



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

August 4, 2009

RECEIVED
'AUG 11 2009
UWF
General Counsel's Office

Dr. Judith A. Bense
President
University of West Florida
11000 University Parkway
Pensacola, FL 32514-2200

Dear Dr. Bense:

Recently, the State of Florida suffered a fire loss due to a candle burning at an employee's workstation. We are sending this letter to remind all State of Florida agencies and universities to review the attached Department of Management Services (DMS) policy in regards to open flames and flammable materials in all buildings owned, leased and managed by DMS.

Please arrange to remind all staff of this important policy. Also, please review your policies and procedures and amend them, if necessary, to ensure that your agency/university is in compliance with REDM 09-107.

The Division of Risk Management can assist you in developing loss mitigation strategies for your agency. We can provide assistance to your agency in loss exposure analysis, loss mitigation strategy development and implementation, and we can also assist your agency in measuring the success of your loss control measures. This assistance is available for all types of coverage provided by the State Risk Management Trust Fund-workers' compensation, general and automobile liability, federal civil rights liability, employment practices liability and property.

Thank you for your consideration and assistance in this matter.

Sincerely,


A handwritten signature in cursive script, appearing to read "R. J. Castellanos".

R. J. Castellanos
Director

cc: Agency Safety Coordinator

Attachment

AUG 4 2009 *rs*

| | | |
|---|---|--|
|  | DEPARTMENT OF MANAGEMENT SERVICES Real Estate Development and Management | |
| TITLE: Open Flames & Flammable Materials in DMS-Owned, -Leased and -Managed Facilities | POLICY NUMBER REDM 09-107 | |
| EFFECTIVE: March 9, 2009 REVISED: REVIEWED: | | |

PURPOSE

To establish policy and procedures related to open flames and flammable, toxic and caustic materials in the Department of Management Services (DMS)-owned, -leased and -managed facilities.

SCOPE

This policy is applicable to all DMS-owned, -leased and -managed facilities.

AUTHORITY

Florida Statutes: 281.02(1), 255.251, and 255.45
Executive Orders: 07-126, 07-127, and 07-128
Section 5(a)(1), General Duty Clause, U.S. Department of Labor, Occupational Safety and Health Administration Requirements

DISTRIBUTION

| The following individuals should be notified of this policy. | Method of Notification |
|---|--|
| DMS executive leadership | <ul style="list-style-type: none"> • E-mail • DMS Web Site |
| DMS employees | <ul style="list-style-type: none"> • E-mail • DMS Web site |
| Agency tenant leasing liaisons located in DMS-owned, -leased and -managed facilities | <ul style="list-style-type: none"> • E-mail |
| Executive leadership of each agency located in DMS-owned, -leased and -managed facilities | <ul style="list-style-type: none"> • E-mail • Director of Administration meeting • DMS web site |

POLICY

Open flames contribute to fires, which can result in personal injury and property loss. DMS is committed to maintaining a safe environment by prohibiting the use of open flames and flammable materials. This policy's intent is to reduce potential hazards that contribute to loss of life or property. This policy is not intended to restrict the use of laboratory, facilities maintenance or food services equipment used in normal operations.

The use of open flames and storage of flammable liquids, gases and hazardous materials is expressly prohibited on property owned, leased or managed by DMS, except as provided in this policy. Alternate products to flammable, caustic and toxic materials (hazardous materials) should be purchased whenever possible.

All locations containing hazardous materials need a specific system of control to comply with Occupational Safety and Health Administration (OSHA) regulation 1910.1200, for the purchase, use, storage, and inventory of all hazardous materials; such system shall be maintained by the facility manager. OSHA requires current, readily accessible material safety data sheets (MSDS) on-site in the MSDS book for flammable liquids, gases, acids, corrosives and hazardous materials. Document all uses of hazardous materials in the operations log, including the date purchased, reason for use, the material used, the name of person responsible for its care, and the storage location. Occupants of DMS-owned, -leased and -managed facilities are not allowed to handle hazardous materials except in strictly supervised situations.

Each DMS-owned and -managed facility is managed by a facility manager and maintenance staff. Facility managers and their staff monitor compliance with this policy and may, at any time, remove or order the removal of any item found in violation of this policy. Any deviation from this policy requires prior approval from the facility manager.

PROCEDURES

OPEN FLAMES

The use of open flames, including, but not limited to, candles, incense, kerosene lamps, oil lamps, flames fueled by propane tanks and any similar items, is prohibited on property owned, leased or managed by DMS but for the following exceptions. The facility manager approves in advance the use of an item on the exception list.

