

UCR Policies and Procedures

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Policy Title: Smoke-/Tobacco-Free Environment

Policy Number: 850-65

Responsible Officer:	Vice Chancellor for Planning, Budget, and Administration
Responsible Office:	Planning, Budget, and Administration
Superseded Date:	(01/02/2014)
Date of Revision:	(01/03/2019)
Scope:	Smoke-/Tobacco-Free University

I. Policy Summary

Effective January 2, 2014, University of California, Riverside (UC Riverside) is a smoke-/tobacco-free environment. The policy and associated procedures are intended to provide a healthier, safe and productive work and learning environment for the entire campus community. UC Riverside is committed to a healthy campus culture and environment.

II. Definitions (for purposes of this policy and procedures)

- A. Cannabis/Marijuana** All parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin. Such term does not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of such plant which is incapable of germination.
- B. Members of the UC Riverside Community** include academic appointees, staff, students, volunteers, contractors, patients and visitors at or on any University Controlled Property.
- C. Regulated** refers to products that have gone through clinical trials and are recognized as approved cessation products by the U.S. Food and Drug Administration (FDA) to help individuals who use tobacco to quit.
- D. Smoke-/Tobacco-Free** The attainment of no smoking, no use of smokeless tobacco products, no use of nicotine products not regulated by the U.S. Food and Drug Administration (FDA) to help individuals who use tobacco to quit, no use of electronic smoking devices (e.g., electronic cigarettes), no smoking or vaping of cannabis/marijuana, and no smoking of other plant-based products at all University locations.
- E. Smoke or Smoking** means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic device, or any other device that delivers nicotine or other substances to an individual. This includes the use of any electronic smoking device that creates an aerosol or a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- F. Tobacco Product** means any item containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah. A tobacco product does not include an item that has been approved by the FDA for tobacco cessation, and which is marketed and sold solely for such an approved purpose.

G. Tobacco-Related means the use of a brand, corporate name, trademark, logo, symbol, motto, or selling message that is identifiable with those used for any brand of tobacco product or company manufacturing tobacco, including electronic smoking devices.

H. University Controlled Properties refers to the entire physical footprint of the campus, including, but not limited to: every structure, facility, and parking lot, as well as all grounds located on campus; and any property located off-campus owned or leased by the University that is operated in support of UC Riverside administrative, teaching, research, health services, or other public service functions and all private residential facilities housing UC Riverside students, faculty, or staff.

I. Use includes smoking, heating, absorbing, chewing, dissolving, ingesting, inhaling, sniffing, snorting, or consuming by any other means.

III. Policy

A. Background

In a letter, dated January 9, 2012, University of California (UC) President Yudof announced that UC, as a national leader in healthcare and environmental practices, was ready to create a smoke-free environment. To that end, he directed each Chancellor to form a committee charged with the task of crafting, implementing, and having in place a smoke-free policy on their respective campus by January 2, 2014.

B. Overview

As a public institution of higher education conducting research and treating the effects of smoking and tobacco use, UC recognizes its responsibility to exercise leadership in the promotion of a healthy, smoke-/tobacco-free environment for all students, employees, and visitors. The toll smoking and tobacco use has on the health and well-being of the University community is of paramount concern.

C. Scope

On January 2, 2014, UC Riverside became a smoke-/tobacco-free campus, prohibiting smoking and the use of any tobacco product on all University Controlled Properties. Smoking and the use of smokeless tobacco products or electronic smoking devices (e.g., e-cigarette), as well as the use of any nicotine product not regulated by the FDA for treating nicotine or tobacco dependence is strictly prohibited at all University Controlled Properties. This prohibition extends to the use of any form of cannabis/marijuana or other plant-based product.

This smoke-/tobacco-free policy and associated procedures apply to all University Controlled Properties. In addition, the sale and advertising of tobacco and tobacco-related products are prohibited at all University Controlled Properties. The use, possession, and sale of cannabis/marijuana in any form on any University Controlled Properties or at any University-sponsored event is prohibited.

This policy applies to every individual who is on University Controlled Properties. It is applicable twenty-four (24) hours a day, seven (7) days a week. UC Riverside understands that the success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers, alike.

For properties acquired or received by gift or bequest after the effective date of this policy, the provisions of this policy will apply: Thirty (30) days following the date of such acquisition or receipt, if the property is then unoccupied. If the property is occupied at the time of acquisition or receipt, 30 days following the expiration of such preexisting occupancy agreement.

IV. Responsibilities

Every member of the campus community has a collective responsibility to promote the safety and health of UC Riverside. Because effective implementation depends on respect and cooperation, everyone who is on University Controlled Properties are expected to adhere to this policy and the applicable procedures.

In an ongoing effort to enhance awareness and promote a culture of compliance, each member of the campus community is encouraged to respectfully inform others about the policy. It is the responsibility of campus leadership to help ensure the effective communication of this policy to every member of the campus community. Every visitor, including but not limited to: guests; volunteers; trainees; vendors; contractors; and supplemental staff employed through contract agencies are/will be made aware of and are expected to adhere to this policy.

