

BPA Policy 440-86

Smoke-Free Workplace

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1. Purpose & Background

This policy establishes a smoke-free working environment at BPA facilities. This policy adheres to the following Federal-level guidance: [Executive Order \(EO\) 13058](#), and the [Code of Federal Regulations \(CFR\) 102-74.315 - 102-74.351](#)

EO 13058, Sec. 3, Other Locations, states: The heads of agencies shall evaluate the need to restrict smoking at doorways and in courtyards under executive branch control in order to protect workers and visitors from environmental tobacco smoke, and may restrict smoking in these areas in light of this evaluation.

2. Policy Owner

The Chief Administrative Officer owns and has overall responsibility for this policy.

3. Applicability

This policy applies at all BPA-occupied facilities and vehicles including BPA-owned, leased and rented facilities or vehicles.

4. Terms & Definitions

Smoking includes use of any smoking material including e-cigarettes and vaping products.

5. Policy

- A. Smoking or carrying any lighted smoking materials is permitted only in designated areas.
- B. Smoking is prohibited within twenty-five (25) feet of doorways and air intake ducts and in all courtyards, balconies, and terraces, regardless of distance from the building doorway.
- C. Smoking is prohibited in all interior space of Federal facilities to include owned, leased and rented spaces.
- D. Smoking is prohibited when traveling in BPA-owned, -leased or -rented vehicles.

6. Policy Exceptions

None.

7. Responsibilities

- A. **Chief Administrative Officer:** Sets BPA's smoke-free workplace policy.

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B. **Workplace Services:** Ensures that designated smoking area signs are posted and established in a manner that eliminates exposure of employees and the public to secondhand smoke.

C. **Safety Office:**

1. Evaluates, as part of the annual safety inspections, whether smoking areas are properly designated and conform with policy guidelines to provide a safe and healthy work environment for employees.
2. Reports in writing any non-compliance with smoking regulations to the Chief Administrative Officer.

8. Standards & Procedures

No information in this section.

9. Performance & Monitoring

As part of its annual safety inspections, the Safety Office evaluates smoking areas for proper designation and conformance to policy guidelines to provide a safe and healthy work environment for employees.

10. Authorities & References

- A. [41 Code of Federal Regulations, \(CFR\), Part 102-74.315 – 102-74.351.](#)
- B. [Executive Order Number 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace.](#)

11. Review

Policy will be reviewed every five years.

12. Revision History

Version Number	Issue Date	Description of Change or Review
1.0	1/25/2017	Initial version in the BPA Policy format. This replaces <i>BPAM 165 BPA Smoking Policy</i> .
2.0	09/30/24	Update to current policy format, inclusion of courtyards as no smoking zones.
3.0	10/15/25	Major update, re-number from 440-1 to 440-86.

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