



INFORMATION AND ORDERING GUIDELINES FOR SMOKE MONITORING KIT #5840

If you are a Smoke Monitor Operator and have been instructed to order a #5840 Smoke Monitor Kit and **are not** familiar with the ICS (Incident Command System) or ROSS (Resource Ordering and Status System) your first step is to call the agency responsible for the project or incident. If that fails, call information and have them connect you to the local Federal, State or interagency dispatch center. Ask for a coordinator; brief with pertinent information about your project and ask which steps to take next. If this becomes time consuming and you feel that your project is suffering and you're getting nowhere, call Mark Barbo @ RAWs or Cell listed below and he will assist you.

ROSS ordering procedures for Smoke Monitoring kit (NFES #5840)

Ordering Smoke Monitoring kits will need the following information to be passed to local or incident dispatchers to complete ROSS ordering process.

*ROSS orders are broken up into numbered blocks 2-12 (refer to ROSS order attachment)

*There is no reference to block #1, this has been substituted with an initial date and time block, this information is when the dispatcher has initiated your order.

*Block #2 - Incident / Project name. This is the name of the incident or project that your equipment will be assigned to.

*Block #3 – Incident / Project Order Number. This set of Alpha Numeric's is unique to each geographic interagency dispatch area and is a referral to whose agency is responsible for project or incident.

Financial Codes – This block has no number assigned (top right hand corner) Prior to entering a charge code, each agency will have to make contact with their agencies Grants and Agreement (USFS) or Budget and Finance (All other Agencies) personnel to properly issue a current year reimbursable financial code, **THIS MUST BE COMPLETED PROPERLY OR YOUR ORDER WILL NOT PROCESS.** A dispatcher or coordinator will be assigned to help you with this process; you will need to have telephone numbers of proper finance personnel and contacts to speed process (**This is your responsibility prior to placing order!!!!**)

For USDA Forest Service prescribed fire monitoring, a national agreement has been established. When ordering the equipment for a project prescribed burn, use all of the following codes in the Financial Codes block: **LLFA241000 / LF6900000.HT0000 / LRRFRX131200**, and the following job codes: **WFHF0211 and WFPR1311 (override for both is 1302)**. For wildfires, use the “P” codes.

*Block #4 – Office Reference Number. This information is for dispatcher to fill; this is not your responsibility.

*Block #5 – Descriptive Location - Geographic area location (local area name, ask dispatcher for help)

*Block #6 – Mapping Information – Township, Range, section or Lat. / Long. (Ask dispatcher for help)

*There is no reference to block #7

*Block #8 - Incident Base / Phone Number - This block is a set of telephone numbers that are directly associated with this project or incident, this is the responsibility of the dispatch center that placed your order.

*Block #9 – Jurisdiction / Agency - This block indicates which agency is responsible for all actions related to your project or incident.

*Block #10 – Ordering Office - This indicates which interagency or geographic dispatch center placed the order.

*Block #11 – Aircraft Information – This information is for strictly for aircraft, pilots, air operations and aircraft dispatchers. This is not your responsibility.

*Block #12 - Request Number – This block indicates how many resources are requested, date and time needed, and which resource is assigned:

Each Smoke Monitor will be ordered with an “S” (Supply) number, do not group multiple Smoke Monitors under one “S” number - your order will not process.

When indicating Time and Date needed, consider the amount of time needed to completely process your order, taking into consideration dispatch processing time, time of day or night, day of the week and National Planning Level (PL). Work with your ordering dispatcher, they have the daily responsibility of keeping you informed on local and national priorities.

Also in this block is a special needs section and reporting instructions, use these areas to indicate any special instructions and directions.

If there are any damages to the station while deployed, you must acquire an additional “S” number from the ordering manager on the incident to cover damages incurred.

For questions on ordering, inventory levels or general assistance, call Mark Barbo (RAWS Operations Coordinator @ Office: 208/387-5726 or Cell @ 208/850-0640) prior to placing your order.