

Use of Tobacco 11-3.01-K

KNOW the Commandants Policy on Use of tobacco products, as presented in the E-PME Study Guide.

***Commandant's  
Policy on Tobacco  
Use***

Tobacco is an addictive and harmful substance that is responsible for many illnesses and deaths.

The intent of the Commandant's policy is to discourage the use of all forms of tobacco products and to protect nonusers from exposure to Environmental Tobacco Smoke (ETS) and unsanitary conditions created by the use of chewing tobacco.

***Passive or second-hand smoke – also known as Environmental Tobacco Smoke (ETS) – has been linked to various health problems such as heart disease, cancer, and lung ailments. ETS consists of both vapor and particles and is made up of exhaled mainstream smoke as well as side-stream smoke emitted by the smoldering cigarette.***

The rights of the non-tobacco user prevail in conflicts that arise between the rights of non-tobacco users and those of tobacco users. Failure to comply with this policy may lead to administrative action.

***Tobacco Use in the  
Workplace***



To protect the health of all its workers, the Coast Guard prohibits the use of smoking tobacco and smokeless tobacco in the workplace. The workplace is defined as:

- Any area inside a building or facility over which the Coast Guard has custody and control
- Where active duty personnel, civilian employees, and/or personnel under contract to the Coast Guard perform work

If tobacco products (smoking or smokeless) are used, they are only permitted in designated "tobacco use" areas. Where smokeless tobacco use is permitted, tobacco spit must be held in containers with sealing lids to prevent odor and accidental spills. The tobacco spit and residue must be disposed of in a sanitary manner that prevents public exposure. Other requirements are specific to land and to sea.

***Tobacco Use in the  
Workplace  
(continued)***

- On land, designated “tobacco use” (smoking and smokeless) areas:
  - ▶ Must be away from entrances and exits
  - ▶ Cannot be located in areas commonly used by non-tobacco users
  - ▶ Must be located a sufficient distance away, approximately 50 feet, so as not to allow smoke to be drawn into the indoor facility through door openings, windows, and air intake units/vents
- At sea, a section of the weather deck on afloat units may be designated as a tobacco use area (smoking and smokeless). In this case, the following applies:
  - ▶ In the event weather conditions or operational requirements do not make the space available, an indoor space may be assigned provided the designated space vents directly to the external atmosphere.
  - ▶ The safety officer/engineer is to assist the command in determining the space aboard a ship that does not recirculate tobacco odors/smoke.

Certain areas CANNOT be designated tobacco use areas (smoking and smokeless) even if ventilation requirements are met:

- No Work spaces
- No Watch stations
- No Berthing areas
- No Lounges
- No Messing areas
- No Exercise areas
- No Medical spaces
- No Areas where computers and electronic gear/equipment are used or stored
- No Engine rooms fuel storage section
- Any other areas not considered safe

In addition, the use of all tobacco products (smoking and smokeless) is PROHIBITED in all of the following:

- PROHIBITED in all Coast Guard Government vehicles (cars, trucks, buses, vans) by ALL personnel, active duty or civilian
- PROHIBITED in all Coast Guard Aircraft or any other aircraft contracted for use in Coast Guard operational/training missions
- PROHIBITED in all Coast Guard Controlled service clubs, bowling centers, and recreational facilities (unless a smoking area that meets air quality standards is provided separately)

***Tobacco Use in the  
Workplace  
(continued)***

***The American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) has established that 20 cubic feet per minute per person of outside fresh air is required. The carbon dioxide (CO<sub>2</sub>) level should not exceed 1000 parts per million (PPM).***

Recruits at Training Center Cape May and officer candidates at Officer Candidate School are also PROHIBITED from using tobacco.

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***Lodging,  
Dormitories, and  
Housing***

The use of all tobacco products (smoking and smokeless) is also PROHIBITED in:

- Bachelor living quarters
- Common areas
- Family quarters.

Common areas are defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to:

- Corridors
- Laundry rooms
- Lounges
- Stairways
- Elevators
- Lobbies
- Storage areas
- Restrooms

If smoke or odor from tobacco products from a designated tobacco use area (smoking and smokeless) seeps into common areas, the rights of the nonuser (including children) will prevail. Smoking is strongly discouraged in common areas of family units that house children.

The use of all tobacco products is prohibited in family quarters that share a common heating/ventilation/air conditioning (HVAC) system with the quarters of non-smokers. Smoking is only allowed in quarters with a common HVAC system if an air quality survey establishes that the indoor air quality protects non-tobacco users from ETS.

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***Recreational  
Facilities***

Workers and patrons are entitled to the same protection and consideration as our personnel in the workplace. The use of all tobacco products (smoking and smokeless) is PROHIBITED in:

- Controlled service clubs
- Bowling centers
- Recreational facilities (unless a smoking area that meets air quality standards is provided separately).

Workers are not required to enter such areas while smoking is ongoing.

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***General Tobacco Use***

Tobacco products (smoking and smokeless) may be used only during regularly scheduled breaks available to all crewmembers (including breaks during formal training). Tobacco use is not to be encouraged by allowing tobacco breaks from work schedules in addition to those regularly scheduled.

When in view of the general public, personnel in uniform are strongly discouraged from tobacco use (smoking and smokeless).

Compliance with the Commandant's tobacco policy is to be enforced by commanding officers and officers in charge. In addition, Coast Guard clinic staff, unit health services technicians, and regional health promotion managers are to provide information and assistance in tobacco cessation.

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