

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Public Safety**  
**AREA: Fire and Life Safety**

**Number: 07.02.02**

<b>SUBJECT: Tobacco-, Smoke-, and Vape-Free Campus Policy</b>
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**I. PURPOSE AND SCOPE**

- A. Since August 2, 2012, the University of Houston has been designated as a tobacco-free campus. This policy prohibits the use of all tobacco products in university buildings and on university grounds, including parking areas, sidewalks, walkways, university-affiliated parking facilities, and university-owned buildings. This policy applies to all employees, students, university affiliates, contractors and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week. The purpose of this document is to:
1. Establish all areas of the University of Houston campus as tobacco-, smoke-, and vape-free, subject to the limited exceptions described in this policy.
  2. Document the responsibility of the University community to adhere to the Tobacco-, Smoke-, and Vape-Free Campus Policy.
  3. Provide information on enforcement activities regarding the Tobacco-, Smoke-, and Vape-Free Campus Policy.
  4. Provide information on the awareness and education campaigns and tobacco cessation assistance programs, which offer aid to those who wish to quit tobacco use.
- B. According to the 2012 Surgeon General's Report, [Preventing Tobacco Among Youth and Young Adults](http://www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf) (<http://www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf>), comprehensive tobacco-free campus policies have been proven to:
- Reduce the number of young people who begin smoking;
  - Reduce the number of casual users who contribute to daily tobacco use;
  - Reduce the amount of tobacco used by tobacco users,
  - Increase the number of tobacco users who quit, and
  - Result in a cleaner campus by organizing tobacco litter into tobacco use areas for a minimum of twelve (12) months and by eventually eliminating all tobacco litter.
- C. The 2016 Surgeon General's Report, [E-Cigarette Use Among Youth and Young Adults](https://www.surgeongeneral.gov/library/2016ecigarettes/index.html) (<https://www.surgeongeneral.gov/library/2016ecigarettes/index.html>) indicates that e-cigarette use among young adults has become a public health concern, and that e-cigarette use is strongly associated with the use of other tobacco products among young adults. The Surgeon General recommends including e-cigarettes in smoke-free policies.
- D. In a broader context, the tobacco-, smoke-, vape-free policy is another benefit of attending or working for a Tier One-designated university. Other benefits of a tobacco-, smoke-, vape-free policy include reducing fire hazards and developing cleaner grounds and air that support the UH Main Campus sustainability ("Green") efforts.

## II. DEFINITIONS

- A. Tobacco Products – All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, vaporizers, vape pens, smokeless tobacco, snuff, chewing tobacco, and any non-Food and Drug Administration (FDA) approved nicotine delivery device.
- B. E-Cigarettes – All forms of devices containing or, delivering nicotine or any other substance that can be used by a person to inhale vapor or aerosol from the product. The term includes e-cigarettes, e-cigars, e-pipes, e-hookahs, vape pens, or under any other product name or descriptor, and any aerosol, liquid, or vapor used in such a device.
- C. University Community – Students, faculty, staff, university affiliates, contractors and visitors.
- D. University Property – Property located within the State of Texas that is owned, operated, leased, occupied, or controlled by the University. For purposes of the Tobacco-, Smoke-, and Vape-Free Campus Policy, this includes but is not limited to all buildings, structures, vehicles, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the University.
- E. University of Houston Campus – All areas of the University of Houston, including areas that are not adjacent to the main campus, such as the UH Technology Bridge (formerly known as the Energy Research Park), UH Sugar Land, and UH Katy.
- F. Tobacco-Free Campus Advisory Committee (TFCAC) – A standing committee with a charge to provide recommendations regarding the enactment, monitoring, and evaluation of the Tobacco-, Smoke-, and Vape-Free Campus Policy. The TFCAC is coordinated through the Division of Student Affairs and Enrollment Services Health and Wellness area. The Committee shall advise on monitoring the appropriateness of:
1. Tobacco-related cessation programs, appropriate campus signage, education campaigns, communication plans, as well as marketing and evaluation strategies.
  2. Reviewing input from the community on compliance and effectiveness of the policy and suggesting strategies to address concerns.
- G. Signage – Appropriate campus signage includes permanent “Tobacco-free campus” or “Tobacco-, Smoke-, and Vape-Free signage at campus entrances and appropriate locations on the University of Houston Campus..

