

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Public Safety**  
**AREA: Fire and Life Safety**

**Number: 07.02.02**

<b>SUBJECT: Tobacco-Free Campus Policy</b>
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I. PURPOSE AND SCOPE

Effective August 2, 2012, the University of Houston is designated as a tobacco-free campus. This document establishes prohibiting the use of all tobacco products in university buildings and on university grounds, including parking areas, sidewalks, walkways, university-affiliated parking facilities, and university-owned buildings, except in temporary designated tobacco use areas. This policy applies to all employees, students, university affiliates, contractors and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week. The purpose of this document is to:

- A. State the areas prohibiting tobacco use on campus, as well as outline the areas designated as tobacco use areas and specific exceptions to the policy.
- Note: The designated tobacco use areas will be available during a phase-in period of not less than twelve (12) months. The ongoing need for any or all designated tobacco use areas will be reviewed annually, with the possibility of continued existence for twelve (12)-month intervals at a time.
- B. Document the responsibility of the University community to adhere to the tobacco-free campus policy.
- C. Provide information on enforcement activities regarding the tobacco-free campus policy.
- D. Announce the awareness and education campaigns and tobacco cessation assistance programs, which support the tobacco-use population on campus to stop tobacco-use by choice.

According to the 2012 Surgeon General's Report, [Preventing Tobacco Among Youth and Young Adults](http://www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf) (<http://www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf>), comprehensive tobacco-free campus policies have been proven to:

- Reduce the number of young people who begin smoking;
- Reduce the number of casual users who contribute to daily tobacco use;
- Reduce the amount of tobacco used by tobacco users,
- Increase the number of tobacco users who quit, and
- Result in a cleaner campus by organizing tobacco litter into tobacco use areas for a minimum of twelve (12) months and by eventually eliminating all tobacco litter.

In a broader context, the tobacco-free policy is another benefit of attending or working for a Tier One-designated university. Other benefits of a tobacco-free policy include reducing fire hazards and developing cleaner grounds and air that support the UH Main Campus sustainability ("Green") efforts.

## II. DEFINITIONS

- A. Tobacco Products – All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-Food and Drug Administration (FDA) approved nicotine delivery device.
- B. University Community – Students, faculty, staff, university affiliates, contractors and visitors.
- C. University Property – Property located within the State of Texas that is owned, operated, leased, occupied, or controlled by the University. For purposes of the Tobacco-Free Campus Policy, this includes but is not limited to all buildings, structures, vehicles, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the University.
- D. Designated Tobacco Use Areas – Pre-approved locations where tobacco use is permitted. Tobacco use is permitted in a limited number of tobacco use areas, designed for a period not less than twelve (12) months from the date of enactment of this policy. The Tobacco Task Force (TTF) evaluates and reviews annually, if needed, the suitability of the designated tobacco use areas.
- E. Tobacco Task Force (TTF) – A standing committee with a charge to provide recommendations regarding the enactment, monitoring, and evaluation of a campus-wide tobacco policy designed to:
1. Reduce health risks for UH students, faculty, staff and visitors while respecting the rights of individuals, and
  2. Ensure University compliance with a state rule that requires certification of a tobacco-free workplace for entities receiving funds from the Cancer Prevention and Research Institute of Texas (CPRIT).

The TTF is composed of an Oversight Committee and ad hoc working groups charged with developing tobacco-related cessation programs, appropriate campus signage, education campaigns, communication plans, evaluation strategies, and designated tobacco use areas. The TTF is coordinated through the Student Affairs' Office of Health and Wellness.

- F. Signage – Appropriate campus signage includes permanent “Tobacco-free campus” signage at campus entrances and appropriate locations on the UH Main Campus and UH Energy Research Park. Additionally, “Tobacco Use Permitted This Location” signs will be posted at each designated tobacco use area.

## III. POLICY

- A. Areas Prohibiting Use and Purchase of Tobacco on Campus
1. This policy prohibits the use, sale, advertising, and sampling of all tobacco products on the UH Main Campus and UH Energy Research Park, including all buildings, vehicles, grounds, sidewalks, and parking areas owned and/or operated by the University of Houston, except for University property outside of buildings and structures designated as tobacco use areas.

Note: The Tobacco-Free Campus Policy is part of UH's commitment to creating a healthy and sustainable environment for all members of the UH community, and is designed to be positive and health-directed. The University is not requiring faculty, staff, and students to quit using tobacco products, but does expect for the policy to be adhered to by all individuals on University property.

Note: As of August 9, 2012, campus convenience stores stopped ordering tobacco products and ceased sales once the current stock was depleted.

