

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Tobacco Free Campus

**1-008
ADMINISTRATIVE
October 2010**

UNIVERSITY POLICY AND STATE LAW

- 1.01 The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. SS1-1523; 1-1525, et. seq., requires Oklahoma State University Institute of Technology- Okmulgee to adopt policies regulating smoking in facilities owned, leased, or under the control of the University. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law. In accordance with 21 O.S. SS1247, all campuses, buildings and grounds, or portions thereof, owned or operated by an institution within The Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations set forth in subsection N of 21 O.S. SS1247 effective November 1, 2010. These Policy and Procedures are adopted to implement that requirement.
- 1.02 It is the intent of Oklahoma State University Institute of Technology-Okmulgee to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, OSUIT is designated as a tobacco-free environment (both indoors and outdoors). Smoking and the use of all tobacco products is prohibited.
- 1.03 This policy applies to all buildings and grounds owned or under the control of Oklahoma State University Institute of Technology-Okmulgee, including any housing or residence facility owned, operated, or managed by the University. When negotiating or renegotiating leased buildings, a tobacco free policy will be required.
- 1.04. Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies. Exempt areas (designated on a temporary basis) are located on the campus map on the official OSUIT website (www.osuit.edu/tobaccofree).
- 1.05 Tobacco use is prohibited in all vehicles owned, leased, or under the control of OSUIT.
- 1.06 This policy states the intent of OSUIT to maintain a tobacco free campus and states its express intent to enforce the penalty for violations in accordance with subsection N of 21 O.S. SS1247 using officers commissioned under the provisions of 74 SS360.18 and the Board's regular commissioning procedures.

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DEFINITIONS

- 2.01 Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, e-cigarettes, the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of smokeless tobacco.

PROCEDURES

- 3.01 OSUIT will not accept donations, gifts, money, or materials intended to promote the use of tobacco or participate in any type of services that promote the use of tobacco.
- 3.02 Appropriate signage will be posted by OSUIT as necessary to inform employees, students and visitors of policy provisions.
- A. “Breathe Easy” signs will be placed on all campus buildings.
B. “Tobacco Free Campus” will be clearly posted at all main campus entrances.
C. No ashtrays will be provided on campus except in the remaining designated areas.
- 3.03 It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.
- 3.04 Littering the campus with remains of tobacco products or other disposable products is prohibited.
- 3.05 Organizers and attendees at events (meetings, conferences, lectures, cultural events) using OSUIT facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- 3.06 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy.
- 3.07 A complaint against an offender who fails to respond to a request by another, as noted in Section 3.06, may be referred to a department head, director, other unit leader, or to campus police by completing an official signed complaint. Appropriate corrective action will be taken for an offender. In addition to appropriate corrective action by the institution, any commissioned law enforcement officer may issue a citation in accordance with the institution’s Tobacco Free policy. Additional process-related questions are addressed in the Frequently Asked Question section of the OSUIT website (www.osuit.edu/tobaccofree).
- 3.08 OSUIT reserves the right to change these Policy and Procedures or any portion thereof at any time without prior notice.

TOBACCO CESSATION PROGRAMS

- 4.01 Individuals wishing to participate in tobacco cessation programs are referred to campus health services, BlueCross BlueShield of Oklahoma (877-258-6781), the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

Adopted: August 1996
Revised: March 1997
Revised: September 2008
Revised: September 2009
Revised: October 2010