

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

**Date Issued: 08/22/2024**

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## **ADMINISTRATIVE DIRECTIVE:**

The purpose of this directive is to replace the current Administrative Procedure with the attached version that includes the substantive revision to Standards IV.D. listed below.

<b>CHAPTER</b> Facilities		<b>CHAPTER</b> 09	<b>SECTION</b> 001	<b>SUBJECT</b> 0025
<b>SECTION</b> Building		<b>SUBJECT</b> Smoking and Tobacco-Free SCCCMH Campus		
<b>ADMINISTRATIVE DIRECTIVE WRITTEN BY:</b> Joy Vittone			<b>AUTHORIZED BY</b> Telly Delor	

## **ADMINISTRATIVE DIRECTIVE:**

Effective immediately, item IV.D. in Standards section of Administrative Procedure #09-001-0025, Smoking and Tobacco-Free SCCCMH Campus is revised to the following:

### **IV. STANDARDS:**

- D. Workforce members, including employees, students, contractors, vendors, and volunteers must not use any tobacco or marijuana products on SCCCMH campuses, including all agency work areas and public spaces, agency vehicles, and parking lots. Marijuana products must not be brought onto SCCCMH campuses. Tobacco products must be kept inside employee vehicles unless being carried to an off-campus location for use during non-working break times.

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**  
**ADMINISTRATIVE PROCEDURE**

Date Issued 7/24

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<b>SECTION</b> Building		<b>SUBJECT</b> Smoking and Tobacco-Free SCCCMH Campus		
<b>WRITTEN BY</b> Jessica Moeller		<b>REVISED BY</b> Joy Vittone		<b>AUTHORIZED BY</b> Telly Delor

I. APPLICATION:

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

II. PURPOSE STATEMENT:

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

III. DEFINITIONS:

- A. Smoking: Inhaling, exhaling, burning, carrying, or ingesting any tobacco and marijuana products, and carrying or displaying devices used to deliver those substances for human consumption, including any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, e-hookah/vape pen, or electronic smoking device.
- B. Tobacco product: Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption by smoking, chewing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means. 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.
- C. Marijuana product: Any product that originates from any part of the plant of the genus Cannabis, in any form including a marihuana concentrate, compound, salt, derivative, mixture, extract, acid, isomer, or preparation of any part of the Cannabis plant. Includes a marijuana-infused product.

IV. STANDARDS:

- A. Smoking or ingesting tobacco and marijuana products is prohibited on SCCCMH campuses 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 clearly and conspicuously posted at every entrance.

CHAPTER Facilities		CHAPTER 09	SECTION 001	SUBJECT 0025
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- C. Individuals served by SCCCMH and other members of the public must dispose of tobacco waste prior to entering any enclosed area by depositing it only in a designated smoking and tobacco waste receptacles with signage indicating this purpose.
- D. Workforce members, including employees, students, contractors, vendors, and volunteers must not use any tobacco or marijuana products on SCCCMH campuses, including all agency work areas and public spaces, agency vehicles, and parking lots. Marijuana products must not be brought onto SCCCMH campuses. Tobacco products must be kept inside employee vehicles unless being carried to an off-campus location for use during non-working break times.
- E. A tobacco waste receptacle may be provided at a location outside a building or facility so long as the location is far enough away from any entrance, window, or ventilation system to an enclosed area to ensure that:
  - persons entering or leaving the building or facility will not be subjected to breathing smoke, and
  - smoke will not enter the building or facility through entrances, windows, ventilation systems or any other means.

Disposal of any marijuana product, or pipe, vape pen, or electronic device used to consume marijuana is prohibited anywhere inside a building or on the grounds of SCCCMH (including parking lots).

## V. PROCEDURES:

### **Facilities Staff**

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

### **Staff/Supervisor**

2. Enforces and aids in the enforcement of smoke- and tobacco-free policy by politely requesting any person in violation to comply and by offering educational material provided by SCCCMH.
3. Requests individuals served by SCCCMH and members of the public to refrain from smoking and to dispose of tobacco waste prior to entering any enclosed area by depositing it only in a designated smoking and tobacco waste receptacles with signage indicating this purpose.
4. Reports infractions by SCCCMH employees of this administrative procedure to the appropriate supervisor who will handle the infraction through the normal chain of command.
5. Refrains from smoking or bringing any smoking or tobacco products onto SCCCMH campuses.

## VI. REFERENCES:

- A. Public Health Code, Michigan Compiled Laws, Section 333.12603

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- B. Michigan Clean Indoor Air Act, Public Act 198 of 1986
- C. St. Clair County Clean Indoor Air Regulation, Sec. 1000, et al.
- D. Michigan Regulation and Taxation of Marihuana Act, Michigan Compiled Laws, Section 333.27954

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 11/15, /16, 11/17, 11/18, 11/19, 11/20, 07/21, 07/22, 7/23.