

**REQUEST TO BURN ACQUIRED STRUCTURE
APPLICATION GUIDANCE
FOR LIVE FIRE TRAINING BY FIRE DEPARTMENTS**

April 29, 2026

I. PURPOSE

This document provides guidance to Fire Departments on how to comply with state and federal environmental regulations and requirements to successfully submit a “Request to Burn Acquired Structure Application” for live fire training. This guidance supersedes the March 24, 2009, EPD Memorandum: Guidance for Acquired Structure for Live Fire Training.

An acquired structure burn occurs when a structure is demolished via a controlled burn by a fire department conducting a live fire training exercise. Asbestos-containing materials (e.g., floor tiles) become friable as a result of burning. Friable asbestos could pose a health hazard to your firefighters and nearby residents. As such, a “Request to Burn Acquired Structure Application” must be submitted to the Georgia Department of Natural Resources Environmental Protection Division (EPD), along with a GA Project Notification for Demolition submittal that verifies any structure to be burned is free from Asbestos Containing Materials (ACM) and provides verification of compliance with the Georgia Annual Ban on Open Burning. Fires set for the purpose of training fire-fighting personnel are allowed once authorized by your local EPD District Office (District) via an “Authorization to Burn” certificate issued to the fire department.

Structures used by the Georgia Public Safety Training Center, Georgia Fire Academy, or Georgia Police Academy for the sole purpose of conducting Fire Arson training shall be exempt from this process.

Note that this certificate does not supersede or preempt any other local, state, or federal requirements.

II. LEGAL AUTHORITY

EPD’s procedures are based on the United States Environmental Protection Agency (EPA) federal and Georgia state regulations set forth in the National Emission Standards for Hazardous Air Pollutants (NESHAP), (40 CFR Part 61, Subpart M), as adopted by the Georgia Rules for Air Quality Control (Chapter 391-3-1-.02 (5)(a)(7)), the Rules for Asbestos Removal and Encapsulation (Chapter 391-3-14), and the Georgia Rules for Solid Waste Management (Chapter 391-3-4).

III. GEORGIA ANNUAL BAN ON OPEN BURNING AND AIR QUALITY

A major source of air pollutants is the burning of fuels and other combustible materials. Open burning in metro Atlanta and the surrounding areas is restricted annually beginning May 1st and ending September 30th. During the Georgia Annual Ban on Open Burning, no authorization will be issued for the "Specific County Restrictions".

EPD's Annual Open Burning Ban will be enforced in the following 54 Georgia counties: Banks, Barrow, Bartow, Bibb, Butts, Carroll, Catoosa, Chattooga, Clarke, Cherokee, Clayton, Cobb, Columbia, Coweta, Crawford, Dawson, DeKalb, Douglas, Fayette, Floyd, Forsyth, Fulton, Gordon, Gwinnett, Hall, Haralson, Heard, Henry, Houston, Jackson, Jasper, Jones, Lamar, Lumpkin, Madison, Meriwether, Monroe, Morgan, Newton, Oconee, Paulding, Peach, Pickens, Pike, Polk, Putnam, Richmond, Rockdale, Spalding, Troup, Twiggs, Upson, Walker, and Walton.

IV. REQUIRED PROCEDURES

The following steps are required to meet EPA/EPD regulatory requirements and submit a complete "Request to Burn Acquired Structure Application" for live fire training.

- A. Asbestos Inspection
- B. Asbestos Abatement and Asbestos Abatement Notification (only if asbestos is present in structure)
- C. Submittal of an Asbestos Project Notification for Live Fire Training (whether or not asbestos is present in structure)
- D. Submittal of a "Request to Burn Acquired Structure Application"
- E. EPD Issuance of an "Authorization to Burn Certificate"
- F. Proper Disposal of Burned Structure Remains

A. ASBESTOS INSPECTION

An inspection of the acquired structure must be conducted by an EPA-accredited asbestos inspector to determine the presence or absence of ACM.

- An asbestos inspector is a trained/accredited professional who inspects a home or building for asbestos-containing material (ACM). These inspections include visual and physical assessments and collecting samples of suspected materials for testing.
- EPD does not license professional asbestos inspectors; however, inspectors must have current training from an EPA-accredited training provider.
- EPD recommends that the asbestos inspection take place 60 - 90 days prior to the scheduled burn in case ACM is found to be present and an asbestos abatement is required prior to the live fire training.

- Refer to the Asbestos Inspection Report Requirements (Appendix A) for a complete list of what your inspector must provide you as part of their report.

B. ASBESTOS ABATEMENT NOTIFICATION AND ASBESTOS ABATEMENT (Only if asbestos is present in structure)

If asbestos is identified in the structure during the inspection, all ACM, friable or non-friable CAT I or CAT II, must be removed from the structure via an asbestos abatement conducted by a Georgia-licensed asbestos abatement contractor before the live fire training occurs.

