



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

SUBJECT: SMOKE-FREE POLICY
Date: June 6, 1997
Revised: January 31, 2007

Number: 07-003
Page 1 of 3

AUTHORITY:

Michigan Clean Indoor Air Act, Public Act 198 of 1986, Executive Order 1992-3, Administrative Guide Policy 0410.04, Surgeon General's Report on Second Hand Smoke; and applicable collective bargaining/labor agreements.

<<STATEMENT OF POLICY>>

Smoking shall not be permitted in any areas of any state government facility occupied by the Department of Environmental Quality (DEQ). This prohibition includes, but is not limited to, private enclosed offices, open space offices, meeting rooms, conference rooms, eating areas (including cafeterias and break rooms), lounges, restrooms, hallways, stairways, enclosed entrances, and loading docks. Consistent with Administrative Guide Policy 0410.04, this prohibition shall also apply to all state vehicles operated by the Department or its employees.

A smoke-free zone of twenty-five (25) feet shall extend from all state government facilities as determined and/or posted by the Department of Management and Budget (DMB), DEQ management, or the building manager. This determination shall take into consideration:

- a) other uses of the building;
- b) neighboring facilities; and
- c) public thoroughfares (e.g. roads and sidewalks).

The sale of tobacco products, to include concessions and vending facilities, is also prohibited in all state government facilities.

Employees are expected to dispose of leftover smoking materials in designated ash receptacles, trays, or urns, which are located at least twenty-five (25) feet away from a state government facility entrance.

This policy constitutes a work rule for all employees of the DEQ and shall apply to all department operations and department sponsored activities housed in a state government facility. All employees share in the responsibility for adhering to and enforcing this policy.



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<<DEFINITIONS>>

For purposes of this policy, the following definitions shall apply:

- “Smoking” means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, or any other smoked paraphernalia.
- Tobacco Products include cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.
- “State Government Facility” means any public building owned by the State of Michigan, either directly or by or through any of its Executive Branch departments or agencies, and that part of any publicly owned or privately owned building which is leased or operated by the State of Michigan, either directly or by or through any of its Executive Branch departments or agencies.

<<INFORMATION>>

Authorized Signs

Signs have been posted at each entranceway to remind those who smoke or use other tobacco products to stay at least twenty-five (25) feet away from a state government facility entrance when smoking or carrying of a lighted cigar, cigarette, pipe, or using other tobacco products.

Assistance to Smokers

Department personnel who smoke and would like to quit, are encouraged to participate in a smoking cessation program available through their state sponsored insurance programs, the Department of Civil Service, or this department.



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<<PROCEDURE>>

If department personnel, service clientele, or visitors are observed to be in violation of this policy, they should be courteously informed of the policy and asked to comply. If violation continues, follow the steps below:

Responsibility

Action

All DEQ Employee(s):

Report service clientele or visitor violations to the building manager.

Report employee violations to the offending employee's immediate supervisor or office manager for appropriate remedial action.

Immediate Supervisor or Office Manager:

Upon notification of the violation, follow-up with the employee(s) in violation. As appropriate, Coordinate with the Office of Human Resources.

Note: Department personnel found to be in violation of this policy may be subject to available legal sanctions and/or corrective action(s) in accordance with established disciplinary guidelines.

Approved: _____

Date: _____

2-12-07