



Angelo State University
Operating Policy and Procedure

OP 34.23: Smoke/Tobacco-Free Environment

DATE: May 11, 2016

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to improve the health and safety of students, faculty, and staff by controlling fire hazards and assuring a smoke-free and tobacco free environment in all campus buildings.

REVIEW: This OP will be reviewed in May every five years, or as needed, by the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president by June 15 of the same year.

POLICY/PROCEDURE

1. Overview

It is the policy of Angelo State University to provide a safe and healthy learning and working environment for students and employees. In recognition of the health hazards associated with exposure to tobacco products, the university is best served by policies that reduce tobacco product consumption among current users, and support cessation efforts among those current users who wish to quit.

2. Definitions

- a. "Smoking" includes inhaling and exhaling the fumes of burning tobacco or any other plant material, or burning or carrying any lighted equipment for smoking tobacco or any other plant material, or the personal habit commonly known as smoking. This includes the use of electronic cigarettes or similar devices designed to simulate smoking.
- b. "Tobacco product" means any substance that contains tobacco, including, but not limited to, chewing tobacco, cigarettes, cigars, pipes, snuff, smoking tobacco, and smokeless tobacco.
- c. "Building entrance" includes doorways, steps, and fire escapes.

3. Prohibited Areas

- a. Except as provided below, smoking/smokeless tobacco products are prohibited in the following areas:
 - (1) Building and facilities exteriors including, but not limited to, courtyards, breezeways, terraces, stairways, access ramps, and dining patios;

[Minor revisions: May 11, 2016]

- (2) Buildings and facilities, interiors, including, but not limited to, faculty, staff, and administrative offices and student services areas;
- (3) Within 50 feet of building entrances, exits, access ramps, air intake ducts or windows;
- (4) Within the fenced area of the Facilities Management complex; and
- (5) In any state automobiles, trucks, golf carts, or motorized equipment.

4. Exceptions

- a. The use of smokeless tobacco products is permitted in a student's residence hall room or apartment; and
- b. The use of smoking/smokeless tobacco products is permitted in designated smoking-permitted areas.

5. Signage

There shall be signs posted at the entrances of every building on campus, with the accepted no smoking insignia, stating; "No smoking within 50 ft of this entrance."

6. Compliance

Persons having reason to complain about violations of this policy should first seek resolution of the problem by asking the smoker(s) to comply voluntarily with this OP. If resolution of the problem cannot be achieved by this means, a complaint should be made to the head of the unit or office or the shop manager. If the head of the unit is part of the smoking activity, the complaint should be made to the next level supervisor. Heads of units are advised that such complaints can be made without risk to student or employee evaluation. When continued and/or obvious abuse of the policy is evident, appropriate actions will be taken by the following individuals to assure compliance.

- a. The Office of Student Life will be responsible for cases involving students.
- b. The college dean will be responsible for cases involving faculty.
- c. The department head will be responsible for cases involving staff.

7. Grant Funding

(TAC §703.20)

The Cancer Prevention and Research Institute of Texas (CPRIT) requires that any entity receiving CPRIT grant funds must prohibit the use of all tobacco products in all buildings and structures where the CPRIT project is taking place as well as sidewalks, parking lots, walkways, and attached parking structures to the extent the CPRIT-funded entity owns, leases or controls the building, sidewalks, parking lots, and parking structures.