

Portable Generator Requirements

Portable generators are often times used for temporary events on campus. When not used properly, they can contribute to hazards, such as electrocution, carbon monoxide poisoning, or environmental pollution. This document is meant to provide guidance on safety practices for portable generators that are brought onto the Texas State University campus to ensure a safe and successful event. This document does not need to be submitted.

Portable Generator Fueling and Operation

- _____ Avoid fueling generators on campus. If a generator will need to be refueled on campus, please notify EHSREM prior to the event start date. Prior to fueling, generators should be allowed to cool for 15 minutes and should only be refueled by a responsible party.
- _____ Extra generator fuel should be stored in the trailer or other device that was used to transport the generator. Generator fuel should never be stored on the ground and/or next to the generator.
- _____ Generators should be inspected for damage or loose fuel lines prior to being operated
- _____ Generators should be properly grounded
- _____ Only use manufacturer supplied extension cords or UL-listed, three pronged cords
- _____ Cords should be placed out of the way and/or covered to prevent a tripping hazard
- _____ Use a Generator Fault Circuit Interrupter (GFCI)
- _____ A spill kit (including absorbent pads, booms, gloves, trash bags, hazardous waste tags, and an ABC fire extinguisher) should be kept on site of the event. If you require a spill kit, please contact EHSREM.

Portable Generator Locations

- _____ Generators may not be placed within 10 feet of a building exit or egress
- _____ Generators may not obstruct sidewalks or fire lanes
- _____ Generators may only be used outdoors in a well-ventilated area
- _____ Generators should have 5 feet of clearance on all sides including from vehicles, buildings, temporary structures (e.g., tents), and vegetation
- _____ Generators should be placed so that exhaust fumes cannot enter buildings through doorways, windows, vents, or any other means
- _____ Generators may not be placed on damp ground or on highly conductive surfaces
- _____ Locations of all generators should be indicated on the site plan for the event
- _____ Generators should be kept as far as possible from gathering spaces to prevent excessive noise