



## Environmental Health and Safety

### OPEN BURNING/BONFIRE GENERAL PRECAUTIONS AND POLICY FOR OFF CAMPUS WASHINGTON UNIVERSITY

**NOTICE:** Open burning/bonfire will be allowed only when authorized by the appropriate personnel shown in paragraph B-1. All provisions for a safe open burning must be met. Violations will be reported and dealt with according to severity of the problem.

**PURPOSE:** This document provides general precautions and policy for those who plan open burning/bonfire as part of a University activity off campus. It also provides the step by step sequence to complete the application process.

#### GENERAL INFORMATION:

A. At present there are no authorized open burning areas for off campus properties so each event must be approved individually.

B. An Environmental Health & Safety Professional, the Maintenance or Facility Manager, the Faculty or Staff sponsoring member, as applicable to jurisdiction, and Washington University Police Department and the Fire Marshal having jurisdiction or his/her representative have the authority to approve or disapprove open burning/bonfire if the conditions of this policy are not met. Open burning use will be allowed only when the following conditions are met.

#### 1) STEP BY STEP COORDINATION: Point of contact information is provided in Attachment One.

**Step One:** Download a copy of the Washington University Open burning/bonfire and application permit from the Washington University webpage, [www.ehs.wustl.edu](http://www.ehs.wustl.edu).

**Step Two:** Complete Attachment Two, Written Description of the event and make a copy for the WU Police Department and the Environmental Health & Safety Office. Have sufficient copies of the description so they can be provided to other people or departments upon request.

**Step Three:** Your event must be sponsored by a Washington University Faculty or Staff member or advisor. The University member or advisor must sign the open burning/bonfire checklist, Attachment Three. Contact them at least **three weeks prior** to the date of the open burning/bonfire event.

**Step Four:** Contact the appropriate Maintenance or Building Manager at least **two weeks prior** to the date of the open burning/bonfire to obtain their signature on Attachment Three.

**Step Five:** Contact the Environmental Health & Safety Office, General Safety Division at least **two weeks prior** to the date of the open burning/bonfire to obtain their signature on Attachment Three.

**Step Six:** The Washington University Police Department, the Patrol Bureau Commander at 935-7697, or the Police Chief at 935-5514, must be notified at least **two weeks prior** to the open burning/bonfire date. A Written Description of the Event, Attachment Two, must be completed and provided to the Police Department. The Patrol Bureau Commander or Police Chief or his designated representative must sign checklist, Attachment Three.

**NOTE: Immediate contact must be made with the W.U.P.D. in the event of any problem with the open burning/bonfire by calling 935-5555. If off campus you may need to call 9-911 or 911 as appropriate for the location of the open burning/bonfire.**

**Step Seven:** The Fire Marshal having jurisdiction be contacted at least **10 days prior** to the open burning/bonfire to apply and pay for and required permits. All fees must be paid by the group holding the event. Appropriate permit forms must be completed and posted or available at the open burning/bonfire.



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**Step Eight:** A copy of the event description, signed open burning/bonfire checklist and required permits shall be provided to the Environmental Health & Safety Office, Occupational Safety Division at least **2 days prior** to the date of the event.

### 2) BONFIRE RESTRICTIONS:

- a) To prevent damage to grounds or other surfaces you must use an authorized self-contained or above ground fire pit or other container approved by either the Environmental Health & Safety Office or Fire Marshal having jurisdiction.
- b) An open burning shall not be more than five (5) feet, by five (5) feet, by five (5) feet in dimension and shall not burn longer than three hours. The size and duration shall only be increased or restricted by the Environmental Health & Safety Office, or the Fire Marshall having jurisdiction. **No open burning shall be allowed after 10 p.m.**
- c) Fuel for an open burning/bonfire shall consist of seasoned dry firewood and shall be ignited with a small quantity of paper or a fireplace starter log. Deviation to this must be approved by the Environmental Health & Safety Officer or the Fire Marshal having jurisdiction. The fire shall not be used for waste disposal purposes. **At no time shall gasoline, charcoal lighter fluid or any other flammable be used to start or re-start an open burning/bonfire.**
- d) Open burning/bonfire shall not be less than 50 feet from any structure, trees or bushes and provisions shall be made to prevent the fire from spreading within 50 feet of any structure.
- e) Open burning/bonfire is not allowed when there are a steady winds of 20 mph or higher, or gusts of wind that exceeds 30 mph, even though a permit has been issued.
- f) The open burning/bonfire shall be constantly attended until the fire is extinguished. A water hose must be available at all times when the fire is active.



### ATTACHMENT ONE

#### POINTS OF CONTACT:

- 1) The appropriate Faculty or Staff Member or Advisor
- 2) The appropriate Maintenance or Building Manager
- 3) Washington University Environmental Health & Safety – General Safety Division– 935-9264 – Campus Box 1010
- 4) Washington University Police Department, The Patrol Bureau Commander at 935-7697, or the Police Chief at 935-5514 – Campus Box 1038
- 5) The appropriate Fire Marshal having jurisdiction.

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ATTACHMENT TWO

WRITTEN DESCRIPTION OF EVENT:

Name of Group or Organization: \_\_\_\_\_

Name of your Residential College Director: \_\_\_\_\_

A name and contact information of the Washington University person, staff or faculty member who will ensure open burning/bonfire policy compliance: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location of the Bonfire: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

This event is for Washington University students and members only. Yes \_\_\_\_\_ No: \_\_\_\_\_

**NOTE: If the event is open to other than University students and members please identify who the non-university invitees will be.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be alcohol present at this event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes describe in written description

Written detailed description of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### ATTACHMENT THREE

#### WASHINGTON UNIVERSITY – OPEN BURNING/BONFIRE CHECKLIST

Obtain appropriate signatures in the sequence shown below. Deliver signed checklist, any permit issued and the written event description to the Environmental Health & Safety Office, Occupational Safety Division, 350 Skinker Ave., or mail to Campus Box 1010, or FAX to (314) 935-9266 **at least two days prior to the event.** If these items are not received the event cannot be held.

**One**  
**The appropriate Faculty or Staff Member or Advisor**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Two**  
**The appropriate Maintenance or Building Manager**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Three**  
**Environmental Health & Safety Office, General Safety Division**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Four**  
**Washington University Police Patrol Bureau Commander or the Police Chief**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Five**  
**The appropriate Fire Marshal having jurisdiction**

Name \_\_\_\_\_ Date \_\_\_\_\_

**As the person with primary responsibility for this open burning/bonfire and by my signature, I verify the appropriate departments and people have been notified of our intent to have an open burning/bonfire off Washington University properties.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_