



Title: Smoking Policy	No.
Effective Date: March 1, 2012	Page: 1 of 3
Revision Date: First Version	Responsible Office: Environment, Health and Safety Office

I. Scope

This policy applies to the College of William & Mary, including the Virginia Institute of Marine Science (the university). It applies to:

- all university facilities (as defined below)
- 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 college 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 a pipe, cigar, or cigarette of any kind.

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; and
- temporary contractor/subcontractor facilities, tents, and structures located on university property.



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IV. Policy

A. Smoking Prohibitions.

1. Smoking Indoors and in Stadiums and Other Open-Air Facilities. Smoking is prohibited in all parts of all 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 a university facility whose configuration and/or other physical conditions allow smoke either 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 in 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 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.



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- 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.

V. 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.

VI. Related Laws, Policies, and Procedures

- A. Virginia Indoor Clean Air Act (15.2-2820 thru 15.2-2833 of the Code of Virginia)
- B. Commonwealth of Virginia Executive Order 41 (2006) Banning Smoking in State Offices and Vehicles
- C. Guidelines for Executive Order 41: Smoking Ban in State Offices and Vehicles
- D. American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Standard 62
- E. Residence Life Housing Contract

VII. Authority, Interpretation, and Amendment

This policy was approved by the Vice President for Administration. The Environment, Health and Safety Office interprets this policy and is directed to review this policy to ensure continued effectiveness no later than December 2014.