

UCR Policies and Procedures

Policy Title: Smoke/Tobacco-Free Environment

Policy Number: 850-65

Responsible Officer:	Vice Chancellor-Business and Administrative Services
Responsible Office:	Business and Administrative Services
Superseded Date:	(09/16/2011)
Date of Revision:	(07/01/2014)
Scope:	Smoke/Tobacco-Free University

I. Policy Summary

Effective January 2, 2014, University of California, Riverside (UC Riverside) is a smoke/tobacco-free environment. The policy and associated procedures are intended to provide a healthier, safe and productive work and learning environment for the entire campus community. UC Riverside is committed to a healthy campus culture and environment.

II. Definitions (for purposes of this policy and procedures)

- A. LEED® (Leadership in Energy and Environmental Design)** is an ecology-oriented building certification program run under the auspices of the U.S. Green Building Council (USGBC).
- B. Members of the UC Riverside Community** include faculty, staff, students, volunteers, contractors, and visitors to all University Controlled Properties.
- C. Regulated** refers to products that have gone through clinical trials and are recognized as approved cessation products by the U.S. Food and Drug Administration (FDA) to help individuals who use tobacco to quit.
- D. Senior Management** provides leadership requiring the exercise of a high degree of independent judgment in the development of University-wide or campus-wide policy and program direction and accountability for long-term results.
- E. Smoke/Tobacco-Free** means that smoking, the use of smokeless tobacco products, the use of unregulated nicotine products, and the use of e-cigarettes is strictly prohibited on all University Controlled Properties.
- F. Smoking** means inhaling, exhaling, burning, or carrying of any lighted or heated tobacco product, as well as smoking substances that are not tobacco, and smoking instruments.
- G. Tobacco Product** means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, hookahs, electronic cigarettes, and all forms of smokeless tobacco.
- H. Tobacco-Related** means the use of tobacco brand or corporate name, trademark,

logo, symbol, motto, or selling message that is identifiable with those used for any brand of tobacco products or company which manufactures tobacco.

- I. **Tobacco Use** includes inhaling, smoking, chewing, dipping, or any other assimilation of tobacco products.
- J. **University Controlled Properties** refers to University owned properties including those leased to others as well as properties leased to the University.

III. Policy

A. Background

In a letter, dated January 9, 2012, President Yudof announced to all Chancellors that the University of California (University), as a national leader in healthcare and environmental practices, is ready to create a smoke-free environment on all University campuses. To that end, he asked each Chancellor to form a committee charged with the task of crafting and implementing a smoke-free policy on their respective campus within the next 24 months.

B. Overview

The University of California is concerned about the toll that smoking and tobacco use has on the health and well-being of the University community. As a public institution of higher education with units that research and treat the effects of smoking and tobacco use, the University recognizes its responsibility to exercise leadership in the promotion of a healthy, smoke/tobacco-free environment for all students, employees, and visitors.

C. Scope

UC Riverside, effective January 2, 2014, prohibits smoking and the use of tobacco products at all University Controlled Properties. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products are strictly prohibited.

This smoke/tobacco-free policy and associated procedures apply to all University Controlled Properties, regardless of location, including but not limited to all University land, buildings, and parking lots, as well as all private residential space owned or leased as University Controlled Properties. For property acquired or received by gift or bequest after the effective date of this policy, the provisions of this policy will apply (i) 30 days following the date of such acquisition or receipt, if the property is then unoccupied; or (ii) if the property is occupied at the time of acquisition or receipt, 30 days following the expiration of such preexisting occupancy agreement. In addition, the sale and advertising of tobacco and tobacco-related products are prohibited at all University Controlled Properties except for advertising in newspapers, magazines, or other written materials sold, bought, or distributed on campus.

This policy applies to all members of the UC Riverside community including faculty, staff, students, alumni, volunteers, contractors, visitors, and anyone entering onto University Controlled Properties. It is applicable twenty-four (24) hours a day, seven (7) days a week. UC Riverside understands that the success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers, alike.

This policy serves the UC Riverside goal of meeting sustainable green building design standards through LEED[®].

IV. Responsibilities

All faculty, staff, students, and visitors to UC Riverside are expected to adhere to this policy and the applicable procedures. All have a collective responsibility to promote the safety

and health of the campus community. Effective implementation depends on the respect and cooperation of all members of the University community.

In an ongoing effort to enhance awareness and encourage a culture of compliance, members of the campus community are encouraged to respectfully inform others about the policy. It is the responsibility of Senior Management, as well as deans, directors, and department heads to communicate this policy to their employees and volunteers and for event organizers to communicate this it to event attendees. In addition, visitors, guests, volunteers, trainees, vendors, contractors, and supplemental staff employed through contract agencies must be made aware of and are expected to adhere to this smoke/tobacco-free policy.

