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June 22, 2023

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Procedure Summary

The Texas Commission on Environmental Quality (TCEQ) regulates outdoor burning (30 TAC [Texas Administrative Code] 111.201-221). Along with TCEQ regulations, local entity restrictions, and procedures guiding outdoor burning activities. All departments at Texas A&M University-Central Texas (A&M- Central Texas) will follow the Outdoor Burning Procedures administered by the Office of Facilities, Safety, & Support Services.

Definitions

Burn Ban: Ban on outdoor burning based on recent rainfall and current weather conditions.

Fire Break: An area of land that has had plants and trees removed to stop the spread of fire.

Prescribed Burn: The process of planning and applying fire to a predetermined area, under specific environmental conditions, to achieve a desired outcome.

Texas Commission on Environmental Quality (TCEQ): A commission charged with protecting the state's public health and natural resources consistent with sustainable economic development whose goal is clean air, clean water, and the safe management of waste.

Procedure

1. OUTDOOR BURNING ACTIVITIES

1.1 Any department requesting outdoor burning must contact the Office of Facilities, Safety, & Support Services a minimum of three (3) business days prior to the scheduled burn day for approval of outdoor burning.

1.2 Outdoor burning activities could include:

- a. Outdoor grilling;
- b. Burning of brush piles;
- c. Burning of natural vegetation;

- d. Burning of grass; and
- e. Burning of limbs or branches.

2. AUTHORIZED OUTDOOR BURNING

- 2.1 All outdoor burning will be coordinated through the Office of Facilities, Safety, & Support Services and the Texas Forest Service (TFS) and must comply with TCEQ, Bell County, and City of Killeen burn bans, and A&M-Central Texas requirements, which could include, but are not limited to:
 - 2.1.1 Any outdoor burning, except for outdoor grilling, will be approved on a case-by-case basis. There are some exceptions that may be granted with pre-approval from the Facilities, Safety and Support Services Manager, and the University President, provided there is no active burn ban.
 - 2.1.2 A fire break must be established and approved ahead of time by the Office of Facilities, Safety, and Support Services and TFS.
 - 2.1.3 Burning will not take place, except for grilling, if there are any local burn bans in effect.
 - 2.1.4 One individual must be designated as the “Responsible Person” and must be in attendance during the active burn phase.
 - 2.1.5 No prescribed burning can be done if the wind speed is predicted to be greater than 23 mph.
 - 2.1.6 Electrical insulation, treated lumber, plastics, non-wood construction/demolition material, heavy oil, asphalt materials, potentially explosive materials, chemical wastes, and items containing natural or synthetic rubber may not be burned.

3. AUTHORIZED OUTDOOR GRILLING

- 3.1 For activities associated with outdoor grilling, the following guidelines must be followed:
 - 3.1.1 A representative of the group or department requesting outdoor grilling must review the Barbeque Grill Safety Tips presentation and complete the Authorization for Outdoor Grilling request form at least three business days before the event.
 - 3.1.2 One individual designated as the “Responsible Person” must be in attendance during the active burn phase (while grilling is performed).
 - 3.1.3 If mobile grills are used, transportation of such grills cannot take place until all materials are cooled and no longer in the burn phase. This includes outdoor grills on trailers (pull behinds).

3.1.3.1 Users are responsible for removal and clean-up of all on-site trash (including grease) prior to leaving the area.

3.1.4 Approval must be gained from the following departments before outdoor grilling can take place:

3.1.4.1 Sponsoring VP/Dean/Department Director/Supervisor.

3.1.4.2 Office of Facilities, Safety, & Support Service or the University Police Department if the Facilities, Safety, & Support Services Manager is not available.

4. REQUIREMENTS FOR OUTDOOR GRILLING

4.1 Grills must have a lid.

4.2 Fire extinguisher(s) must be present.

4.3 A copy of the completed and signed A&M-Central Texas Authorization for Outdoor Grilling form must be present at the grill site.

4.4 Only propane grilling is authorized. There are some educational exceptions, provided the campus is not under a burn ban.

4.5 All grills will have a pan/can to collect drippings. Cleaning up stains and/or other debris is the user's responsibility.

4.6 Grilling cannot take place within 10 feet of combustible materials (walls, curtains, overhead ceiling, trash cans, landscape, etc.).

4.7 Grilling cannot take place on sidewalks or patios unless drip protection is provided.

4.8 A designated "Responsible Person" must be in attendance while the grill is used and must verify that all heat sources have cooled before leaving the grill.

Portable grills (trailer type) must not be moved while there is an active heat source. Grills cannot remain onsite overnight.

5. DEPARTMENT DIRECTORS, DEANS, SUPERVISORS, AND MANAGERS.

5.1 The VP, Dean, Department Director, Supervisor, or Designated Responsible Person is responsible for:

5.1.1 Contacting the Office of Facilities, Safety, & Support Services no less than three (3) business days prior to the burning activity.

5.1.2 Ensuring all requirements above are understood and followed.

- 5.1.3 Ensuring a designated responsible person is present during the active burn phase.
- 5.1.4 Ensuring proper safety equipment and personal protective equipment is available for all individuals.
- 5.1.5 Posting a copy of the Authorization for Outdoor Grilling at the burn site.
- 5.1.6 The VP, Dean, Department Director, Supervisor, or Designated Responsible Person must notify the University Police Department (UPD) of their intent to burn if the Facilities, Safety, & Support Services Manager or V.P. for Finance and Administration/CFO is not available.

