



Smithsonian
Institution

SMITHSONIAN DIRECTIVE 209

November 30, 2005

SMOKE-FREE ENVIRONMENT

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Background

"Smoking" is the act of drawing in and exhaling the smoke of a lighted cigarette, cigar, pipe, or other tobacco product, or of carrying any lighted tobacco product.

Reports by the Surgeon General of the United States address the health risks of smoking and of exposure to passive or second-hand smoke. Passive or second-hand tobacco smoke is smoke which is exhaled by a smoker, or which originates from a tobacco product, and to which a non-smoking person is exposed. It contains the more than 4,000 contaminants that the smoker breathes, more than 40 of which are known to cause cancer in humans, and many of which are strong irritants.

Toxicological studies have shown a correlation between exposure to passive smoke and smoking-related disease in healthy non-smokers. Second-hand smoke also has been classified by the U.S. Environmental Protection Agency (EPA) as a known cause of lung cancer in humans (as Group A carcinogen).

Separating smokers and non-smokers who share the same airspace may reduce, but not eliminate, the exposure of non-smokers to health risks associated with exposure to environmental tobacco smoke.

Purpose This directive establishes policy and outlines responsibilities for creating a smoke-free workplace throughout the Smithsonian in order to ensure a safe and healthy environment for all employees, volunteers, contractors, and visitors.

Policy Smoking is prohibited inside all Smithsonian Institution (SI)-owned and leased space, SI-owned vehicles, and at entrances to SI-owned or leased buildings.

Applicability This policy applies to all Smithsonian facilities, employees, volunteers, and visitors, and to all places and circumstances, including private offices, Smithsonian vehicles, receptions, dinners, luncheons, and special events.

Exceptions For SI-owned buildings leased for commercial/retail use only, requests for waivers to this policy will be considered on an individual basis, provided the ventilation system serving the area can effectively exhaust smoke to the outdoors so as not to adversely impact non-smoking personnel in adjacent areas. The waiver must be granted, in writing, by the facility's Building Manager.

Responsibilities **SI employees, volunteers, contractors, and visitors** are responsible for adhering to this policy. Persons smoking in designated outdoor smoking areas shall properly dispose of extinguished tobacco products by using designated smoking receptacles. Lighted or extinguished tobacco products shall not be disposed of in trash dumpsters or in office trash receptacles.

Heads of museums, research centers, and offices are responsible for implementing and enforcing this policy in areas under their jurisdiction, determining "no smoking" signage requirements, and designating their location.

Responsibilities
(continued)

The Office of Facilities Engineering and Operations (OFEO) is responsible for providing and installing requested signage at Smithsonian facilities. OFEO shall provide notification of this policy to landlords of space leased by the Smithsonian, and seek cooperation in ensuring that areas adjacent to such space(s) are smoke-free.

The Office of Protection Services (OPS) is responsible for enforcing smoke-free zones at the entrances of all SI-owned or leased buildings.

The Office of Contracting (OCon) is responsible for executing all contract documents when agencies and organizations leasing property to the Smithsonian agree with the provisions of this policy. All contract actions shall be executed upon receipt of requests from OFEO.

CANCELLATION:
INQUIRIES:
RETENTION:

SD 209, November 3, 2003
Office of Safety, Health and Environmental Management
Indefinite. Subject to review for currency 24 months from date of issue