## III. POLICY

- A. Prohibition of Use and Purchase of Tobacco on Campus
1. This policy prohibits the use, sale, advertising, and sampling of all tobacco products on the University of Houston campus, including all buildings, vehicles, grounds, sidewalks, and parking areas owned and/or operated by the University of Houston. Areas of campus which were previously designated as tobacco use areas shall now be tobacco-, smoke-, and vape-free.

The Tobacco-, Smoke-, and Vape-Free Campus Policy is part of UH's commitment to creating a healthy and sustainable environment for all members

of the UH community, and is designed to be positive and health-directed. The University is not requiring faculty, staff, and students to quit using tobacco products, but does expect for the policy to be adhered to by all individuals on University property.

The Tobacco-, Smoke-, and Vape-Free Campus Policy applies to all University property, whether or not notices are posted, unless specified as an approved exception in Section III.C.

2. This policy applies to all employees, students, university affiliates, contractors and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week.
3. Littering the campus with the remains of tobacco products or any other waste product is prohibited.

Note: This policy permits the University to meet sustainable green building design standards through Leadership in Energy and Environmental Design (LEED) certification.

B. Information on Previously Designated Tobacco Use Areas

All previously designated tobacco-use areas are eliminated. Tobacco use is not permitted anywhere on campus, except as provided in Section III.C below.

C. Tobacco use may be permitted on campus under the following exceptions:

1. Sponsored research involving tobacco or tobacco products. In the case of smoking, the University employee must obtain a written waiver signed by the Vice Chancellor/Vice President for Research and Technology Transfer prior to the initiation of the research. Any such waiver will designate a specific room within the facility (following inspection by the Fire Marshal's office and concurrence by the Dean or his direct representative) and sponsored research requirements. Smoke, like any other contaminant, will be controlled. All research involving the participation of human subjects, including that with tobacco, or tobacco products requires approval by the UH Institutional Review Board.
2. By artists or actors who are participating in University-authorized performances that require smoking as part of the artistic production.

D. Responsibilities

1. All members of the University community are responsible for adherence to this Tobacco-, Smoke-, and Vape-Free Campus Policy.
2. Students, faculty, staff, University affiliates, contractors and visitors are responsible for complying with this policy while on the UH campus.
3. Public event organizers on campus are responsible for communicating the Tobacco-, Smoke-, and Vape-Free Campus Policy to program attendees. Organizers and attendees at University public events are required to follow the Tobacco-, Smoke-, and Vape-Free Campus Policy.

4. University community members are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of, and encourage compliance with, this Tobacco-, Smoke-, and Vape-Free Campus Policy.
5. Effective implementation of this policy relies on the courtesy, respect, and cooperation of all University community members. If someone is seen using tobacco on University property, an individual may inform the tobacco user of the Tobacco-, Smoke-, and Vape-Free Campus Policy and request that he/she comply.

