
Approval of Experimental Apparatus, Art Projects, Demonstration Projects or Measurement Devices in Common Areas and Outdoors

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Category: University Area

Responsible Office: Environment, Health and Safety

Summary

Experimental apparatus, demonstration projects or measurement devices that are located in common areas and outdoors must be reviewed for safety and security purposes. Any such items shall be reported to EH&S and shall be appropriately labeled with a visible approval tag.

Policy

POLICY STATEMENT

All experimental apparatus, demonstration projects and other mechanical devices placed in common areas or outdoors, regardless of their purpose, shall be reported to EH&S for approval and appropriately labeled with a visible approval tag in order to demonstrate that the placement of the device has been approved and that an adequate safety review has been performed.

BACKGROUND

Experimental, educational and operational needs often require measurements or experimental design in common areas and outdoor areas. In past practice, such experiments were set up in areas beyond the control of the person having responsibility for the equipment unattended and without any special precautions labeling or approvals. Experiments, projects or devices may present physical and/or exposure hazards to passers-by, and security risks. A simple review, authorization, and tagging process will ensure that hazards are controlled and security is not compromised.

BENEFITS

This policy will ensure the safety and security of students, faculty, staff and visitors in the vicinity of the experimental apparatus, demonstration projects and other devices, and will avoid notifications to emergency response personnel. It will establish a system of accountability for those conducting unattended experiments or automated measurements in areas outside of their assigned control.

APPLICABILITY

This policy applies to the placement of any and all temporary and devices, projects or apparatus in common areas, outdoors, in highly visible areas, in any other areas outside of the owners (Principal Investigator/ Project Manager) assigned area of control on the premises of the University at Buffalo campuses. Examples of types of devices include but are not limited to:

- Experimental measurement apparatus
- Measurement apparatus for construction or measurement of traffic patterns
- Antennas, radios and transmitters

- Art projects and sculptures
- Architectural mock-ups
- Computer equipment and servers

Items which have received permanent approval by University Administration or the Assistant Vice President for University Facilities are exempt from these requirements.

Items which are to be located outside of the University at Buffalo premises should be reviewed with the appropriate municipality in order to adhere to any local procedures and/or regulation.

RESPONSIBILITY

Principal Investigator/Project Manager

Identify and report any experiments, demonstration projects or apparatus that is under their auspices and will be located outside of their normal area of control using this procedure. Remove devices from public areas once the approval dates have expired.

EH&S Safety Engineer

Review all submittals from Principal Investigators and Project Managers to determine if there are any safety issues associated with the placement of the items in outside or other public areas. Determine if additional approvals are required. Issue approval tags.

University Police

Monitor devices and demonstration projects in outside or other public areas to ensure that they have the proper approval tags. Notify proper authorities when approval tags are not present.

PROCEDURE

The procedure is as follows:

Minimally one week prior to the placement of the experiment, project or device, The Principal Investigator/Project Manager shall complete a “Outside Project Request” form and all pertinent information. The form will then be submitted to EH&S for approval.

EH&S will review the submitted form and determine if additional approvals need to be sought or if any safety protocols need to be developed.

Upon approval of the submitted form, EH&S will complete an “Approved Apparatus” tag and forward to the requestor. The tag will include a range of dates and contact information.

Non-approvals will be handled on an individual case basis.

All devices in common space must be placed so that they do not present a hazard to the public, do not damage university or private property and do not block or disrupt fire egress from a building.

If the device needs to remain for a period longer than indicated on the tag, the Principal Investigator/Project Manager will seek a timely extension.

In all cases, devices must be removed from common space if the dates of the tag have expired.

The Principal Investigator/Project Manager shall check on the device on a regular basis. If any tags have been removed or stolen, the PI/PM shall report the occurrence to EH&S immediately. EH&S will issue a new tag as soon as possible.

ENFORCEMENT

University Police, EH&S, and Facilities Operations have the authority to remove, impound and/or destroy any experiment, equipment, device or project from common and outdoor areas that have not been appropriately tagged in adherence to this policy. Any costs associated with the removal of the item will be incurred by the owner of the item.

Contact Information

Environment, Health & Safety

Related Information
