I, _____, Chief of the _____ Fire Department, do here by authorize the following individuals to participate in this training session. These individuals have meet the requirements of M 2.1.2. pre-training requirements:

M 2.1.2 - Prior to being permitted to participate in live fire training evolutions, the student shall have received training to meet the performance objectives Sections 5-1 through 5-5 of for FIRE FIGHTER I of the NFPA 1001, Standard for FIRE FIGHTER PROFESSIONAL QUALIFICATIONS. Students who are currently enrolled in a Minnesota State Colleges and Universities Recruit or Firefighter I/II course shall be allowed to participate towards the end of the course.

- | | |
|-----------------------------------|--|
| (1) Safety | (6) Fire hose, appliances, and streams |
| (2) Fire behavior | (7) Overhaul |
| (3) Portable extinguishers | (8) Water supply |
| (4) Personal protective equipment | (9) Ventilation |
| (5) Ladders | (10) Forcible entry |

The following list of firefighters have completed the required training. (Please print)

1 _____	15 _____
2 _____	16 _____
3 _____	17 _____
4 _____	18 _____
5 _____	19 _____
6 _____	20 _____
7 _____	21 _____
8 _____	22 _____
9 _____	23 _____
10 _____	24 _____
11 _____	25 _____
12 _____	26 _____
13 _____	27 _____
14 _____	28 _____

Fire Chief: _____, verify that the students listed are physically fit and have meet the education requirements stated above.

DATE ____/____/____

M 21.27 MINNESOTA DEPARTMENT OF NATURAL RESOURCES

NA-00XXX-01

FIRE TRAINING BURN APPLICATION

Fire Chief or Training Officer: complete this application and submit to local forestry office a minimum of 14 days prior to the actual burn training. All training should have a burn plan or be conducted according to guidelines in the Structural Burn Training Manual of the Minnesota Technical College System.

Fire Department/Other Agency		Address	
Applicant's Name	Title	Work Telephone Number	Home Telephone Number

TYPE OF FIRE TRAINING TO BE CONDUCTED:

Location of burn training:

Street Address	City	Zip
----------------	------	-----

If a structure is to be burned indicate: (check)

Commercial Structure*
 Private Structure
 Approximate Size _____ FT by _____ FT

Asbestos Inspector:	Inspector's License No.:
Address:	Telephone Number:

IF FLAMMABLE LIQUID OR GAS:

Liquid fuel - type:	Amount:	Compressed gas or other type:	Amount:
---------------------	---------	-------------------------------	---------

Name of technical college assisting with training:	Training Officer Name:	Telephone Number:
--	------------------------	-------------------

PRE BURN REQUIREMENTS - initial boxes to verify you have read and will comply with the following:

- Written consent of burn site owner must be secured before training is conducted.
- If structure, utilities must be disconnected before training is conducted.
- Local emergency dispatcher(s) must be notified prior to burn.

POST BURN REQUIREMENTS - all debris remaining after burn requiring disposal must be disposed of in a manner that meets all solid waste ordinance requirements.

- NOTE:**
- ▶ Attached is your burn training permit. The permit must be signed prior to the training exercise.
 - ▶ Both the Burn Permit and Application must be on site at the time of the burn training exercise.

I attest, by my signature, that I have read and will comply with the above requirements, MN Statutes 88, any attachment to this application and permit, and that I am the authorized training officer for the above fire department/agency.

Applicant's Signature	Date
-----------------------	------

- Application Approved:
- Application Denied:

By:	Date:
-----	-------

SAMPLE

MINNESOTA OPEN BURNING PERMIT & _____ LOCAL PERMIT

PERMITTEE INFORMATION

Name _____		
Address _____		
City _____	State _____	Zip _____
Telephone Number _____		

BURNING PERMIT CONDITIONS (Check those that apply)

<input type="checkbox"/>	PILED MATERIAL (Circle Fuel) Trees/Brush/Leaves/ Other(Specify) _____
	# Piles _____ Approx Pile Size _____
<input type="checkbox"/>	RUNNING FIRE (Circle Fuel) Brush / Slag / Grass
	Size of Area in Acres _____
<input type="checkbox"/>	FARM OPERATION Household / Other (Specify) _____
<input type="checkbox"/>	SPECIAL CONDITIONS _____
<input type="checkbox"/>	ATTACHMENT _____ WETLAND _____
<input type="checkbox"/>	LOCAL ORDINANCE _____
<input type="checkbox"/>	PRIOR TO BURNING CHECK _____

BURN SITE LOCATION

Section _____	Twp _____	Range _____
Forty or Gov't Lot _____	County _____	
Address: _____		
City _____		

EFFECTIVE DATES: From: M ____ /D ____ /Y ____ To: M ____ /D ____ /Y ____
 DAILY HOURS: From: ____ AM/PM To: ____ AM/PM OR -- ALL DAY

This permit is valid for open burning as allowed and specified in Minn. Rules pts. 7005.0700 to 7005.0705, MS 88.05, MS 88.16, Minn. Uniform Fire Code, and local ordinances. The permittee is granted permission to burn the above described materials at the specified location during the dates and times listed above.

I attest, by my signature, that I have read and will comply with the conditions of and the requirements to this permit; and that I am the landowner or have permission of the landowner to burn at the above burn site location.

Permittee's Signature _____	Date _____	Approving Authority Signature(s) _____	Date _____
X _____		X _____	

NA-01974-03

PLEASE SEE REVERSE SIDE FOR FIRE SAFETY AND AIR QUALITY REQUIREMENTS

FIRE SAFETY AND AIR QUALITY REQUIREMENTS

I AGREE:

- ▶ To keep this fire under control and to assume responsibility for all damages and costs that may result from burning done under this permit.
- ▶ To attend this fire until completely extinguished.
- ▶ Not to burn if there is a practical alternative method for disposal of the material such as chipping or composting.
- ▶ To use a clean burning device to start the fire.
- ▶ Not to conduct burning during any air quality alert.
- ▶ Not to burn paper or cardboard except as provided under Minnesota Statutes 17.135.
- ▶ To extinguish the fire immediately if this permit is revoked.
- ▶ To have this permit available at the burn site for inspection.
- ▶ That prevailing wind must be away from nearby occupied buildings.
- ▶ That fires will not be allowed to smolder without flame.

PROHIBITED MATERIALS ARE: oils, rubber, plastics, tires and chemically treated materials such as railroad ties, treated lumber, composite shingles, tar paper, insulation, composition board, sheet rock, wiring, paint, hazardous and industrial solid waste.

VIOLETIONS OF PERMIT CONDITIONS MAY SUBJECT PERMITTEE TO CRIMINAL AND/OR CIVIL ACTIONS

REUSE, RECYCLE, AND COMPOST

M 21.29 MINN DNR AREA FORESTRY OFFICES

<http://www.dnr.state.mn.us/contact/locator.html>

REGION 1

BEMIDJI AREA:	2220 Bemidji Ave. Bemidji, MN 56601	218-755-2890 - Office 218-755-2049 - Fax
BAGLEY AREA:	HWY 92 N RR 1 Box 22 Bagley, MN 56621-9801	218-694-2146 - Office 218-694-2945 - Fax
BLACKDUCK AREA:	1 ST W & Summit Ave. Box L Blackduck, MN 56630-0340	218-835-6684 - Office 218-835-4474 - Fax
WARROAD AREA:	1101 E Lake ST. P.O. Box 43 Warroad, MN 56763-2407	218-386-1304 - Office 218-386-1314 - Fax
WANNASKA AREA:	HWY 89 S Rrt Box 34A Wannaska, MN 56761	218-425-7793 - Office 218-425-7797 - Fax
BAUDETTE AREA:	HWY 11 & 2nd Ave. RT 1 Box 1001 Baudette, MN 56623-9702	218-634-2172 - Office 218-634-2563 - Fax
PARK RAPIDS AREA:	Box 113 607 W 1st St. Park Rapids, MN 56470-1311	218-732-3309 - Office 218-732-5391 - Fax
ALEXANDRIA AREA:	2605 AGA Drive Unit 6 Alexandria, MN 56308	320-762-7812 - Office 320-762-5689 - Fax
DETROIT LAKES AREA:	P.O. Box 823 Detroit Lakes, MN 56502-0823	218-847-1596 - Office 218-847-1588 - Fax

