

Polk State College Procedure

Subject	Reference	Date	Number
Ban on Smoking and Vaping in College Buildings	<i>Florida Clean Indoor Air Act</i> FS 386.202	February 4, 2020	7006

I. Purpose

This document states the College's ban on smoking and the use of tobacco products in order to protect students, faculty, staff, and visitors from the health hazards of secondhand tobacco smoke in common areas, as well as to comply with the *Florida Indoor Clean Air Act*.

II. Policy

All areas of Polk State College's campuses and centers, and any locations hosting college-related or sponsored activities must be smoke- and tobacco-free except in specifically designated areas in the parking lots. This includes, but is not limited to, tobacco used in cigarettes, cigars, pipes, and all types of electronic smoking devices. Snuff, chewing tobacco, and other tobacco products are also prohibited.

III. Definitions

- A. Smoking—This term refers to inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe (including a hookah pipe) or carrying any other lighted or heated tobacco or plant product intended for inhalation in any manner or in any form. "Smoking" also includes the use of an e-cigarette which creates a vapor in any manner or form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this procedure.
- B. Tobacco Product—This term refers to any substance containing tobacco leaves, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter be introduced into the human body by inhalation.
- C. Electronic or E-Cigarette—This term refers to any electronic oral device (e.g., one composed of a heating element, battery, and/or electronic circuit) that provides a vapor of nicotine or any other substance, and the usage or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or any other product name or description.
- D. Electronic Smoking Device—This term refers to any device that simulates smoking through inhalation of vapor or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, or vape pens.

IV. Responsibilities

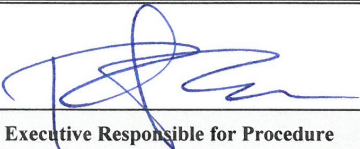

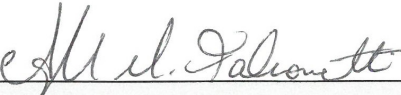
- A. It is the responsibility of the Director of Facilities to provide: (a) signage stating that the College has a no smoking, vaping, or tobacco use policy; (b) signage to identify the specific areas that are designated for smoking, vaping, and tobacco use; (c) disposal facilities for smoking products.
- B. It is the responsibility of the Campus Deans of Student Services to incorporate elements of this procedure into the student orientation programs.
- C. It is the responsibility of the Office of Communication and Public Affairs (OCPA) to include key excerpts of this procedure into all appropriate College literature.
- D. It is the responsibility of each administrator to inform employees of this procedure.
- E. It is the responsibility of the Director of Human Resources to incorporate key elements of this procedure in the New Employee Orientation Program.

V. Designated Smoking and Vaping Areas

Polk State College only permits smoking, vaping, and tobacco use at its campuses and centers within specially designated areas in the parking lots.

History:

Adopted: October 15, 1985
 Revised: January 13, 1987; May 26, 1988; August 7, 1990; June 15, 2004;
 February 28, 2005; August 24, 2010; July 1, 2014; and February 4, 2020

	2/5/2020		2/5/2020
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/5/2020
President's Approval			Date