



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Eastern Region Policy

ORDER  
EA 1760.7

Effective Date:  
10/1/10

**SUBJ:** Policy on Smoking at Eastern Regional Office

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1. **Purpose of this Order.** This order provides policy, procedures and regulations regarding smoking in all DOT owned and leased buildings, as well as those controlled by the General Services Administration (GSA).

2. **Audience.** The Eastern Regional Headquarters employees.

3. **Where Can I Find This Order?** You can find this order on MyFAA employees website at [https://employees.faa.gov/tool\\_resources/orders\\_notices](https://employees.faa.gov/tool_resources/orders_notices).

4. **What this Order Cancels.** EA Order 1760.6, Policy on Smoking at Eastern Regional Office, dated 8/01/1988 is cancelled.

5. **Background.** In recognition of the increased health hazards of passive smoke for the nonsmoker, as well as recognizing the needs of smokers, as long as those needs do not impinge on the health of those who do not smoke, the General Services Administration (GSA) issued regulations under 41 CFR 101-20. 105-3 for controlling smoking in GSA-controlled buildings and facilities, including leased space. By Action Notice 1760.1, Smoking Area in Buildings, dated August 26, 1987, the FAA Administrator stated it will be FAA policy to comply with 41 CFR 101-20. 105-3 in all FAA-owned or leased buildings as well as those controlled by GSA. On April 29, 2009, the FAA implemented Departmental Personnel Manual System, DPM Chapter 792-4, Smoke-Free Environment for the Department of Transportation (DOT). This directive implemented the Federal Government's policy to establish a smoke-free environment for Federal employees, contractor personnel and members of the public visiting or using Federal facilities. It provides for the prohibition of smoking of tobacco products in all interior space owned, rented or leased by DOT and in certain outdoor areas. Smoking, defined by referenced regulation and for purpose of this directive, is the carrying and use of lit tobacco products.

6. **Public Space:** Space within the building used by all occupants and visitors such as corridors, elevators, lobby, restrooms and cafeteria.

- a. Smoking is prohibited throughout the entire building.
- b. Designated smoking area shall be established as follows:

Smoking will only be allowed outside the East entrance door, 25 feet from the East entrance and not permitted within the 25 foot radius of this entrance. It will be clearly marked by both the appropriate signage and caution tape which will be placed on the handrails of the ramp. This designated area will still provide employees with the same protection from the elements that they currently have.

- c. The side door to the building is not to be propped open to accommodate smokers.
- d. Cigarette butts will be disposed of in the containers provided and not on the ground.

**7. Responsibility:**

- a. Division Managers and Staff Office Managers are responsible for implementing and enforcing the guidelines set forth in this order for those areas of space assigned to their function.
- b. The full cooperation of all supervisors, employees, tenants and contract personnel at the Regional Office is required to ensure each person's right to clean air.

**8. Distribution:** This order is distributed to section level and to tenants at the Regional Office

A handwritten signature in black ink, appearing to read 'C. Gallo', with a stylized flourish at the end.

Carmine Gallo  
Regional Administrator