REGION 2

DEER RIVER AREA:	Box 157 Deer River, MN 56636	218-246-8343 - Office 218-246-2327 - Fax
EFFIE AREA:	Box 95 Effie, MN 56639	218-743-3694 - Office 218-743-1942 - Fax
HIBBING AREA:	1208 E Howard St. Hibbing, MN 55746	218-262-6760 - Office 218-262-6792 - Fax
ORR AREA:	P.O. Box 306 Orr, MN 55771	218-757-3274 - Office 218-757-3276 - Fax
TOWER AREA:	P.O. Box 432 609 N 2nd St. Tower, MN 55790	218-753-4500 - Office 218-753-4517 - Fax
CLOQUET AREA:	1604 S HWY 33 Cloquet, MN 55720	218-879-0880 - Office 218-879-0894 - Fax
TWO HARBORS AREA:	4805 Rice Lake Rd. Duluth, MN 55803-1293	218-723-4669 - Office 218-725-7765 - Fax
GRAND MARRAIS AREA:	Box 156 Grand Marrais, MN 55604	218-387-1075 - Office 218-387-1042 - Fax
LITTLE FORK AREA:	21 3rd Ave Box 1 Littlefork, MN 56653	218-278-6651 - Office 218-278-6211 - Fax

M 21.29 continued next page

M 21.29 MINN DNR AREA FORESTRY OFFICES

REGION 3

BRAINERD AREA:	1601 Minnesota Drive Brainerd, MN 56401	218-828-2565 - Office 218-828-2431 - Fax
LITTLE FALLS AREA:	<i>Rt. 4 Little Falls, MN 56345</i>	<i>218-632-6674 - Office 218-632-3344 - Fax</i>
BACKUS AREA:	Box 6 Backus, MN 56435	218-947-3232 - Office 218-947-3525 - Fax
PEQUOT LAKES AREA:	<i>Box 27 Pequot Lakes, MN 56472</i>	<i>218-568-4566 - Office 218-568-4921 - Fax</i>
HILL CITY AREA:	P.O. Box 9 Hill City, MN 55748	218-697-2476 - Office 218-697-8112 - Fax
AITKIN AREA:	<i>P.O. Box 138 (Rt. 4 Box 44) Aitkin, MN 56431-0138</i>	<i>218-927-4040 - Office 218-927-4121 - Fax</i>
MOOSE LAKE AREA:	Rte. 2 701 S Kenwood Moose Lake, MN 55767	218-485-5400 - Office 612-485-5406 - Fax
HINCKLEY AREA:	<i>Rt 2 Box 386 B Hinckley, MN 55037</i>	<i>612-384-6146 - Office No Fax</i>
CAMBRIDGE AREA:	800 Oak Savanna Lane SW Cambridge, MN 55008	612-689-7100 - Office 612-689-7120 - Fax
ST. CLOUD AREA:	<i>4140 Thielman Ln Site 203 St. Cloud, MN 55301</i>	<i>320-255-4276 - Office 320-255-3999 - Fax</i>

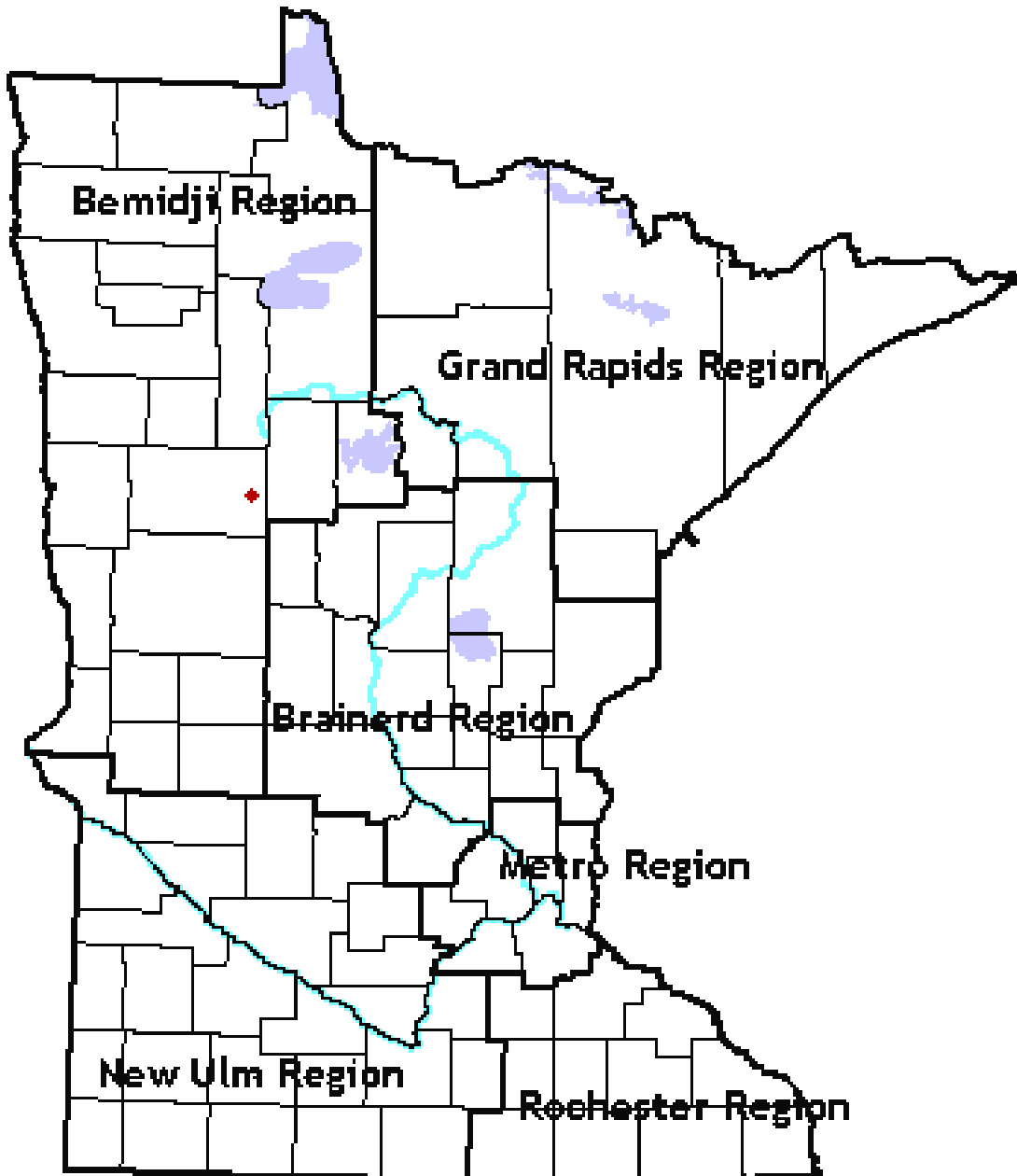
REGION 5

LEWISTON AREA:	Box 279 Lewiston, MN 55952	507-523-2183 - Office 507-523-2951 - Fax
CALEDONIA AREA:	<i>603 N Sprague St. Caledonia, MN 55921</i>	<i>507-724-5261 - Office 507-724-5448 - Fax</i>
PRESTON AREA:	Box B 900 Washington St NW Preston, MN 55965	507-765-2740 - Office No Fax
LAKE CITY AREA:	<i>1801 S Oak Lake City, MN 55041</i>	<i>612-345-3216 - Office 612-345-3975 - Fax</i>
ROCHESTER AREA:	2300 Silver Creek Rd. NE Rochester, MN 55906	507-285-7428 - Office 507-285-7144 - Fax
MANKATO AREA:	<i>410 Jackson Str. Suite 180 Mankato, MN 56001</i>	<i>507-389-6713 - Office 507-389-6713 - Fax</i>
NEW ULM AREA:	Box 756 Hwy 15 South New Ulm, MN 56073	507-359-6057 - Office 507-359-6018 - Fax
WILLMAR AREA:	<i>1025 SW 19th Ave Willmar, MN 56201</i>	<i>320-231-5164 - Office 320-231-5164 - Fax</i>
FARIBAULT AREA:	1400 Cannon Circle Faribault, MN 55021	507-332-3247 - Office 507-332-3247 - Fax

