Kennedy NASA Policy Directive

Effective Date: **January 29, 2021**

Expiration Date: **January 29, 2026**

Responsible Office: **Spaceport Integration and Services**

SMOKE-FREE WORKPLACE

National Aeronautics and Space Administration

John F. Kennedy Space Center

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Change Log

Date	Revision	Description
1/29/2016	C	1. Changed Center Operations to Spaceport Integration and Services. 2. Updated links. 3. Changed NASA Exchange support from “stocking and selling smoking cessation aids as agreed to in consultation with the Aerospace Medicine and Occupational Health Branch” to “working with the Aerospace Medicine and Occupational Health Branch of Spaceport Integration and Services to advertise smoking cessation information in Sundry Stores where tobacco products are sold” and add “Advertising the availability of smoking cessation aids in Retail Stores where tobacco products are sold” to the NASA Exchange responsibility section. 4. Corrected policy to indicate that smoking permitted areas should be selected to minimize the impact on both smokers and non-smokers.
1/29/2021	D	This document is revalidated after administrative updates to ensure compliance with NPR 1400.1, NASA Directives and Charters Procedural Requirements.

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1. POLICY

a. Smoking, including electronic cigarettes, is prohibited inside all interior space owned, rented, leased, or operated by NASA Kennedy Space Center (KSC); in any outdoor areas under NASA KSC control in front of air intake ducts; near entranceways where significant entrainment of smoke into the building is likely; and in KSC-leased General Services Administration vehicles.

b. Smoking is conditionally permitted in outdoor areas where smoking is not prohibited.

(1) For multi-entry facilities, the Facility Manager shall designate one or more entries as nonsmoking so that approximately 50 percent of all entries are designated smoking-permitted.

To the extent smoking entry areas are permitted, the Facility Manager shall make every effort to place these entries in areas around the structure to minimize the impact on smokers and non-smokers.

(2) Single entry facilities' entranceways shall be designated as smoking-prohibited.

2. APPLICABILITY

a. This policy is applicable to Government-owned, rented, leased, or operated facilities and vehicles for which NASA KSC has management responsibility. It applies to all NASA KSC employees, associated contractor and tenant employees, and visitors.

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

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

3. AUTHORITY

a. Executive Order 13058, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace

b. Title 41 CFR §101-39.300(d), General Services Administration, Interagency Fleet Management Systems (Federal Property Management Regulations)

c. NPR 1800.1, NASA Occupational Health Program Procedures

4. APPLICABLE DOCUMENTS AND FORMS

None

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5. RESPONSIBILITY

a. The Director, Spaceport Integration and Services, is responsible for:

(1) Coordinating smoking cessation programs.

(2) Determining where smoking in outdoor areas will be prohibited for fire prevention.

b. The NASA Exchange is responsible for:

(1) Working with the Aerospace Medicine and Occupational Health Branch of Spaceport Integration and Services to advertise smoking cessation information in KSC Retail Stores where tobacco products are sold.

(2) Advertising the availability of smoking cessation aids in Retail Stores where tobacco products are sold.

c. The heads of primary organizations are responsible for the general enforcement of this policy in those areas within their management or control.

d. Facility Managers are responsible for:

(1) Posting suitable signs at or near entrances to buildings and facilities indicating that smoking is prohibited inside.

(2) Posting designated no-smoking areas outside buildings and facilities, if necessary, to ensure personnel and operational safety or fire prevention.

(3) Identifying and posting building entrances where smoking is prohibited. Signs shall indicate no smoking within 50 feet of smoking-prohibited entrances.

e. All personnel are responsible for properly disposing of cigarette butts or other used tobacco products.

6. DELEGATION OF AUTHORITY

Not Applicable

7. MEASUREMENT/VERIFICATION

Not Applicable

8. CANCELLATION

This revision cancels KNPD 1216.1, Rev. C, Smoke-Free Workplace.

[redacted]
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Director, KSC

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