



UCCS CAMPUS POLICY

Policy Title: Smoking and Tobacco Policy (formerly Smoking Policy)

Policy Number: 400-003

Policy Functional Area: FACILITIES

Effective:

January 1, 2015

Approved by:

Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor:

Vice Chancellor of Administration and Finance (VCAF)

Office of Primary Responsibility:

Facilities

Policy Primary Contact:

Facilities, 719-255-3313

Supersedes:

Section F of Facilities Policy dated April 1, 1996; January 16, 2001; January 18, 2005

Last Reviewed/Updated:

December 5, 2014

Applies to:

Students, Staff, Faculty, and any UCCS visitor

Reason for Policy: The purpose of this Policy is to establish and promote a smoke-free and tobacco-free environment for students, employees (including all faculty, staff, and student employees), contractors, and visitors and to identify and regulate campus space where the use of legal products containing nicotine are allowed.

I. INTRODUCTION

The University of Colorado Colorado Springs (UCCS or University) has a vital interest in maintaining a safe, healthy and productive work and academic environment for its employees, students, and the public.

This Policy applies to tobacco use, smoking, and the use of smoking products and implements on the UCCS campus.

This Policy does not apply to the regulation of marijuana products. Although possession and use of marijuana is legal under limited circumstances under Colorado state law, the manufacture, distribution, dispensation, possession or use of marijuana, in any form, remains prohibited under federal law and consequently remains prohibited on UCCS property (whether owned, leased or operated by the University) or in the conduct of UCCS business or in conjunction with any UCCS activity or associated event.

This Policy also addresses the use of smoking products in times of high fire danger and or drought conditions.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents, 2007*, Article 3 Section B.5 (A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, or regent policy, or as may be delegated by the president.

B. Procedures:

1. Sales of Product

- a. The sale of *smoking implements*, tobacco, and/or nicotine products is prohibited on any UCCS property.
- b. This prohibition applies to on-campus sales and sales by any UCCS department.

2. Indoor spaces

- a. Tobacco, smoking and/or the use of *smoking implements* is prohibited in any indoor area on any UCCS property.
- b. Tobacco, smoking and/or the use of *smoking implements* is prohibited in any vehicles owned and/or operated by UCCS.

3. Designated Exterior Smoking and Tobacco Use Areas

- a. Tobacco, smoking and/or the use of *smoking implements* is permitted only in designated exterior smoking and tobacco use areas or zones on any UCCS property.
- b. A Smoking and Tobacco Use committee, comprised of representatives from governance groups, auxiliary services building managers, and facilities services personnel, shall be established by the Office of the Vice Chancellor for Administration and Finance.
- c. No less than annually, the Department of Facilities Services shall convene the Smoking and Tobacco Use committee to review the location of designated exterior smoking and tobacco use areas or zones.
- d. Recommended changes to the designated exterior smoking and tobacco use areas shall be presented to the Leadership Team for approval. At a minimum, the following standards are required for a space to be considered a designated exterior smoking and tobacco use area.
The area:
 - i. Must be 25 feet from any building entrance or operable window.
 - ii. May not be within 25 feet of a fresh air intake area.
 - iii. May not be located in natural landscaped areas or areas that are vulnerable to wild fires unless a Fire Marshall approved nonflammable pad is provided.

- iv. May not be placed within 15 feet of bicycle or skateboard storage areas and/or where patrons of these areas are required to walk through the designated exterior smoking and tobacco use area in order to access the storage fixtures.
- v. Must include ash containers.
- ii. Must display signage identifying it as a designated exterior smoking and tobacco use area.
- iii. The approved designated exterior smoking and tobacco use zones map shall be made available on the Facilities Services website with links placed within this Policy as well as on the following UCCS websites:
 - a) Office of the Dean of Students
 - b) Parking and Transportation Services
 - c) UCCS Police
 - d) Office of Residence Life and Housing
 - e) Office of Human Resources

4. Exceptions

- a. In cases of fire danger or extreme drought conditions, the UCCS Fire Marshall may order a ban on the use of all *smoking implements* that use an incendiary device.
- b. Smoking and tobacco use policies at new construction sites shall be determined by the contractor in collaboration with the Facilities Services Department. However, under no circumstances will smoking and tobacco use be allowed inside new buildings commencing with the installation of interior finishes.
 - i. Enforcement
 - a) Willful non-cooperation of this Policy by a student shall be considered a violation of the Student Code of Conduct and referrals shall be made to the Office of Residence Life and Housing or the Office of the Dean of Students for sanctions as may be appropriate.
 - b) Willful non-cooperation of this Policy by a staff or faculty member shall be referred to the Human Resources Office, for appropriate disciplinary sanctions.
 - c) Willful non-cooperation of this Policy by a contractor or guest to the campus shall be referred to the sponsoring department. Guests and contractors who consistently violate the policy may be restricted from all or parts of the campus.

C. Responsibility:

1. The Department of Facilities Services is responsible for preparing an annual map for review by the Leadership Team and for signing all Designated Exterior Smoking and Tobacco Use zones as detailed in V.C.4.
2. All UCCS students, employees (including faculty, staff, and student employees), contractors and visitors are responsible for cooperating and complying with this Policy.

III. KEY WORDS

- A. Cigarette
- B. Electronic cigarette or E-cigarette
- C. Indoor Space
- D. Smoking
- E. Tobacco
- F. *Smoking implements*

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
 - 1. Clean Indoor Air Act, C.R.S. 25-14-2014
 - 2. *Designated Smoking Areas*
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	April 1, 1996
Revised	January 16, 2001
Revised	January 18, 2005