M 21.29 MINN DNR AREA FORESTRY OFFICES

REGION 6		
NORTH METRO AREA:	1200 Warner Road St. Paul, MN 55106	651-772-7925 - Office 651-772-7599 - Fax
EAST METRO AREA:	1200 Warner Road St. Paul, MN 55106	651-772-7925 - Office 651-772-7599 - Fax

<http://www.dnr.state.mn.us/contact/locator.html>





**DEPARTMENT OF NATURAL RESOURCES
General Permit**

**Fire Training Burns
Emergency Fire Fighting**

General Permit 2004-4164 authorizes temporary water appropriation for a single fire training burn and emergency fire fighting subject to Permit Condition 12. To be included under General Permit 2004-4164 the project must meet the following criteria:

- a) The Area Hydrologist for the county in which the project is located must be notified five days prior to pumping to determine if the project can be authorized under the General Permit. Attached is a form that can be used for notification requirements. Failure to provide the information requested on the notification form will delay determinations of authorization under the General Permit.
- b) Water appropriations for training burns must have minimal potential for impacts to the resource.
- c) Water appropriations for training burns cannot exceed 1 million gallons.
- d) Water appropriations for emergency fire fighting must submit an after-the-fact notification form and estimated water volume (see Condition 12).

Please be sure to read all conditions and limitations that are part of General Permit 2004-4164. If you have any questions, contact the Area Hydrologist listed on attachment in which the project is located.

Attachments

General Permit 2004-4164
Notification Form with List of Area Hydrologist

M 21.30 MINNESOTA DEPARTMENT OF NATURAL RESOURCES



**WATER APPROPRIATION
GENERAL PERMIT
FIRE TRAINING BURNS
EMERGENCY FIRE FIGHTING**

GENERAL PERMIT 2004-4164
COUNTY: All Southern Minnesota Counties in DNR Region 4

IN THE MATTER OF THE APPLICATION FOR APPROPRIATION OF WATERS OF THE STATE, PERMISSION IS HEREBY GRANTED TO:

PERMITTEE State and Local Fire Departments	Authorized Agent	
To: Appropriate from all surface waters of the state excluding designated trout streams not to exceed one million gallons for a single training burn as described on the Water Appropriation General Permit Notification Form submitted to the Department.		
Purpose: Temporary appropriation of surface waters of the state for use in fire training burns and emergency fire fighting as provided in Condition 12. Use Code (215)		
Property described as: Permittee must own, control, or have permission to access and use all lands where water is appropriated, conveyed, and used.		
Authorized Signature David Leuthe Regional Hydrologist	Date April 9, 2004	Expiration Date of Permit December 31, 2009

This permit is granted subject to the following **CONDITIONS:**

1. QUANTITY & PUMPING RATE:

The Permittee is authorized to appropriate water at a rate not to exceed 3,500 gallons per minute. The total amount of water appropriated shall not exceed 1.0 million gallons per year.

2. LIMITATIONS:

- (a) Any violation of the terms and conditions of this permit and any appropriation of the waters of the state in excess of that authorized hereon shall constitute a violation of Minnesota Statutes, Chapter 103G.
- (b) This permit shall not be construed as establishing any priority of appropriation of waters of the state.
- (c) This permit is permissive only. No liability shall be imposed upon or incurred by the State of Minnesota or any of its employees, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of the Permittee relating to any matter hereunder. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person other than the state against the Permittee, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the state against the Permittee, for violation of or failure to comply with the conditions of the permit or applicable provisions of law.
- (d) In all cases where the doing by the Permittee of anything authorized by this permit shall involve the taking, using, or damaging of any property, rights or interests of any other person or persons, or of any publicly owned lands or improvements thereon or interests therein, the Permittee, before proceeding therewith, shall obtain the written consent of all persons, agencies, or authorities concerned, and shall acquire all property, rights, and interests necessary therefore.
- (e) This permit shall not release the Permittee from any other permit requirements or liability or obligation imposed by Minnesota Statutes, Federal Law, or local ordinances relating thereto and shall remain in force subject to all conditions and limitations now or hereafter imposed by law.
- (f) Unless explicitly specified, this permit does not authorize any alterations of the beds or banks of any public waters or wetlands. A separate permit must be obtained from the Department of Natural Resources prior to any such alteration.
- (g) Fire training burn operations that do not meet all conditions and limitations of this General Permit must submit an individual water appropriation permit application.
- (h) The Area Hydrologist must be notified at least five (5) days in advance of any burn project authorized hereunder.

3. PERMITTEE'S RESPONSIBILITIES:

(a) REPORTS.

Permittee must determine the total quantity and maximum pumping rate of each training burn and submit this data to the Area Hydrologist within ten (10) days following the burn.

(b) MODIFICATION.

The permittee must notify the Area Hydrologist in writing of any proposed changes to the existing permit. This permit shall not be modified without first obtaining the written permission from the Area Hydrologist.

4. COMMISSIONER'S AUTHORITY:

(a) The Commissioner may inspect any installation utilized for the appropriation or use of water. The Permittee shall grant access to the site at all reasonable times and shall supply such information concerning such installation as the Commissioner may require.

(b) The Commissioner may, as he/she deems necessary, require the Permittee to install gages to monitor the impact of the Permittee's appropriation on the water resource and require the Permittee to pay necessary costs of installation and maintenance.

(c) The Commissioner may restrict, suspend, amend, or cancel this permit in accordance with applicable laws and rules for any cause for the protection of public interests, or for violation of the conditions of this permit.

5. PUBLIC RECORD:

All data, facts, plans, maps, applications, annual water use reports, and any additional information submitted as part of this permit, and this permit itself are part of the public record and are available for public inspection at the offices of DNR Waters. The information contained therein may be used by the Department as it deems necessary. The submission of false data, statements, reports, or any such additional information, at any time shall be deemed as just grounds for revocation of this permit.

6. WETLAND CONSERVATION ACT:

Where the activity authorized by this permit involves the draining or filling of wetlands not subject to DNR regulations, the permittee shall not initiate any appropriation under this permit until the permittee has obtained official approval from the responsible governmental unit as required by the Minnesota Wetland Conservation Act.

7. CONSERVATION:

All practical and feasible water conservation methods and practices must be employed to promote sound water management and use the least amount of water necessary. The permittee shall implement adequate soil and water conservation measures in order to protect water quality and prevent erosion and sedimentation and must comply with conservation plans and best management practices that may be required by the local Soil and Water Conservation District.

8. COMPLIANCE WITH MINN. POLLUTION CONTROL AGENCY AND COUNTY SOLID WASTE DISPOSAL PROGRAMS:

This permit is only valid for training burn operations that comply with all solid waste disposal rules and regulations required by the Minnesota Pollution Control Agency and county land use programs.

9. ENVIRONMENTAL IMPACTS:

This permit is not valid in areas or locations where trout streams, calcareous fens, or other significant environmental resources may be adversely impacted.

10. LAND OWNERSHIP OR ACCESS AGREEMENTS:

This permit is valid only so long as the Permittee owns, controls, or has permission to access and use lands where surface water will be withdrawn, conveyed, and used under the terms of this permit.

11. SURFACE WATER SOURCES:

All pump intakes must be screened in order to prevent fish from being drawn into the system. DNR Waters may require the suspension of appropriations during periods of low flows and low water levels in order to maintain minimum flows and water levels within the watershed. This permit is not valid for appropriations from surface water sources that are infested with exotic species (Minnesota Rules 6216.0500), and all unused water appropriated under this permit must either be returned to its source or disposed of on land to prevent the spread of such species.

