

# **ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE PROCEDURE**

Date Issued **7/23**

Page 1

<b>CHAPTER</b> Facilities		<b>CHAPTER</b> 09	<b>SECTION</b> 001	<b>SUBJECT</b> 0025
<b>SECTION</b> Building		<b>SUBJECT</b> Smoking on CMHA Campus		
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### **I. APPLICATION:**

- ☐ SCCCMHA Board
- ☐ SCCCMHA Provider & Sub-Contractors
- ☒ Direct Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

### **II. PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) promotes and takes action to have a smoke and tobacco-free campus.

### **III. DEFINITIONS:**

- A. Tobacco: Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption. Whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, pipe, or e-hookah/vape pen. Notwithstanding any provision of subsections (a) and (b) to the contrary, tobacco product includes any component, part, or accessory of a tobacco product, whether or not sold separately. Tobacco product does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where such product is marketed and sold solely for such an approved purpose.
- B. Smoking: Inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, e-hookah/vape pen, electronic smoking device, or any plant product intended for human inhalation.

### **IV. STANDARDS:**

- A. Smoking is prohibited on the SCCCMHA campus including all agency work areas and public spaces, agency vehicles, and parking lots (including inside personal vehicles).
- B. Smoke and Tobacco-Free signs must be posted at every entrance.

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V. PROCEDURES:

**Facilities Staff**

1. Posts signs provided by Administration at every entrance, which state that the SCCCMHA campus is smoke and tobacco-free.

**Employee/Persons Receiving SCCCMHA Services/Visitor**

2. Disposing of any kind of tobacco product including cigarettes, cigars, pipes, smokeless tobacco (including all related products), and electronic smoking devices (e-cigarettes) inside the building or on the campus of SCCCMHA (including parking lots and inside of personal vehicles is prohibited for employees, students, persons receiving SCCCMHA services, visitors and the community (including contractors, vendors, volunteers, etc.).
3. Enforces and aids to the enforcement of this administrative procedure by informing people who may not be familiar with this issue, by offering educational material provided by SCCCMHA, and is required of all SCCCMHA staff.
4. Complaints about infractions (by SCCCMHA employees) of this administrative procedure should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

VI. REFERENCES:

- A. Michigan Compiled Laws, Section 333.12603
- B. Michigan Clean Indoor Air Act, Public Act 198 of 1986
- C. St. Clair County Clean Indoor Air Regulation

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 11/15, /16, 11/17, 11/18, 11/19, 11/20, 07/21, 07/22.