



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 60.15: Smoke-free and Tobacco-free Environment

DATE: May 25, 2017

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide for the health and safety of students, faculty, and staff by controlling fire hazards, assuring a smoke-free environment in all academic and administrative facilities, and meeting the requirements of 25 Texas Administrative Code, §703.20.

REVIEW: This OP will be reviewed in September of even-numbered years by the Managing Director of Environmental Health and Safety with substantive revisions forwarded through the Associate Vice President for Research (Research Integrity) and the Senior Associate Vice President for Research (Research Services) to the Vice President for Research.

POLICY/PROCEDURE

1. In the interest of providing a smoke-free environment, smoking is prohibited in all campus academic, administrative, and athletic facilities.
2. Smoking areas must be located 25 feet from any facility with LEED designation and pedestrian entrance (ingress or egress) or public place. This includes any entryways or walkways leading to entrances.
3. There will be no smoking above the first floor of any building.
4. In the case of athletics, the prohibition applies to both indoor and outdoor facilities. Smoking is allowed in designated areas only.
5. All buildings that are under the control of the Housing and Residence Life and Hospitality Services are nonsmoking buildings, including the Student Union, all dining areas, and all areas of residence halls, including individual rooms.
6. The use of all tobacco products is prohibited by all employees and visitors in all buildings and structures where projects funded by the Cancer Prevention and Research Institute of Texas (CPRIT) are taking place as well as the sidewalks, parking lots, walkways, and attached parking structures immediately adjacent. A list of CPRIT projects and the facilities in which they are being conducted can be found on the website of the Office of the Vice President for Research.
7. Employees interested in tobacco use cessation services should contact the Office of Human Resources for information and referral.
8. 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 of 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.

9. 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 Division of Undergraduate Education and Student Affairs will be responsible for cases involving students.
 - b. The college dean will be responsible for cases involving faculty.
 - c. The appropriate vice president will be responsible for handling cases involving non-faculty employees.
 - d. The Chief of Police will be responsible for handling cases involving individuals who are not student, faculty, or staff of the university.
10. Electronic cigarettes will not be permitted other than in the areas already mentioned in this OP.