SMOKING ON CAMPUS

POLICY

Effective Date: 4/5/2004

Definition
The National Institute for Occupational Safety and Health (NIOSH) has determined that environmental tobacco smoke and sidestream smoke is potentially carcinogenic to occupationally exposed workers. Secondary tobacco smoke can also lead to an increased risk of heart disease in non-smokers. Because tobacco smoke is also a major contributor to indoor air pollution and a significant health hazard for several populations, smoking is prohibited in all state buildings and vehicles where California State University San Marcos employees work or ride.

To diminish possible health effects and indoor air quality issues from second-hand smoke, Cal State San Marcos chooses to limit smoking on campus to specific, designated official smoking areas. These locations comply with State of California law effective 01/01/04, requiring a minimum of 20 ft. distance from any public building entrances, exits, and all operable windows. The locations are also based upon recognized current smoking gathering areas and areas that will limit smoke-filled air streams from entering campus buildings. Changes to designated smoking areas will only be made after careful review and to support the campus' efforts to mitigate second-hand smoke. Consideration will be given to reasonableness of smoking gathering areas in proximity to non-smoking areas and to allow for proximity, in support of operations, of break areas for employees who smoke. Additionally, Cal State San Marcos will collaborate with any property owners or managers who are in a formally recognized agreement with the institution.

Any University student or employee smoking in non-smoking areas will be subject to appropriate discipline and/or other personnel action in accordance with the relevant collective bargaining agreement and the Education Code. Additionally, any person willfully violating this policy may receive a misdemeanor citation as authorized by Education Code section 89031.

Authority
California Government Code Sections 7596 – 7598, and 19994.30 - 19994.32; California Education Code Section 89031; Title 5, California Code of Regulations, Section 42356 pursuant to Board of Trustees Resolution RCOW09-02-01; Coded Memorandum HR 2002-26; University Village Resident Handbook; and the President of California State University San Marcos.

Scope
This policy applies to all members of the campus community and members of the general public when they are on property owned or controlled by the University or using University owned or controlled vehicles.

Karen S. Haynes, President

Approval Date
4/5/2004

Revised: 4/5/2004
Revised: 2/6/1996
Implemented initially: 5/8/1995

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I. DESIGNATED SMOKING AREAS

A. Campus Facilities

Cal State San Marcos chooses to limit the areas on campus where individuals may smoke. Consideration is given to recognized current smoking gathering areas and areas that will limit the smoke-filled airstreams from entering campus buildings. Please see Attachment I for the locations of these designated areas.

B. Campus Residences

Campus residences, which may include residences for students, faculty, or staff, will conform to the Smoking on Campus policy by designating smoking locations. These locations will be identified and the information disseminated to the residents in the resident handbook.

C. Campus Events

University event managers and sponsors shall ensure that an area outside and away from outdoor fixed seating provided for participants and spectators shall be designated for smoking. Communication of this policy through event promotion, programs and ticket sales is the responsibility of the hosting organization.

II. FILING A VIOLATION OF POLICY

Individuals who are either not comfortable addressing the issue with the violator, or who do not achieve the desired results may file a Report of Violation of Policy on Smoking on Campus form with Risk Management & Safety (RM&S), stating that the campus policy regarding smoking on campus was or is being violated. Please refer to Attachment II for a copy of this form, which may also be found on the RM&S web site at: [http://www.csusm.edu/rms/](http://www.csusm.edu/rms/).

In general, the form requests information on the location of the violation, the date and time, how many people were involved, names of those individuals if known, and the contact information of the person filing the report. The submitter’s information is used to respond to and verify the information in the Report of Violation of Policy on Smoking on Campus.

III. PROCESS FOR HANDLING VIOLATIONS

A. Students

RM&S will refer student violations to the Dean of Students Office, which will follow accepted university student conduct procedures.

Violations in the residence halls will follow procedures outlined in the resident handbook provided to all residents. As appropriate, coordination with the Dean of Students Office will be solicited.
B. Faculty/Staff

1. Faculty/Staff who violate the policy will be sent an email, copying their supervisor, which includes the Smoking on Campus policy for their reference.
2. If there is a second policy violation, the employee will be contacted by telephone to encourage their cooperation.
3. Violation of Government Code Sections 7596-7598 is a misdemeanor. As such, further violation of the campus policy may be referred to University Police.

IV. EDUCATION

The campus will publish information regarding its policy, Smoking on Campus, in various formats, which may include the Pride student newspaper, TRACKS, electronic announcements, University Village Resident Handbook and new student and employee orientations. Campus policies are also available on its website at: http://lynx.csusm.edu/policies/.

In addition, various campus departments and interest groups may occasionally provide information and assistance to individuals who wish to quit smoking through health fairs, meetings, etc. Students are referred to Student Health Services for information and resources, and employees are referred to their healthcare providers.

V. RECOMMENDATIONS TO AMEND OR ADD TO DESIGNATED SMOKING AREAS

Any member of the campus community may submit to Risk Management & Safety recommendations to revise the locations of the designated smoking areas on campus. Risk Management & Safety will work with the offices of Planning, Design & Construction and Facility Services to review any recommendations. Approval for proposed changes will be requested by Risk Management & Safety from the President’s Cabinet through the Chief Financial Officer & Vice President for Finance & Administrative Services Office.