V. Procedures

A. Summary

Establishing and maintaining a smoke/tobacco-free campus relies on the consideration and cooperation of the entire UC Riverside campus community.

B. Noncompliance Protocol

Through the authority provided in California Government Code 7597.1, the governing bodies of the University of California have the authority, in establishing policy for smoking and tobacco use, to set enforcement standards at local campuses.

There will be no reprisal against anyone seeking assistance in enforcing this policy.

Violation of Policy By	Referred To
Faculty Member	Academic Senate
Staff Member	Unit Supervisor
Volunteer	Unit Supervisor
Student	Student Conduct and Academic Integrity Programs/Housing Judicial
Visitor	UCPD
Vendor/Contractor	Purchasing/Architects & Engineers/Physical Plant

C. Data and Reporting

UC Riverside will have the tools in place and defined metrics to collect data and feedback for assessing community compliance, response, and environmental impact.

D. Communications

The implementation of this policy is augmented by an awareness and education campaign that includes but is not limited to:

- Notification of UC Riverside Smoke/Tobacco-Free policy to current and prospective students and employees through communication available on University websites;
- Notification during the admission and enrollment process for students and during recruitment and new hire orientation for faculty and staff, as applicable;
- Informational meetings, postings, and electronic notifications;
- Tobacco cessation programming for students and employees;
- Notices bearing the message “Smoke/Tobacco-Free Campus” or the international “No Tobacco” symbol or similar signage will be posted at major vehicular crossways, pedestrian crosswalks, and building entrances. However, the Smoke/Tobacco-Free Campus policy applies to all University Controlled Properties whether or not notices are posted unless specified as an approved exception in Section E below.
- Organizers of public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities will responsible for assuring that participants are aware of the requirement to abide by this policy. Organizers of such events are responsible for communicating the policy to attendees.

- Individuals residing in University Controlled Properties and visitors to those properties.
- Communicating with neighbors, local businesses, and others residing, working, or visiting in the surrounding communities.
- Insertion of Smoke/Tobacco-Free Environment Policy language in all leases on University Controlled Property, and in all contracts, purchase orders and invitations to bid which contemplate a presence by a vendor or contractor on any University Controlled Properties.

E. Exceptions

Tobacco use may be permitted under the following circumstances:

- Research involving tobacco or tobacco products, upon review and written pre-approval by the Office of Research Integrity in consultation with the Executive Vice Chancellor and Provost.
- Educational or clinical purposes, upon review and written pre-approval by the Executive Vice Chancellor and Provost of a submitted written request for exception.
- In traditional ceremonies of recognized cultural and religious groups that require smoking, upon review and written pre-approval by the Executive Vice Chancellor and Provost of a submitted written request for exception.
- Smoke, like any other air contaminant, must be controlled. It is required that all requests for exceptions be reviewed by the Environmental Health and Safety Director and campus Fire Marshall.

VI. Forms/Instructions

Currently, there are no forms or instructions to input. At a later date, forms, such as instructional and promotional materials and requests for exceptions, may be made available for downloading.

VII. Contacts

For comments or questions regarding this draft policy, members of the campus community and the community at large are encouraged to visit the UC Riverside “Clearing the Air” website at www.tobaccofree.ucr.edu or send an email to tobaccofree@ucr.edu.

VIII. Related Information

- University Smoke-Free Policy Proposal
(http://www.ucop.edu/risk-services/_files/smoke-free_policy.pdf)
- President Yudof Letter of 01/09/12 to the UC Chancellors
(http://www.ucop.edu/risk-services/_files/chancellors-smokefree-policy010912.pdf)
- California Government Code 7597.1
(<http://law.onecle.com/california/government/7597.1.html>)
- LEED Certification
(<http://www.usgbc.org/leed>)
- USGBC Trademark Policy
(<http://www.usgbc.org/Docs/Archive/General/Docs3885.pdf>)
- UC Riverside “Clearing the Air”
(<http://www.tobaccofree.ucr.edu>)

IX. Frequently Asked Questions

For a list of frequently asked questions, visit the UC Riverside “Clearing the Air” website at

www.tobaccofree.ucr.edu. The website provides information on the policy, communication materials, tool and resources, cessation information, and the opportunity to provide feedback and/or questions.

X. Revision History

See UC Riverside Policy & Procedures 850-65: *Smoking/Tobacco Use and Sale on Campus*. This policy and associated procedures will be reviewed, at a minimum every two years, by a representative of Business and Administrative Services. The campus administrative policy manager will update this policy and associated procedures to reflect changes to related policies or governing standards, regulations, laws, and other such guidance as often as required.