



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

1. **PURPOSE:** This directive provides TSA policy and procedures for reducing exposure to environmental tobacco smoke and tobacco products in TSA facilities.
2. **SCOPE:** This directive applies to all TSA employees, TSA contractors, and non-employees who are visiting or working at any TSA owned/leased facilities including TSA Headquarters and all TSA field locations.
3. **AUTHORITIES:**
 - A. 29 CFR 1910.106 and 1200 - Flammable and Combustible Liquids and Hazard Communication
 - B. 29 CFR 1926.152 - Flammable and Combustible Liquids, Fire Protection and Prevention, OSHA Construction Standard
 - C. 41 CFR 102-74.315 to 351- Federal Property Management Regulations, Smoking Policy for Federal Facilities
 - D. 41 CFR 101-20.105-3 – Smoking
 - E. Aviation and Transportation Security Act of 2001 (ATSA)
 - F. [DHS Management Directive 066-03, Smoking Policy](#)
 - G. [DHS Instruction 066-03-001, Smoking Policy](#)
 - H. Executive Order (E.O.) 13058, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace (3 CFR, 1997 Comp., p. 216)
 - I. FMR Bulletin B-3 Use of Tobacco Products in U.S. Government Vehicles
 - J. FMR Bulletin 2009-B1 Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace
 - K. GSA Bulletin FPMR D-245, 'Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace (62 FR 54461)
 - L. Applicable building and life safety codes
 - M. Applicable local, municipal and/or county codes

4. DEFINITIONS:

- A. E-cigarettes: Electronic cigarettes (also called e-cigarettes or electronic nicotine delivery systems) are battery-operated devices designed to deliver nicotine with flavorings and other chemicals to users in vapor instead of smoke. Electronic cigarettes also include e-cigars, electronic nicotine delivery devices, and electronic vaporizing.
- B. Nicotine: The addictive ingredient of tobacco.
- C. Smoking: The carrying or inhaling of a lighted cigar, cigarette, pipe, or other lighted tobacco product.
- A. Tobacco: Any of several plants belonging to the genus *Nicotiana*, of the nightshade family, especially one of those species, as *N. tabacum*, whose leaves are prepared for smoking or chewing or as snuff. The prepared leaves are used in cigarettes, cigars, and pipes.
- B. Tobacco Products: Tobacco products include cigarettes, cigars, chewing tobacco, and dipping tobacco.
- C. TSA Facility: Any facility, owned or leased, where TSA employees and contractors perform official TSA functions.

5. RESPONSIBILITIES:

- A. Real Estate Management Division (REMD) Building Management Services (BMS) is responsible for:
 - (1) Providing a suitable office environment for TSA Program Offices' respective mission in accordance with approved TSA standards;
 - (2) Ensuring compliance to the E.O. 13058, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace (3 CFR, 1997 Comp., p. 216) and the Federal Management Regulations (FMR) Amendment 2008-08; and
 - (3) Implementing this policy at TSA facilities and in motor vehicles under the Building Manager/Facility Manager's control. (Reference [Handbook to TSA MD 200.53, Motor Vehicle Fleet Management](#) for definition of motor vehicles.)
- B. Occupational Safety, Health, and Environment Division (OSHE) is responsible for ensuring TSA's efforts as an environmental steward by providing support and technical assistance to all functional levels within TSA.
- C. TSA Program Offices are responsible for enforcing the smoking policy at or around the TSA facilities.

6. POLICY:

- A. Use of any tobacco including smokeless tobacco products and all electronic smoking devices is prohibited from any TSA facility and airport locations, lease or owned space.
- B. To ensure compliance to the Executive Order 13058, TSA bans smoking in all TSA facilities, airport locations, and leased or owned space. In addition, federally leased space located in a privately owned building is subject to state and local government smoking restrictions, if the restrictions are more stringent than the federal policy.
- C. When possible BMS will clearly display signs that will identify all smoking areas, which are least (50) feet away from any TSA owned/leased facilities entrances.

7. PROCEDURES: Reference applicable guides, manuals, SOIs and SOPs, and other process directions relevant to and specific to the program and functions identified in this directive. Direct programmatic inquiries to the appropriate subordinate program office point-of-contact.

8. APPROVAL AND EFFECTIVE DATE: This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

January 21, 2016

Pat A. Rose, Jr.
Assistant Administrator for Finance and
Administration / Chief Financial Officer

Date

Effective Date

Distribution: All Employees
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