



TENANT DIRECTIVE

BWI: 800.2
DATE: January 23, 2008
DISTRIBUTION: D

TITLE: SMOKING PROHIBITION

I. References:

- A. Code of Maryland Regulations (COMAR) 09.12.23, Prohibition on Smoking in an Enclosed Workplace
- B. Code of Maryland Regulations (COMAR) 10.19.04, Prohibition on Smoking in Indoor Area Open to the Public
- C. Code of Maryland Regulations (COMAR) 11.03.01.03I
Baltimore/Washington International Thurgood Marshall Airport (BWI),
Fire Hazards, Smoking
- D. Code of Maryland Regulations (COMAR) 11.03.01.08A, (BWI) Personal
Conduct, Use and Enjoyment of Airport
- E. Maryland Clean Indoor Air Act of 2007

II. Purpose and Applicability:

- A. This Directive provides for the implementation of the Maryland Indoor Clean Air Act of 2007 which prohibits smoking in an indoor place of employment, indoor area open to the public, and indoor public meeting place. The purpose of the Maryland Indoor Clean Air Act of 2007 is to preserve and improve the health, comfort, and the environment of people by limiting exposure to environmental tobacco smoke.
- B. This Directive is applicable to all tenants and their visitors who occupy leased space in State-owned or -leased buildings under the control and authority of the Maryland Aviation Administration (MAA).

III. **Directive Statement:**

- A. Smoking is prohibited in all State-owned or -leased buildings under the control and authority of the MAA and in all Air Operations Areas.
- B. If any employee is found smoking in any place other than a designated smoking area, the infraction shall be reported to the employer, and the employer shall take appropriate administrative actions to modify this behavior.
- C. If the Department of Labor, Licensing & Regulation or Department of Health & Mental Hygiene receives a complaint of smoking in the workplace, the employer (Tenant) will be investigated by one of the State agencies indicated above which receives the complaint. If the employer is found in non-compliance, monetary fines may be issued by that State agency.
- D. Designated outdoor smoking areas for all MAA-owned and -leased buildings shall be a minimum of 10 feet from any employee or public entrance/exit. Effective January 1, 2008, the designated smoking areas at the terminal will be on the outer curb (center-island) of the upper and lower levels of the Terminal. Smoking is prohibited on the inner curb of the upper and lower levels and all other areas of the Terminal.
- E. The employer (Tenant) at MAA-owned and -leased buildings other than the Terminal may designate an outdoor smoking area as indicated in "D" of this section. If the building is shared with MAA, the Tenant shall use the MAA designated outdoor smoking area. The Deputy Executive Director, Business Management and Administration, is designated as the individual charged with resolving any conflicts that may arise under this policy.
- F. The employer (Tenant) at MAA-owned and -leased buildings will be charged for the cost of cleaning the area(s) necessitated by the action of their employee(s) in contravention of this Directive. The employer (Tenant) will be billed for the cost and the bill sent to the lessee by the MAA.

IV. **Posting of Signs:**

- A. A "NO SMOKING" sign shall be posted conspicuously at the entrance to all leased areas.
- B. The sign shall contain the words "NO SMOKING."

- C. The sign shall contain the international symbol for “NO SMOKING,” consisting of a pictorial representation of a burning cigarette enclosed in a circle with a bar across the circle.
- D. Tenants shall ensure that the sign required under this regulation is maintained in good condition.

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