

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

FACILITIES MANAGEMENT

SPACE MANAGEMENT

**PROTECTING FEDERAL EMPLOYEES AND THE PUBLIC FROM EXPOSURE
TO TOBACCO SMOKE IN THE FEDERAL WORKPLACE**

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1. PURPOSE

The purpose of this guide is to provide an agency-wide policy on smoking in FDA owned or leased buildings and facilities.

2. AUTHORITY

Executive Order 13058, dated August 9, 1997.

3. POLICY

It is the policy of the Food and Drug Administration to establish a smoke-free environment for Federal employees and members of the public visiting or using the Federal facilities. The smoking of tobacco products is prohibited in all interior space owned or leased by the FDA and in any outdoor areas under FDA control in front of air intake ducts.

4. APPLICABILITY

This guide applies to all organizational elements of the FDA that occupy FDA owned or leased buildings and facilities.

5. RESPONSIBILITY

Associate Commissioner for Management and Systems, Center Directors, Regional Food and Drug Directors and District Directors are responsible for implementing this policy in buildings and facilities occupied by their employees.

6. PROCEDURES

- A. Prohibit the smoking of tobacco products in all interior space owned or leased by the FDA.
- B. Establish "smoke-free zones" at entrances and exits to FDA owned or leased buildings and at air intake ducts. This should be coordinated with the Office of Real Property Services and/or the General Services Administration.
- C. The extent of the smoke-free zones around FDA buildings is subject to negotiations with local representatives of the National Treasury Employees Union (NTEU). Please provide the appropriate NTEU Chapter President notice, as provided for in Article 3 of the FDA/NTEU Collective Bargaining Agreement, before implementing smoke-free zones.
- D. Responsible FDA officials who have employees in leased buildings occupied by non-HHS parties shall work with these tenants to encourage adoption of these or similar measures.
- E. Assess smoking in courtyards of buildings over which you have jurisdiction to determine if smoking should be allowed, and take appropriate action. This assessment should be coordinated with the FDA Safety Staff.
- F. Avoid official designation of smoking areas outside FDA owned or leased buildings.
- G. Publicizing, endorsing, making available and, when possible, financially supporting smoking cessation programs for employees.