

REPLY TO: 6700 Safety and Health Program

October 6, 1980

SUBJECT: Draft USDA Policy on Smoking in USDA-Occupied Buildings and Facilities



TO: Forest Supervisors and Staff Directors

REPLY DUE OCTOBER 15, 1980

The issue of smoking in office buildings is a concern more readily expressed by employees because of the "open-space" areas now used in many Federal office buildings. We have tried to resolve grievances by employees and unions on an individual basis without setting a written policy. The Department is now proposing a policy on smoking in USDA-occupied buildings and facilities. A copy is enclosed for your review. Forests should also get input from their NFFE Local.

We must have your comments on the proposed policy by October 15 in order for us to meet our reply due date of October 20.

Robert E. Quade

ROBERT E. QUADE
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AVIATION and FIRE
MANAGEMENT

OCT 7 1980

Enclosure

cc: NFFE Local 60
AFGE Lodge 3007
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BEST COPY

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CHAPTER I-60

POLICY ON SMOKING IN USDA OCCUPIED BUILDINGS AND FACILITIES

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I-60-00 PURPOSE

The purpose of this chapter is to provide a Departmentwide policy on smoking in USDA occupied buildings and facilities.

I-60-10 POLICY

A. It is the policy of the Department to protect the rights of nonsmokers (both Federal employees and the public) by restricting smoking in certain areas of USDA occupied buildings and facilities. The Department also recognizes the rights of individuals to smoke, provided such action does not endanger life or property, cause discomfort or unreasonable annoyance to nonsmokers or infringe upon their rights.

B. In recognition of the fact that smoking is dangerous to the health of smokers; that tobacco smoke in a confined area creates a health hazard to nonsmokers suffering from heart disease, respiratory diseases or allergies related to tobacco smoke; and that smoke in a confined area may be irritating and annoying to nonsmokers and violates their privilege of breathing air relatively free from tobacco smoke contamination, every effort should be made to provide an environment reasonably free of such contaminants.

I-60-20 APPLICABILITY AND SCOPE

A. The provisions of this directive apply to all organizational elements of USDA that occupy Government owned and leased buildings and facilities.

I-60-30 IMPLEMENTATION DIRECTIVES

A. General. USDA officials are directed to implement and enforce the smoking policy in areas under USDA control (see paragraph I-60-20) according to the type of space involved.



B. Smoking shall not be permitted in:

1. Conference rooms and classrooms. Conference rooms and classrooms are defined as a room designated for meetings and training sessions or for instructional purposes and are not used as an office or part of an individual's usual working area. Included in this definition are multi-purpose rooms or classrooms. The person responsible for holding the conference, meeting, or training session is also responsible for enforcing the no-smoking rule.

Appropriate "No Smoking" signs should be posted in these areas. There shall be no ashtrays in these areas and receptacles for disposing of cigarettes, etc., should be placed at entrances.

2. Auditoriums. Smoking shall not be permitted in auditoriums. Prompt action shall be taken to post appropriate no-smoking signs in auditoriums. There shall be no ashtrays in these areas. Receptacles may be placed just inside the auditorium so that visitors may dispose of cigarettes, etc., when they become aware of the smoking restriction.

3. Recognizing the rights of smokers who continue to smoke, supervisors will establish areas in which smoking is permitted. Such areas will be conspicuously posted.

4. Smoking will be prohibited in those work environments in which the combination of smoking and special occupational factors presents a particular hazard to the health and safety of employees.

5. As a general rule, a minimum rate of 5 cfm of fresh air per person is recommended to remove smoke from a work area and provide an environment reasonably free of contaminants.

C. Cafeterias or Dining Areas. No-smoking areas shall be established in cafeterias or dining areas under contract to USDA in Department-controlled buildings. This may be accomplished by agreement between the responsible USDA official and the concessionaire, and then included as a provision in future amendments and new contracts. A no-smoking area shall be designated and posted based on an estimate of smoking and non-smoking patrons served. Careful evaluations should be made after designating separate areas and future adjustments as to size should be made, based on experience. Improvements to air-conditioning or exhaust systems will also be considered in such areas where ventilation is poor.



I-60-40 NOTICES AND SIGNS

A. Notices to Employees. Officials responsible for implementing requirements of this chapter shall inform employees under their jurisdiction in writing of the provisions applicable to them.

B. Signs.

1. Suitable "No Smoking" signs shall be mounted in all rooms and areas where the no-smoking policy applies. Where common or public smoking areas are established, a card or other device will give directions to the nearest area. These directional signs will be placed adjacent to the "No Smoking" sign whenever possible.

2. The numbers of signs to be posted or displayed will depend on the size of the room or area. Generally, two should be sufficient for small rooms and four for large rooms.

3. Signs placed in designated no smoking areas (including rooms) will bear the message "No Smoking." Generally, the size of lettering should be 1 inch high for small rooms or areas, and 2 inches high for large rooms and areas.

4. The accepted international symbol for no smoking may be used on doors or appropriately displayed in no smoking areas, in addition to the signs indicated above.



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