- The most current list of Georgia-licensed asbestos abatement contractors is routinely updated and available on EPD's website here: <https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/asbestos/asbestos-contractors-and>.
- The Georgia-licensed asbestos abatement contractor performing the abatement must submit the 10-day "Asbestos Project Notification – Abatement" in the Georgia EPD Online System (GEOS) at least 10 business days prior to conducting the asbestos abatement.
- Once the contractor submits the "Asbestos Project Notification – Abatement" in GEOS, the system will generate a submittal ID number. The submittal ID number must be included on the "Request to Burn Acquired Structure Application".

C. ASBESTOS PROJECT NOTIFICATION FOR LIVE FIRE TRAINING

An "Asbestos Project Notification - Live Fire Training" must be submitted by the fire department for each planned live fire training burn, regardless of whether asbestos is identified in the structure. All project notifications must be submitted using GEOS. GEOS is an online portal for electronic submissions of permit applications, forms, and reports.

- The GEOS portal can be found here: <https://geos.epd.georgia.gov/ga/geos/public/govent/shared/pages/main/login.aspx>.
- For detailed instructions on how to submit an asbestos notification in GEOS, refer to the GEOS Quick Guide for Live Fire Notifications (Appendix B).
- The notification must be submitted at least 10 business days prior to conducting the live fire training burn.
- There is no fee associated with the notification.
- The project's GEOS Submittal ID number(s) must be listed on your "Request to Burn Acquired Structure Application".

D. SUBMITTAL OF “REQUEST TO BURN ACQUIRED STRUCTURE APPLICATION”

At least ten (10) business days before the scheduled burn, the fire department must submit a “Request to Burn Acquired Structure Application” (Appendix C) to the appropriate District office. A list of District offices, the counties they serve, and their contact information is included in this guidance (Appendix D) or can be found here: <https://epd.georgia.gov/about-us/epd-district-offices>.

- The “Request to Burn Acquired Structure Application” must be completed, signed and notarized by all parties
- The “Request to Burn Acquired Structure Application” must include:
 - An inspection report (requirements listed in Appendix A) prepared by an EPA/AHERA accredited asbestos inspector.
 - The “Asbestos Project Notification GEOS Submittal ID Number” verifying submittal of the appropriate asbestos project notification(s) in GEOS.
 - Fire agency and structure information
 - The name of the permitted landfill where the structure’s remains will be sent after the live fire training.
- A separate “Request to Burn Acquired Structure Application” is required for each structure proposed for live fire training.

E. EPD ISSUANCE OF “AUTHORIZATION TO BURN” CERTIFICATE

Once the Application is approved, an “Authorization to Burn” certificate will be issued to the fire department by the local EPD District office. The fire department must receive the “Authorization to Burn” certificate prior to initiating the live fire training.

F. PROPER DISPOSAL OF BURNED STRUCTURE REMAINS

Any remains of the burned structure are considered solid waste and must be disposed of in a permitted landfill. A list of EPD-permitted landfills can be found on EPD’s website here: <https://epd.georgia.gov/about-us/land-protection-branch/solid-waste/regulated-solid-waste-facilities>.

V. ADDITIONAL ASSISTANCE

If additional information is needed at any point in this process, EPD will notify the fire department of any deficiencies.

For questions regarding the Request to Burn Acquired Structure Application, contact your local District office (Appendix D).

For questions related to GEOS or Asbestos Project Notifications, contact EPD's Lead-based Paint and Asbestos Program at (404) 363-7026 or leadpaint.asbestos@dnr.ga.gov.

APPENDIX A

ASBESTOS INSPECTION REPORT REQUIREMENTS

Prior to live fire training, each structure must be inspected for asbestos-containing materials by an EPA/AHERA-trained asbestos inspector. The following list is provided to inform you of the inspection report requirements. EPD recommends you review the inspection report to ensure that your asbestos inspector provides you with all required documentation.

The inspection report prepared by the certified asbestos inspector must include:

1. Summary of inspection, including:
 - a. Site description
 - b. Date of construction
 - c. Types of building materials
 - d. Purpose of inspection
 - e. Number of samples collected
 - f. Sampling protocol used
 - g. Analysis protocol used (National Voluntary Lab Accreditation Program [NVLAP] ID)
2. Room-by-room list of suspect materials identified
3. Results of Polarized Light Microscopy (PLM) analysis
4. Conclusion and recommendations
5. Supporting documents must include:
 - a. AHERA approved Asbestos Inspector Training Certificate
 - 1) The inspector's training must be current at the time of the inspection.
 - b. Photos of the site and the sampling locations
 - c. Laboratory Analytical Data
 - d. Chain of Custody, complete with signatures and dates

APPENDIX B
GEORGIA EPD ONLINE SYSTEM (GEOS)
ACCOUNT CREATION FOR LIVE FIRE TRAINING NOTIFICATIONS

If you have questions or need assistance during any point of this process, please contact the Lead-Based Paint & Asbestos Program at 404-363-7026 between 8:00 a.m. and 4:30 p.m., Monday-Friday. You may also email us at leadpaint.asbestos@dnr.ga.gov.

