



# Ames Procedural Requirements

APR 1700.1

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**COMPLIANCE IS MANDATORY**

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## Chapter 5 - Smoking Policy

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## 5.1 Overview

This document establishes the Ames Research Center policy on smoking of tobacco products, designates areas where smoking is allowed, and provides guidance to supervisors on accommodating both smokers and nonsmokers. Policy is designed primarily to protect the health of nonsmokers from involuntary exposure to second-hand tobacco smoke at the NASA worksite.

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## 5.2 References

41 CFR 101-20.105-3

Executive Order (Subject: Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace), dated August 9, 1997.

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## 5.3 Background

In 1987, NASA's first formal smoking policy was promulgated, largely as a result of medical evidence announced by the U.S. Surgeon General that placed nonsmokers at risk of developing disease from long-term exposure to environmental (passive) tobacco smoke. The thrust of the

NASA policy was to minimize the presence of tobacco smoke at employees' workstations by banning smoking in common work areas. However, the policy still permitted smoking in some indoor areas; i.e., hallways, private offices, lobbies, vending rooms, etc.

August 9, 1997, the President of the United States issued an executive order prohibiting the smoking of tobacco products in all interior space owned, rented, or leased by the executive branch of the Federal Government, and in any outdoor areas under executive branch control in front of air intake ducts.

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## **5.4 Policy**

Smoking is not permitted under the following conditions:

1. At anytime inside any ARC-owned building or leased facility.
2. In government vehicles.
3. Applies to all employees and non-employees alike.

Permitted only in outdoor areas, except in places where smoking must be prohibited for operational or safety reasons (i.e., hazardous/flammable material areas, etc..)

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## **5.4 Responsibilities**

### **5.4.1 Safety, Health and Medical Services Division**

Establish policy for smoking limitations and controls at ARC, in order to protect employees and visitors from the hazard of secondhand smoke.

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### **5.4.2 Supervisors**

1. Assure that the ARC Smoking Policy is followed in their organizations and facilities.
2. Ensure that tobacco products are not burned (smoked) inside any interior facility/building or within 15 feet of air intakes, doors, or operable windows.
3. Permit brief breaks for employees to go outside to smoke. The intent is to reasonably accommodate employees who choose to smoke. However, supervisors must assure that smoking breaks are relatively infrequent and do not detract from normal productivity and job performance.

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### **5.4.3 Employees**

1. Must comply with the Ames and NASA policies concerning not smoking in facilities.

2. Request other employees and non-employees to refrain from smoking in Ames facilities or within 15 feet of air intakes, doors, or operable windows.
3. NASA sponsors of non-employee visitors are required to inform them of the smoking policy while at Ames.

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