V. Procedures

A. Summary

Establishing and maintaining a smoke-/tobacco-free campus relies on the consideration and cooperation of the entire UC Riverside campus community.

Noncompliance Protocol

Through the authority provided in [California Government Code 7597.1](#), the governing bodies of the University of California have the authority, in establishing policy for smoking and tobacco use, to set enforcement standards at local campuses. With this authority, UC Riverside may consider establishing fines for violations of this policy. Any fine established cannot exceed \$100.00 per violation. The following table is provided to assist members of the campus community in reporting concerns about noncompliance with the policy.

There will be no reprisal against anyone seeking assistance in enforcing this policy.

Violation of Policy by:	Refer to:
Faculty Member	Academic Senate
Staff Member	Unit Supervisor
Volunteer	Unit Supervisor
Student	Student Conduct and Academic Integrity Programs
Visitor	UCPD
Vendor/Contractor	Purchasing/Architects & Engineers/Facilities Services

B. Data and Reporting

UC Riverside has put in place the tools and defined metrics to collect data and feedback for assessing community compliance, as well as the social and environmental impact of the policy. For more information, please visit <https://tobaccofree.ucr.edu/>.

C. Communications

The implementation of this policy is augmented by an awareness and education campaign that includes but is not limited to:

1. Notification of UC Riverside Smoke-/Tobacco-Free policy to current and prospective students and employees through communication available on UC Riverside websites;
2. Notification during the admission and enrollment process for students and during recruitment and new hire orientation for faculty and staff, as applicable;
3. Informational meetings, postings, and electronic notifications;
4. Tobacco cessation programming for students and employees;
5. Notices bearing the message "Smoke-/Tobacco-Free Campus" or the international "No Tobacco" symbol or similar signage are posted at major vehicular crossways, pedestrian crosswalks, and building entrances;
(Note: The Smoke-/Tobacco-Free Campus policy applies to all University Controlled Properties whether or not notices are posted, unless specified as an approved exception in Section D below.)
6. Organizers of public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University Controlled Properties are responsible for assuring that participants are made aware of the requirement to abide by this policy. Organizers of such events are responsible for communicating the policy to all participants and attendees;
7. Notification to individuals residing in University Controlled Properties through housing contracts and visitors to those properties through communications and signage;
8. Communication with neighbors, local businesses, and others residing, working, or visiting in the surrounding communities;
9. Insertion of Smoke-/Tobacco-Free Environment Policy language in all leases and agreements on University Controlled Properties, and in all contracts, purchase orders, and invitations to bid which contemplate the presence of a vendor or contractor on any University Controlled Properties.

D. Exceptions

Tobacco use may be permitted under the following circumstances:

1. Research involving tobacco or tobacco products, upon review and written pre-approval by the [Office of Research Integrity](#) in consultation with the Provost and Executive Vice Chancellor.
2. Smoking and/or tobacco use for traditional ceremonial activities of recognized cultural and/or religious groups upon review and written pre-approval by the Executive Vice Chancellor and Provost of a submitted written request for exception.

(Note: Smoke, like any other air contaminant, must be controlled. It is required that all requests for exceptions be reviewed by the Environmental Health and Safety Director and campus Fire Marshall.)

VI. Contacts

For comments or questions regarding this draft policy, visit the UC Riverside "Clearing the Air" website at www.tobaccofree.ucr.edu or send an email to tobaccofree@ucr.edu.

VII. Related Information

- [University Smoke-Free Policy Proposal](#)
(https://www.ucop.edu/risk-services/_files/smoke-free_policy.pdf)
- [President Yudof Letter of 01/09/12 to the UC Chancellors](#)
(https://www.ucop.edu/risk-services/_files/chancellors-smokefree-policy010912.pdf)
- [California Government Code 7597.1](#)
(<http://law.onecle.com/california/government/7597.1.html>)
- [UC Riverside “Clearing the Air”](#)
(<http://www.tobaccofree.ucr.edu>)
- UC Smoke and Tobacco Free Environment Policy
(https://www.ucop.edu/risk-services/_files/smoke-free/smoke-and-tobacco-free-policy-June-2018.pdf)
- UC Guidance on the Use and Possession of Cannabis/Marijuana on UC Property
(<https://www.ucop.edu/marijuana-and-drug-policy/>)
- UC BUS-50 Controlled Substance Policy
(<https://policy.ucop.edu/doc/3520503/BFB-BUS-50>)

VIII. Frequently Asked Questions

For a list of frequently asked questions, visit the UC Riverside “Clearing the Air” website at www.tobaccofree.ucr.edu. The website provides information on the policy, communication materials, tool and resources, cessation information, and the opportunity to provide feedback and/or questions.

IX. Revision History

This policy and associated procedures will be reviewed, at a minimum every two years, by a representative of Business and Administrative Services. The Chief Compliance Office will update this policy and associated procedures to reflect changes to related policies or governing standards, regulations, laws, and other such guidance as often as required.