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	U· S· DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	**Subject Number:** ADS-10 **Transmittal Number:** 353 **Date:** 07/08/87

Subject: SMOKING GUIDELINES

Approval: Ted D. Christensen **Title:** Director

1. Purpose. In recognition of the increased health hazards of passive smoke on the non-smoker, smoking is to be held to an absolute minimum in areas where there are non-smokers. In recognition of the needs of smokers, smoking areas should be designated in federal buildings and GSA-leased space which are convenient, do not negatively impact worker productivity, and do not impinge on the health of those who do not smoke.

2. Definitions.

a. Office Heads-Director, Deputy Directors, Assistant Directors, Division Heads, Field Office Directors, and Area Office Managers or their designees.

b. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lit tobacco product.

c. Office space is GSA-controlled buildings and facilities and Office of Surface Mining Reclamation and Enforcement-controlled buildings and facilities.

d. Government-owned vehicles (GOV) or agency-leased vehicles used for official business are considered as office space for the purposes of this Directive.

3. Policy and Procedures

a. Responsibilities

(1). The Chief, Division of Management Services, is responsible for establishing guidelines for controlling smoking in facilities and leased spaces occupied by OSMRE staff.

(2). Office Heads are responsible for determining which areas are to be smoking areas and which areas are to be non-smoking areas.

(3). Office Heads are to give appropriate consideration to the views of the employees affected and/or their representatives and are to take fully into consideration the health issues involved.

(4). Office Heads shall establish "designated smoking areas" except for those areas set forth in Guidelines and Procedures.

b. Guidelines and Procedures.

(1). Except as outlined below, smoking is prohibited in: general office space, auditoriums, classrooms, conference rooms, elevators, corridors, lobbies, restrooms, stairways, medical clinics and units, libraries, and hazardous areas.

(2). On the basis of demand, each office head shall establish "smoking areas" in cafeterias. This area may be adjusted on the basis of local experience. The designated "smoking area" shall be identified by appropriate signs.

(3). Office space may be designated as a smoking area provided that the office space is configured so as to limit the involuntary exposure of nonsmokers to secondhand smoke to a minimum.

(4). An office head may designate corridors, lobbies or restrooms as smoking areas when it is not possible to designate a sufficient number of other smoking areas. This practice is highly discouraged, and advance written permission is required from the GSA building manager or owner/lessor.

(5). Office heads are responsible for providing adequate ashtrays or receptacles in the designated smoking areas.

(6). Suitable uniform signs reading "No Smoking Except in Designated Areas" shall be placed on or near entrance doors of buildings subject to these regulations. These signs shall be furnished and installed by the GSA Building Manager in buildings managed by GSA. Office heads shall provide entrance signs for buildings managed by OSMRE.

(7). An office head is not required by this directive to make any expenditures for structural or non-structural changes to accommodate the preferences of smoking or nonsmoking employees.

(8). In accordance with the Federal Acquisition Regulation, Part 8, the mandatory source for the purchase of the aforementioned signs is UNICOR, Federal Prison Industries, Inc. (FPI).

c. Special Requirements.

(1). A copy of this directive shall be readily available for inspection.

(2). Prior to implementation of this guideline, where there is an exclusive representative for the employees, the office head shall meet its obligations under 5 U.S.C. Ch. 71. In all other cases, office heads should consult directly with employees.

(3). Employees in an exclusive bargaining unit represented by a labor organization may grieve the interpretation or application of this policy through the negotiated grievance procedure. All other employees not represented in a bargaining unit may grieve through the Agency Administered Grievance Procedure (PER-22, 10-27-86).

4. Reporting Requirements. None

5. References.

   a. 41 CFR Part 101-20
   b. 310 DM 11

6. Effect on other documents. Supersedes ADS-10, August 19, 1986.

7. Effective Date. Upon issuance

8. Contact. Division of Management Services, Branch of Policy and Evaluation, (202) 343-5447.