#### IV. AWARENESS, EDUCATION, AND TOBACCO CESSATION ASSISTANCE

- A. The Tobacco-, Smoke-, and Vape-Free Campus Policy's implementation is augmented by an awareness and education campaign that includes but is not limited to:
  1. Notification of the UH Tobacco-, Smoke-, and Vape-Free Campus Policy to current and prospective students and employees through communication available on University web sites, including the [Tobacco-Free Campus web site](#);
  2. Notification of this policy during admission and enrollment processes for students and/or during New Hire Orientation (NHO) for faculty and staff, as applicable;
  3. Communication during informational meetings, postings, and electronic notifications; and
  4. Notification of a Tobacco Cessation Assistance programming for students, faculty and staff.
- B. Tobacco Cessation Assistance
  1. The University is committed to supporting and assisting all students and employees who wish to stop using tobacco products. For members of the UH community who would like to consult about the benefits and need help remaining tobacco-free in class or at work, nicotine replacement products such as gum, lozenges and patches are available without a prescription (for a nominal charge) at the UH Pharmacy, located in the UH Student Health Center. Call 713-743-5151 for additional information.
  2. A full listing of tobacco cessation resources is posted on the [Tobacco-Free Campus web site](#), the [UH Wellness Care for the Air](#) web site, and other University-controlled communication resources as needed.
- C. The UH Tobacco-Free Campus web site (<http://www.uh.edu/policies/tobaccofree>) shall facilitate the distribution of information about UH tobacco policies, and shall include a portal to report a violation of this policy.

#### V. COMPLIANCE

- A. The University of Houston seeks to secure compliance of this policy by establishing a culture of cooperation, courtesy and mutual respect for the health of each individual in the community. Individuals may first seek compliance by respectfully informing any person who is smoking or using tobacco on campus, that the University is a tobacco-, smoke-, and vape-free campus. An individual wishing to report a violation should submit the

report at the portal on the UH Tobacco-Free Campus website, which is monitored by the Assistant Vice-President for Student Affairs/Health and Wellness, or his/her designee.

- B. Progressive Discipline – Policy enforcement shall be on a basis of progressive discipline as outlined in [MAPP 02.04.03 \(Discipline and Dismissal of Staff Employee\)](#). In response to the first two reports on any individual, the Assistant Vice President or designee shall send the reported individual a standardized e-mail message, containing a policy reminder and information about available tobacco cessation services.

On the third and subsequent reports of violations of this policy, resolution shall include a referral to:

1. The Office of Human Resources to handle in compliance with [MAPP 02.04.03 \(Discipline and Dismissal of Staff Employees\)](#) when the alleged violation is related to a staff member. Discipline for repeated violations may include corrective action up to and including termination of employment.
2. The appropriate dean, when the alleged violation is related to a faculty member. Discipline for repeated violations may include corrective action up to and including termination of employment.
3. The Office of the Dean of Students to handle in compliance with the Student Code of conduct, when the alleged violation is related to a student.

#### VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Student Affairs – Health and Wellness

Review: Every three years on or before March 1

#### VII. APPROVAL

Richard Walker

Vice President for Student Affairs and Enrollment Services

Paula M. Short

Senior Vice President for Academic Affairs and Provost

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: November 14, 2018

## VIII. REFERENCES

[Texas Administrative Code Section 703.20 – Cancer Prevention and Research Institute of Texas \(CPRIT\) Grants for Cancer Prevention and Research](#)

[Texas Department of State Health Services, Indoor Air Quality Guidelines for Public Buildings](#)

[MAPP 02.04.03 – Discipline and Dismissal of Staff Employees](#)

[Tobacco-Free Campus Web Site](#)

[Care for the Air – Tobacco Education and Resources](#)

