Subject: Smoking Control Program

Responsible Office: Safety and Mission Assurance Office

1. POLICY

a. It is the policy of this Center that all employees will work in a safe and productive working environment. In compliance with Executive Order 13058, dated August 9, 1997, this policy will ensure that employees and the general public who visit the Center, or use its facilities, will not be exposed to tobacco smoke in any building or facility except by voluntary entry into those specific areas designated as “smoking” areas.

(1) Smoking, which includes tobacco and electronic devices using tobacco or nicotine, is prohibited inside any building on the grounds of NASA Langley Research Center, and inside any buildings owned, rented, or leased by the executive branch of the Federal Government.

(2) Smoking is prohibited inside any vehicle owned or managed by NASA or the General Services Administration.

(3) Smoking is prohibited inside any aircraft owned, operated, or managed by NASA or the General Services Administration.

(4) Smoking is prohibited outside all buildings within 50 feet from primary entryways, handicap ramps, areas in front of air intake ducts, and operable windows.

b. Primary entryways are those areas used for ingress/egress into a building or complex by a majority of employees and customers on a regular routine day-to-day basis. Often these entries are determined by the available parking that is adjacent to the entryways. Complexes are defined as those buildings that are connected but have been designated with A, B, or C, etc.

c. Some areas outside of entryways not used on a routine basis by a majority of employees or customers may be designated as a smoking area as long as they are not within 50 feet of operable windows and air intakes. Facility Coordinators (FCs) shall designate smoking areas, with the approval of the Langley Occupation Health Officer (OHO). The Safety and Mission Assurance Office can provide the name of the OHO. FCs will ensure that designated entryways are properly identified with the appropriate signage.

d. The presence of ash receptacle(s) outside entryways are primarily for disposal of tobacco waste. They do not automatically establish an entryway as an approved
designated smoking area. FCs are encouraged not to place ash receptacles within 50 feet of primary entryways.

2. APPLICABILITY
a. This policy is applicable to all on-site employees: civil service, military, contractor, NASA exchange personnel, grantees, research associates and visitors. It should be tactfully applied to all Center visitors.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY
a. Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace

b. NPR 1800.1, NASA Occupational Health Program Procedures

4. APPLICABLE DOCUMENTS AND FORMS
None

5. RESPONSIBILITY
a. Employees shall:
   (1) Adhere to this policy.
   (2) Bring unresolved conflicts to the attention of the appropriate supervisor.

b. Supervisors shall:
   (1) Ensure the Center’s smoking policy is implemented by their employees and in the areas occupied by their employees.
   (2) Work with FCs, as required, to ensure the Center’s smoking policy is implemented.
   (3) Serve as liaison to employees, through the Langley Occupation Health Officer (OHO), regarding smoking cessation programs.

c. Facility Coordinators shall:
   (1) Ensure that signs designating smoking areas are posted only in areas approved for smoking.
(2) Work with supervisors to ensure enforcement of the Center’s Smoking Control Program.

(3) Report any issues to the Langley OHO.

(4) Consult with the Langley OHO prior to the removal of any “designated smoking” area.

d. Langley Occupational Health Officer shall:

(1) Act as final authority on all unresolved issues that arise relative to the Center’s Smoking Control policy.

(2) Consult with the Langley Labor Relations Officer and a representative designated by AFGE Local 1923 prior to the change of any area to a smoking or non-smoking area.

(3) Approve the designation of all designated smoking areas.

(4) Issue “Smoking Permitted” signs to Facility Coordinators.

6. DELEGATION OF AUTHORITY
None

7. MEASUREMENT/VERIFICATION
None

8. CANCELLATION
LAPD 1820.1 G-1, dated April 23, 2012.

/s/ Clayton P. Turner March 9, 2017
Center Deputy Director

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