



# Standard Administrative Procedure (SAP)

## 24.01.99.L1.03 Restriction on Candles

**First Approved:** April 15, 2013  
**Revised:** July 7, 2017  
**Next Scheduled Review:** July 7, 2022

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### Procedure Statement and Reason for Procedure

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 International University (TAMIU). The purpose of this SAP is to establish and enforce restrictions on candles in all buildings on TAMIU property.

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### Procedures and Responsibilities

#### 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 [TAMIU SAP 24.01.99.L1.05, Use of Pyrotechnics or Flame Effects](#). This SAP does not apply to such devices used in the course and scope of TAMIU or agency-sponsored research or activities necessary to conduct business operations.
- 1.3 Students living in residence halls and TAMIU-owned apartments are governed by similar but separate rules as set forth by the Office of Housing and Residence Life.

- 1.4 Exceptions may be requested, in writing, through the Office of Environmental Health & Safety (EHS).
  2. IMPLEMENTATION PROCEDURES
    - 2.1 It is the responsibility of all faculty, staff, and students to adhere to this procedure.
    - 2.2 Department heads are responsible for ensuring that the restrictions in this SAP are communicated to all departmental personnel and that prohibited items, when identified, are removed from the workplace.
    - 2.3 EHS personnel will report prohibited items found in the workplace as deficiencies that require departmental corrective action.
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## **Related Statutes, Policies, Regulations, or Rules**

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[\*System Policy 24.01, Risk Management\*](#)

[\*System Regulation 24.01.01, Risk Management Programs\*](#)

[\*TAMIU SAP 24.01.99.L1.04, Fire and Life Safety Inspection Procedures\*](#)

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## **Contact Office**

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Environmental Health & Safety, 956-326-2756, or [safety@tamiu.edu](mailto:safety@tamiu.edu)