



Administrative Procedure

Number: 006
Effective 11-30-07
Supercedes: 9-19-05
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Subject: UNIVERSITY SMOKING POLICY

1.0. PURPOSE:

To establish the policy and procedures governing smoking in the University environment and to maximize a safe and healthful working and learning atmosphere.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All faculty and staff employees of the University, including employees of the University-Student Union, University Auxiliary Services, Inc., University Student Housing, Associated Students, Inc., specially funded projects, and tenants of the University.
- 2.2. All students, visitors, and general public to the University.

3.0. REFERENCES:

- 3.1. Government Code, Section 19994.30.
- 3.2. Office of the Chancellor memorandum, HR 2002-26.
- 3.3. Office of the Chancellor memorandum, HR 2003-19 (AB 846).
- 3.4. Office of the Chancellor memorandum of 7/21/87 to Presidents.
- 3.5. Academic Senate Policy, Approved by President 12/13/93.
- 3.6. Systemwide Policy on Smoking, Executive Order No. 599.
- 3.7. California State Labor Code Section 6404.5, Smoking in Places of Employment Prohibited.

Approved:

Date:

- 3.8. California Code of Regulations, Title 5, Section 42356.
 - 3.9. CSULA Housing Services Student Guide.
 - 3.10. Department of General Services, State Administrative Manual, Management Memo 00-08.
 - 3.11. Government Code, Section 7596.
- 4.0. POLICY:
- 4.1. The University shall develop and adopt a policy on smoking that maximizes a smoke-free environment to minimize potential health risks to all faculty, staff, students, and visitors (herein known as the "University community").
 - 4.2. For the health of all members of the University community, smoking is not permitted in any enclosed indoor areas on campus.
 - 4.3. Smoking is prohibited in any building on campus, with the exception of specially posted smoking areas approved by the Risk Management & Environmental Health and Safety (RM/EHS) Director.
 - 4.4. Smoking is prohibited within twenty-five (25) feet of an outside entrance to a building, building opening (window, door, etc...), or mechanical ventilation system air-intake.
 - 4.5. Smoking is prohibited in any State vehicle.
 - 4.6. Smoking is prohibited in designated outdoor non-smoking areas described in Appendix 8.1.
 - 4.6.1. The University shall have the authority to approve a variance/waiver to the designated outdoor non-smoking areas (that may include areas encompassed by the footprint of a building) through the process of submitting a Smoking Waiver Request form to the Associate Vice President for Administration & Finance (Appendix 8.2.). At no time shall the issuance of a variance/waiver allow for smoking inside a building or within twenty-five (25) feet of an entrance, opened window, or air intake to a building.
 - 4.6.1.1. Appropriate signage or other type of directional control via portable stanchions should be placed in the areas where such a waiver has been authorized, indicating where the smoking zone is permitted.
 - 4.6.1.2. Complaints in areas where such a waiver has been granted shall be formally recorded and provided to the RM/EHS Office for consideration in determining future policy direction.

5.0. DEFINITIONS:

- 5.1. Building--Includes all inside environments and exterior areas that are encompassed by the building footprint. This includes open balconies, foyers, stairway landings, rooftops, and pedestrian bridges between buildings that begin and end at a building entrance/exit.
- 5.2. State Vehicle--Any vehicle owned or leased by the University (i.e., State of California) and used for official State business. This includes State fleet vehicles, State leased vehicles, and electric carts/vehicles on campus.

