



## Tobacco Free Policy

### Definitions

Term	Definition
Tobacco	Any product made or derived from tobacco or which contains nicotine, intended for human consumption, including, but not limited to: cigarettes, cigars, hookah-smoked products, bidis, kreteks, Electronic smoking device/electronic cigarettes, electronic aerosol delivery systems, smokeless tobacco and snus; term also includes herbal cigarettes and nicotine-free electronic smoking devices. Tobacco does not include drugs, devices, or combination products authorized for sale by the state or U.S. Food and Drug Administration, those terms are defined in the Federal Food, Drug and Cosmetic Act.
Component or Part	Any software or assembly of materials intended or reasonably expected: (1) to alter or affect the Tobacco Product's or Electronic Aerosol Delivery System's performance, composition, constituents, or characteristics; or (2) to be used with or for the human consumption of a Tobacco Product or Electronic Aerosol Delivery System. Component or Part excludes anything that is an Accessory, and includes, but is not limited to e-liquids, cartridges, certain batteries, heating coils, programmable software and flavorings for Tobacco Products or Electronic Aerosol Delivery Systems.
Electronic smoking device / electronic cigarette	An electronic smoking device that, when activated, produces an aerosol that may be inhaled. Includes any Component or Part (but not Accessory) and any liquid or other substance to be aerosolized, whether or not separately sold. Includes all electronic smoking devices, regardless of nicotine content level.

Accessory	Any product that is intended or reasonably expected to be used with or for the human consumption of a Tobacco Product or Electronic Aerosol Delivery System; does not contain tobacco and is not made or derived from tobacco; and meets either of the following: (1) is not intended or reasonably expected to affect or alter the performance, composition, constituents, or characteristics of a Tobacco Product or Electronic Aerosol Delivery System; or (2) is intended or reasonably expected to affect or maintain the performance, composition, constituents, or characteristics of a Tobacco Product or Electronic Aerosol Delivery System but (a) solely controls moisture and/or temperature of a stored Tobacco Product or Electronic Aerosol Delivery System; or (b) solely provides an external heat source to initiate but not maintain combustion of a Tobacco Product. Accessory includes, but is not limited to, carrying cases, lanyards and holsters.
College	The State University of New York at Potsdam.
Campus	Any property owned, leased, or operated by SUNY Potsdam, including but not limited to: private offices, dining areas, recreational facilities, residence halls, athletic facilities, all institute owned or operated vehicles, and vehicles used to transport SUNY Potsdam faculty, staff, or students on any institute-related business, academic, or student life activities.
University Organizations	University organizations are institutionalized organizations for students and/or staff that receive funding directly from the University, and which are coordinated or directed by University Staff. Examples include those societies, clubs or the like, which are formed because of the special interest of any particular group of students.
Employee	A public employee working for The College, a Research Foundation employee associated with The College, or a PACES employee associated with The College.
Visitor/Guest	Someone who is not an employee, student, or vendor.
Vendor	A representative that renders goods or services.
Employer	The State University of New York at Potsdam, (The College), Potsdam Auxiliary College Educational Services (PACES).
Supervisor	Any person assigned as a supervisor of record within The College who has the authority to direct and control the work performance of an employee.

## **Background**

In January 1990, the Clean Indoor Air Act (Act) required that stringent regulations governing smoking be implemented in indoor areas open to the public. In passing this law, the State Legislature found that “there is a substantial body of scientific research showing that breathing secondhand smoke is a significant health hazard for nonsmokers.” The purpose of this Act is to preserve and improve the health, comfort and environment of the people of this State by limiting exposure to tobacco smoke.

Further, in June 2012, the SUNY Board of Trustees passed a resolution directing all SUNY campuses to begin the work necessary to be tobacco free. As a result, SUNY Potsdam became a tobacco restricted campus. The next step in the process is to become a 100% tobacco free campus.

SUNY Potsdam supports an environment where its students, employees, and visitors do not smoke or use other tobacco products on the campus, and are not exposed to environmental tobacco smoke. SUNY Potsdam cares about the health of all its community members, staff and students and is committed to providing a safe working, living, and educational environment.

## **Policy Statement**

SUNY Potsdam is a 100% tobacco free campus. Tobacco use of any kind is prohibited on campus, at extension campuses, at all indoor and outdoor events, and in all vehicles and equipment owned, leased or operated by the college.

Sale of tobacco products on campus is prohibited. The college will not accept advertising, marketing, distribution, or promotion of tobacco or electronic cigarette / electronic aerosol delivery device products.

## **Responsibility**

Effective implementation of this policy depends on the courtesy, respect, and cooperation of all members of the SUNY Potsdam Community.

Employers and Supervisors (College and vendors) shall communicate this policy to their employees and volunteers.

Event organizers shall communicate this policy to event attendees.

## **Compliance**

### **Third Party Vendors**

- The sale of tobacco products on campus is prohibited.
- The distribution of tobacco products to University organizations is prohibited.
- University organizations are prohibited from accepting money or gifts from tobacco companies, directly or indirectly. This include sponsorship of parties by tobacco companies,

distribution of free, reduced, or full price tobacco products, or any promotional items. This does not apply to research funding.

- Tobacco related advertising or sponsorship is not permitted on or in:
  - College management property, including billboards or signage in stadiums or on campus and at College sponsored events.
  - Publications produced by the College.
  - Tobacco related advertising is permitted in a newspaper or magazine not provided by the College and which is lawfully sold, bought, or distributed on College managed property; this includes student run newspapers.

This policy is driven by respect for others and the environment and relies on the thoughtfulness, consideration and cooperation of tobacco and electronic cigarette/electronic aerosol delivery users and non-users for its success. Enforcement of this policy will depend on the cooperation of all members of the SUNY Potsdam campus community. The campus community will be treated respectfully in the consistent observance of the policy. It is the responsibility of all members of the College community to observe this tobacco and electronic cigarette/electronic aerosol delivery device use policy.

SUNY Potsdam will inform members of the campus community about the tobacco and electronic cigarette/electronic aerosol delivery device policy by widely disseminating information about the policy. The tobacco free policy will be clearly posted in employee and student handbooks, on the campus website, and included in new employee orientation.

The policy will be shared with parents, alumni and visitors through media, campus announcements, website and other media outlets. Key components of the policy will be posted on signage around campus. Public announcements will address the policy at events on campus.

Non-compliance prompts an educational response, which includes information regarding the existence of the policy, the rationale for the policy and the availability of nicotine cessation support services, both on and off campus.

Excessive non-compliance by students is referred to the appropriate campus student conduct office. If a student is found in violation of this policy, they may be subject to charges as outlined in the Student Code of Conduct.

In the event of non-compliance by Visitors and Guests, University Police may be notified and take appropriate action.

## **Resources**

The College understands the addictive nature of tobacco products, and that breaking the addiction is extremely difficult for many people. The College will make every effort to assist and encourage those who wish to stop using tobacco products and will offer various educational and cessation programs. Employee should contact the Employee Assistance Program (EAP) for more information and assistance. Students and employees should contact the NYS Quitline at 1-800-NY-QUITS.

**Policy Review**

SUNY Potsdam maintains a broad-based Tobacco Free Taskforce to identify and address concerns related to this policy, the implementation process, compliance, and cessation.

**FAQS****Change History**

Date	Change History
8/1/2019	New Policy.

**Effective Date:** 8/1/2019

**Responsible Party:** Defined in Policy