



WILLIAM & MARY

CHARTERED 1693

Title: Smoking Policy	
Effective Date: March 1, 2012	Page: 1 of 4
Revision Date: July 1, 2019	Responsible Office: Environment, Health and Safety Office

I. Scope

This policy applies to William & Mary as a whole university, including the Virginia Institute of Marine Sciences. It applies to:

- All University facilities
- All vehicles and vessels owned, leased or rented by the University
- All other property owned, leased or controlled by the University, such as the campus grounds, sidewalks, malls, etc., as provided herein
- All members of the campus community as well as visitors, contractors, and other university agents, as provided herein.

II. Purpose

The purpose of this policy is to provide William & Mary employees and students with a smoke-free environment in which to work and learn as well as to protect life and property where smoking could present a safety and/or fire hazard. This policy implements the Virginia Executive Order 41 (2006) and the associated guidance issued by the Virginia Secretary of Administration, which ban smoking in public university facilities and state vehicles and establish limitations on outdoor smoking.

III. Definitions

Smoking: The carrying or holding of any lighted pipe, cigar, cigarette, or smoking equipment of any kind or the lighting or inhaling or exhaling of smoke from pipe, cigar, or cigarette of any kind. The use of electronic cigarettes (e-cigs), also known as vaping, will follow the same guidelines as the use of all tobacco products.

University Facilities: All buildings owned, rented, or leased by the University including residence halls, leased housing and student activity buildings. All structures owned, rented or leased by the University such as parking garages, amphitheater, stadiums, tents and trailers. Temporary contractor/subcontractor facilities, tents, and structures located on university property.

IV. Responsibilities

- A. Environment, Health and Safety Office: Provide guidance and interpretation of any components of this policy. Assure that campus building entrances have appropriate signage to communicate policy requirements. Assure that this policy is communicated to faculty, staff, students, and contractors.



WILLIAM & MARY

CHARTERED 1693

Title: Smoking Policy	
Effective Date: March 1, 2012	Page: 2 of 4
Revision Date: July 1, 2019	Responsible Office: Environment, Health and Safety Office

B. Faculty, Staff, and Students: Responsible for following the provisions of this policy and share responsibility for compliance.

V. Program

A. Smoking Prohibitions

1. Smoking Indoors and in Stadiums and Other Open-Air Facilities. Smoking is prohibited in all parts of the University facilities.
2. Smoking Outdoors.
 - a. Smoking is prohibited within 25 feet of all entries and exits from University facilities.
 - b. Smoking is prohibited within 25 feet of outdoor air intakes and operable windows and in any other outside area adjacent to the University facility whose configuration and/or other physical conditions allow smoke to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility. This includes all partially enclosed areas such as covered walkways, breezeways, walkways between sections of buildings, and bus stop shelters, and exterior stairways, balconies and landings.
 - c. Smoking is prohibited in outdoor areas during a University event or activity scheduled in the area, such as bleachers or row seating at Commencement or athletic events.
 - d. University offices may designate outdoor areas as smoking areas, with the approval of the Environment, Health and Safety Office.
3. Smoking in Vehicles. Smoking is prohibited inside all vehicles that are owned, leased or rented by the University.
4. Smoking on Vessels. Smoking is prohibited on all vessels that are operated by gas



WILLIAM & MARY

CHARTERED 1693

Title: Smoking Policy	
Effective Date: March 1, 2012	Page: 3 of 4
Revision Date: July 1, 2019	Responsible Office: Environment, Health and Safety Office

powered engines/motors. Smoking is prohibited in interior spaces but may be allowed on outside decks as designated by the Vessel Captain.

B. Other Prohibitions.

1. All tobacco products will be disposed of appropriately; smoking receptacles must be used for all lighted tobacco residue.
2. The sale or promotional distribution of tobacco products on campus is prohibited.

C. Exception. Smoking in a theatrical production that is required by the script or for character motivation shall be accomplished using non-tobacco substitute material. If a combustible product is used there must be an appropriate safe method of extinguishing any resultant fire readily available. Audiences must be notified that there will be smoking on stage. When required, an open burn permit shall be obtained from the Environment, Health and Safety Office.

VI. Violations

- A. Non-compliance should be reported to the facility’s building coordinator. For instances where there is no designated building coordinator, non-compliance should be reported to a manager.
- B. Violation by employees or students is cause for disciplinary action under applicable personnel or student conduct policies.

VII. Related Laws, Policies, and Procedures

1. Virginia Indoor Clean Air Act (15.2-2820 thru 15.2-2833 of the Code of Virginia)
2. Commonwealth of Virginia Executive Order 41 (2006) Banning Smoking in State Offices and Vehicles
3. Guidelines for Executive Order 41: Smoking Ban in State Offices and Vehicles
4. American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Standard 62



WILLIAM & MARY

CHARTERED 1693

Title: Smoking Policy	
Effective Date: March 1, 2012	Page: 4 of 4
Revision Date: July 1, 2019	Responsible Office: Environment, Health and Safety Office

VIII. Authority and Interpretation

The Office of Finance and Administration interprets this policy and shall revise or eliminate any or all parts as necessary to meet the changing needs of William and Mary with the approval of the University Provost.