12. EMERGENCY FIRE FIGHTING:

This permit authorizes the appropriation of surface and ground waters for emergency fire fighting. The authorized volume of water for each emergency fire shall be based on public safety and welfare requirements. An after-the-fact Water Appropriation General Permit Notification Form must be submitted with an estimate of the volume of water appropriated.

M 21.31 MINNESOTA DEPARTMENT OF NATURAL RESOURCES
Fire Department Training & Practice Burns
Water Appropriation General Permit Notification Form

General Permit 2004-4164 requires that the Area Hydrologist be notified five days before the start of water appropriations for practice burns. Please fill in the items listed below and fax or mail this form to the Area Hydrologist (listed below) for the county in which the water appropriation is located. This notification form is only for temporary appropriations authorized by General Permit 2004-4164.

Applicant Name: _____ Contact Person: _____

Address: _____

Telephone: _____ - _____ FAX: _____ - _____
(Area Code) (Area Code)

Project Description:

Waterbody Name _____
[] Water Truck [] Pump(s) [] Other, _____

Land Access Authorization to Source: [] Construction Easement [] Landowner Permission (provide info below)

Land Owner Name: _____ Phone #: _____
Land Owner Address: _____

Point of Taking: _____ County
_____ 1/4 _____ 1/4 _____ 1/4, Section _____, Township _____, Range _____.

Estimated Pumping Rate: _____ gallons per minute

Estimated Total Volume to be Appropriated: _____ gallons

NOTE: If the estimated volume above is different than actual use, please enter the actual volume here and send this information to the Area Hydrologist (Actual volume of water used: _____ gallons)

Start of Pumping (date): _____ End of Pumping (date): _____

By signing below I certify the information submitted is true and correct to the best of my knowledge.

Applicant Signature Date: ____/____/____

Area Hydrologist Authorization Date: ____/____/____

FAX or mail this form, a map showing the pumping and discharge sites, and any other supporting information to the Area Hydrologist at least five days before the start of pumping. Failure to provide information requested in this notification form can delay approval under the general permit.

M 21.32 MINNESOTA DEPARTMENT OF NATURAL RESOURCES

**DNR WATERS REGION 4 (SOUTHERN)
AREA HYDROLOGIST-S COUNTIES SERVED**

Work Location Area Hydrologist	Counties Served	Phone Number
Faribault Randy Bradt	LeSueur & Rice	(507) 333-2051 (507) 333-2008 Fax
Hutchinson Robb Collett	Brown, McLeod, Meeker, Renville & Sibley	(320) 234-2560 (320) 234-2555 Fax
Lake City Bill Huber	Goodhue, Houston, Wabasha & Winona	(651) 345-5601 (651) 345-3975 Fax
Mankato Leo Getsfried	Blue Earth, Faribault, Martin, Nicollet & Waseca	(507) 389-2151 (507) 389-6093 Fax
Marshall Corey Hanson	Lac Qui Parle, Lyon, Lincoln, Pipestone, Redwood & Yellow Medicine	(507) 537-7258 (507) 537-6368 Fax
Rochester Bob Bezek	Dodge, Fillmore, Freeborn, Mower, Olmsted & Steele	(507) 285-7423 (507) 285-7144 Fax
Spicer Skip Wright	Big Stone, Chippewa, Kandiyohi & Swift	(320) 796-6272 (ext 3) (320) 796-6282 Fax
Windom Jim Sehl	Cottonwood, Jackson, Murray, Nobles, Rock & Watonwan	(507) 831-2900, Ext. 224 (507) 831-2921 Fax

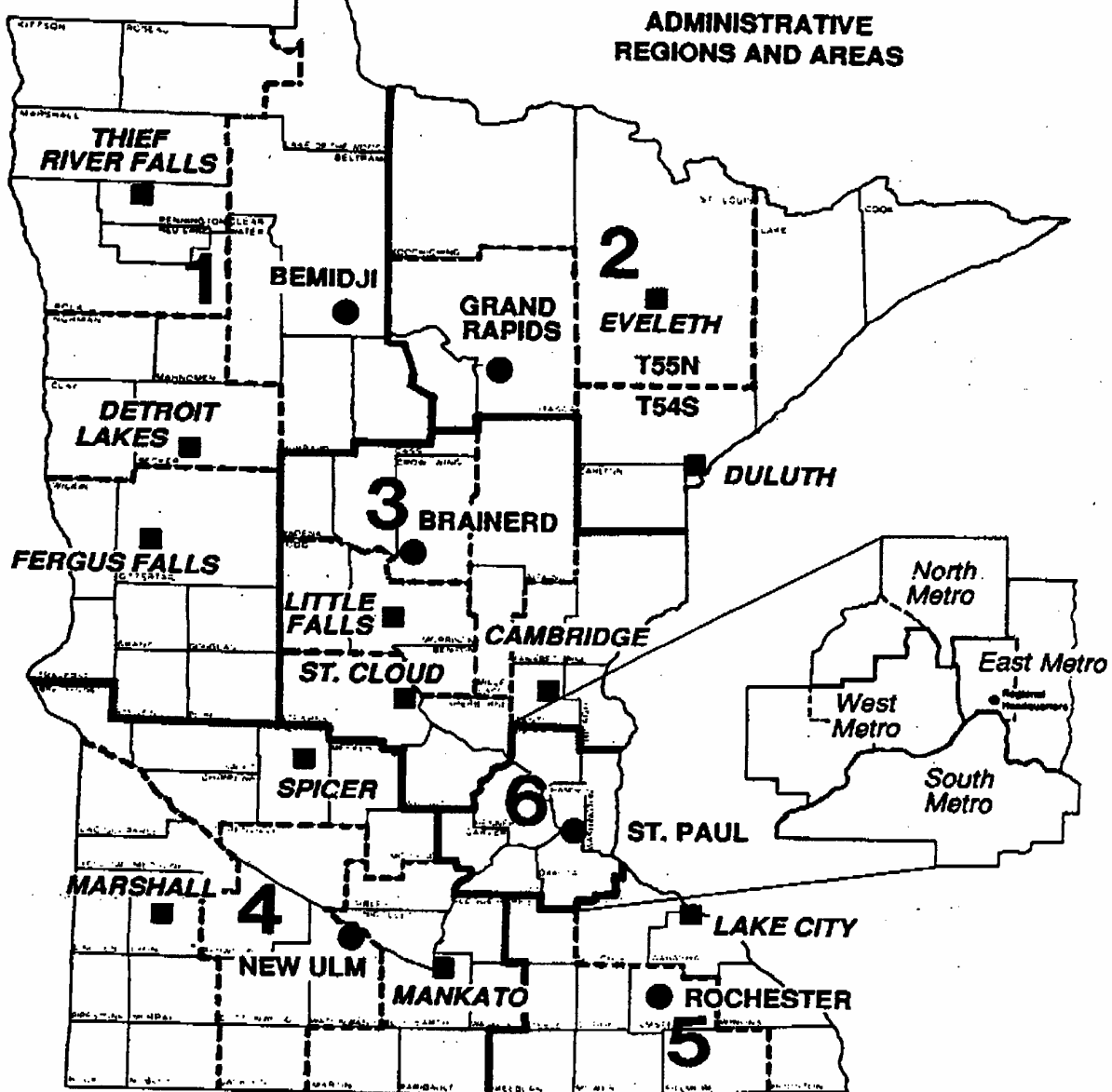
M 21.32 MINNESOTA DEPARTMENT OF NATURAL RESOURCES

REGIONAL OFFICES

Region 1 Bemidji - 218-755-3973
 Region 2 Grand Rapids - 218-327-4416
 Region 3 Brainerd - 218-828-2605

Region 4 New Ulm - 507-354-2196
 Region 5 Rochester - 507-285-7430
 Region 6 St. Paul - 612-296-7523

DIVISION OF WATERS



- REGIONAL OFFICE
- REGIONAL BOUNDARY
- AREA OFFICE
- - - AREA BOUNDARY

REVISED 1/1994

M 21.35 ASBESTOS INSPECTION AND ABATEMENT



Minnesota Pollution Control Agency

DEMOLITION BY BURNING GUIDANCE DOCUMENT

The asbestos National Emission Standard for Hazardous Air Pollutants (NESHAP) requires all asbestos containing materials (ACM) to be removed from a building prior to demolition by burning. The NESHAP applies to a fire department's burning of residential buildings for training purposes and requires that all buildings be thoroughly inspected for asbestos prior to demolition.

