



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Prohibition of Smoking and Tobacco Use
<i>AP Number:</i>	AP 11.04.01
<i>Adoption Date:</i>	3/1/05
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	11/13/06, 4/11/18, 4/14/21
<i>Revision Date(s):</i>	11/13/06, 4/11/18
<i>Sponsoring Unit/Department:</i>	Finance
<i>Policy Title(s) & No(s).:</i>	Smoke-Free and Tobacco-Free Pima, BP 11.04
<i>Legal Reference:</i>	A.R.S. § 36-601.01; Pima County Code, Chapter 8.50; City of Tucson Code, Chapter 11, Section III
<i>Cross Reference:</i>	

AUTHORITY

The Executive Vice Chancellor for Finance and Administration or designee shall be responsible for the implementation and enforcement of this Administrative Procedure (AP).

DEFINITIONS

“AP” means Administrative Procedure.

“BP” means Board Policy.

“College” means Pima County Community College District.

“College Community” means, collectively, all persons employed by, applying for

employment with, volunteering for, enrolled in classes at, engaged in commercial activity at, or visiting the College, or who are attending any College Sponsored Event.

“College Property” means any campus, building, or grounds owned, leased, operated, or controlled by the College, including any sidewalk, path, alley, or roadway contained within the perimeter of a College Property.

“College Sponsored Event” means any academic, athletic, cultural, employment-related, or social occasion organized or officially sanctioned by the College on or off College Property.

“E-Cigarette” means any electronic device used to simulate smoking by heating an E-Liquid to produce an inhalable aerosol or vapor.

“E-Liquid” means any fluid used in an E-Cigarette, regardless of whether it contains tobacco, tobacco-derivatives, or nicotine.

“Employee” means any person employed by the College on a full-time, part-time, temporary, or regular basis or directly engaged in the performance of work under the direct supervision of the College. This definition does not include independent contractors or unpaid Volunteers.

“Hookah” means a water pipe or similar device used to produce smoke, fumes, aerosol, and/or vapor from the burning of material, including tobacco, for the purpose of inhalation.

“Second-Hand Smoke” means any smoke, aerosol, or vapor produced by burning a Tobacco Product or using an E-Cigarette or Hookah, as well as any smoke, aerosol, or vapor exhaled by persons who are Smoking or Vaping.

“Smoke-Free” means the complete prohibition of Smoking and Vaping.

“Smoking” means the purposeful inhaling, exhaling, burning, carrying, or possession of any lit or heated Tobacco Product, E-Liquid, dried herbal or other plant material, or similar product by any means, including, but not limited to, through the use of cigarettes, cigars, pipes, E-Cigarettes (*i.e.* “Vaping”), or Hookahs.

“Smoking Cessation Product” means any product approved specifically by the U.S. Food and Drug Administration (“FDA”) for the purpose of discontinuing Smoking

or the use of any Tobacco Product, or to alleviate the symptoms of nicotine withdrawal, including, but not limited to, nicotine gum, nicotine lozenges, and nicotine patches. This definition does not include Tobacco Products or E-Cigarettes.

“Student” means any person who applies for admission to or is currently registered for or enrolled in any courses at the College on either a full-time, or part-time, or clock-hour basis, as well as any person currently registered for or participating in continuing-education workforce development, adult basic education, or developmental education classes through the College.

“Tobacco” means the dried leaves of any herbaceous plant of the genus *Nicotiana* (a.k.a. tobacco plant), including, but not limited to, *N. tabacum* and *N. rustica*.

“Tobacco-Free” means the prohibition of the use of all Tobacco Products.

“Tobacco Product” means any substance containing, made with, or derived from Tobacco that is intended for human consumption, whether smoked, heated, chewed, absorbed, inhaled, snorted, or ingested by any other means, including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, dipping tobacco, snuff, or tobacco-based E-Liquid, excluding Smoking Cessation Products.

“Vaping” means the purposeful inhaling and/or exhaling of any aerosol or vapor produced by an E-Cigarette.

“Visitor” means any person physically present on College Property or in attendance at a College Sponsored Event who is not a current Student, Employee, or Volunteer.

“Volunteer” means any unpaid individual who is not an Employee or Student of the College and is authorized by the College to perform and voluntarily performs services for the College without promise, expectation, or receipt of compensation, future employment, or other tangible benefit, including academic credit. A Volunteer is not an Employee of the College for any purpose.

SECTION 1: Purpose and Goals

The College is dedicated to providing and promoting a healthy, clean, and productive environment for Students, Employees, Visitors, and all members of the College Community. The health risks and other negative consequences associated with Smoking, Tobacco Use, and Second-Hand Smoke are well documented and

now a matter of common knowledge. Accordingly, the College is committed to being a 100% Smoke-Free and Tobacco-Free institution.