2. This policy applies to all employees, students, university affiliates, contractors and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week.
3. Littering the campus with the remains of tobacco products or any other waste product is prohibited, except by using appropriately-labeled receptacles located in designated tobacco use areas for tobacco product disposal.

Note: This policy permits the University to meet sustainable green building design standards through Leadership in Energy and Environmental Design (LEED) certification.

#### B. Information on Designated Tobacco Use Areas

1. A number of designated tobacco use areas will be available for a minimum of twelve (12) months from the date of policy enactment.
2. Designated tobacco use areas are located a minimum of 25 feet from any air intake, gate, entryway, arch, or doorway leading to or from adjacent buildings and structures.
3. No designated smoking areas are located within 25 feet from buildings and areas where CPRIT research is conducted, including adjacent sidewalks, parking lots, walkways, and attached parking structures.

Note: The designed tobacco use areas comply with Texas Administrative Code, Title 25 Health Services, Part 11, [Cancer Prevention and Research Institute of Texas \(CPRIT\), Chapter 703, Grants for Cancer Prevention and Research, Section 703.20](#).

4. Not more than twenty five (25) designated tobacco use areas are located in strategic areas on the UH Main Campus and UH Energy Research Park. Each designated area conforms with the following criteria:
  - a. Convenient and accessible for UH tobacco users and/or campus visitors;
  - b. Presence of tree(s) or other protective structure to provide shade (trees also filter tobacco smoke);
  - c. Presence of urns and signs designating "Tobacco Use Permitted This Location";
  - d. A bench or other seating, if possible;
  - e. Nearby shelter in case of rain, and
  - f. Visibility and safety after dark.

Note: The Tobacco Task Force monitors and evaluates policy enforcement procedures and recommends policy changes, if needed, on an annual basis.

Note: TTF activities include the evaluation of designated tobacco use areas; the ongoing need for any or all designated tobacco use areas are reviewed annually, with the possibility of continued existence for twelve (12)-month intervals at a time.

5. Tobacco use may be permitted under the following exceptions:
  - a. Sponsored research involving tobacco or tobacco products, provided that the University employee obtains the prior approval of the Vice President of Research and Technology Transfer, and a waiver is requested and granted in accordance with sponsored research requirements, if any. Smoke, like any other contaminant, will be controlled.
  - b. By artists or actors who are participating in University-authorized performances that require smoking as part of the artistic production.
  - c. Educational or clinical purposes with prior approval of the dean or director responsible for the facility of the Vice President of Research and Technology Transfer, and in the case of smoking, the University Department of Public Safety Fire Marshal.
  - d. Designated tobacco use areas: A limited number of designated tobacco use areas are established pursuant to the transition plan described in Section I.A.

C. Responsibilities

1. All members of the University community are responsible for adherence to this Tobacco-Free Campus Policy.
2. Students, faculty, staff, University affiliates, contractors and visitors are responsible for complying with this policy while on the UH campus.
3. Public event organizers on campus are responsible for communicating the Tobacco-Free Campus policy to program attendees. The TTF will provide information for organizers of University public events (such as conferences, meetings, public lectures, social events, cultural events, and sporting events) to ensure attendees are informed about the policy. Organizers and attendees at University public events are required to follow the Tobacco-Free Campus policy.
4. University community members are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of, and encourage compliance with, this Tobacco-Free Campus Policy.

Effective implementation of this policy relies on the courtesy, respect, and cooperation of all University community members. If someone is seen using tobacco on University property outside of a designated tobacco use area, an individual may inform the tobacco user of the Tobacco-Free Campus policy and request that he/she comply.

## IV. ENFORCEMENT

- A. The UH Tobacco Task Force web site (<http://www.uh.edu/policies/tobaccofree>) facilitates the distribution of information about UH tobacco policies.
1. Home – This area provides a summary of the policy, including the effective date and hyperlinks to the official Manual of Administrative Policies and Procedures (MAPP) policy, the Cessation Services web site, and the tobacco use locations web page.
  2. About – This area supplies a policy statement, rationale, and history.
  3. Cessation Resources – This area gives a comprehensive list of resources for students and employees to quit using tobacco, upcoming programs and research studies on the UH campus, and additional resources.
  4. Frequently Asked Questions (FAQ) – This is a comprehensive list of questions and answers regarding UH's tobacco-free campus policy.
  5. Contact Us – This area contains information about the TTF, and a portal to submit reports and comments.
- B. Policy enforcement is limited to a standardized e-mail message, containing a policy reminder and information about available tobacco cessation services. This e-mail message is sent to individuals who are reported via the TTF web site portal for violation of the campus tobacco policy.
- C. The TTF Oversight Committee reviews the number of violations reported via the TTF web site portal on an annual basis to study the effectiveness of the current tobacco-free policy.