Asbestos containing materials are classified as either Category I non-friable, Category II non-friable, or friable. Category I materials include, but are not limited to, such items as floor tile, linoleum flooring, gaskets, and asphalt roofing materials. Category II materials include, but are not limited to, transite (slate) siding and cementitious roofing shingles.

Category I and Category II materials may be removed by un-licensed personnel as long as the materials are removed in a non-friable manner. Non-friable removal consists of removal in manner which would not cause the material to be crushed, crumbled or reduced to a powder. For example, if a house was covered with transite (slate) siding, it would be considered safe for the home owner to remove the siding as long as it is generally removed in whole pieces with as little breakage as possible and maintained in whole pieces until disposed of.

When friable ACM such as, pipe insulation, ceiling texture, or ceiling tile are present in a building, they need to be removed by a licensed asbestos abatement contractor. A list of licensed asbestos abatement contractors in the State of Minnesota can be obtained from the Minnesota Pollution Control Agency (MPCA) by calling the number below.

Prior to demolition of a building by intentional burning, it is necessary for the fire department to notify the MPCA Air Quality Division by completely filling out a Notice of Intent to Demolish (see attached). The notifications must be postmarked or delivered at least 10 working days prior to the demolition. Failure to notify the MPCA in a timely manner may result in an enforcement action. Completion of the Department of Natural Resources (DNR) burning permit application form does not satisfy the MPCA notification requirement.

*ASBESTOS COORDINATOR-AIR QUALITY DIVISION
MN POLLUTION CONTROL AGENCY
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155-4194*

*FOR QUESTIONS CALL;
1-612-296-7300
1-800-657-3864*

M 21.36 ASBESTOS INSPECTION FORM



Minnesota Pollution Control Agency
Notification of Intent to Perform a Demolition

Type of Notification Original Amended Project Cancellation

Demolition Contractor:

Name: _____
Address: _____

City, State, Zip: _____
Contact Person: _____
Phone Number(s): _____

Building Owner:

Name: _____
Address: _____

City, State, Zip: _____
Contact person: _____
Phone Number(s): _____

Building Information:

Building Name: _____
Address/Location: _____
City, State, Zip: _____
County: _____
Phone Number: _____
Prior Use of Bldg.: _____
Present Use of Bldg.: _____
Age of Bldg. (years): _____ Size of Bldg.(sq.ft.) _____
Number of Floors Including Basement Level(s): _____

Dates when demolition or intentional burning will Begin _____ & End _____

Notification must be postmarked or received ten (10) working days before demotion begins. *See item #5 for emergency demolitions. Both Beginning and Ending dates should be amended in writing as necessary to reflect current project dates.

If there is > 260 linear feet or > 160 Square feet of friable Asbestos - Containing Material (ACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition.

Is nonfriable ACM present in the structure to be demolished? YES NO
If YES complete items 1-9. If NO complete items 3-9.

1. If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.

Categ. I
_____ Linear Feet
_____ Square Feet
_____ Cubic Feet

Categ. II
_____ Linear Feet
_____ Square Feet
_____ Cubic Feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.
***Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.**

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.
***Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition. (ex transits, cement, sate roofing)**

2. Description & Location of ACM remaining in place (including floor # and room #):

3. Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM (including analytic method):

*Prior to demolition all buildings must be inspected by an U.S. Environmental Protection Agency (EPA) accredited inspector.

4. Description of planned demolition and the specific method(s) that will be used: _____

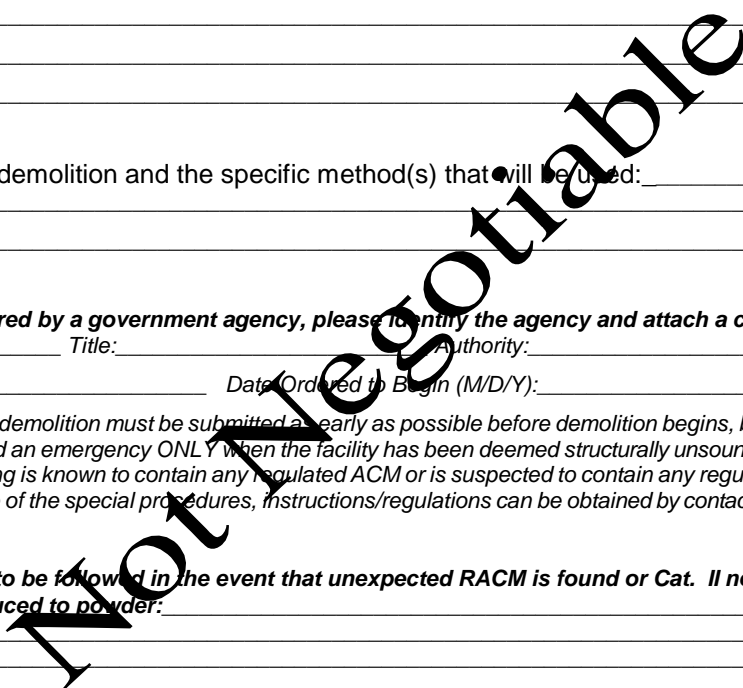
5. If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:

Name: _____ Title: _____ Authority: _____

Date of Order (M/D/Y): _____ Date Ordered to Begin (M/D/Y): _____

*Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency ONLY when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures MUST be followed. If you are unaware of the special procedures, instructions/regulations can be obtained by contacting the MPCA at the address or phone number listed below.

6. Description of procedure to be followed in the event that unexpected RACM is found or Cat. II non-friable ACM becomes crumbled, pulverized or reduced to powder:



7. Waste Transporter Information:

Transported Name: _____
Transporter Contact: _____
Transporter Address: _____
City, State, Zip: _____
Phone Number: _____

8. Waste Disposal Information:

Landfill Name: _____
Owner/Operator: _____
Address/Location: _____
City, State, Zip: _____
Phone Number: _____

9. I certify that the above information is correct and I am bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.

Signature of Contractor/Owner _____ Date: _____

Send to:	Asbestos Coordinator-Air Quality Division MN Pollution Control Agency 520 Lafayette Road North St. Paul, MN 55155-4194	For questions call:	1-651-296-7300 1-800-657-3864 1-651-297-7709 - Fax
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PCB Removal Information Polychlorinated biphenyls (PCBs) must be removed from the building prior to demolition. PCBs may be found in light ballasts, small capacitors found in old appliances, and transformer oils. For questions call the MPCA Hazardous Waste (HW) business assistance unit at 1-800-657-3724.

PCB remover name/address/phone/number: _____
PCB remover name/address/phone/number: _____

Mercury Removal Information Mercury containing material must be removed from the building prior to demolition. Mercury containing material may include fluorescent, metal halide, high pressure sodium, neon, mercury vapor lamps, mercury switches, thermostats, probes, manometers, and gages. For questions call the MPCA Hazardous Waste (HW) business assistance unit at 1-800-657-3724.

Mercury remover name/address/phone/number: _____
Mercury remover name/address/phone/number: _____

Refrigerants/CFCs/HCFCs Recovery Information A certified technician must recover refrigerants from refrigeration equipment and systems in the building prior to demolition. For questions call the MPCA Hazardous Waste (HW) business assistance unit at 1-800-657-3724.

Refrigerants remover name/address/phone/number: _____
Refrigerants remover name/address/phone/number: _____

General Instructions

(Section references are to the Internal Revenue Code.)

