**Section 100 – Management & Administration**

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| General Rules & Administration - 100 |
| S.O.P # 100.13 | **Tobacco Use Policy** | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**100.13.01 Purpose**

The purpose of this SOP is to notify personnel of the policy and guidelines regarding smoking and the use of tobacco and tobacco related products while on duty.

**100.13.02 Definitions**

For the purpose of this SOP the following definitions shall be applied:

1. **Chewing Tobacco:** Chewing tobacco is a type of smokeless tobacco product consumed by placing a portion of chopped tobacco between the gum or lower lip and teeth. Unwanted juices from this product are then expectorated into a bottle, cup or simply onto the ground.
2. **Electronic Smoking Device (ESD)**: ESD’s are battery powered nicotine delivery devices designed to vaporize traditional tobacco like products into a smoke like form.
3. **Smoking:** Smoking is a practice in which a substance is burned and the resulting smoke breathed in to be tasted and absorbed into the bloodstream.

**100.13.03 Policy**

1. The smoking of tobacco products and/or the use of products to include ESD’s and chewing tobacco is prohibited in all District vehicles and on District property.
2. Smoking, the use of ESD’s or open flame within fifty (50) feet of refueling stations is prohibited.