

Q. Why did [INSTITUTION OF HIGHER EDUCATION] implement a smoke and tobacco-free policy?

A. As an institute of higher learning, it is our honor and obligation to provide as healthy an atmosphere as possible for the students, faculty, staff and visitors that we welcome into the [INSTITUTION OF HIGHER EDUCATION] community. Tobacco use remains the leading cause of preventable death in Maine and the United States. The U.S. Surgeon General Reports emphasize there is no safe level of exposure to secondhand smoke nor any safe tobacco product. Additionally, cigarette butts are the most common form of litter in the world and are toxic to the environment. Electronic nicotine delivery systems, (i.e. e-cigarettes) produce a vapor that appears similar to the smoke emitted by traditional tobacco products. Use of these devices in places where smoking of traditional tobacco products is prohibited creates confusion and leads to difficulties in enforcing existing policies.

Q. When did the smoke and tobacco-free policy go into effect?

A. The smoke and tobacco-free campus policy went into effect on [DATE].

Q. What does smoke and tobacco-free mean?

A. “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

“Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy

Q. Who is covered by this smoke and tobacco-free policy?

A. The smoke and tobacco-free campus policy applies to anyone on the [INSTITUTION OF HIGHER EDUCATION] campus including all staff, faculty, students, contractors, vendors and visitors.

Q. What are the borders of the smoke and tobacco-free campus?

A. The grounds of the [INSTITUTION OF HIGHER EDUCATION] campus are smoke and tobacco-free, including all buildings and athletic fields. Any owned, leased or affiliated campus properties and buildings not on campus property are included in the smoke and tobacco-free policy. Additionally, smoking and the use of tobacco is not permitted in personal vehicles parked on campus owned or leased property. For additional information about the campus borders, please review the campus map at [PHYSICAL LOCATION OR WEBLINK]

Q. Do I have to quit smoking or stop using tobacco to live/work/study at [INSTITUTION OF HIGHER EDUCATION]?

A. The smoke and tobacco-free campus policy is not about making smokers or tobacco users quit but about maintaining a healthy environment and eliminating exposure to tobacco and secondhand smoke. Students, staff, faculty, contractors and vendors are not being asked to quit but need to refrain from use on campus to abide by the policy.

Q. What has been done to help smokers and tobacco users?

A. A number of resources are available to help smokers quit or reduce their use of tobacco. They include **[please list college/university resources, such as, cessation classes, nicotine replacement therapies, informational materials]**. Additional information is available by **[examples contacting health center, website, etc.]**. Also, the Maine Tobacco HelpLine provides free, confidential phone counseling and support to any Maine resident at 1-800-207-1230. For those who qualify, free nicotine replacement therapy is available through the HelpLine.

Q. How will students be made aware of the policy?

A. **[INSTITUTION OF HIGHER LEARNING]** students will be made aware of the smoke and tobacco-free campus policy through the Student Handbook, materials in orientation packet, information in health services, campus website and posted smoke and tobacco-free campus signage. **[List any additional student educational outreach efforts.]**

Q. How will faculty and staff be made aware of the policy?

A. Staff and faculty will be made aware of the smoke and tobacco-free campus policy through an informational letter/email, the policy's inclusion in the **[INSTITUTION OF HIGHER EDUCATION]** Employee Handbook/policies and procedure manual; information will be available in employee wellness and Human Resources, and posted smoke and tobacco-free campus signage. **[List any additional staff/faculty educational efforts.]**

Q. How will contractors, vendors and visitors be made aware of the policy?

A. Posted smoke and tobacco-free campus signage will raise awareness that smoking and tobacco use is prohibited on the **[INSTITUTION OF HIGHER EDUCATION]** campus. Additionally, we ask that the **(college/university)** community assist visitors by reminding them that the policy is in place. Policy reminder cards are available at **[campus location, if applicable]** for faculty and staff to give to visitors who may be violating the policy. Contractors and vendors will be notified through official university communication. **[List any additional educational efforts.]**

Q. How will the policy be enforced?

A. **[List enforcement strategies]** Examples can be found in the Policy Template

Q. What if people don't abide by the smoke and tobacco-free campus policy?

A. **[List procedures for policy violations]** Examples can be found in the Policy Template