VERIFY IF YOU HAVE AN EXISTING GEOS ACCOUNT

All GEOS accounts are associated with a single individual and their email address. If a fire chief has previously submitted an “Asbestos Project Notification - Live Fire Training” form in GEOS, there will be an existing account associated with their email address.

1. Go to: <https://geos.epd.georgia.gov/GA/GEOS/Public>
2. Click on “Forgot your login username or password?”
3. Enter your email address and a popup message tells you if your email is in use. If so, complete the steps to reset your password in GEOS. If not, create a GEOS account.

CREATE A GEOS ACCOUNT

NOTE: SAVE ALL LOGIN, PASSWORD, AND PIN INFORMATION. PUNCTUATION, CASE, AND SPELLING MUST BE IDENTICAL TO HOW IT APPEARS IN GEOS.

If a fire chief has never submitted a project notification in GEOS, they will need to create a new account, even if a previous fire chief in the same fire department has previously submitted a notification in GEOS.

1. Go to: <https://geos.epd.georgia.gov/GA/GEOS/Public>.
2. Click on “Create a new account.”
 - a. Enter your contact information (fire department name, fire chief name, title, address, e-mail, and phone number).
3. Register as a “Responsible Official” in Account Group and “RO/Owner for Lead-Based Paint and Asbestos” in Account Type.
4. Answer Security Questions (answers are case sensitive).
 - a. In most cases you will need to provide proof of your identity. The fastest method is to choose “Proceed with E-Verify Option.” You must try at least 3 times unless you are successful on the 1st or 2nd attempt. If you do not pass on the 3rd attempt, you will need to choose “Proceed with ESA Option” and select “Print Subscriber Agreement” to sign and mail to EPD.
 - b. Once your identity has been confirmed click “Back to Login.”
5. Check your email account to obtain your login credentials (including Username and Password).
6. Login to reset your password and set up a PIN number.
 - a. The password must have at least one uppercase letter, one lowercase letter and one digit number and be a minimum of 8 characters long.
 - b. The PIN number must be at least 4 digits.

APPENDIX B
GEORGIA EPD ONLINE SYSTEM (GEOS)
ACCOUNT CREATION FOR LIVE FIRE TRAINING NOTIFICATIONS

ASSOCIATE YOUR ACCOUNT WITH YOUR “FACILITY”

NOTE: THE FACILITY NAME IS THE FIRE DEPARTMENT NAME.

1. Go to the “My Account” tab and then the “Associate Facilities” Tab and lastly click the “Associate Facilities” button.
2. Search Facility Name (i.e. your Fire Department).
3. In the “Select” column, select your Facility.
4. If your facility is not located, stop there and call the Lead-based Paint and Asbestos Program at 404-363-7026 or send an email including the Fire Department name, address, phone number, and email address to leadpaint.asbestos@dnr.ga.gov so a staff member to assist you further.
5. Once your facility has been created by the system administrator, you will be contacted by email to proceed with your account association.
6. When you associate your facility, you will see the option to select multiple application types. Select “Asbestos Project Notification - Live Fire Training”.
7. Check the box on the left next to your Facility and only the “Asbestos Project Notification - Live Fire Training” on the right.

“ASBESTOS PROJECT NOTIFICATION-LIVE FIRE TRAINING” SUBMITTAL

1. Select the “Submittal” Tab and click “Start” on the “Asbestos Project Notification - Live Fire Training.”
2. Verify you chose the correct form and click “Next.”
3. Fill out the required information. **Note:** Save your data entries at the end of each page before clicking the next button.
4. At the end of this form, you will need to answer a security question and enter your PIN in order to complete the submittal.
5. Once the notification is successfully submitted, a “Submittal Receipt” will appear on the screen and you will receive an email from the system with a “Submittal ID Number”. The submittal ID Number must be listed on your “Request to Burn Acquired Structure Application”.

