

# Open Flame Policy

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## General Description

### Purpose:

The purpose of this policy is to provide the guidelines and procedures as they relate to open flame devices.

### Exceptions:

The following activities do not require prior approval from EHS:

- Laboratory work purposes (i.e. experiments and research) performed in a classroom or laboratory, but under the direct supervision of the lab instructor or principal investigator/Professor.
- Dining Services use of heating tray devices (i.e. sterno).
- Other unique circumstances as designated by EHS.

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## Policy Content

### Summary

All faculty, staff, students, and persons visiting Trinity's campus are prohibited from using any open flame device unless authorized by the Department of Environmental Health and Safety (EHS). Open flames are defined as any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Open flames devices include: torches, candles, butane burners, and other items that can produce a flame.

**Barbecue grills and smokers are permitted, but must be authorized by EHS. They must contain a lid or a top and be at least 50 feet from any building. Once authorized for use, departments must:**

1. Submit a [Fire Extinguisher Request Form](#).
2. Request a Hot Ash Container at [service-request.trinity.edu](http://service-request.trinity.edu)

### Requests

All persons who submit a request for permission to use an open flame device to EHS will be evaluated through a Risk Assessment Process.

EHS will review all requests, in which there may be a potential use of an open flame device. Such requests shall be provided to EHS within 1 week of scheduled event to ensure timely review of location where event will be held.

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## Terms & Definitions

### Terms and Definitions:

<b>Term:</b>	<b>Definition:</b>
Open Flames	Any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire.

## Related Documents

### Related Content:

[OSHA General Duty Clause](#)

[NFPA 1: Fire Code](#)

[2018 International Fire Code](#)

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	9/16/2021 10:40 AM	Gary Logan
v1.0	8/12/2019 11:11 AM	Jennifer Gilmore Adamo

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### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration