

## **Bowling Green State University Open Flame Program**

### **PURPOSE**

Open flame devices carry the risk of unintentional fire when not used appropriately. The purpose of this program is to establish guidelines and procedures by which open flame devices may be used on the BGSU campus.

### **AUTHORITY**

Environmental Health & Safety/Risk Management

### **SCOPE**

This policy applies to faculty, staff, students, contractors, visitors, and guests.

### **PROGRAM STATEMENT**

The use of candles and open flames is not allowed in campus buildings, on university grounds, or in association with university-sponsored events or functions, except as indicated below.

#### Exceptions:

1. Dining services and approved caterers may use open flame devices designed and listed for the preparation and warming of food. Refer to the Chafing Fuel policy on the EHS website.
2. Anyone performing laboratory tasks in designated classrooms and laboratories under supervision of the instructor. Refer to BGSU's Guide to Laboratory Safety and Health on the Environmental Health and Safety (EHS) website.
3. Approved candles and other decorations. Candles may only be used in event spaces and must be approved in advance by Conference and Event Services. Refer to the Candle Policy and Decoration Policy on the EHS website.
4. Anyone performing hot work procedures as part of BGSU's Hot Work Program. Refer to the Hot Work Program on the EHS website.
5. Use of the wood burning fireplace at the Ice Arena. Fireplace must be continuously attended while in use, and preventative maintenance or inspection is required annually.
6. Use of the outdoor natural gas-fired fireplace at the Student Recreation Center. The open flame must be under constant supervision by an attendant trained in the proper use of the unit. An approved fire extinguisher shall be readily available. Telephone notification must be provided to the Bowling Green Fire Division (BGFDD) to advise when the fireplace is to be ignited and the duration of the burn. Preventative maintenance or inspection is required annually.
7. Propane fueled barbeque grills and table-style fire pits compliant with NFPA 54/ANSI Z223.1 and NFPA 58, placed on a non-combustible surface and located a minimum of 10 feet from any building or 20 feet away from any tent. Refer to BGSU's Food Service Policy on the Office of General Counsel website.
8. Fireworks on BGSU property must be arranged with BGFDD. Indoor pyrotechnics are prohibited.
9. Ceremonial and religious fires and open burns that comply with Bowling Green City Ordinance 93.52. Please refer to the "Codified Ordinance" tab on the City of Bowling Green, Ohio's webpage to review the City Ordinances. Submit the following Open Flame Use Application at least two weeks prior to the event. Notification to the Ohio EPA and a burn permit from BGFDD is also required.



# Open Flame Use Application

- Application must be submitted to [riskmgmt@bgsu.edu](mailto:riskmgmt@bgsu.edu) at least 2 weeks prior to the proposed event
- BGSU maintains the authority to suspend any activity which is not in compliance or in the best interest of the University

Applicant Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Anticipated Attendees: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsoring Department/Group/Organization: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Describe the open flame devices you wish to use and how they will be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outdoor Burning: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach copy of burn permit from Bowling Green Fire Division

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I agree I have read and will abide by the Open Flame Program and Bowling Green City Ordinance 93.52.

For EHS/Risk Management Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Reviewed Date: \_\_\_\_\_