Request to Burn Aquired Structure Application		
Fire Agency Information (Print or Type)		Application Date:
Fire Department/Agency Name:		Fire Chief/Agency Head:
Address:		
City:	County:	Zip Code:
Fire Dept. Compliance Number:		
Date/Time of Live Fire Training:		
Structure Information (type or print)		
Legal Property Owner:		
Address of structure:		
City:	County:	Zip Code:
Estimated Total Square Footage:		Number of Floors:
Type of Roof		Type of Siding:
Permitted Landfill for Disposal:		
Asbestos Project Notification GEOS Submittal ID #:		
Asbestos Abatement Project Notification (if applicable) GEOS Submittal ID #:		



Agreements

By the signature below I certify that I am the legal owner of the property on which the above designated structure sets. Furthermore I certify that I have made arrangements and will legally dispose of any and all remains of the structure after the completion of the live fire training.

Legal Property Owner
(Print Name)

Legal Property Owner
(Signature)

Notary
(Seal)

By the signature below, I certify that I am the head of the above listed agency and that I have read and agree to follow all Department of Natural Resources, Environmental Protection Division recommended practices, and guidelines while utilizing the above listed acquired structure for live fire training.

Furthermore, I agree to assume all liability and agree to save and hold harmless the State of Georgia and any of its agencies or authorities, of and from all liability claims, demands, causes of action and possible claims whatsoever arising out of or related to any loss, damage or injury that may be sustained by persons or property resulting from the utilization of the above listed acquired structure for live fire training exercises.

Fire Chief or Agency Head
(Print Name)

Fire Chief or Agency Head
(Signature)

Notary
(Seal)

APPENDIX D

EPD DISTRICT OFFICE CONTACTS & COUNTY ASSIGNMENTS

Also available at <https://epd.georgia.gov/about-us/epd-district-offices>

Coastal District

Appling, Atkinson, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Coffee, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Pierce, Tattnall, Toombs, Ware, Wayne Counties

Environmental Protection Division
Coastal District
1050 Canal Road
Brunswick, GA 31525
Fax: (912) 262-3160
Electronic submission: epd.cddors@dnr.ga.gov

East Central District

Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Johnson, Laurens, McDuffie, Montgomery, Richmond, Screven, Treutlen, Warren, Washington, Wheeler, Wilkinson Counties

Environmental Protection Division
East Central District
3525 Walton Way Extension
Augusta, GA 30909
Fax: (706) 667-4376
Electronic submission: ecd.epdreporting@dnr.ga.gov

West Central District

Bibb, Bleckley, Chattahoochee, Crawford, Dooly, Harris, Houston, Jones, Lamar, Macon, Marion, Meriwether, Monroe, Muscogee, Peach, Pike, Pulaski, Schley, Talbot, Taylor, Troup, Twiggs, Upson Counties

Environmental Protection Division
West Central District
2640 Shurling Drive
Macon, GA 31211-2629
Fax: (478) 751-6660
Electronic submission: wcd.epdreporting@dnr.ga.gov

Southwest District

Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Colquitt, Cook, Crisp, Decatur, Dodge, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Stewart, Sumter, Telfair, Terrell, Thomas, Tift, Turner, Webster, Wilcox, Worth Counties

Environmental Protection Division
Southwest District
2024 Newton Road
Albany, GA 31701-3576
Fax: (229) 430-4259
Electronic submission: southwest.districtreporting@dnr.ga.gov

APPENDIX D

EPD DISTRICT OFFICE CONTACTS & COUNTY ASSIGNMENTS

Northeast District

Baldwin, Banks, Barrow, Butts, Clarke, Elbert, Franklin, Greene, Hall, Hancock, Hart, Jackson, Jasper, Lincoln, Madison, Morgan, Newton, Oconee, Oglethorpe, Putnam, Stephens, Taliaferro, Walton, Wilkes Counties

Environmental Protection Division

Northeast District

745 Gaines School Road

Athens, GA 30605-3129

Fax: (706) 369-6398

Electronic submission: athens.district@dnr.ga.gov

Mountain District - Atlanta Office

Carroll, Clayton, Coweta, DeKalb, Douglass, Fayette, Fulton, Gwinnett, Heard, Henry, Rockdale, Spalding Counties

Environmental Protection Division

Mountain District - Atlanta Office

4244 International Parkway Suite 114

Atlanta, GA 30354-3906

Fax: (404) 362-2712

Electronic submission: mdoatlanta.dor@dnr.ga.gov

Mountain District - Cartersville Office

Bartow, Catoosa, Chattooga, Cherokee, Cobb, Dade, Dawson, Fannin, Floyd, Forsyth, Gilmer, Gordon, Habersham, Haralson, Lumpkin, Murray, Paulding, Pickens, Polk, Rabun, Towns, Union, Walker, White, Whitfield Counties

Environmental Protection Division

Mountain District - Cartersville Office

PO Box 3250 (16 Center Rd)

Cartersville, GA 30120-3250

Fax: (770) 387-4906

Electronic submission: mdocartersville.dor@dnr.ga.gov