STANDARD ADMINISTRATIVE PROCEDURE

24.01.04.M7.02 Restrictions on Candles
Approved July 18, 2006
Supplements System Policy 24.01, System Regulation 24.01.04
and University Rule 24.01.04.M7

1. GENERAL

Candles, incense burners, oil lamps and similar items that have open flames or smolder represent an unnecessary risk to people and facilities at Texas A&M University. Therefore, the following restrictions on candles shall be enforced in all buildings on Texas A&M property.

2. RESTRICTIONS

2.1 Candles, incense burners, oil lamps or other personal items that have open flames or that smolder, are prohibited in work areas (individual or group), conference rooms, restrooms, etc. in all campus buildings. This restriction applies to such items regardless of whether the item has been lit.

2.2 This SAP does not apply to candles, flame effects, or pyrotechnics used for banquets, ceremonies, science demonstrations, theatrical productions, indoor fireworks or other entertainment. Such uses are addressed in SAP 24.01.04.M7.01: Use of Pyrotechnics or Flame Effects. This procedure does not apply to such devices used in the course and scope of University or Agency sponsored research or activities necessary to conduct business operations.

2.3 Students living in residence halls and University-owned apartments are governed by similar but separate rules as set forth by the Division of Student Affairs.

2.4 Exceptions may be requested, in writing, through the Environmental Health and Safety Department.

3. IMPLEMENTATION PROCEDURES

3.1 It is the responsibility of all faculty, staff and students to observe the provisions of this procedure.

3.2 Department heads are responsible for ensuring that these rules are communicated to all departmental personnel, and that prohibited items, when identified, are removed from the workplace.
3.3 Environmental Health and Safety Department personnel will report prohibited items when found in the workplace as deficiencies that require departmental corrective action.

OFFICE OF RESPONSIBILITY: Environmental Health and Safety Department