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping** 3 hr., 7 min.
- Learning about the law or the form.** 30 min.
- Preparing and sending the form to the IRS** 34 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Washington, DC 20224, Attention: IRS Reports Clearance Officer, T:FP; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-0908), Washington, DC 20503. **DO NOT** send this form to either of these offices. Instead, see **Where To File** on this page.

Purpose of Form

Donee organizations use Form 8282 to report information to the IRS about dispositions of certain charitable deduction property made within 2 years after the donor contributed the property.

Definitions

Note: For purposes of Form 8282 and these instructions, the term "donee" includes all donees, unless specific reference is made to "original" or "successor" donees.

Original Donee.—The first donee to or for which the donor gave the property. The original donee is required to sign an appraisal summary presented by the donor for charitable deduction property.

Appraisal Summary.—Section B of **Form 8283**, Noncash Charitable Contributions.

Successor Donee.—Any donee of property other than the original donee.

Charitable Deduction Property.—Property (other than money or certain publicly traded securities) for which the original donee signed, or was presented with for signature, an appraisal summary on Form 8283.

Generally, only items or groups of similar items for which the donor claimed a deduction of more than \$5,000 are

included on an appraisal summary. There is an exception if a donor gives similar items to more than one donee organization and the total deducted for these similar items exceeds \$5,000. For example, if a donor deducts \$2,000 for books given to a donee organization and \$4,000 for books to another donee organization, the donor must present a separate appraisal summary to each organization. For more information, see the Instructions for Form 8283.

Who Must File

Form 8282 must be filed by original and successor donee organizations who sell, exchange, consume, or otherwise dispose of (with or without consideration) charitable deduction property within 2 years after the date the original donee received the property.

Exceptions.—There are two situations where Form 8282 does not have to be filed.

- 1. Items valued at \$500 or less.**—You do not have to file Form 8282 if, at the time the original donee signed the appraisal summary, the donor had signed a statement on Form 8283 that the appraised value of the specific item was not more than \$500. If Form 8283 contains more than one similar item, this exception applies only to those items that are clearly identified as having a value of \$500 or less. However, for purposes of the donor's determination of whether the appraised value of the item exceeds \$500, all shares of nonpublicly traded stock, or items that form a set, are considered one item. For example, a collection of books written by the same author, components of a stereo system, or six place settings of a pattern of silverware are considered one item.

- 2. Items consumed or distributed for charitable purpose.**—You do not have to file Form 8282 if an item is consumed or distributed without consideration. The consumption or distribution must be in furtherance of your purpose or function as a tax-exempt organization. For example, no reporting is required for medical supplies consumed or distributed by a tax-exempt relief organization in aiding disaster victims.

When To File

If you dispose of charitable deduction property within 2 years of the date the original donee received it and you do not meet exception 1 or 2 above, you must file Form 8282 within 125 days after the date of disposition.

Exception.—If you did not file because you had no reason to believe the substantiation requirements applied to the donor, but you later become aware that they did apply, file Form 8282 within 60 days after the date you become aware you are liable. For example, this exception

would apply where an appraisal summary is furnished to a successor donee after the date that donee disposes of the charitable deduction property.

Missing Information

If Form 8282 is filed by the due date, you must enter your organization's name, address, and EIN and complete at least Part III, column (a). You do not have to complete the remaining items if the information is not available. For example, you may not have the information necessary to complete all entries if the donor's appraisal summary is not available to you.

Where To File

Send Form 8282 to the Internal Revenue Service Center, Cincinnati, OH 45944.

Penalty

You may be subject to a penalty if you fail to file this form by the due date, fail to include all of the information required to be shown on this form, or fail to include correct information on this form (see **Missing Information** above). The penalty is generally \$50. For more details, see section 6721.

Other Requirements

Information You Must Give a Successor Donee.—If the property is transferred to another charitable organization within the 2-year period discussed earlier, you must give your successor donee the following information:

1. The name, address, and EIN of your organization,
2. A copy of the appraisal summary (the Form 8283 that you received from the donor or a preceding donee), and
3. A copy of this Form 8282, within 15 days after you file it.

You must furnish items 1 and 2 within 15 days after the latest of:

- The date you transferred the property,
- The date the original donee signed the appraisal summary, or
- If you are also a successor donee, the date you received a copy of the appraisal summary from the preceding donee.

Note: The successor donee organization to whom you transferred this property is required to give you their organization's name, address, and EIN within 15 days after the later of:

- The date you transferred the property, or
- The date they received a copy of the appraisal summary.

Information You Must Give the Donor.—You must give a copy of your Form 8282 to the donor of the property.

Appraisal Summary.—You must keep a copy of the appraisal summary in your records.

M 21.39 IRS 8283 NON-CASH CHARITABLE CONTRIBUTIONS

Form **8283**
(Rev. November 1992)
Department of the Treasury
Internal Revenue Service

Noncash Charitable Contributions
▶ Attach to your tax return if the total deduction claimed for all property contributed exceeds \$500.
▶ See separate instructions.

OMB No. 1545-0908
Expires 11-30-95

Attachment
Sequence No. **55**

Name(s) shown on your income tax return

Identifying number

Note: Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

Section A—Include in this section **only** items (or groups of similar items) for which you claimed a deduction of \$5,000 or less per item or group, and certain publicly traded securities (see instructions).

Part I Information on Donated Property—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) Description of donated property
A		
B		
C		
D		
E		

Note: If the amount you claimed as a deduction for an item is \$500 or less, you do not have to complete columns (d), (e), and (f).

	(c) Date of the contribution	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) Fair market value	(h) Method used to determine the fair market value
A						
B						
C						
D						
E						

Part II Other Information—If you gave less than an entire interest in property listed in Part I, complete lines 2a–2e. If restrictions were attached to a contribution listed in Part I, complete lines 3a–3c.

2 If less than the entire interest in the property is contributed during the year, complete the following:
a Enter letter from Part I that identifies the property _____. If Part II applies to more than one property, attach a separate statement.

b Total amount claimed as a deduction for the property listed in Part I: **(1)** For this tax year _____
(2) For any prior tax years _____

c Name and address of each organization to which any such contribution was made in a prior year (complete only if different than the donee organization above).

Name of charitable organization (donee)

Address (number, street, and room or suite no.)

City or town, state, and ZIP code

d For tangible property, enter the place where the property is located or kept _____

e Name of any person, other than the donee organization, having actual possession of the property _____

3 If conditions were attached to any contribution listed in Part I, answer the following questions and attach the required statement (see instructions):

a Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?

b Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?

c Is there a restriction limiting the donated property for a particular use?

	Yes	No
a		
b		
c		

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 62299J

Form **8283** (Rev. 11-92)



Department of the Treasury
Internal Revenue Service

Instructions for Form 8283

(Revised November 1992)

Noncash Charitable Contributions

(Section references are to the Internal Revenue Code unless otherwise noted.)

General Instructions

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	20 min.
Learning about the law or the form	26 min.
Preparing the form	35 min.
Copying, assembling, and sending the form to the IRS	35 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the IRS and the Office of Management and Budget at the addresses listed in the instructions of the tax return with which this form is filed.

Purpose of Form

Use Form 8283 to report certain required information about noncash charitable contributions. Do not report on Form 8283 out-of-pocket expenses for volunteer work or amounts you gave by check or credit card. Treat these items as cash contributions.

Additional Information

Do not use this form to figure your charitable contribution deduction. For details on how to figure the amount of the deduction, see your tax return instructions. You may also want to get **Pub. 526**, Charitable Contributions (for individuals), and **Pub. 561**, Determining the Value of Donated Property. If you contributed depreciable property, get **Pub. 544**, Sales and Other Dispositions of Assets.

Who Must File

You must file Form 8283 if the amount of your deduction for all noncash gifts is more than \$500. For this purpose, "amount of your deduction" means your deduction **before** applying any income limitations that could result in a carryover. The carryover rules are explained in Pub. 526.

If you must file Form 8283, you may need to complete Section A, Section B, or both, depending on the type of property donated and the amount claimed as a deduction. See **Which Sections To Complete** on this page.