6.0. RESPONSIBILITIES:

- 6.1. The RM/EHS Director will review and assess the implementation of this policy to ensure conformance with the intent of established guidelines.
- 6.2. Departmental Chairs, Administrators, Building Coordinators, and Directors will:
 - 6.2.1. Periodically review and assess the implementation of this policy in their respective areas to ensure conformance with established guidelines.
 - 6.2.2. Determine the actions to be taken when conflicts arise in the implementation of this policy.
 - 6.2.3. Enforce the smoking policies of the University and report such violations; violations may result in disciplinary and/or legal action against the offender.
- 6.3. Facilities Services will:
 - 6.3.1. Ensure that adequate signage/information is placed on the outside of all building entrances to communicate the twenty-five (25) feet smoke-free zone established by this policy.
 - 6.3.2. Monitor the University buildings to ensure that the posted warnings of smoke-free zones have not deteriorated or been defaced, and that they remain clearly legible.
 - 6.3.3. Post at locations, pre-determined through consultation with Public Safety and RM/EHS, a statement of the University policy regarding smoking on campus. The language for this statement shall be agreed on between Public Affairs and the RM/EHS Office prior to placement.

7.0. PROCEDURES:

- 7.1. The RM/EHS Director, and/or his/her designee, will survey and consult with the University community to determine if problems exist in the awareness, implementation, and conformance to this policy.

7.2. Departmental Chairs, Administrators, Building Coordinators, and Directors will:

7.2.1. Review the implementation of this policy for conformance to established guidelines in their respective areas.

7.2.2. Determine the course of action to be taken when conflict occurs in the implementation of this policy. This may include consultation with the unit manager or supervisor, RM/EHS Director and two representatives of the staff or faculty. Staff or faculty representation should include a smoker and a non-smoker.

7.2.3. Discuss the smoking policy with new employees to afford them the same understanding provided current employees.

8.0. APPENDICES:

8.1. Outdoor Non-smoking Areas.

8.2. Smoking Waiver Request.

Outdoor Non-smoking Areas

1. East quad entrance to basement of King Hall.
2. Outside play area at Anna Bing Arnold Children's Center.
3. Outside seating areas and patios associated with The Golden Eagle building.
4. Area between the east and west structures of The Golden Eagle building.
5. Administration building quad area, on the first floor between Student Affairs and Administration buildings.
6. Free Speech Area associated with the University-Student Union.
7. Seating areas outside of the University-Student Union.
8. Seating area outside of Dolcini's near King Hall.



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
SMOKING WAIVER REQUEST**

Application must be submitted for approval to the Associate Vice President for Administration and Finance (AVPAF) Office, Administration building, room 514, at least 10 working days prior to the event's date.

Date Submitted: _____

1. Type of Organization

On-Campus Organization Off-Campus Organization Individual Student Faculty Staff

2. Organization/Individual Holding Event

Organization Name: _____

Nature of Organization (Social, Athletic, Academic, etc.): _____

Contact Person: _____

Department: _____

Phone No.: _____ (between 8:00 am to 5:00 pm M-F) () **Fax No.:** _____ ()

Type of Event: _____ **Date:** _____ **From:** _____ **To:** _____

Location of Event: _____

3. Requested Waiver Location:

4. Person in Charge of the Organization

Name: _____

Department: _____

Phone No.: _____ () **Fax No.:** _____ ()

(between 8:00 am to 5:00 pm M-F)

Emergency Number During Event: () **After Event Hours:** ()

Note: At no time shall smoking be permitted within twenty-five (25) feet from the entrance to these venues.

I have read Administrative Procedure 006 and hereby agree to abide by the provisions stated therein. Also, I agree to comply with all local, state, and federal laws governing smoking in public areas. Failure to comply will result in the potential cancellation of the event, and loss of any security deposit.

Signature

Date

1. Number of expected attendees at this event? _____
2. Maximum number of occupants allowed at the location? _____
3. How will the number of guests be monitored to ensure that the maximum occupant rate is not exceeded? (i.e. *Guest by invitation only*)

Event Representative (print) Title Signature

University Representative (or designee) (print) Title Signature

OFFICE USE ONLY: Request Received on: _____ **Agreement Faxed on:** _____ **Notified on:** _____

EH&S Approval _____

Associate Vice President for Administration & Finance: _____ Date: _____

Approval Granted: _____ Approval Denied: _____