

## STANDARD ADMINISTRATIVE PROCEDURE

### 24.01.01.M7.02 Restrictions on Candles

*Approved July 18, 2006*

*Revised November 12, 2009*

*Revised March 9, 2015*

*Revised April 1, 2020*

*Next scheduled review: April 1, 2025*

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#### Standard Administrative Procedure Statement

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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.

TAMUQ HSSE Office should be substituted for TAMU Environmental Health and Safety (EHS) in this document when applying the requirements of this document to the TAMUQ campus.

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#### Official Procedure/Responsibilities/Process

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#### 1. RESTRICTIONS

- 1.1 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.
- 1.2 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 24.01.01.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.
- 1.3 Students living in University-owned residence halls and University-owned apartments are governed by similar but separate rules as set forth by the Division of Student Affairs.

1.4 Exceptions may be requested, in writing, through Environmental Health and Safety (EHS).

## 2. IMPLEMENTATION PROCEDURES

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

2.2 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.

2.3 EHS personnel (HSSE personnel at TAMUQ) will report prohibited items when found in the workplace as deficiencies that require departmental corrective action.

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### **Related Statutes, Policies, or Requirements**

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Supplements [System Policy 24.01](#), [System Regulation 24.01.01](#) and [University Rule 24.01.01.M7](#)

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### **Contact Office**

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For procedure interpretation or clarification, contact Environmental Health and Safety.

OFFICE OF RESPONSIBILITY: [Environmental Health and Safety](#)

- At TAMUQ: The Office of Health, Safety, Security, Environment