Form 8283 is filed only by individuals, partnerships, S corporations, closely held corporations, personal service corporations, and other C corporations.

Note: C corporations, other than personal service corporations and closely held corporations, must file Form 8283 only if the amount claimed as a deduction is over \$5,000.

Reductions to Fair Market Value (FMV).—Make any required reductions to FMV before you determine if you must file Form 8283. Attach a computation to your tax return showing the reduction. The amount of the reduction (if any) depends on whether the property is ordinary income property or capital gain property. See the FMV discussion below.

When To File

File Form 8283 with your tax return for the tax year you contribute the property and first claim a deduction.

Fair Market Value (FMV)

Although the **amount** of your deduction determines if you have to file Form 8283, you also need to have information about the **value** of your contribution to complete the form.

FMV is the price a willing buyer would pay a willing seller when neither has to buy or sell, and both are aware of the sale conditions.

You may not always be able to deduct the FMV of your contribution. Depending on the type of property donated, you may have to reduce the FMV to get to the deductible amount, as explained next.

Ordinary income property is property that would result in ordinary income or short-term capital gain if it were sold on the date it was contributed. Examples of ordinary income property are inventory, works of art created by the donor, and capital assets held for 1 year or less. The deduction for a gift of ordinary income property is limited to the FMV minus the amount that would be ordinary income or short-term capital gain if the property were sold at its FMV.

Capital gain property is property that would result in long-term capital gain if it were sold at its FMV on the date it was contributed. It includes certain real property and depreciable property used in your trade or business, and generally held for more than 1 year. You usually may deduct gifts of capital gain property at their FMV. However, you must reduce the FMV by the amount of the appreciation if:

- The capital gain property is contributed to certain private nonoperating foundations,
- You choose the 50% limit instead of the special 30% limit, or
- The contributed property is tangible personal property that is put to an unrelated use by the charity.

Caution: If you contributed capital gain property, you may owe the alternative minimum tax. For details, get **Form 6251**, Alternative Minimum Tax—Individuals, and its instructions.

Qualified Conservation Contribution.—If your donation qualifies as a "qualified conservation contribution" under section 170(h), attach a statement that shows the claimed FMV of the underlying property before and after the gift and the conservation purpose furthered by the gift.

Which Sections To Complete

Section A

Include in Section A only items (or groups of similar items as defined on page 2) for which you claimed a deduction of \$5,000 or less per item (or group of similar items). Also, include the following publicly traded securities even if the deduction exceeds \$5,000:

1. Securities listed on an exchange in which quotations are published daily,

2. Securities regularly traded in national or regional over-the-counter markets for which published quotations are available, or

3. Securities that are shares of a mutual fund for which quotations are published on a daily basis in a newspaper of general circulation throughout the United States.

Section B

Include in Section B only items (or groups of similar items) for which you claimed a deduction of more than \$5,000 (except for certain publicly traded securities reportable in Section A).

With certain exceptions, items reported in Section B will require information based on a written appraisal by a qualified appraiser.

Similar Items of Property

Similar items of property are items of the same generic category or type, such as stamp collections, coin collections, lithographs, paintings, books, nonpublicly traded stock, land, or buildings.

Example. You claimed a deduction of \$400 for clothing, \$7,000 for publicly traded securities (quotations published daily), and \$6,000 for a collection of 15 books (\$400 for each book). Report the clothing and the securities in Section A and the books (a group of similar items) in Section B.

Special Rule for Contributions of Inventory and Scientific Equipment by Certain C Corporations

A special rule applies for deductions taken by certain C corporations under section 170(e)(3) or (4) for contributions of inventory or scientific equipment. To determine if you must file Form 8283, or which section to complete, take into account only the amount claimed as a deduction in excess of the amount you would have deducted as cost of goods sold (COGS) had you sold the property instead. This rule is **only** for purposes of Form 8283. It does not change the amount or method of computing your contribution deduction.

If you do not have to file Form 8283 because of this rule, you must attach a statement to your tax return (similar to the one in the example below). Also, attach a statement if you must complete Section A instead of Section B because of this rule.

Example. You donated clothing from your inventory for the care of the needy. The clothing cost you \$5,000 and your claimed charitable deduction is \$8,000. Complete Section A instead of Section B since the excess of the deduction over what would have been your COGS deduction is \$3,000 (\$8,000 - \$5,000). Attach a statement to Form 8283 similar to the following:

Page 2

Form 8283—Inventory

\$8,000	Contribution deduction
- \$5,000	COGS (if sold, not donated)
= \$3,000	For Form 8283 filing purposes

Specific Instructions

Identifying Number

Individuals must enter their social security number. All other filers should enter their employer identification number.

Partnerships and S Corporations

A partnership or S corporation that claims a deduction for noncash gifts of over \$500 must file Form 8283 with Form 1065 or 1120S. If the total deduction of any item or group of similar items exceeds \$5,000, the partnership or S corporation must complete Section B of Form 8283 even if the amount allocated to each partner or shareholder does not exceed \$5,000.

The partnership or S corporation must give a completed copy of Form 8283 to each partner or shareholder who receives an allocation of the contribution deduction shown in Section B of the partnership's or S corporation's Form 8283.

Partners and Shareholders

The partnership or S corporation will provide information about your share of the contribution on your Schedule K-1 (Form 1065 or Form 1120S).

In some cases, the partnership or S corporation must give you a copy of its Form 8283. In these cases, attach a copy of the Form 8283 you received to your tax return. Deduct the amount shown on your Schedule K-1, not the amount shown on the Form 8283.

If the partnership or S corporation is not required to give you a copy of its Form 8283, combine the amount of noncash contributions shown on your Schedule K-1 with your noncash contributions to see if you must file Form 8283. If you need to file Form 8283, you do not have to complete all the information requested in Section A for your share of the partnership's or S corporation's contributions. Do not complete line 1, columns (a)-(f) and (h). Instead, write "From Schedule K-1 (Form 1065 or Form 1120S)" across columns (c)-(f). Enter your share of the contribution on line 1, column (g).

Section A

Part I, Information on Donated Property

Line 1

Column (b).—Describe the property in sufficient detail. The greater the value,

the more detail that is needed. For example, a car should be described in more detail than pots and pans.

For securities, include the following:

- Name of the issuer,
- Kind of security,
- If it is a share of a mutual fund, and
- If it is regularly traded on a stock exchange or in an over-the-counter market.

Note: If the amount you claimed as a deduction for the item is \$500 or less, columns (d), (e), and (f) do not have to be completed.

Column (d).—Enter the approximate date you acquired the property. If it was created, produced, or manufactured by or for you, enter the date it was substantially completed.

Column (e).—State how you acquired the property (i.e., by purchase, gift, inheritance, or exchange).

Column (f).—Do not complete this column for publicly traded securities or property held 12 months or more. Keep records on cost or other basis.

Note: If you have reasonable cause for not providing the acquisition date in column (d), or the cost basis when required in column (f), attach an explanation.

Column (g).—Enter the FMV of the property on the date you donated it. If you were required to reduce the FMV of your deduction or you gave a qualified conservation contribution, you must attach a statement. FMV, reductions to FMV, and the type of statement you may have to attach are explained on page 1.

Column (h).—Enter the method(s) used to determine the FMV of your donation. FMV of used household goods and clothing is usually much lower than when new. For this reason, standard formulas or methods to value this kind of property are generally not appropriate.

A good measure of value might be the price that buyers of these used items actually pay in consignment or thrift shops.

Examples of entries to make include "Appraisal," "Thrift shop value" (for clothing or household goods), "Catalog" (for stamp or coin collections), or "Comparable sales" (for real estate and other kinds of assets). See Pub. 561.

Part II, Other Information

If Part II applies to more than one property, attach a separate statement. Give the required information for each property separately. Identify which property listed in Part I the information relates to.

Lines 2a-2e

Complete lines 2a-2e only if you contributed less than the entire interest in the donated property during the tax year. Enter on line 2b the amount

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claimed as a deduction for this tax year and in any earlier tax years for gifts of a partial interest in the same property. If the organization that received the prior interest in the property is the same as the one listed on line 1, column (a), do not complete line 2c.

