

Facilities Management
Open Flame Devices Standard Operating Procedures

SOP #:	EHS-030	Revision: 1
Dept:	Environmental Health and Safety	Date: 10/10/19
Approval:		Date: 10/10/19

1. PURPOSE

The purpose of these standard operating procedures is to provide guidelines and procedures by which open flame devices may be used upon the Colorado State University Pueblo campus. These guidelines are drawn from the National Fire Protection Associations (NFPA), Life Safety Code 101, and Fire Code NFPA 1. CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety (EHS) will be responsible for:

2.A.1. Developing and updating of the Open Flame Devices Standard Operating Procedures (SOP).

2.A.2. Review and either approve or deny the use of open flame devices.

2.B. Auxiliary Services will be responsible for:

2.B.1. Approving any candles or other open flame devices for events coordinated through Auxiliary Services.

3. DEFINITIONS

3.A. OPEN FLAME DEVICES - are defined as candles, torches, butane burners or any other flame producing device.

4. PROCEDURES

4.A. Chemical, biological, engineering, or teaching labs where the open flame is part of the research/educational process, and kitchens with an exhaust hood and pre-engineered extinguishing system are exempt from these guidelines.

4.B. Candles and other open flame devices are not to be used in offices, classrooms, and dorm rooms. Candles may be used in the Occhiato Student Center with prior approval from Auxiliary Services.

4.C. Open flame devices are not allowed in University property unless a permit has been obtained from the Office of Environmental Health and Safety. Permits may be granted on a case by case basis for special events, and only when specific safeguards are taken to avoid ignition of combustible materials or injury to occupants.