



# Standard Administrative Procedure (SAP)

## 24.01.99.L1.05 Use of Pyrotechnics or Flame Effects

**First Approved:** March 26, 2014  
**Revised:** October 12, 2016  
**Next Scheduled Review:** October 12, 2021

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### Procedure Statement and Reason for Procedure

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Use of pyrotechnics or flame effects during ceremonies, banquets, science demonstrations, theatrical or concert performances, or other events at Texas A&M International University (TAMIU) are regulated under the Texas Occupations Code, Subpart F, Section 2154.253. In order to comply with these regulations and protect life and property, the following procedures are established for the review and permitting of planned uses of pyrotechnics or flame effects on the campus of TAMIU.

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### Procedures and Responsibilities

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#### 1. GENERAL

Pyrotechnics or flame effects (as defined) are not allowed in or adjacent to student residence facilities or lounges. These procedures apply only under the following conditions:

- 1.1. The use of flame effects or pyrotechnics for entertainment, exhibition, demonstration, or simulation before an assembly of 50 people or more must comply with the following provisions:
  - 1.2. Subject to approval, display may be conducted inside or outside a facility:
    - 1.2.1 on the TAMIU campus or;
    - 1.2.2 owned or leased by TAMIU.

These procedures do not apply to flame effects utilized in the course and scope of University-approved teaching and research.

## 2. RESPONSIBILITIES

2.1 When pyrotechnics or flame effects will be used (as specified in Section 1 of this procedure), a written proposal shall be submitted to Environmental Health & Safety (EHS) at least ten (10) working days prior to a performance/event and shall include, as a minimum, the following information:

2.1.1 The name of the person, group, and/or organization sponsoring the production(s).

2.1.2 The date, time, and exact location of the production(s).

2.1.3 The name, qualification, and experience of the person/operator in charge of creating the pyrotechnic/flame effect.

2.1.4 The name, age, and experience of any assistant(s) that will be present and the general responsibilities of the assistant(s).

2.1.5 The number and type of pyrotechnic/flame effect and materials to be used.

2.1.6 Confirmation of any applicable state and federal licenses of the operator and assistant(s).

2.1.7 Confirmation of state and federal permits for the site of display (aerial firework displays).

2.1.8 Evidence of the permittee's (production company's) insurance carrier or financial responsibility (to be reviewed by the Texas A&M University System Office of Risk Management).

2.1.9 A copy of Safety Data Sheets (SDS's) for the pyrotechnic/flame effect materials to be used.

2.1.10 The method of disposal of by-products from special effects. Disposal shall be in compliance with federal and state mandates and TAMIU requirements as applicable.

2.1.11 A diagram of the grounds and facilities at which the production will be held. This diagram shall show the point of on-site assembly, the point at which the pyrotechnic/flame effect devices are to be fired/used, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience shall be restrained. (Prints of campus grounds and/or facilities can be obtained by request through Physical Plant).

### 2.2 Approval

2.2.1 EHS and other appropriate personnel shall review the written proposal and either recommend for final TAMIU approval by the CFO or will reject the proposal.

- 2.2.2 All University approvals are subject to final approval by other pertinent agencies/departments, such as but not limited, to the TAMIU Vice President of Finance & Administration, City of Laredo Fire Department, City of Laredo City Council, and/or State Fire Marshal.

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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](#)

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## Definitions

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Flame Effects - a stationary or hand-held device of solid, liquid, or gas designed specifically to produce an open flame when ignited to display a thermal, physical, visual, or audible phenomenon as defined in NFPA Standard 160. Such devices include paraffin wax candles, LPG candles, torches, and LPG burners.

Pyrotechnics - an explosive composition or device designed for entertainment to produce a visible or audible effect by combustion, explosion, deflagration, or detonation as defined by NFPA Standard 1126.

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## Contact Office

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