## V. AWARENESS, EDUCATION, AND TOBACCO CESSATION ASSISTANCE

- A. The Tobacco-Free Campus Policy's implementation is augmented by an awareness and education campaign that includes but is not limited to:
1. Notification of the UH Tobacco-Free Campus Policy to current and prospective students and employees through communication available on University web sites, including the [TTF web site](#);
  2. Notification of this policy during admission and enrollment processes for students and/or during New Hire Orientation (NHO) for faculty and staff, as applicable;
  3. Communication during informational meetings, postings, and electronic notifications; and
  4. Establishment of tobacco cessation programming for students, faculty and staff.

Note: The Tobacco-Free Campus Policy applies to all University property unless otherwise designated, whether or not notices are posted, unless specified as an approved exception in Section III.B.5.

B. Tobacco Cessation Assistance

1. The University is committed to supporting and assisting all students and employees who wish to stop using tobacco products. For members of the UH community who are not ready to quit but need help remaining tobacco-free in class or at work, nicotine replacement products such as gum, lozenges and patches are available without a prescription (for a nominal charge) at the UH Pharmacy, located in the UH Health Center. Call 713-743-5151 for additional information.
2. A full listing of tobacco cessation resources is posted on the [Tobacco Task Force web site](#), the [University of Houston Health Center web site](#), and other University-controlled communication resources as needed.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Student Affairs – Office of Health and Wellness

Review: Every three years on or before March 1

VII. APPROVAL

Paula Short  
Interim Senior Vice President for Academic Affairs and Provost

Carl Carlucci  
Executive Vice President for Administration and Finance

Renu Khator  
President

Date of President's Approval: April 19, 2013

VIII. REFERENCES

[Texas Administrative Code Section 703.20 – Cancer Prevention and Research Institute of Texas \(CPRIT\) Grants for Cancer Prevention and Research](#)

[Texas Administrative Code Section 297.5\(e\) – Department of State Health Services, Building Operation and Maintenance Guidelines](#)

## REVISION LOG

Revision Number	Approved Date	Description of Changes
1	03/09/2001	Initial version (original MAPP number is 06.03.04, in the MAPP Safety section)
2	02/28/2006	Applied revised MAPP template. A modification was made in Section V.C that the fines for smoking in prohibited areas will not exceed \$500 (originally \$200 in the original MAPP). The responsible party was changed from the Associate Vice President for Administration to the Executive Director of Public Safety/Chief of Police. The review period changed from every two years on or before July 1 <sup>st</sup> to every three years on or before July 1 <sup>st</sup>
3	06/09/2009	Applied revised MAPP template. MAPP number changed from 06.03.04 to 07.02.02 (Public Safety as Section, Fire and Life Safety as Area). Updated Texas Administrative Code in Section III.A and Texas Penal Code in Section V.C. Moved Definitions from Section III to Section II. In Section III.B included the covered Arbor area on the terraces of the University Center as a place to prohibit smoking. In Section V.B, changed the reporting of supervision smoking from the Assistant Vice President for Human Resources to the Associate Vice President for Finance. Changed the review period from every three years on or before July 1 <sup>st</sup> to every three years on or before March 1 <sup>st</sup> . Removed Section VIII, References and Index Terms
Interim	08/01/2012	Applied revised MAPP template and added new Revision Log. MAPP was retitled from "Smoke Free Environment" to current title. Rewrote the policy to emphasize activities for creating a tobacco-free campus, including information on tobacco use areas, the Tobacco Task Force, and Cancer Prevention and Research Institute of Texas (CPRIT). Changed the responsible party from the Assistant Vice President for Public Safety and Security to the Assistant Vice President for Student Affairs, Office of Health and Wellness. Included applicable reference documents in Section VIII
4	04/19/2013	This review cycle is to remove Interim designation for MAPP 07.02.02. Added information to Section I regarding the benefits of tobacco-free campus policies. "Signage" was added to Section II. Revised Section 2.E regarding the responsibilities of the Tobacco Task Force (TTF). Added a note to Section III.A regarding the campus convenience stores no longer providing tobacco products. Added criteria for tobacco use areas to Section III.B.4. Moved the responsibility of public event organizers to Section III.C.3. Added information regarding the TTF web site in Section IV.A. Removed Section IV.B. Removed Section V.A.5. Added information about cessation services from the UH Pharmacy in Section V.B.1. Added Senior Vice President for Academic Affairs and Provost to approval cycle