Lines 3a–3c

Complete lines 3a–3c only if you attached restrictions to the right to the income, use, or disposition of the donated property. Attach a statement explaining:

- The terms of any agreement or understanding regarding the restriction, and
- Whether the property is designated for a particular use.

An example of a “restricted use” is furniture that you gave only to be used in the reading room of an organization’s library.

Section B

Part I, Information on Donated Property

You must have a written appraisal from a qualified appraiser that supports the information in Part I. However, see the **Exception** below.

Use Part I to summarize your appraisal(s). Generally, you do not need to attach the appraisals but you should keep them for your records. But see **Art Valued at \$20,000 or More** below.

Exception. You do not need a written appraisal if the property is:

1. Nonpublicly traded stock of \$10,000 or less,
2. Securities for which market quotations are readily available (see Regulations section 1.170A-13(c)(7)(xi)),
3. Donated by a C corporation (other than a closely held corporation or personal service corporation), or
4. Inventory and other property donated by a closely held corporation or a personal service corporation that are “qualified contributions” for the care of the ill, the needy, or infants, within the meaning of section 170(e)(3)(A).

Although a written appraisal is not required for the types of property listed above, you must provide certain information in Part I of Section B (see Regulations section 1.170A-13(c)(4)(iv)) and have the donee organization complete Part IV.

Art Valued at \$20,000 or More.—If your total deduction for art is \$20,000 or more, you must attach a complete copy of the signed appraisal. For individual objects valued at \$20,000 or more, a photograph of a size and quality fully showing the object, preferably an 8 × 10 inch color photograph or a color transparency no smaller than 4 × 5 inches, must be provided upon request.

Appraisal Requirements

The appraisal must be made not earlier than 60 days before the date you contribute the property. You must receive it before the due date (including extensions) of the return on which you first claim a deduction for the property. For a deduction first claimed on an amended return, the appraisal must be received before the date the amended return was filed.

A separate qualified appraisal and a separate Form 8283 are required for each item of property except for an item which is part of a group of similar items. Only one appraisal is required for a group of similar items contributed in the same tax year, if it includes all the required information for each item.

The appraiser may select any items whose aggregate value is appraised at \$100 or less for which a group description rather than a specific description of each item will suffice.

If you gave similar items to more than one donee for which you claimed a total deduction of more than \$5,000, you must attach a separate form for each donee.

Example. You claimed a deduction of \$2,000 for books given to College A, \$2,500 for books given to College B, and \$900 for books given to a public library. You must attach a separate Form 8283 for each donee.

See Regulations section 1.170A-13(c)(3)(i)–(ii) for the definition of a “qualified appraisal” and information to be included in the appraisal.

Line 5

Note: You must complete at least column (a) of line 5 (also column (b) if applicable) before submitting Form 8283 to the donee. You may then complete the remaining columns.

Column (a).—Describe the property in enough detail so that a person not familiar with it could tell that the property appraised is the property that was contributed.

Column (c).—Include the FMV from the appraisal. If one was not required, include the FMV you determine to be correct.

Columns (d)–(f).—If you have reasonable cause for not providing the information asked for in any of these columns, attach an explanation so that your deduction won’t be automatically disallowed.

Column (g).—A bargain sale is a transfer of property that is in part a sale or exchange and in part a contribution. Enter the amount received (“consideration”) for bargain sales.

Column (h).—Complete column (h) only if you were not required to get an appraisal, as explained earlier.

Column (i).—Complete column (i) only if you donated securities for which market quotations are considered to be readily available because the issue satisfies the five requirements described in Regulations section 1.170A-13(c)(7)(xi)(B).

Part II, Taxpayer (Donor) Statement

If you (the donor) complete Part II, the donee is relieved of filing Form 8282 for items valued at \$500 or less. See the **Note** in the Part IV instructions on page 4 for more information on the filing of Form 8282 by the donee.

Complete Part II only for items included in Part I that have an appraised value of \$500 or less per item. Be sure to clearly identify these items in Part II. This is necessary because the donee may not know the value of the donated property, since you are not required to show it in Part I on the donee’s copy of Form 8283.

The amount of information you give in Part II depends on the description of the donated property you enter in Part I. If you separately show a single item as “Property A” in Part I and that item is appraised at \$500 or less, then the entry “Property A” in Part II is enough. However, if “Property A” consists of several items and the total appraised value is over \$500, list in Part II any item(s) you gave that is valued at \$500 or less.

All shares of nonpublicly traded stock or items in a set are considered one item. For example, a book collection by the same author, components of a stereo system, or six place settings of a pattern of silverware are one item for the \$500 test.

Example. You donated books valued at \$6,000. The appraisal states that one of the items, a collection of books by author “X,” is worth \$400. On the Form 8283 that you are required to give the donee, you decide not to show the appraised value of all of the books. But you also don’t want the donee to have to file Form 8282 if the collection of books is sold. If your description of Property A on line 5 includes all the books, then specify in Part II the “collection of books by X included in Property A.” But if your Property A description is “collection of books by X,” the only required entry in Part II is “Property A.”

In the above example you may have chosen instead to give a completed copy of Form 8283 to the donee. The donee would then be aware of the value. If you include all the books as Property A on line 5, and thus enter \$6,000 in column (c), you may still want to describe the specific collection in Part II so the donee can sell it without filing Form 8282.

Part III, Certification of Appraiser

If you had to get an appraisal, the appraiser **MUST** complete Part III to be considered qualified. See Regulations section 1.170A-13(c)(5) for a definition of a qualified appraiser.

Persons who cannot be qualified appraisers are listed in the Certification of Appraiser (Part III) of Form 8283. Usually, a party to the transaction will not qualify to sign the certification. But a person who sold, exchanged, or gave the property to the donor may sign the certification if the property is donated within 2 months of the date the donor acquired it and the property's appraised value does not exceed its acquisition price.

An appraiser may not be considered qualified if the donor had knowledge of facts that would cause a reasonable person to expect the appraiser to falsely overstate the value of the property. An example of this is an agreement between you and the appraiser about the property value when you know that the agreed amount exceeds the actual FMV.

Usually, appraisal fees cannot be based on a percentage of the appraised value unless the fees were paid to

certain not-for-profit associations. See Regulations section 1.170A-13(c)(6)(ii).

Part IV, Donee Acknowledgment

Part IV must be completed by the donee organization that received the property described in Part I of Section B. Before submitting page 2 of Form 8283 to the donee for acknowledgment, complete at least your name, identifying number, and description of the donated property (line 5, column (a)). If tangible property is donated, also describe its physical condition (line 5, column (b)) at the time of the gift. Complete the Taxpayer (Donor) Statement in Part II, if applicable, before submitting the form to the donee. See the instructions for Part II.

The person acknowledging the gift must be an official authorized to sign the tax returns of the organization, or a person specifically designated to sign Form 8283. After completing Part IV, the organization must return Form 8283 to you, the donor. A copy of Section B of this form must be provided to the donee organization. You may then complete any remaining information required in Part I. Also, Part III may be completed at this time by the qualified appraiser.

In rare and unusual circumstances, it may be impossible to get the donee's signature on the appraisal summary. The deduction will not be disallowed for that reason if you attach a detailed explanation why it was impossible.

Note: *If the donee (or a successor donee) organization disposes of the property within 2 years after the date the original donee received it, the organization must file **Form 8282, Donee Information Return**, with the IRS and send a copy to the donor. An exception applies to items having a value of \$500 or less if the donor identified the items and signed the statement in Part II (Section B) of Form 8283. See the instructions for Part II.*

Failure To File Form 8283, Section B

If you donated property that is required to be reported in Section B of Form 8283 and you fail to attach the form to your return, the deduction will be disallowed unless your failure was due to a good faith omission. If the IRS asks you to submit the form, you have 90 days to send a completed Section B of Form 8283 before your deduction is disallowed.