



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
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EMS Transmission - 09/15/2009
Instruction Memorandum No. NM-2009-026
Expires: 9/30/2010

To: All NMSO Employees

From: State Director

Subject: New Mexico State Office (NMSO) Smoking Policy

Program Area: Safety and Health Management.

Purpose: Implement a Smoking Policy for the NMSO facility at 301 Dinosaur Trail, Santa Fe, New Mexico.

The purpose of the Leadership in Energy and Environmental Design (LEED) prerequisite, the Executive Order 13058, the General Services Administration Bulletin FPRM D-245, and Instruction Memorandum No. 2009-129 is to establish a smoke free environment for both Federal employees and members of the public visiting the facility.

Policy/Action: The LEED prerequisite credit regarding smoking states that the facility must "Prohibit smoking in the building. . ." and requires any exterior designated smoking areas to be at least 25 feet away from entries, outdoor air intakes, and operable windows.

1. Smoking is prohibited in the facility and all outdoor areas within 25 feet of air intakes and doors.
2. Smoking of tobacco is permitted only on the patio adjacent to the back of the building.

Supervisors are responsible for informing their employees and all newly hired employees of the NMSO Smoking Policy. This Policy will be included in the employee orientation package.

Timeframe: Upon occupancy of 301 Dinosaur Trail.

Budget Impact: None.

Background: Executive Order 13058, related to protecting Federal employees and the public from exposure to second-hand tobacco smoke, was signed into effect on August 9, 1997, and states that “The smoking of tobacco products is thus 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.”

Manual/Handbook Sections Affected: None.

Contact: Questions concerning this Policy should be directed to the Bureau of Land Management State Facility Manager at 505-954-2116 or the State Safety Manager at 505-954-2076.

Authenticated by:
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Secretary

Signed by:
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