



Ames Procedural Requirements

APR 8715.1

Effective Date: __ Feb. 11, 2026 __

Expiration Date: _ Feb. 11, 2030 __

COMPLIANCE IS MANDATORY

Subject: Chapter 5 – Smoking and Vaping Policy

Responsible Office: Code QH / Occupational Safety, Health, and Medical Service Division

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	4/24/2018	Updated text to clarify that the term “tobacco product” is meant to include “electronic cigarettes” and that the terms “smoke” and “smoking” are meant to include “vapor” and “vaping”. Increased the separation of smoking areas from entrances from 15 feet to 25 feet. Added restriction that smoking is not allowed in government vehicles or aircraft. Added responsibility to develop educational and informational items and communications aimed at informing employees of the health risk associated with smoking and exposure to secondhand smoke.
Revalidation	2	2/7/2023	Updated section P.3 (Authority)
Revision	3	9/16/2025	Changed Chapter Title to Smoking and Vaping Policy Updated P.1 Purpose of this document. Updated Distribution statement. Removed responsibility to develop educational and informational items and communications. Removed 5.1.2b and 5.1.2c unnecessary guidance to supervisors.

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PREFACE

P.1 PURPOSE

- a. Pursuant to Executive Order 13058, “Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace”, it is the policy of the executive branch to establish a smoke-free environment for Federal employees and members of the public visiting or using Federal facilities. This policy is intended to protect the health of employees and visitors from involuntary exposure to second-hand tobacco smoke while at the NASA worksite.
- b. This document outlines the Ames Research Center (ARC) Smoking and Vaping policy, which includes but not limited to the use of all lit tobacco products, inhaled nicotine products, and /or the use of any vaping devices except in areas where smoking or vaping is permitted. This document also describes those areas where smoking or vaping are not permitted at any time.

P.2 APPLICABILITY

- a. This directive is applicable to ARC and associated facilities.
- b. This directive applies to contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.
- c. 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 an expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. Executive Order 13058, “Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace.”

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. None.

P.5 MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

P.6 CANCELLATION

- a. Ames Procedural Requirements (APR) 8715.1 Chapter 5, Smoking Policy, dated April 24, 2018.

Eugene Tu

Digitally signed by Eugene Tu
Date: 2026.02.11 11:22:50 -08'00'

Eugene Tu
Director

DISTRIBUTION STATEMENT:

APR 8715.1 Ames Health and Safety Manual Chapters are made available via procurement website to anyone bidding a job here at Ames. The exceptions are Chapter 10 – Pressure Systems Safety, Chapter 12 – Explosives Safety and Chapter 23 – Control of Narcotics and Other Controlled Drugs including Alcohol, which are not made public but can be viewed onsite.

CHAPTER 5 SMOKING AND VAPING POLICY

5.1 Responsibilities

5.1.1 Occupational Safety, Health, and Medical Service Division shall:

- a. Establish policy for smoking and vaping limitations and controls at Ames Research Center (ARC), in order to protect employees and visitors from the hazard of secondhand smoke.
- b. Guide employees who wish to quit smoking and/or vaping to locate self-help programs for this purpose.

5.1.2 Supervisors shall:

- c. Ensure that lit tobacco products, inhaled nicotine products and/or the use of any vaping devices are not used inside any interior facility/building, in a government vehicle or aircraft, or within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas.
- d. Inform non-employee visitors of the ARC smoking and vaping policy when acting as a sponsor or host.

5.1.3 Employees shall:

- e. Comply with the ARC policies by not using lit tobacco products, inhaled nicotine products, and/or any vaping devices inside any interior facility/building, government vehicles, or within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas.
- f. Inform non-employee visitors of the ARC smoking and vaping policy when acting as a sponsor or host.

5.2 Smoking and Vaping Policy

5.2.1 Smoking or vaping is not permitted at any time inside any ARC-owned building or leased facility.

5.2.2 Smoking or vaping is not permitted at any time in a government vehicle or aircraft.

5.2.3 Smoking or vaping is permitted only in outdoor areas, except within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas, or in places where smoking must be prohibited for operational or safety reasons (such as where flammable materials are used or stored).

APPENDIX A. DEFINITIONS

Smoking The use of a lighted cigar, cigarette, pipe, or other lit tobacco products.

Vaping The use of any vapes, vaporizers, vape pens, hookah pens, e-cigarettes or e-cigs, and e-pipes are some of the many terms used to describe electronic nicotine delivery systems (ENDS), which are battery-powered tobacco products that typically deliver nicotine in the form of an aerosol.

APPENDIX B. ACRONYMS

ARC	Ames Research Center
CFR	Code of Federal Regulations
GSA	Government Services Administration
ENDS	Electronic Nicotine Delivery Systems

APPENDIX C. REFERENCES

- C.1 Executive Order 13058, “Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace”.
- C.2 Government Services Administration (GSA) Bulletin FMR Bulletin 2009-B1, “Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace”.
- C.3 41 CFR § 102-74.315, Facility Management, Smoking.