



**GLENN
POLICY
DIRECTIVE**

GLPD 1820.2B

Effective Date: 07/21 /2019

Expiration Date: 07/21/2029

COMPLIANCE IS MANDATORY

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.

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Responsible Organization: Code Q/Safety and Mission Assurance Directorate

Subject: GRC Smoking Policy w/Change 2 (10/17/2024)

1. POLICY

a. The Glenn Research Center (GRC) policy is to promote good health and provide an environment reasonably free from pollutants, including tobacco smoke. It is recognized that the best interest of all employees is served by creating a smoke-free work environment.

b. This Glenn Policy Directive (GLPD) is intended to comply with Executive Order (E.O.) 13058, dated August 9, 1997, to ensure that employees and visitors to the Center are not exposed to tobacco smoke in any building or facility except by voluntary entry into those areas specifically designated as "Smoking Areas."

- (1) In 1987, NASA's first formal smoking policy was promulgated, largely as a result of medical evidence announced by the U.S. Surgeon General that placed nonsmokers at risk of developing disease from long-term exposure to environmental tobacco smoke. The intent of the policy was to minimize the presence of tobacco smoke at employee workstations by banning smoking in common work areas. However, the policy still permitted smoking in some indoor areas, i.e., hallways, private offices, lobbies, vending rooms, etc.
- (2) On August 9, 1997, the President of the United States issued E.O. 13058 prohibiting the smoking of tobacco products in all interior space owned, rented, or leased by the executive branch of the Federal Government, and in any outdoor areas under executive branch control in front of air intake ducts.
- (3) On February 9, 2011, the chief health and medical officer for NASA issued a statement declaring that electronic cigarettes (e-cigarettes) and vaping pose known hazards (nicotine and trace amounts of tobacco-related carcinogens) as well as unknown hazards (second-hand exposure to the emitted vapor); therefore, they will be subject to the same policies and limitations as applied to tobacco products.

c. Smoking is prohibited:

- (1) In all buildings, facilities, and government-owned or leased vehicles at GRC.

(2) Within 25 feet of building and facility entrances, windows, air intakes, and other intrusion points where smoke may be entrained in the building.

(3) On the roofs of all buildings and structures, including cooling towers.

(4) Near hazardous / flammable material storage areas.

d. Appropriate receptacles will be placed in all designated smoking areas. These receptacles may not be moved from their designated location until a formal review by the Space Management Committee approves the proposed location. Smokers must dispose of cigarette butts in proper containers and not on the ground, in sewers, or other inappropriate locations. Smoking receptacle locations can be found on the [GRC Smoking Locations Map](#). The map can be found on the Safety and Health Division site (<https://nasa.sharepoint.com/sites/grc-smad/SitePages/Safety-Health.aspx>) in the “Safety and Health Resources” / “Manuals and Policies” section.

e. Employees who smoke in their personally owned vehicles should inform others who may be traveling with them on government business.

f. Employees should report violations of this policy to their supervisor. Employees can report violations of this policy to any representative of Glenn’s safety and health organization. Employees will not be subject to reprisal for reporting violations.

g. Employees who take reasonable steps to ensure availability are permitted official time for personal needs including smoking. This is subject to prioritization of official responsibilities and established with supervisory personnel.

2. APPLICABILITY

a. This directive is applicable to all personnel at GRC Lewis Field and Neil A. Armstrong Test Facility. It also applies to visitors to the Center. Personnel includes all civil servant and support service contractor employees assigned to GRC sites, construction contractors, interns, students, and visitors.

b. This directive is applicable to all government buildings, vehicles, and aircraft on GRC property that are owned, rented, or leased by GRC, whether on or off GRC property.

c. This directive is applicable to documents developed or revised after the effective date of this GLPD.

d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The term “may” denotes a discretionary privilege or permission, “can” denotes statements of possibility or capability, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.

e. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.

3. AUTHORITY

- a. Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, E.O. 13058.
- b. NASA Procedural Requirements (NPR) 1800.1, NASA Occupational Health Program Procedures.

