

Application

Waste Burning and Extensive Burns



USER MANUAL

Version November 2019



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A. INTRODUCTION

The use of fire in the Mediterranean area has a recognised value when associated with agricultural and forestry practices, in particular the burning of piled-up waste and large-scale controlled burns. However, in some cases these activities can get out of control, resulting in major fires with severe ecological and socio-economic consequences. In mainland Portugal, some 98% of incidents are caused by people. A change in society's behaviour is therefore urgent in order for these same activities to be practised with less risk or, to put it another way, with less likelihood of causing rural fires. These efforts are clearly evident in the National Action Plan to Reduce the Number of Incidents.

This application has been developed on the basis of measures to modernise and simplify administrative procedures, facilitating access to processes requesting assessments of waste-burning and authorisation for controlled burns.

PURPOSE OF THE APPLICATION

- Carry out centralized management of the requests for the authorization of extensive burnings and burning of heaps;
- Simplify and facilitate access to requests for authorization and evaluation and their responses.
- Increase knowledge of the risk conditions for those who undertake these burnings and for whom authorizes the actions of burnings.

ADDRESSEES

This manual is of interest to all citizens or entities wishing to burn areas: such as forest owners, farmers, service providers and forestry producer organizations.

LEGAL FRAMEWORK

The application for waste burning and large-scale controlled burns (Extensive Burns) is framed by Decree-Law No. 124/2006, of 28 June, in its current wording, namely by Articles 27 and 28.

DEFINITIONS

Waste-burning (Queimas) – The use of fire to dispose of piled-up waste resulting from forestry or farming operations, such as pruning vines and olive trees, among others, cuttings and piled-up waste.

During the Critical Period and outside of the Critical Period on days of Very High or Maximum Risk, waste-burning is prohibited unless **prior authorisation** is obtained from the *Câmara Municipal*. Outside of the Critical Period, whenever the risk of fire is High, Moderate or Low, all that is required is for the *Câmara Municipal* to be given **advance notification**. Request for prior authorisation and advance notification can be done through this application if the *Câmara Municipal* is registered. If not, and prior authorization is required, you should contact directly the *Câmara Municipal*.



Extensive Burns (Queimadas) – The use of fire to restore grazing land or eliminate stubble and waste from forestry and farming operations, cuttings and non-piled-up waste. Regardless of the time of year, controlled burns require **prior authorisation** from the *Câmara Municipal*. Request for prior authorisation can be done through this application if the *Câmara Municipal* is registered. If not, you should contact directly the *Câmara Municipal*.

Without authorisation and proper technical monitoring (by a technician qualified in prescribed burning and a team of forest fire-fighters or fire brigade), controlled burning is considered to be arson and is punishable by a fine.

CALL CENTER SUPPORT LINE

For more information or for support for waste burning and large-scale controlled burns, call (call centre) **808 200 520**:

- Local call cost
- Opening hours - every day from 8h00 to 21h00



B. STEP BY STEP

To access or subscribe to the platform, simply go to the following link and follow the steps indicated below

<https://fogos.icnf.pt/queimasqueimadas/login.asp>

1. IS THE FIRST TIME YOU ACCESS THE APPLICATION?

Yes - If you have never accessed the application, register as a new user by clicking on the word “**aqui**”.

No - If you are already a registered user, enter your NIF and password and go to point 2 of this manual.

1.1. Register as New User

When you select the new user option, you are directed to a new page where you must complete the different fields with your personal data and press the “**Registar-se**” (Register) key. Then confirm that your information is correct, and if so, press the “**Confirmar**” (Confirm) key.

Keep in mind! Memorize your password or keep it in a safe place.

You will be asked “Do you agree to the registration of personal data for the purposes of processes related to the registration of burns and extensive burning burn permits. Click “**concordo**” for “Yes” and “**não concordo**” for “No”. Note: Compliance with the registration implies the authorization of the use of my data for the formalization of requests for authorization / prior communication of burns / burns through the platform. The data will only be consulted by the entities with legal obligations in this matter and will be kept only for the period of time necessary to fulfil its purpose. Alteration / deletion of data is possible by accessing the area reserved for the user on the platform.

