A Quick Start Guide For:

Online Open Burn Authorization Requests

(Web OBA)
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Submitting a Request

Step 1 - Logging into the system

- First you will need to contact your local FFS dispatch center and ask them to enable your online OBA access.
- Use this link [http://tlhforucs02.doacs.state.fl.us/FMIS.WebOBA/Login](http://tlhforucs02.doacs.state.fl.us/FMIS.WebOBA/Login) to get to the log-in page.
- Once there, use your customer number and the default password - FFS (case sensitive) to log in.
- You will be required to change your password and log in again with your new password.
- Please be sure to remember your password (passwords are case sensitive).
- If you forget your password, send an email with the subject line ‘Reset OBA Password’ to [FFS_WebOBA@FreshFromFlorida.com](mailto:FFS_WebOBA@FreshFromFlorida.com). Please include your name and customer number.
Step 2 - Check for Burn Restrictions

- After you log in you will get the following screen.
- This screen has a lot of information including your ten most recent burn authorizations, the ability to edit your contact information, change your password and check for burn restrictions.
- To check for restrictions, click the “Check Burn Restrictions” button.
When you click the check restrictions button, you will get this screen.

- Use the dropdown to select the county
- The current restrictions for that day will be listed for the County and District.

- Remember, the restrictions listed are for the current day. If you are putting in a request to burn tomorrow, keep in mind the restrictions are subject to change
- Once you have determined that authorizations are being issued, click the “Return to Recent History List” button to get back to the main page.
Step 3 - Choosing Authorization

- The recent history page shows your ten most recent authorizations (you can find older authorizations by using the navigation buttons at the bottom of the list).
- If you are burning in the same area as a previous burn, you can choose to “Renew” that burn and it will bring up the information for that request.
- If you are not burning in the same area, use the “New Authorization” button.
Step 4 - Filling out the Form

- This is the window you will get if you choose “New Authorization”.
- You must fill out each section of this form before you can proceed. This includes the General Directions section and also if the burn will be certified.
- Adding Landowner: If you are the landowner, click the “I AM THE LANDOWNER” button. If you are not the landowner you can use the “LOOKUP” button to find the agency, company or individual that is the landowner.
  o If the landowner is not in the database, you will need to contact your local FFS dispatch center and ask them to enter the landowner into the database.
- This is a completed form.
- When you have the form completely filled out you will need to map the burn location. Click on the “Map” link at the top or bottom of the page.
  - The map will zoom to the STR you have listed.
  - If you do not have an STR listed, the map will zoom to the County you have selected.
Step 5 - Mapping the burn

- The map will come up to the STR or County that you entered on the form.
- You can pan/zoom the map with your mouse/wheel.
- The dropdown at the top left of the map will allow you to change between road map view and aerial photo view.
To locate the burn, you can use either draw the perimeter of the burn or the center point of the burn.
- After you have chosen which method, click the “plot burn point” button.
- Draw the burn location on the map.
- Click the “plot plume” button to get the smoke plume.

This map looks very similar to one you would get from our Smoke Screening Tool, however to use is a smoke screen map, you will need to zoom out so the map will display what is located at least five miles downwind of your burn.
Step 6 - Submit the request

- After you have plotted the burn and the smoke plume, click the “Submit” button on the bottom of the map page.
- This will take you back to the Recent Open Burning Request History.
- The request will appear at the top of the list with a status of “P” for pending.
- Once the request has been approved, an authorization number will appear next to the request and the status will be “A” for approved.
- Approval is not instantaneous; the Duty Officers will need time to process and approve the request. The time will vary based on work load of the Dispatch Center.
- If the request has not been approved after one hour, call to check on the status of your request.
Manage your Burner Information
The WebOBA system gives you the ability to manage certain aspects of your Certified Burner information. You can view the status of your Certification, edit your contact information, change your password and view your burning and education history.

Get the Status of your Certification.
When you log into WebOBA the Recent Open Burning Request History displays the year that your education and burning requirements are “good through”. For example, Education good through 2024 indicates that your education requirement is good until 12/31/2024.

If you are certified as both a broadcast and pile burner, the burning information will display separately for each certification.
Edit Your Contact Information

This is the Edit Contact Information page. Here you can:

- Update your mailing address
- Enter an email address – If you enter an email address, you will receive email notification regarding your open burn request, either approval or denial, once it has been processed.
- Update your telephone number
View Certification History

This is the Certification History Page. Here you can see your education and burning experience history used to determine your Certification status.

Use the tabs at the top of the page to switch between education and burn experience history.