4. APPLICABLE DOCUMENTS AND FORMS

None

5. RESPONSIBILITY

- a. The Center Director is responsible for establishing safety, health, and environmental requirements as directed by NASA Headquarters.
- b. The Mission Support Council makes decisions and provides oversight for GRC's safety, health, and environmental programs and policies.
- c. The Safety and Health Division in the Safety and Mission Assurance Directorate:
 - (1) Ensures compliance with regulations, standards, and guidelines for established Agency and Center policy.
 - (2) Evaluates and establishes institutional requirements for designated smoking areas and distance requirements for outside smoking locations.
 - (3) Evaluates and establishes requirements and controls for factors in the workplace that have the potential to cause employee illness and disease and negatively impact the environment as a whole.
 - (4) Provides smoking cessation classes, workshops, and other activities to assist employee to quit smoking. Participation is voluntary.
 - (5) Documents employee concerns regarding smoking in the System for Tracking Audits/Assessments and Reviews (STAR) and notifies the building manager of employee concern.
- d. Facilities Division:
 - (1) Works with the Safety and Health Division to establish designated smoking areas.
 - (2) Notifies building occupants when concerns regarding smoking are received.

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e. Supervisors shall ensure this policy is adhered to in their organization and facilities and addresses employee concerns regarding smoking.

f. The GRC Human Resources Office's employee and labor relations lead serve as the focal point for union negotiation of this policy.

g. Personnel shall comply with this policy regarding their personal use of tobacco.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

Measurement and verification will be accomplished via the current Building Inspection Program and documenting resolution of reported smoking concerns in STAR.

8. Cancellation

This directive cancels the previous version of GLPD 1820.2B, GRC Smoking Policy w/ Change 1 (02/06/2019), dated July 21, 2019.

Revalidated by:

LAURENCE SIVIC *Digitally signed by LAURENCE SIVIC*
Date: 2024.04.10 08:56:37 -04'00'

Laurence A. Sivic
Associate Director

Distribution: BMS Library

Attachment A. Acronyms

BMS	Business Management System
E.O.	Executive Order
GLPD	Glenn Policy Directive
GRC	Glenn Research Center
NPR	NASA Procedural Requirements
STAR	System for Tracking Audits/Assessments and Reviews

Change History

Change	Date	Description/Comments
Basic	July 29, 2008	Smoking policy baseline
Change 1	March 19, 2009	Authority document was updated to reflect: General Services Administration Bulletin “Smoking In and Around Federal Buildings.” Replaces and Cancels Executive Order 13058 “Protecting Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace,” dated 1997 regulation.
A	February 4, 2014	This directive was revised to comply with Executive Order 13058, comply with content and format requirements for GRC directives, and reflect the current signature authority for GRC directives. Added sections 1.c.2 and 1.c.4, added background information and change history, clarified employee responsibility on reporting violations, and updated the authority section (added EO 13058 that was inadvertently removed as the authority document in 2009 –Change 1 (on December 22, 2008, GSA issued FMR Bulletin 2009-B1, which only replaced GSA Bulletin FPMR D-245)). Changed responsible office from QS/Safety, Health and Environmental Division to Q/Safety and Mission Assurance Directorate.
Change 1	02/06/2019	Administrative Change: Extend expiration date expiration date from 02/04/19 to 08/04/2019 per GLPR 1410.1. Additional Administrative change include: - Updated document to formatting requirements in NPR 1400.1 - 5.b changed Safety, Health and Environmental Board to Mission Support Council - Attachment B. References – B.4 updated GLM to GLP
B	07/21/2019	Revalidate policy with minimal administrative changes. 2.a – Replaced “organizations” with “personnel” and defined personnel. 5.e and g – Added “shall” requirement for supervisors and personnel. Updated to meet NPR 1400.1H requirements in 2.d and removed Attachment B. References.
Change 1	04/10/2024	Revalidated with administrative changes: Updated link to the BMS library. Replaced Plum Brook Station with Armstrong Test Facility. Replaced references to SHETrak with “System for Tracking Audits/Assessments and Reviews (STAR)”
Change 2	10/17/2024	Deleted the reference to signage. Updated the information regarding the Smoking Locations Map.