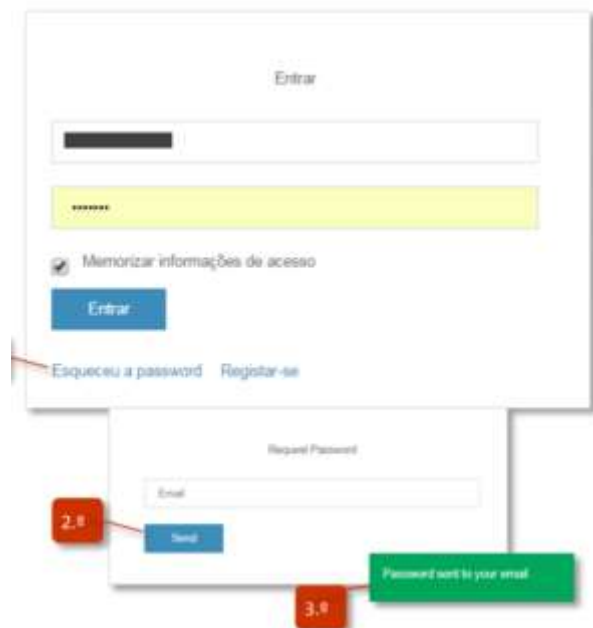


2. HOW TO MAKE THE APPLICATION?

Enter the site, enter your access data (NIF and password) and click the “**Entrar**” (Log in) button.


2.1. Recover your password

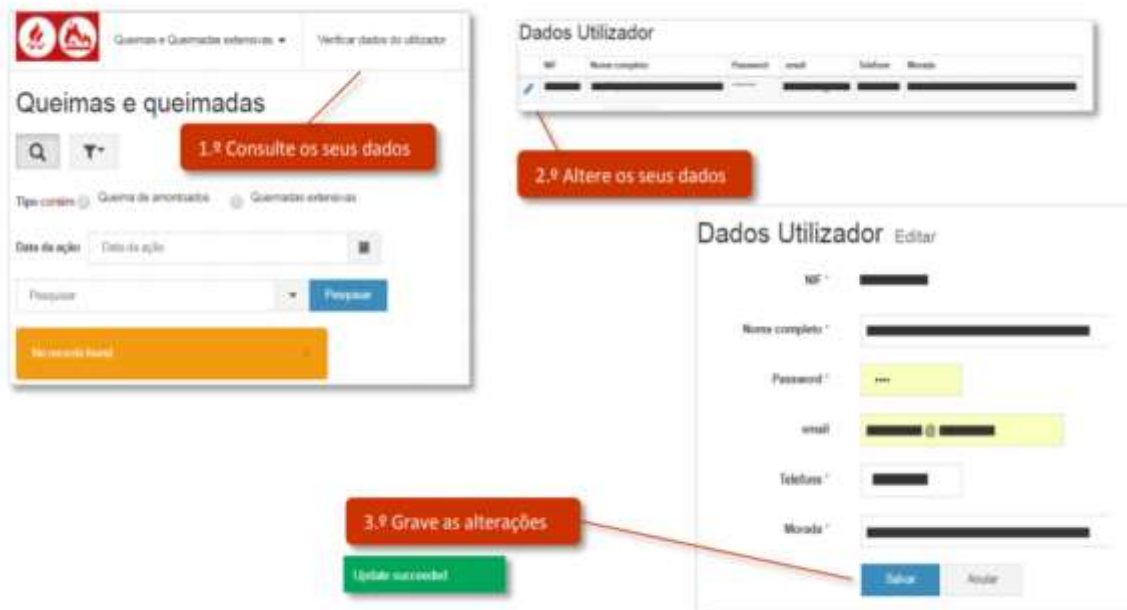
If you do not remember your password, click on the word “**Esqueceu-se a password**” (Forgot your password) “and enter your email address and click the word “**Send**” (Send). You will receive in an email with your personal information access.



2.2. Consult or change your personal data

By entering the application you can consult your personal data by clicking the “**Verificar dados do utilizador**” (user tab).

To change the data press the  button, make the necessary changes and save pressing the “**Salvar**” (Save) button.




3. HOW TO MAKE AN APPLICATION FOR THE EVALUATION OF BURNING Debris (Heaped piles)

After entering the access data, if you want to perform a request for burn evaluation for, burning heaped piles click the circle “Queima da amontoadas”. Then add the date of action and then press +



Next, fill out the form that is shown, step by step:

Step 1 (Passo 1) - Fill in the action type and dates

Select “Queima de amontoados” (Burning of Heaps) and select the date of burning using the  button. If you need a burn preparation support team, click “Sim” or if not “Nao” (No). Please describe the “Motivo”, the reason for the burn (for example - Burn for eliminating leftovers from forest exploitation) and lastly click the “Adicionar” (Add) button.

