



**UMBC SMOKING REGULATION (DESIGNATION) POLICY
UMBC #VII-11.00.02**

I. POLICY STATEMENT

It is the policy of the University of Maryland, Baltimore County (UMBC) to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees. Smoking areas are regulated at UMBC to protect the physical well-being of nonsmokers, to respect the rights of smokers, and to comply with applicable smoking regulations. Adherence to the policy is the responsibility of the entire UMBC community (faculty, staff and students).

II. PURPOSE FOR POLICY

The purpose of this policy is to specify areas designated for smoking, to outline procedures for enforcement, and to provide information on available smoking cessation resources.

III. APPLICABILITY AND IMPACT STATEMENT

Tobacco smoke has been found to be a Class A human carcinogen. The US Office of the Attorney General, the Centers for Disease Control and other public health officials agree that secondhand smoke poses both immediate and long-term health risks for all, especially those individuals with asthma, cardiovascular disease, impaired lung function, hay fever, certain eye disorders, and those with allergic reaction to tobacco smoke.

Implementation and adherence to this policy will impact all faculty, staff, students, and visitors to the UMBC campus.

IV. CONTACTS

If you have questions about this policy, contact Human Resources or University Police.

| Subject | Contact | Telephone |
|----------------------|---|------------------|
| Policy Clarification | Associate Vice President of Human Resources | 410-455-2337 |
| Policy Enforcement | Chief, University Police | 410-455-3136 |

V. UNIVERSITY POLICY

Smoking is prohibited within 20 feet of all building openings including walkways, doorways, air or ventilation intake systems, entryways, and windows. Smoking is also prohibited on UMBC's main street area (from the entrance to the Kuhn Library to the street adjacent to the Administration and Recreational Activity Center), and the patio area outside the Commons.

To ensure regulation of smoking on the UMBC campus, it is necessary to identify areas where smoking is permitted. Signs will be posted identifying designated smoking areas and refuse containers will be available for the disposal of smoking material. A detailed listing of designated smoking areas and a map that displays those locations can be viewed at <http://www.umbc.edu/fm/index.shtml>.

Smoking refuse is to be disposed of in ash urns or other containers specifically designated for such use. Smoking refuse is not to be disposed of by littering on UMBC grounds or other paved areas.

Information on smoking cessation resources is available on the University Health Services website at <http://www.umbc.edu/uhs/healthedu.html>.

VI. DEFINITIONS:

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| Smoking | Smoke or smoking means the act of smoking or carrying a burning cigarette, cigar, pipe, or other tobacco product of any kind that releases tobacco smoke into the environment. |
| UMBC Administration | The president, vice president, or senior administrator charged with the responsibility for creating, implementing, updating, and enforcing University policies as required in his/her area of administrative authority. |
| Responsible Department or Office | At the direction of UMBC Administration, the responsible department or office develops and administers policies and procedures and assures the accuracy of its subject matter, its issuance, and timely updating. |

VII. APPROVALS AND PROCEDURES:

- A. Approval: Smoking locations can be changed or eliminated at the discretion of UMBC Administration. Notice will be provided to the campus community via electronic and/or print media.

B. Procedures:

1. Faculty, staff, students and visitors may notify the University Police Department at x55555, or via email (police@umbc.edu), to report smoking violations.
2. University Police will also be watchful for violations of the smoking regulation policy while on patrol.
3. Violators will be issued a card informing them of the violation of the smoking regulation policy. The card also informs violators that the policy is enforced by University Police, Student Judicial Programs, and the entire UMBC community. The card will provide a telephone number for assistance in smoking cessation.
4. Information about the violator and the violation is entered into the police records management system. In accordance with the state's non-smoking policy, violators may receive a citation after three violations.
5. University Police will also report violations to Student Judicial Affairs if students are involved. Violations by employees will be reported to the supervisor. Appropriate action may be imposed in the form of sanctions (for students) or disciplinary action (for faculty and staff).
6. Avenues for appeal may be available depending upon the sanction or disciplinary action imposed.

VIII. RESPONSIBILITIES OF PARTIES

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| Faculty, Staff, Students and Visitors | Adhere to the guidelines set forth in this policy; report anyone in violation of the Smoking Regulation Policy. |
| University Police | Enforce policy by issuing warnings, disciplinary referrals or citations in accordance with nuisance policies. |
| Student Judicial Programs | Work in conjunction with University Police on resolving/adjudicating disciplinary referrals to students alleged to have violated the policy. |
| Responsible Administrator | Create, implement, update and enforce the policy; coordinate notification of policy changes to campus community with other responsible departments or offices. |

Policy Number: VII-11.00.02

Policy Section: Human Resources

Responsible Administrator:

Responsible Office:

Approved by President:

Originally Issued:

Revision Date: