

UNIVERSITY OF PITTSBURGH PROCEDURE 04-05-03

CATEGORY: FACILITIES
SECTION: Food, Alcohol, Tobacco
SUBJECT: Smoking
EFFECTIVE DATE: September 25, 2007 Revised
PAGE(S): 2

I. PURPOSE

To provide a "smoke-free" environment inside all University of Pittsburgh owned and leased facilities, within 15 feet of all University building primary entrances and HVAC intake vents, and within all University owned or leased vehicles. Also, to provide a process for requesting the establishment of "Designated Smoking Areas," only as an exception to the University Smoking Policy, and for the approval and posting of all signs related to smoking.

II. SCOPE

This procedure applies to all University of Pittsburgh owned and leased facilities and vehicles, as well as within 15 feet of all University building primary entrances and HVAC intake vents.

III. ADMINISTRATIVE RESPONSIBILITIES

The Department of Environmental Health and Safety is responsible for interpretation and campus wide-awareness of the University Smoking Policy, as well as for coordinating requests for the approval of "Designated Smoking Areas," and ensuring that requested smoking areas and signs meet the required specifications.

All University faculty and supervisory staff are responsible for the enforcement of the University Smoking Policy within their respective areas of responsibility.

Department or School administrators are responsible for determining the need and as necessary formulating requests for "Designated Smoking Areas." Department or School administrators are also responsible for funding any requested "Designated Smoking Areas," after receiving the required approval described in this procedure.

The Office of Facilities Management is responsible for ensuring that all signs comply with the specifications required by the University and applicable City and County ordinances.

IV. PROCEDURE

Department/School
Administrator

1. Evaluate the need for "Designated Smoking Areas" within your unit/space of operation.
2. If necessary, determine a location for a "Designated Smoking Area" within your unit/space of operation. Note: where multiple Departments/Schools are situated together, a consensus must be obtained prior to the formal request.
3. Request the approval of the appropriate Responsibility Center Leaders (multiple RC leaders where appropriate).

4. If approved by the Responsibility Center Leaders(s), forward the request in writing to the Director of Environmental Health and Safety for review and consideration.

Director, Environmental
Health and Safety

5. Assess the need and the requested location for a "Designated Smoking Area" to determine if the need and the area meets the required specifications including but not limited to:
 - a. The requested area is physically separated from "non-smoking" areas (within campus buildings and outside, not within the 15 feet of a primary entrance and HVAC intake vents).
 - b. The ventilation is adequate to prevent contamination of air in a "non-smoking" area, as evidenced by a discernible odor.
6. If approved, notify the appropriate Responsibility Center Leader(s) and the Office of Facilities Management in writing.

Office of Facilities
Management

7. Following approval and authorization by the Director of Environmental Health and Safety, design and provide a cost estimate to the Responsibility Center Leader for "Designated Smoking Area" signage and all other construction related costs.

Department of
Environmental Health
and Safety

8. Maintain a list of all "Designated Smoking Areas" to include the location and the Responsibility Center.

Office of Facilities
Management

9. Provide "No Smoking" signs, wherever appropriate, ensuring compliance with the University of Pittsburgh Smoking Policy and Procedure and applicable City and County ordinances.

V. REFERENCE

[Policy CS 21, Smoking](#) (formerly 04-05-03)