

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish and implement a tobacco, smoke and vapor free environment at Florida State College at Jacksonville (FSCJ).

- A. FSCJ is committed to providing students, employees, faculty and visitors a safe, clean, green and healthy environment. The benefits of a tobacco-free campus include reduced exposure to the health hazards of smoking, improved health of students, employees and visitors and decreased maintenance costs. Further, the United States Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Breathing secondhand smoke for even a short time can be harmful and set processes in motion such as cancer, heart disease and/or respiratory conditions.
- B. Effective March 1, 2013, the College will expand current policies to become a completely tobacco, smoke, and vapor free environment by prohibiting the use of all tobacco and vapor products and devices on all of its campuses, satellite locations, administrative offices and offsite facilities, including parking lots. The purpose of this administrative procedure is to define and delineate the actions to be taken and the responsibilities of College employees, students, vendors and contractors, guests and visitors and members of the public in meeting the spirit, intent and letter of the District Board of Trustees' policy.

Procedure

A. Definitions

1. A healthy campus is defined as a tobacco, smoke and vapor free campus which prohibits the use of all forms of tobacco (including but not limited to cigarettes, cigars, pipes, hookah, e-cigarettes, vapor devices, electronic devices not approved by the FDA for tobacco cessation therapy, chew, snuff, smokeless pouches, any other form of loose-leaf tobacco and other smokeless tobacco products) and the sale or distribution of these products on campus-owned or leased property including buildings, grounds, plazas, ramps, parking lots and outdoor common areas. No ashtrays or smoking shelters are provided on tobacco-free campus grounds.
2. To minimize health risks, improve the quality of air and enhance the College environment, no consumption of tobacco, tobacco product or nicotine product not approved by the FDA for tobacco cessation therapy is allowed on any College property or in any College facility; this includes all buildings, College-owned or leased vehicles, walkways, inside College or fleet vehicles, College grounds, sidewalks and streets within the campus proper and any other College-owned property. Littering the campus with the remains of tobacco products or any other disposable product is prohibited.

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B. Applicability

1. This policy applies to all College students, employees, contractors, vendors, and visitors. It is the responsibility of every member of the College community to conduct him or herself in compliance with this policy.
2. Organizers and attendees at public events such as conferences, meetings, public lectures, social and cultural events, and athletic events using College facilities will also be required to abide by the policy.
3. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

C. Smoking Cessation Assistance

1. In furtherance of this policy, the College actively promotes smoking cessation assistance and prevention services to students, faculty and employees who wish to stop using tobacco products. Assistance to students, faculty and employees to overcome addiction to tobacco products and information regarding cessation programs is available through the various College sponsored programs and community partners.

D. Notifications

1. With the implementation of the tobacco and smoke free environment policy, campus personnel will establish reasonable communications through email, signage, handbooks, social media and on the College Website.

E. Enforcement

1. Enforcement of this policy will depend on the cooperation of all faculty, staff and students not only to comply with this policy but also to encourage others to comply with this policy in order to promote a healthy environment in which to work and learn. It is the responsibility of the College community, including visitors, to observe this policy. All administrators, deans, directors, department chairs and supervisors will communicate this policy to everyone within their areas of responsibility.
2. Employees and students whose conduct is found to be in violation of this policy will be subject to disciplinary action based on the violation of the Board Rule and/or student code of conduct. Visitors who refuse to comply with this policy will be asked to leave the premises.
3. This procedure will be reviewed and updated as necessary to ensure policy compliance.



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REFERENCES: Florida Indoor Clean Air Act, F.S. 386.201-209, 1001.64, 1001.65

Adopted Date: January 15, 2013

Revision Date: May 20, 2014, June 14, 2016