**REVISION LOG**

<b>Revision Number</b>	<b>Approved Date</b>	<b>Description of Changes</b>
1	03/09/2001	Initial version (original MAPP number is 06.03.04, in Safety section)
2	02/28/2006	Applied revised MAPP template. A modification was made in Section V.C that the fines for smoking in prohibited areas will not exceed \$500 (originally \$200 in the original MAPP). The responsible party was changed from the Associate Vice President for Administration to the Executive Director of Public Safety/Chief of Police. The review period changed from every two years on or before July 1 <sup>st</sup> to every three years on or before July 1 <sup>st</sup>
3	06/09/2009	Applied revised MAPP template. MAPP number changed from 06.03.04 to 07.02.02 (Public Safety as Section, Fire and Life Safety as Area). Updated Texas Administrative Code in Section III.A and Texas Penal Code in Section V.C. Moved Definitions from Section III to Section II. In Section III.B included the covered Arbor area on the terraces of the University Center as a place to prohibit smoking. In Section V.B, changed the reporting of supervision smoking from the Assistant Vice President for Human Resources to the Associate Vice President for Finance. Changed the review period from every three years on or before July 1 <sup>st</sup> to every three years on or before March 1 <sup>st</sup> . Removed Section VIII, References and Index Terms
Interim	08/01/2012	Applied revised MAPP template and added new Revision Log. MAPP was retitled from "Smoke Free Environment" to current title. Rewrote the policy to emphasize activities for creating a tobacco-free campus, including information on tobacco use areas, the Tobacco Task Force, and Cancer Prevention and Research Institute of Texas (CPRIT). Changed the responsible party from the Assistant Vice President for Public Safety and Security to the Assistant Vice President for Student Affairs, Office of Health and Wellness. Included applicable reference documents in Section VIII

Revision Number	Approved Date	Description of Changes
4	04/19/2013	<p>Added information to Section I regarding the benefits of tobacco-free campus policies. "Signage" was added to Section II. Revised Section 2.E regarding the responsibilities of the Tobacco Task Force (TTF). Added a note to Section III.A regarding the campus convenience stores no longer providing tobacco products. Added criteria for tobacco use areas to Section III.B.4. Moved the responsibility of public event organizers to Section III.C.3. Added information regarding the TTF web site in Section IV.A. Removed Section IV.B. Removed Section V.A.5. Added information about cessation services from the UH Pharmacy in Section V.B.1. Added Senior Vice President for Academic Affairs and Provost to approval cycle</p>
5	06/15/2016	<p>Removed temporary-designated tobacco use areas and note in Sections I and I.A. Removed Section II.D definition of designated tobacco use areas. Revised Tobacco Task Force (TTF) to become Tobacco-Free Campus Advisory Committee (TFCAC) in Section II.D and throughout rest of document; the TFCAC is coordinated through the Student Affairs' Office of Health and Wellness. Redefined advising and monitoring duties of the TFCAC in Sections II.D.1 and II.D.2. Added UH Sugar Land to tobacco-free signage in Section II.E and Section III.A. Added that the Tobacco-Free Campus Policy applies to all university property, whether or not notices are posted in Section III.A. Revised Section III.B to reference tobacco use only in areas and conditions listed in Section III.C, and removed all other information. Removed responsibility of notifying organizers of University public events from TFCAC in Section III.D.3, and removed reviews the number of violations reported via the TTF web site portal in Section III.D.4. Renamed the TTF web site to Tobacco-Free Campus web site in Section IV.A.1 and throughout rest of document. Removed specific information about the composition of the Tobacco-Free Campus web site in Section IV.C. Added Section V, "Compliance," and added new information about the compliance program, including information on reports and results for faculty, staff, and students. Removed original Section VI, Effective Date. Added MAPP 02.04.03 and Tobacco-Free Campus Web Site as references in Section VII</p>

Revision Number	Approved Date	Description of Changes
6	11/14/2018	Changed title from Tobacco-Free Campus Policy to Tobacco-, Smoke-, and Vape-Free Campus Policy. Changed the title throughout text. Added Section I.C on E-Cigarette use being a health hazard and part of smoke-free policies. Added vaporizers and vape pens to Section II.A. Added Section II.B on E-Cigarettes. Added Section II.E on definition of UH Campus, which includes UH Technology Bridge, Katy, and Sugar Land. Changed coordination of the TFCAC in Section II.D to the Health and Wellness area. Updated Section III.C.1 and Section III.C.2 to reflect responsibilities of dean, Vice President of Research and Technology Transfer, and Campus Safety Fire Marshal; removed Section III.C.3. Changed wording in Section IV.B.1 and place to Student Health Center. Added UH Wellness Care for the Air web site in Section IV.B.2. Added Care for the Air web site to Section VIII