

ALASKA PACIFIC UNIVERSITY OFFICIAL POLICY				
Policy Title:	Smoke and Tobacco-Free Policy			
CLASS:	Board Approved <input checked="" type="checkbox"/>		Academic/Non-Academic University Policy <input type="checkbox"/>	
Approvals: <small>(not valid unless properly signed)</small>	<i>See Anna C. Harvill</i> Chairperson, Board of Trustees      Date 07/14/17 <i>R.P.U.</i> 7/12/17 President      Date		President      Date Responsible Officer      Date	
Effective Date:	14      8      2017 Day      Month      Year		Day      Month      Year	
File Under:	General Administration <input checked="" type="checkbox"/>	Finance <input type="checkbox"/>	Risk Management <input type="checkbox"/>	Student Affairs <input type="checkbox"/>
	Human Resources <input type="checkbox"/>	Academic Affairs <input type="checkbox"/>	Research <input type="checkbox"/>	Information Technology <input type="checkbox"/>

### Purpose

To prohibit the use or consumption of tobacco products and all means of smoking on university property.

### Scope

The policy applies to smoking and the use of all tobacco and tobacco-related products. Tobacco and smoking-related products are prohibited within all university property, buildings and vehicles. Littering an area with, or with the remains of, tobacco-related or smoking-related products is also prohibited. This prohibition applies to all university events, events held on university grounds or property and applies to all members of the university community including faculty, staff, students, friends, volunteers, customers, vendors, contractors, guests and visitors.

### Policy / Procedure

1. **Notices** – Notices include signs to be posted around the campus and other forms of communication from the Provost and Dean of Students.

- 1.1. **Signs-** No smoking/ no tobacco signs will be posted conspicuously throughout each campus and in university facilities and vehicles as a reminder of the prohibition.
- 1.2. **Provost-** The University's Provost will ensure that faculty employment announcements and information provided to new faculty recruits and hires contain information about the tobacco-free environment.
- 1.3. **Employment Information-** Human Resources will ensure that job postings and application portals contain information about the tobacco-free environment and receive information about the tobacco-free environment during the new employee orientation.
- 1.4. **Student Affairs-** The Student Enrollment Services or their designees will ensure that university communication and information provided to prospective students and to enrolling students includes information about the tobacco-free environment.
- 1.5. **Contracts-** Provisions regarding the tobacco-free requirements are to be included in all contracts and agreements with vendors, contractors, and any other entity doing business, holding events, or providing volunteer work on university-controlled property (or should be included in compliance with university rules and regulations under contract agreements).
- 1.6. **Cessation-** Students, staff and faculty may be referred to the Alaska Tobacco Quit Line 1-800-Quit-Now or [alaskaquitline.com](http://alaskaquitline.com), which is a free tobacco cessation resource.
- 1.7. **Policy-** The full text of this policy or an appropriate reference will be available in all relevant handbooks and on the university website.

**2 Exclusions** – The prohibitions in this regulation shall not apply in the following situations, to the extent that smoking or the use of tobacco or tobacco-related products is otherwise in conformity with applicable state, local and federal law.

- 2.1. Personally owned vehicles parked or being driven on the campus;
- 2.2. Public sidewalks or public rights-of-way that border a campus;
- 2.3. Use of a non-combustion nicotine product approved by the United States Food and Drug Administration for tobacco use cessation or harm reduction, as long as the product when used as instructed does not produce any vapors, fumes, smoke, gases, mists, particulates or other emissions. This includes over-the-counter products (patches, gum, lozenges) and certain prescription products (nasal sprays, personal inhalers);
- 2.4. The use of tobacco products necessary in the course and scope of university research, provided the university researcher obtains the prior approval of the Provost and that any smoke or vapor generated from the research is entirely contained within a laboratory fume hood;
- 2.5. The use of natural organic pesticides containing tobacco or tobacco derivatives and used in the official maintenance of the university campus grounds or as an academic instructional material;
- 2.6. Tobacco use in facilities that are not owned by, leased to, or otherwise controlled by the university and subject to the tobacco policies applicable to those particular facilities;
- 2.7. Traditional and ceremonial use of tobacco by Native American tribal members with prior approval of the dean or director responsible for the facility and the provost;

- 3. Compliance and Enforcement** - Implementation of this prohibition will rely heavily on the consideration and cooperation of both users and non-users of tobacco, and the willingness of all members of the university community to share the responsibility of adhering to and enforcing the prohibition, and of holding themselves and each other accountable. Whenever possible, concerns about tobacco and related product use should be addressed at the time such concerns arise, through respectfully informing the individual about the prohibition and encouraging compliance in a courteous and considerate manner.

**3.1. Concerns** regarding violations of the tobacco-free policy or regulation should be referred to the appropriate unit for review and action:

- 3.1.1.** Students will be referred to the appropriate Dean of Students for educational resources with an emphasis on cessation;
- 3.1.2.** Faculty, staff, and volunteers will be referred to their respective supervisors for appropriate action;
- 3.1.3.** Contractors and vendors will be referred to their respective employers and/or Procurement and Contracting Services for appropriate action;
- 3.1.4.** Visitors and guests may be required to leave the campus if they fail to conform to the tobacco-free policy or regulation.

**3.2.** Individuals who advocate for or are considering disciplinary action against an employee or student for violating this policy or regulation should first consult with Human Resources or the Dean of Students.

#### **4. Definitions –**

**4.1. Contractor:** anyone contracted to do work at a university site or property.

**4.2. Smoking:** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

**4.3. Electronic Smoking Device:** any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

**4.4. Hookah:** a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

**4.5. Tobacco and tobacco-related products:** all forms of tobacco, including but not limited to cigarettes, cigars, pipes, kreteks, bidis, other inhalable burning substances and all smokeless tobacco and tobacco-containing products.

**4.6. Tobacco use:** inhaling, smoking, sniffing, chewing, dipping, or any other assimilation of tobacco products.

**4.7. University real property and buildings:** buildings, trailers, facilities, campus grounds, athletic facilities, university vehicles, exterior open spaces, covered walkways, breezeways, walkways between sections of buildings, trails, exterior stairways and landings, recreational areas, university-owned parking lots, driveways, loading docks, university-owned streets, shuttle bus stops, sidewalks within all university campuses, and all property that is owned, operated, leased, occupied or controlled by the university except as specified below.

**4.8. Vendor:** anyone providing goods or services on university property or grounds.

## **5. References and Historical Notes –**

**6.1. UAA's Policy -** <https://www.alaska.edu/bor/policy/05-12.pdf>

**6.2. Tobacco-Free College Campus Initiative -**  
<http://tobaccofreecampus.org/>