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1. BURN PERMITS

2. A burn permit is required for any burning on the MUSC campus, whether inside or outside of a building. Burn permits do not apply to contractors unless they are working outside of their construction area. It is the responsibility of the Engineering and Facilities person who is the contractor's contact person to verify that MUSC Burn Permit Procedures are followed.

3. Normal Burn Permit Procedures: The Normal Burn Permit is black print on white NCR paper. It will be completed by the shop person in charge of the job the day before the work is to be performed, and placed in the Alarm Shop mail slot in the Engineering and Facilities office, prior to 2:00 p.m. The person doing the work is to be at the location specified on the permit at 7:45 a.m. The shop foreman/supervisor is to contact the Electric Shop person-in-charge no later than 7:40 a.m. if work cannot be started at the time specified. A permit is good for one day only unless the Electric Shop person-in-charge grants additional days. Permits are valid only for one floor unless otherwise specified by the Electric Shop person-in-charge.

4. If the Electric Shop person-in-charge is unsure of the safety of the burning, the Occupational Safety Department will perform a safety check. A fire watch is required until 30 minutes after work is complete. All burn permits will be closed out Friday afternoon. The fire alarm system will be restored to normal operation for the weekend, unless special arrangements have been made for Saturday or Sunday. When the job is completed on Friday afternoon, the shop performing the work will remove and dispose of the permit. For planned weekend burning, permits should be submitted by 2:00 p.m. on Thursday to allow scheduling within the Electric Shop.

5. Emergency Burn Permit Procedures: The Emergency Burn Permit is black print on blue NCR paper. It is not to be used in place of proper scheduling of work, but for true emergency situations. The procedures are the same as for the normal permits except for the following:
 - A. The MUSC Maintenance Manager, his designee or the MUSC Construction Supervisor must authorize the permit. (On weekends or holidays, the permit may be authorized by telephone.)
 - B. The permit may not be renewed (good for only one day). On holidays and weekends the Occupational Safety employee on call may approve the Emergency permit. (May be done by phone if no hazard or alarm devices are involved.)
 - C. Permits must be removed and destroyed at the end of each day and the Electric Shop person-in-charge must be notified.

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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

Approved By:		Effective Date:
<hr/> John C. Malmrose Chief Facilities Officer Engineering & Facilities	<hr/> John Wilson Facilities Operations director Engineering and Facilities	January 1, 2006