Note: If you require specialized technical support, contact the Technical Forestry unit at your Câmara Municipal.



Adicionar

Passo 1 - preencha a tipo de ação e datas

NIF *

Nome *

1.º Tipo * Queima de amontoados Queimadas extensivas

Necessita de equipes de apoio * Sim Não 2.º

Data de ação * 05/02/2018 3.º

Motivo 4.º

Data Pedido * 5/18/2015

Passo 2 - localize a ação mapa

Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registo

5.º

Step 2 (Passo 2) - Locate the action map. Select the location where you will burn the heaps by selecting the “Abrir mapa” (Open Map) button.

Then a new window will open with a map and blue location marker. Use to select the location, zooming and dragging the map to the desired location. After choosing the location, click the “Aceitar” (Accept) button. The data in the district, county, parish and local area, as well as INE code, NUTS region and coordinates, will be automatically filled out.

Finally click the “Adicionar” (Add) button.

Adicionar

Passo 1 - preencha a tipo de ação e datas

Passo 2 - localize a ação mapa

Distrito * Distrito

Concelho * Curvelo

Freguesia * Freguesia

Local * Local

INE * INE

NUT * NUT

X * X

Y * Y

lat * lat

lon * lon

Abri mapa

1.º localize a área através do mapa



Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registo

Adicionar

Atualizar

Adicionar

Passo 1 - preencha a tipo de ação e datas

Passo 2 - localize a ação mapa

Distrito * Distrito

Concelho * Curvelo

Freguesia * Freguesia

Local * Local

INE * INE

NUT * NUT

X * X

Y * Y

lat * lat

lon * lon

Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registo

Adicionar

Atualizar

3.º

Step 3 (Passo 3) - Analysis of results

In this window you will have access to a set of meteorological information, fire risk and burn conditions in effect. In the field prior analysis is given and an overall assessment for the intended burn.

To finish the process press the “Adicionar” (Add) button.

The screenshot shows a web form titled "Adicionar" with three steps: "Passo 1 - preencha a tipo de ação e datas", "Passo 2 - localize a ação mapa", and "Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registo". The results section includes: Fire weather index (4.7), Risco de Incêndio (Risco de I), Percentil 15 dias (100), Percentil Ano (100), Perigosidade estrutural do local (1-5) (Perigosidade em), Enquadramento legal face ao período (Enquadrament), Perigo ação (43), and Análise prévia* (As previsões atuais estimam que possa efetuar a queima no dia pretendido. Contudo, deve consultar o risco de incêndio municipal no próprio dia para garantir que o risco de incêndio não é muito elevado ou máximo). At the bottom, there is an "Adicionar" button and an "Anular" button. A red callout box labeled "Finalize o pedido" points to the "Adicionar" button.

1 – In cases of advance notification, the reply is given immediately;

2 – During the critical period or when weather conditions are unfavourable, a request for authorisation will be issued automatically for the attention of the local municipal council. The reply to the request for authorisation will be sent by e-mail or SMS. It may also be viewed via the platform.





USER MANUAL

The base of the above chart shows a summary of the application: from left to right: NIF, name, Type of burn, Team support/yes/no; Date of Burn; Authorization given Yes/No; Reason for burn; Municipality; Parish; Local area; Lat/Long and finally Analysis. In the Analysis section you will be usually informed to check your local fire risk chart on the ICNF website, to ensure that your local fire risk is NOT Very High or Extreme as under these two conditions you cannot burn outside the critical area.

You will also receive an email from ICNF stating confirming the above showing a location of the burning that has been registered, the details and safety conditions and a reminder concerning that you cannot burn when the fire risk is Very High or Maximum outside the Critical Period.




4. HOW TO MAKE AN EXTENSIVE BURN AUTHORIZATION REQUEST?

After entering the access data, if you want to make a burn authorization request, click the circle “Queimadas extensivas”, enter the date of action (burning) and click the +



Next, fill out the form that is shown, step by step:

Step 1 (Passo 1) - Fill in the action type and dates

Select the “Queimada extensiva” (Extensive Burn) option, select the burn date using the  button. You need a support team to prepare the burn, describe the reason for the burn (e.g. and click the “Adicionar” (Add) button.

