

# United States of America



Department of the Interior

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To: All Employees, BLM, NMSO, and Santa Fe National Forest  
From: State Director, BLM, NMSO, and Forest Supervisor, Santa Fe National Forest  
Subject: Smoking Policy

The purpose of this Instruction Memorandum is to further promote the guidelines established by Executive Order 13058 and to promote a smoke free workplace environment for both our Federal nonsmoking employees, and also members of the public visiting our Federal facilities.

## BACKGROUND:

Executive Order 13058, related to protecting Federal employees and the public from exposure to tobacco smoke, was signed by President Clinton on August 9, 1997. It states that "the smoking of tobacco products is prohibited in **all** interior space owned, rented, or leased by the Executive Branch of the Federal Government, and in any outdoor areas under Executive Branch control in front of air intake ducts." The order further directs agencies to "evaluate the need to restrict smoking in doorways and in courtyards under Executive Branch control in order to protect workers and visitors from environmental tobacco smoke, and may restrict smoking in these areas in light of the evaluation."

## POLICY:

In order to be fully compliant with Executive Order 13058, the following policy and restrictions will be implemented effective immediately:

1. The smoking policy for the Bureau of Land Management (BLM), New Mexico State Office (NMSO), and the Santa Fe National Forest will implement in its entirety Executive Order 13058. This policy includes implementation of indoor/outdoor smoking restrictions. The policy is effective **immediately** and incorporates the following:

a. Smoking is prohibited in all occupied buildings and work areas to include outdoor areas within close proximity of air intakes. Smoking is also prohibited in all Department of the Interior, Department of Agriculture, and GSA-leased vehicles.

b. Signs reading "Thank You for Observing Our No Smoking Policy" shall be placed on all main entrance doors of building.

c. Smoking of tobacco **is not permitted within 15 feet** of any main entrance or exit.

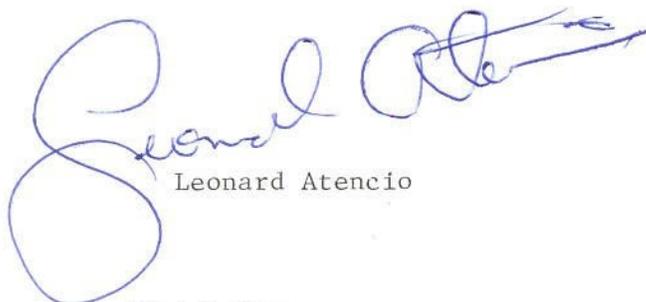
## 2. Smoking Cessation Programs:

To further the goal of Executive Order 13058 and discourage employees from smoking, a **Smoking Cessation Program** is available to any interested employee. This includes providing information on proven treatments and practices, and providing appropriate assistance within budget allowances. Please contact Art Segovia for further information.

### **Administration of the Policy:**

Managers and supervisors are responsible for informing all employees in their charge and all newly hired employees of the BLM, NMSO/Santa Fe National Forest "**Smoking Policy**" and ensuring there are no violations. The policy will be included in **new employee orientation packages**.

Questions regarding this policy should be directed to Art Segovia, BLM State Safety Engineer, at 505-438-7678.



Leonard Atencio



M.J. Chavez

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