



# Policy

## **UNIVERSITY POLICY SA-35.02-12/19**

**TO:** The University of West Florida Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** UWF Smoke, Vapor, and Tobacco Free Campus Policy

**Responsible Offices:** Human Resources and the Division of Academic Engagement and Student Affairs

### **I. Purpose:**

The health and welfare of all members of the University of West Florida (UWF) community faculty, students, staff, and visitors is of paramount importance. The University is committed to providing its employees, students, and guests with a safe and healthy working and learning environment.

### **II. Who does this govern and who needs to know this Policy?**

Students, Staff, Faculty, and Other Persons on UWF Campus regardless of the purpose for their visit, including organizers and attendees at public events such as conferences, meetings, public lectures, social or cultural events, University Police, Housing and Residence Life, Dean of Students Office, and Human Resources.

### **III. Definition of Terms:**

- A. Tobacco - Any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; perique granulated, plug cut, crimp cut, ready rubbed, loose-leaf, smokeless tobacco, smokeless pouches, chewing tobacco, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; pre-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah; and other kinds and forms of tobacco.

A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

- B. Smoking - 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 Policy.
- C. Vapor – Aerosolized or vaporized nicotine or other aerosolized or vaporized substance produced by a vapor-generating electronic device or exhaled by the person using such a device.
- D. Vape or Vaping - Inhaling or exhaling vapor produced by a vapor-generating electronic device or to possess a vapor-generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance.
- E. Electronic Smoking Device - Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes but is not limited to 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.
- F. “Vapor-generating electronic device” - Any product that employs an electronic, chemical, or mechanical means capable of producing vapor or aerosol from a nicotine product or any other substance, including, but not limited to, a vape box mod, vape tank, vape coils, and/or wicking material, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of a solution or other substance intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product.
- G. 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.
- H. UWF Campus – facilities, property, and vehicles owned or leased by the University regardless of their location. This includes all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, UWF housing’s private residential spaces, parking lots, paths, fields, sports/recreational areas, and stadiums.

#### **IV. Policy:**

##### **A. Prohibitions:**

1. Smoking and/or vaping, as well as the use of tobacco products in any form, is prohibited in/on all areas of UWF Campus.

##### **B. Exceptions and limitations:**

1. Tobacco use may be authorized for controlled research, educational, clinical, or religious ceremonial purposes with prior approval of the provost and executive vice president or designee.
2. Smoke or vapor, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100 percent exhaust to the outside.
3. Tobacco use, smoking, or vaping may be permitted at joint-use campus facilities, which are governed by the policies of the joint use partner.

##### **C. Procedures:**

###### **1. Implementation and Compliance:**

- i. The Environmental Health and Safety Committee shall coordinate efforts to communicate this policy to students, staff, faculty, and visitors.
- ii. This policy shall be referenced in the official student and employee handbooks, including announcements at institutionally-sponsored or related events, and noticed via appropriate signage in buildings and around campus.
- iii. Signage will be posted in a manner and location adequately notify students, staff, faculty, visitors, and contractors of the policy; signs will state in English that smoking, vaping, and the use of tobacco products are prohibited, and will include the universal “No Smoking, No Vaping, and Use of Tobacco Products Prohibited” symbol; signage should include both permanent signage throughout UWF campus (indoors, outdoors, roadways) and temporary signage as needed for special events and targeted areas.
- iv. Waste management products related to smoking or vaping, such as ashtrays, shall be removed.
- v. All faculty and staff members should encourage compliance with this policy.

2. Enforcement:

- i. Each Dean/Department/Chair/Director is responsible for ensuring policy compliance within areas under his/her jurisdiction. Faculty, staff, and students violating this or any University policy may be subject to disciplinary action as appropriate (see HR policies, student code of conduct, and housing community standards). Visitors, guests and contractors may be subject to University Regulation 5.020 *Trespass and Access to University Property*.
- ii. Community-based enforcement of this policy is also approved and encouraged. Smokers, Vapers, and/or tobacco users are expected to act responsibly by complying with this policy.

D. Education and Resources:

1. UWF will provide smoking and tobacco cessation education and services for faculty, staff, and students. Faculty and staff may seek services and resources through the Office of Human Resources and/or the Employee Assistance Program. Students may seek services and resources through Student Health Services.
2. Ongoing educational resources and outreach will be coordinated by the Environmental Health and Safety Committee.

Approved:   
Dr. Martha D. Saunders, President

Date: 12.4.19

Authority and Related Documents:

Florida's Indoor Air statute as amended by Senate Bill 7012 on July 1, 2019, the Florida Clean Indoor Air Act, Sections 386.201-386.2125, Florida Statutes; University Policy SA-07.02-05/14 Tobacco Promotion and Sales Policy; University Regulation 3.010 -Student Code of Conduct; University Policy HR-22.00-2004/07 Standards of Conduct; University Policy HR-15.00-2004/07 Employee Code of Conduct; University Regulation 5.020 Trespass and Access to University Property.