

ARS **ERS** **NASS** **NIFA**

Policies and Procedures

Title: REE Smoking Policy

Number: 243.3

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Originating Office: Real Property Management Branch, Facilities Division,
AFM/ARS

This Replaces: ARS 243.3 dated 11/1/93, EMS 1630 dated 9/2/94,
ARS 243.3 dated 12/17/97

Distribution: All REE Employees

This P&P establishes the smoking policy for the REE agencies, based on the USDA Smoking Policy. This P&P covers affected areas, responsibilities of those affected, available training, educational and counseling services for smoking cessation, compliance and signs.

TABLE OF CONTENTS

1.	Introduction.....	3
2.	Authorities.....	3
3.	Scope.....	3
	3.1 Affected Areas.....	3
	3.2 Areas Not Affected	3
4.	Policy.....	3
	4.1 Inside REE Facilities.....	3
	4.2 Outside Smoking Areas.....	3
	4.3 Multi-tenant Buildings.....	4
	4.4 Motor Vehicles.....	4
	4.5 Smoking Cessation Programs.....	4
5.	Procedures.....	4
	5.1 Smoking Cessation Materials and Programs.....	4
	5.2 Federal Employee Health Benefits (FEHB) and Smoking Cessation Programs.....	4
	5.3 Options for the Development of Smoking Cessation Programs.....	4
	5.4 Compliance.....	5
	5.5 Signs.....	5
6.	Summary of Responsibilities.....	5
	6.1 Agency Administrators of Designees.....	5
	6.2 Area/Center Director, Location Leaders, and Research Leaders (ARS only).....	5
	6.3 Director, HRD, AFM.....	6
7.	Glossary.....	6

1. Introduction

This regulation establishes the smoking policy for the Research, Education, and Economics (REE) agencies. As specified in the Federal Management Regulation Bulletin 2009-B1, studies have concluded that cigarette smoking is the number one preventable cause of morbidity and premature mortality worldwide. Studies also have shown that the harmful effects of smoking are not confined solely to the smoker, but extend to co-workers and members of the general public who are exposed to secondhand smoke as well.

In order to protect REE employees, contractors, and visitors from the health hazards of environmental tobacco smoke, this Policies and Procedures (P&P) prohibits smoking inside all REE facilities (owned, rented or leased); motor vehicles; courtyards and within 25 feet of doorways and air-intake ducts in outdoor space.

2. Authorities

This regulation is issued in accordance with Federal Management Regulation Bulletin (FMRB) 2009-B1. Changes in conditions of employment for bargaining unit employees will be implemented under 5 U .S.C. Chapter 71, "Labor-Management Relations."

3. Scope

3.1 Affected Areas. This policy applies to:

All REE facilities owned, rented, leased, or occupied by REE nationwide and everyone who enters such REE facilities including, but not limited to, REE employees, contractors, and visitors; and

All REE-owned or leased motor vehicles and everyone who occupies such REE vehicles including, but not limited to, REE employees, contractor employees, and visitors.

3.2 Areas Not Affected. This P&P does not extend to: Space in buildings used as personal quarters.

4. Policy

4.1 Inside REE Facilities. All interior space in REE facilities shall be smoke free.

4.2 Outside Smoking Areas. When possible, outdoor smoking areas that are reasonably accessible to workers will be designated.

- Designated smoking areas must be a minimum of 25 feet away from points of ingress and egress and building intake vents.
- Appropriate ash and filter receptacles will be provided and maintained at all established smoking areas. Additional receptacles for discarding lighted tobacco products may be placed at entrances not designated as smoking areas and will display a no smoking symbol.

4.3 Multi-tenant Buildings. This P&P will apply to assigned space over which REE agencies have exclusive custody and control (including corridors, restrooms, cafeterias, stairways, and other public space on floors or within blocks of space assigned to REE agencies).

4.4 Motor Vehicles. Smoking is prohibited in REE-owned and the General Services Administration (GSA) or commercially leased vehicles within the custody and control of REE.

4.5 Smoking Cessation Programs. REE agencies may provide their employees with smoking cessation materials and smoking cessation programs including training, educational, and counseling services for smoking cessation. Employees may attend agency sponsored smoking cessation programs during regular work hours without charge to leave.

5. Procedures

5.1 Smoking Cessation Materials and Programs. REE agencies are authorized to use available funds for training, education, counseling, and related material for smoking cessation programs for their employees with the exception of items considered "personal medical expenses" for treatment and rehabilitation such as nicotine gum or patches.

5.2 Federal Employee Health Benefits (FEHB) Program and Smoking Cessation Programs. Depending on the FEHB carrier, employees may be able to participate in a smoking cessation program and charge it to their carrier under the FEHB Program. Employees should check their individual coverage to determine what, if any, benefits are paid for smoking cessation programs since carriers differ in coverage of such programs.

5.3 Options for the Development of Smoking Cessation Programs:

- Agencies may conduct surveys to assess the need for smoking cessation materials and programs. Human Resources Division (HRD), Employee Development Section, may be contacted for assistance.

- Agency funds (e.g., training funds), if available, may be used for these smoking cessation materials and programs.
- Employee participation in educational, counseling, or cessation programs related to smoking is strictly voluntary.
- Suggested contacts: Call your local Employee Assistance Program, American Lung Association, National Cancer Society, the Department of Health and Human Services, Centers for Disease Control and Prevention and any other related group in your area.

5.4 Compliance. REE employees, contractors and visitors shall abide by the requirements of this P&P.

- Employees are encouraged to report situations of noncompliance with this P&P, through the chain of command. Employees shall not be subject to retribution or reprisal for reporting such situations.
- Initial violations of this P&P will be handled by counseling unless other instances of misconduct are involved. Recurring violations will subject employees to disciplinary action. Supervisors and employees should contact their HRD servicing branch for assistance in resolving these issues.

5.5 Signs. Suitable signs announcing a "Designated Smoking Area" shall be placed near all REE buildings/facilities.

6. Summary of Responsibilities

6.1 Agency Administrators of Designees

- Designate outside smoking areas
- Determine available funds for smoking cessation programs,
- Place signs
- Assure that this P&P is implemented

6.2 Area/Center Directors, Location Leaders, and Research Leaders (ARS only)

- Designate outside smoking areas
- Determine available funds for smoking' cessation programs
- Place signs
- Assure that this P&P is implemented in areas under their control

6.3 Director, HRD, AFM

- Assist REE agencies in developing and conducting surveys and in developing smoking cessation programs and other related material as needed.

7. Glossary

Washington, D.C., Complex - The Jamie L. Whitten Federal Building, South Building, Cotton Annex, and Auditors Building.

Motor Vehicles - All types of motorized government-owned or leased vehicles assigned to REE agencies including, but not limited to, automobiles, ships and aircraft.

Outdoor Areas - Areas not within the building/facility, open courtyard, motor vehicle or within 25 feet of air intake vents and entrances to enclosed areas.

Personal Quarters - Housing provided by REE agencies for the exclusive use as the employee's residence.

REE Facility - Federally owned, rented, leased, or occupied buildings and space in buildings under the custody and/or control of REE, including GSA-leased space occupied by REE agencies.

Smoking - The carrying or inhaling of a lighted cigar, cigarette, pipe or other lighted tobacco product.

/LB/

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