6. SAFETY & RISK MANAGEMENT OFFICE

- 6.1 The Facilities, Safety, & Support Services Manager will notify the following agencies, prior to burning, of the university's intent to conduct any outdoor burning activities (excluding outdoor grilling):
 - a. The University Police Department.
 - b. The City of Killeen Fire Department, if necessary.
 - c. The Texas Forest Service, if necessary.
 - d. The Texas Commission on Environmental Quality (TCEQ), if necessary.

Related Statutes, Policies, or Requirements

[Texas Administrative Code §111.201- §111.221](#)

[Bell County Burn Ban Status](#)

Appendix

Appendix A: [TAMUCT Authorization For Outdoor Grilling](#)

Appendix B: [BBQ Safety Tips Presentation](#)

Contact Office

Facilities, Safety, & Support Services
254- 519-5771



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

AUTHORIZATION FOR OUTDOOR GRILLING

I/We _____ Request permission to perform outdoor grilling at the Texas A&M <small>Print Name</small>		
University – Central Texas Campus on _____ for _____ <small>Date</small> <small>Event Title & Organization</small>		
I/We will limit my activities to: _____ <small>Approximate Location and Time of Event</small>		
And agree to adhere to the following:		
I/We, or a responsible person designated by the requestor and named on this form, must attend the burning at all times while the grilling is performed. Check each box as acknowledgement of understanding the requirements.		
<input type="checkbox"/>	Grilling cannot take place within 10 feet of combustible materials (walls, curtains, overhead ceiling, trash cans, landscape, etc.).	
<input type="checkbox"/>	Grilling cannot take place on sidewalks or patios.	
<input type="checkbox"/>	A fire extinguisher must be located at the site of the grilling area at all times. A copy of this authorization form will also be present at the site.	
<input type="checkbox"/>	If mobile fire grill(s) are used, transportation of such grill(s) cannot take place until all materials are cooled and no longer in the burn phase.	
<input type="checkbox"/>	User(s) is/are responsible for removal and clean-up of all on-site trash prior to leaving the area. Clean up of any stains on sidewalks or roadways are the responsibility of the user.	
<input type="checkbox"/>	User(s) has/have reviewed the Barbeque Grill Safety Tips Presentation.	
<input type="checkbox"/>	Users(s) has/have reviewed the Outdoor Burning Procedure document.	
<input type="checkbox"/>	Approval must be gained from the following departments before outdoor grilling can take place:	
	Requestor _____	Signature _____ Date _____
	Sponsoring VP/Dean/Dept. Dir/Supervisor _____	Signature _____ Date _____
	Additional Responsible Person _____	Signature _____ Date _____
	Office of Safety & Risk Management _____	Signature _____ Date _____
	University Police Department* _____	Signature _____ Date _____

*Only required if Safety & Risk Management Officer is not available.



Barbeque Grill Safety Tips





Barbeque Grill Safety Tips

Every year, thousands of burn injuries result from the careless use of outdoor grills. These injuries occur primarily because of the use of unapproved lighter/starter fluids or gas and the misuse of approved fluids.

These injuries are preventable!



Barbeque Grill Safety Tips

Charcoal Grills

- **Charcoal grills are not allowed on campus**

Always follow the manufacturer's instructions that accompany the grill.



Barbeque Grill Safety Tips

Propane Gas Grills

- When using a gas grill, check all connections leading from the fuel source to the inlet connection of the grill for leaks.
- Never use a match, candle, or flame source to check for a gas leak.

Always follow the manufacturer's instructions that accompany the grill.





Barbeque Grill Safety Tips

Propane Gas Grills

- Open the valve only a quarter to one-half turn before lighting.
- Always shut off the valve to a fuel source when it is not in use.





Barbeque Grill Safety Tips

Propane Gas Grills

- Never start a gas grill with the lid of the grill closed. The propane may accumulate inside, and when ignited, could blow the lid off, causing injury.
- Periodically, clean the grill. Use the manufacturer's instructions for cleaning.

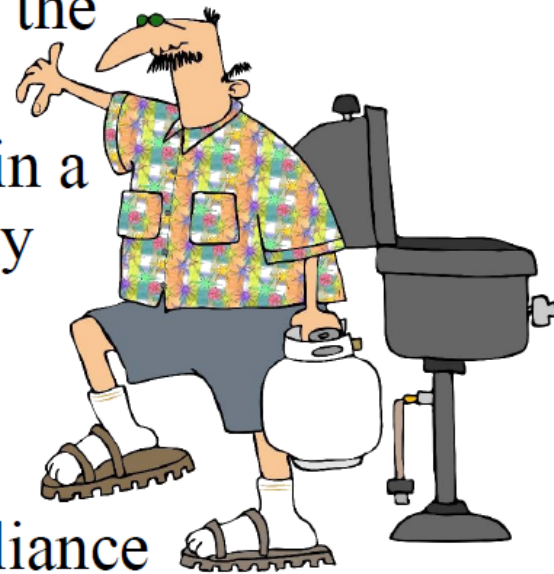




Barbeque Grill Safety Tips

Propane Gas Grills

- Have a fire extinguisher located in the grilling area.
- Store full or empty propane tanks in a well-ventilated shed away from any habitable structures.
- Store propane tanks away from potential sources of flame such as furnaces, water heaters or any appliance with a pilot light.





Barbeque Grill Safety Tips

- Wear tight-fitting or short-sleeved clothing while cooking on a grill.
- Keep children and pets away from grilling areas at all times.



Barbeque Grill Safety Tips

This concludes the briefing. If you have any questions please contact Shawn Kelley at:

Phone: 254-519-5771

Email: s.kelley@tamuct.edu