

Handbook of Operating Procedures

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[Chapter 9 - General Provisions](#)

Publication Date: September 16, 2016

Responsible Executive: President

9.36 Tobacco Free and Smoke Free Campus

I. POLICY STATEMENT

The University of Texas at San Antonio (UTSA) recognizes its social responsibility to promote the health, well-being, and safety of UTSA students, faculty, staff, and visitors. For this reason, UTSA is a tobacco and smoke free campus. Smoking and the use of tobacco or Tobacco Products is prohibited in and on all University Owned and Leased Property.

II. RATIONALE

This policy establishes UTSA rules for a tobacco and smoke free campus.

Additionally, the University considers cancer research to be important and this research supports UTSA's mission and goal of becoming a premier research institution. This policy ensures compliance with CPRIT regulations (*Texas Administrative Code*, Title 25, Health Services, Part 11, Chapter 703, Grants for Cancer Prevention and Research, Section 703.20).

III. SCOPE

This policy applies to all UTSA employees, students, contractors, and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week.

IV. WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsa.edu/hop/chapter9/9-36.html>

V. RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UTSA or UT System Policies or the Board of Regents' Rules & Regulations

A. [UT System Board of Regents' Rules & Regulations Rule 80111](#)

Other Policies & Standards

B. [Texas Administrative Code Title 25 Health Services, Part 11, Chapter 703, Grants for Cancer Prevention and Research, Section 703.20](#)

VI. CONTACTS

If you have any questions about HOP policy 9.36, *Tobacco Free and Smoke Free Campus*, contact the following offices:

Human Resources
210-458-4648

Office of Institutional Compliance and Risk Services
210 – 458-4992

VII. DEFINITIONS

Tobacco Products: All forms of tobacco products including but not limited to cigarettes (of any kind including herbal/spice cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes (e-cigarettes), smokeless tobacco, snuff, and chewing tobacco. (Note: medications with controlled amounts of nicotine that are used to aid in quitting smoking are not considered tobacco products. A list of these medications can be found at the [smokefree.gov website](#).)

University Owned and Leased Property: Real estate, land, buildings, facilities and green space, that the University has a legal title of ownership, a contract to use, a lease to occupy, or a right to exercise control over in order to conduct University business, including all University owned vehicles. Rented facilities off campus used for special events will abide by the policies and procedures set by the vendor, i.e. football games at the Alamodome.

VIII. RESPONSIBILITIES

A. UTSA Employees/Students/Contractors/Vendors/Visitors

1. Compliance with this policy is the responsibility of the all members of the University community, including contractors, vendors and visitors.

B. UTSA Office of Institutional Compliance and Risk Services

1. Reviews complaints or concerns regarding noncompliance with this policy.

C. UTSA Student Conduct and Community Standards

1. Process the Conduct Referral Form (Behavior)

D. UTSA Human Resource Department

1. Assists supervisors with appropriate disciplinary action.
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IX. PROCEDURES

A. Tobacco Free and Smoke Free Campus

UTSA is a tobacco and smoke free campus. Smoking and the use of Tobacco Products are prohibited in and on all University-Owned and Leased Property to include buildings, grounds, resident and housing areas, parking lots and structures, green space, sidewalks, walk ways, as well as personal vehicles on the property.

B. Resources

UTSA is committed to supporting students and employees who wish to stop using Tobacco Products. For students, resources are available through Student Health Services.

For employees, resources are available through the [Employee Assistance Program](#), or through the [UTSA Wellness Tobacco Cessation](#).

Members of UT Select Health insurance plan can find information about tobacco cessation counseling and pharmacy benefits at

<http://www.livingwell.utsystem.edu/tobacco.htm>.

C. Shared Responsibility

It is the shared responsibility of all members of the campus community to respect and abide by this policy.

D. Exemptions

Smoking and the use of Tobacco Products may be permitted in the following circumstances:

1. Approved research involving Tobacco Products. Approval, must be obtained from the vice president for research (VPR) and a waiver must be requested and granted in accordance with sponsored research requirements, if any.
2. Artists or actors who participate in University authorized performances that require smoking as part of the artistic production.
3. Under special circumstances, which may include clinical or educational purposes, where prior approval of the appropriate vice president and the Office of Environmental Health, Safety and Risk Management is obtained.

E. Violations

Employee Violations

1. Violations by employees will be reported to the Office of Institutional Compliance.

F. Student Violations

1. Violations by students observed by any UTSA employee and/or student will be reported to The Office of Student Conduct and Community Standards. An online form may be submitted and is available in the section XI below.

G. Visitor or Contractor Violations

1. UTSA Police and/or event coordinators will inform visitors who are found to be using tobacco products that using tobacco products on any UTSA owned and/or leased property of this policy is prohibited. Visitors or Contractors who refuse to abide by this policy will be reported to the UTSA Police.
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X. SPECIAL INSTRUCTIONS FOR INITIAL IMPLEMENTATION

None

XI. FORMS AND TOOLS/ONLINE PROCESSES

[Behavioral Referral Form Student Conduct and Community Standards](#)

[Human Resources Tobacco Free and Smoke Free Website](#)

[Tobacco Cessation Assistance Employee Assistance Program](#)

Members of UT Select Health insurance plan can find information about tobacco cessation counseling and pharmacy benefits at <http://www.livingwell.utsystem.edu/tobacco.htm>.

XII. APPENDIX

None