Open Flames Exception List

Always watch open flames and keep them away from combustible and flammable materials. Always follow safety measures in order to ensure open flames used in the following situations are handled properly, and always include adequate extinguishing materials rated for the type of fire. Notify facility managers prior to the establishment or use of the following exceptions:

- **Kitchen equipment** – food service operations, food preparation and food warming supplies (portable cooking equipment). Place food warmers on a non-combustible surface.
- **Welding and associated work** – obtain a hot work permit.
- **Laboratories** – excluded as long as precautions are taken to ensure safe operation during experiments and other related procedures.
- **Gas barbecue grills** – permitted at approved functions but must be located at least 30 feet from the exterior of any facility. NOTE: Propane tanks shall not be stored inside a facility or within 10 feet of any facility entrance or exit.
- **Cake candles and food warmers** – cake candles and warming devices.

FLAMMABLE & COMBUSTIBLE LIQUIDS AND MATERIALS

Common Flammable Materials

The following is a partial list of most common flammable or combustible materials used in state office facilities:

- **Graphics/art** – paint, paint thinners, compressed gases, paints, petroleum distillates, solvents, alcohols, other chemicals
- **Laboratories** – compressed gases, solvents, other chemicals
- **Janitorial** – cleaning chemicals
- **Maintenance** – oil, gasoline, solvents, refrigerants, compressed gases, degreasers, alcohols, other chemicals
- **Photography** – chemicals

Labeling Flammable Materials

Clearly label all containers of flammable materials. When smaller amounts of a flammable material are transferred to another container, e.g., pouring paint and paint thinner into a smaller container while painting, label the secondary container, too.

Post hazard warning signs or label rooms where large quantities of flammable materials are stored.



Refrigerators used for flammable storage should be manufactured for that purpose and should have a hazard warning label posted on the front of the door.

Storing Flammable Liquids and Materials

All flammable or combustible liquids and materials (examples: acetone, gasoline, paint thinner) must be stored inside approved, metal, flammable storage lockers. Usually yellow or red in color, these lockers stop or slow the spread of a fire if one starts inside the locker. The lockers also prevent the spread of liquid if a container leaks. Storing flammable materials in file cabinets, underneath tables, etc., is prohibited.

Store rags used to clean up flammable liquids (examples: maintenance garage items, paints and graphics supplies) in approved flammable storage containers and disposed of on a routine basis.

Working with Flammable Materials

Only the amount of flammable material required for the day should be taken out of storage.

Eliminate all sources of ignition, including flames, static electricity, friction and heat from ovens and other sources when working with flammable materials.

Always ground one container when pouring flammable or combustible materials (liquids) from one container to another. This prevents the build-up of static electricity, which can spark and cause a fire or explosion. Always transfer flammable liquids from one container to another in well-ventilated areas.

Never handle, work with, or use flammable materials while smoking or working near open flames. Many flammable materials are heavier than air and sink to the floor level. They can then drift along the floor and reach distant ignition sources such as pilot lights, electrical outlets and machinery.

Clean up any spills immediately and dispose of the rags or towels in approved flammable storage containers.

Do not throw rags, paper, towels, or any other materials soaked in flammable liquids into a regular trash container. These materials may spontaneously combust and start a

fire.

If you are unsure of the proper way to clean a flammable material spill, contact the facility manager.

RESPONSIBILITIES

| Individual or Group | Responsibilities |
|---|--|
| Facility managers (List of facility managers) | <ul style="list-style-type: none"> • Implementation and enforcement of this policy. |
| DMS Employees | <ul style="list-style-type: none"> • Adhere to this policy. |
| Agency tenant leasing liaisons located in DMS-owned, -leased and -managed facilities | <ul style="list-style-type: none"> • Adhere to this policy. |
| Executive leadership of each agency located in DMS-owned, -leased and -managed facilities | <ul style="list-style-type: none"> • Adhere to and enforce this policy. |

DEFINITIONS

| Word/Term | Definition |
|---------------------|---|
| Caustic Materials | Substances that can destroy or eat away by chemical reaction (i.e., lye, caustic soda, sulfuric acid, etc.). |
| Facility | A building or structure. |
| Flammable Materials | Liquids with a flash point below 100 degrees Fahrenheit. |
| Flash Point | The lowest temperature at which a vapor will ignite with a flash. |
| Toxic Materials | Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (i.e., ammonia, chlorine, antifreeze, herbicides, pesticides, etc.). |