Note: The request for authorization can only be made for the same day or for the following 4 days. Case technical support is required, wait for the contact of the technician of the Forestry Technical Office of your *Câmara Municipal*.

Step 2 (Passo 2) - Locate the action, map

Select the location where you will burn by selecting the “Abrir mapa” (Open Map) button.

Then a new window will open with a map and blue location marker. Use to select the location, by zooming and dragging the map to the desired location. After choosing the location, click the “Aceita” (Accept) button. The data in the district, county, parish and local area, as well as INE code, NUTS region and coordinates, will be automatically filled out.

Finally click the “Adicionar” (Add) button.



USER MANUAL

Passo 1 - preencha a tipo de ação e datas

Nº:

Nome: 1.º

Tipo: Queima de ervas secas Queimadas externas

Necessita de equipes de apoio: Sim Não 2.º

Data de ação: 3.º

Motivo: 4.º

Data Publica:

Passo 2 - localize a ação mapa

Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registro

5.º

Passo 1 - preencha a tipo de ação e datas

Passo 2 - localize a ação mapa

Estado: 1.º localize a área através do mapa

Cidade:

Freguesia:

Local:

Passo 1 - preencha a tipo de ação e datas

Passo 2 - localize a ação mapa

Estado: 1.º localize a área através do mapa

Cidade:

Freguesia:

Local:

Nº:

Nº:

Nº:

Nº:

Nº:

Nº:

Nº:

Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registro

2.º Grave o local selecionado

3.º



USER MANUAL

Step 3 (Passo 3) - analysis of results

In this window you will have access to a set of meteorological information, fire risk and burning that is intended to make. In the field previous analysis is given an overall assessment for the desired burn.

To finish the process click the “Adicionar” (Add) button

Adicionar

Passo 1 - preencha a tipo de ação e datas

Passo 2 - localize a ação mapa

Passo 3 - depois de selecionar o local veja a análise dos resultados e aceite o registro

Fim weather index: 4,7

Risco de incêndio: Risco de 1

Período 10 dias: 100

Período 30 dias: 100

Perigosidade estrutural do local (1-3): Perigosidade 0

Equipamento: legal face ao período: Equipamento

Perigo ação: 40

Análise perigo*

As condições atuais permitem que possa efetuar a queima no dia pretendido. Contudo, deve consultar o risco de incêndio existente no período da para garantir que o risco de incêndio não é muito elevado no mesmo.

Análise: 10

Finalize o pedido

Adicionar Adicionar

Pedido efetuado

Pedido 12/11/17

ID	Nome	Tipo	Requerimento de registro de ação	Data de ação**	Autorização	Método	Condição	Propriedade	Local	Mo	Use	Análise perigo
12/11/17	Queima de madeira	Queima	1000000	10/11/17			Normal	Normal	10/11/17		10/11/17	Apesar das condições atuais permitirem que possa efetuar a queima no dia pretendido, devido à elevada perigosidade estrutural do local, é necessário consultar o risco de incêndio existente no período da para garantir que o risco de incêndio não é muito elevado no mesmo.

Pedido 12/11/17





The foot of the above chart shows a summary of the application: from left to right: NIF; name; Type of burn; Team support/yes/no; Date of Burn; Authorization given Yes/No; Reason for burn; Municipality; Parish; Local area; Latitude/Longitude and finally Analysis. In the Analysis section you will be usually informed to check your local fire risk chart on the ICNF website, to ensure that your local fire risk is NOT “HIGH, “VERY HIGH” or MAXIMUM as under these two conditions you cannot burn outside the critical period.

C. USEFUL INFORMATION

1. SUPPORT NUMBER (CALL CENTER) 808 200 520

- Local call cost
- Opening hours - every day from 8h00 to 21h00

2. PUBLIC SERVICES

<http://www.icnf.pt> - Institute for Nature Conservation and Forests, I.P.

<http://www.ipma.pt> - Portuguese Institute of Sea and Atmosphere

https://fogos.icnf.pt/infoPMDFCI/PMDFCI_PUBLICOlist.asp - Municipalities

3. LEGISLATION

[Decree-Law 124/2006](#) of 28 June [current wording – consolidated version]