SECTION 2: Prohibition of Smoking and Tobacco Use

Smoking or the use of Tobacco Products is prohibited by the College as follows:

- A. On all College Property;
- B. At all College Sponsored Events;
- C. In all College-owned vehicles at all times;
- D. In personal vehicles while operated or parked on College Property.

SECTION 3: Exclusions and Exceptions

- A. This AP does not apply to public sidewalks and streets on the perimeter of College Property or to property adjacent to College Property.
- B. This AP does not apply to Smoking Cessation Products, which may be used on College Property, at College Sponsored Events, in College-owned vehicles, and in personal vehicles while operated or parked on College Property, unless the use of the product would be otherwise prohibited in a particular area of College Property or at a particular College Sponsored Activity, notwithstanding the product's tobacco or nicotine content (*e.g.*, if all gum chewing or lozenge use is prohibited, gum- or lozenge-type Smoking Cessation Products also may not be used).
- C. With the prior, written approval of the Chancellor (or designee), Smoking and/or Tobacco Use may be permissible infrequently in the following circumstances, provided the resultant smoke, vapor, and/or other waste products are properly contained and disposed of:
 - 1. During officially sanctioned research projects conducted in a controlled laboratory environment, if Smoking or the use of Tobacco Products is integral to the research;
 - 2. In the classroom for instruction or experimental demonstrations conducted in a controlled laboratory environment;

3. For clinical-treatment or Smoking-/Tobacco-cessation programs;
4. In connection with scheduled group or programmatic cultural or religious activities of limited duration in which Smoking or the use of Tobacco Products is integral to the activity, including, but not limited to, Native American/American Indian ceremonial use.

This exception does not apply to ongoing activities or to individual or personal Smoking or use of Tobacco Products, including for religious or cultural purposes.

SECTION 4: Non-Compliance

- A. All members of the College Community are required to comply with this AP.
- B. The College desires for compliance to be undertaken voluntarily and that any non-compliance will be corrected immediately without formal action by the College. Persistent or egregious non-compliance with this AP may subject an individual to disciplinary action, up to and including termination of the individual's relationship with the College.
- C. Non-Compliance with this AP may result in disciplinary action and/or removal from College Property or College Sponsored Events.
 1. Non-Compliance by Employees is a violation of the Employee Handbook and will be referred to their respective supervisors for appropriate action.
 2. Non-compliance by a Student is a violation of the Student Code of Conduct and will be referred to the Office of the Dean of Students.
 3. Non-compliance by Volunteers will be referred to their respective supervisors and may result in the termination of their Volunteer Services Agreement and/or removal from College Property or College Sponsored Events.
 4. Visitors who do not comply with this AP may be required to leave College Property or a College Sponsored Event.

SECTION 5: Communication and Notice of this AP

- A. Signs bearing the message “Smoke-Free and Tobacco-Free Campus” will be posted at all vehicular and pedestrian entrances to the College.
- B. The designation “Smoke-Free and Tobacco-Free Campus” will be clearly marked on all College maps and directories and in College publications where appropriate.
- C. Notice of this AP and of the College’s status as a Smoking- and Tobacco-free institution will be included prominently on the College’s website and in public postings as appropriate, including, but not limited to, prospective-student information, job postings, and information about College cultural or athletic events.
- D. Ashtrays will not be provided on any College Property.

SECTION 6: Support and Education

- A. The College understands the addictive nature of nicotine, Smoking, and Tobacco Products and the reality that overcoming such an addiction is extremely difficult for many people. Accordingly, the College desires to encourage and assist those who wish to stop Smoking and/or using Tobacco Products.
- B. The College offers Smoking-cessation programs, Tobacco treatment, and counseling to Employees and Students.
 - 1. Employees who wish to learn more about or access these services should contact Employee Wellness at pcc-wellness@pima.edu or 520-206-4690.
 - 2. Students who wish to learn more about or access these services should contact <https://ashline.org> or 800-556-6222.

SECTION 7: Complaints

- A. Members of the College Community who observe someone violating this AP are encouraged and empowered to respectfully inform that individual about this AP in an ongoing effort to enhance awareness of the College’s status as a Smoke-Free and Tobacco-Free institution, as well as to encourage

voluntary compliance and to foster a Smoking- and Tobacco-free College environment.

- B. Complaints about non-compliance with this AP may be made in writing to any of the following College administrators:
1. Campus Vice President;
 2. Executive Vice Chancellor;
 3. Vice Chancellor;
 4. Dean;
 5. Other College administrator responsible for the building, property, or event in question.
- C. Complaints may be made anonymously but must include the following information regarding the complained-of incident or problem:
1. Location;
 2. Date;
 3. Approximate time of day;
 4. Description of the incident or problem;
 5. Name(s) of person(s) involved (if known).
- D. A record of each complaint and its resolution shall be maintained by the responsible College administrator and stored in accordance with BP 2.15, "Records Management, Retention, and Disposition."