

Department of the Interior Departmental Manual

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Part 310: General

Chapter 11: Smoking in Public Buildings

Originating Office: Office of Acquisition and Property Management

310 DM 11

11.1 Purpose. This Chapter establishes the smoking policy for all facilities occupied by the Department of the Interior (DOI), whether GSA-owned, GSA-leased, DOI-owned, DOI-leased, or GSA delegated buildings. This Chapter implements Executive Order (E.O.) 13058, A Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace, @ August 9, 1997. The E.O. was incorporated into Federal Property Management Regulation 101-20.105-3, on March 16, 1998. For the purpose of this Chapter, smoking is defined as a lighted cigar, cigarette, pipe, or any other lit tobacco product.

11.2 Policy. Smoking is prohibited in the interior space of all facilities occupied and/or controlled by the Department of the Interior.

11.3 Exceptions. This policy is limited by the following exceptions:

A. Smoking areas established prior to the date of this Chapter, which are enclosed and exhausted directly to the outside and away from air ducts and are maintained under negative pressure (with respect to surrounding spaces) sufficient to contain tobacco smoke within the designated area are exempt.

B. This policy does not extend to any residential accommodation for persons voluntarily or involuntarily residing, on a temporary or long-term basis, in a building owned, leased, or rented by the Federal Government.

11.4 Responsibility.

A. The Assistant Secretary - Policy, Management and Budget, through the Director, Office of Acquisition and Property Management, is responsible for the establishment of guidelines to control smoking in buildings and facilities occupied by DOI as required by 41 CFR 101-20.105-3.

B. Heads of bureaus and offices are responsible for:

(1) Ensuring compliance with the guidelines in this Chapter as well as any additional bureau/office rules and regulations deemed necessary for specific locations.

(2) Providing signs in DOI-owned and leased space.

(3) Where circumstances allow, designating outdoor smoking areas that are convenient, do not negatively impact worker productivity, and do not infringe on the health of those who do not smoke.

(4) Providing appropriate disposal receptacles and signs within all designated smoking areas within their jurisdiction.

C. The General Services Administration is responsible for providing NO SMOKING signs on or near entrance doors of buildings under their control.

11.5 Identification of Smoking Areas. All smoking areas designated by bureaus and offices must be appropriately identified. All other areas are considered nonsmoking.

11.6 Consultation. Where there is an exclusive representative for employees, management must meet its obligations under 5 U.S.C. Chapter 71 prior to implementation of this policy.

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