



PennState

**The Pennsylvania State University
Smoke Free/Tobacco Free Task Force
Report and Implementation Plan**

August 4, 2017

Table of Contents

EXECUTIVE SUMMARY.....	3
BACKGROUND AND RATIONALE.....	5
WORK OF THE TASK FORCE	
<i>History</i>	8
<i>Charge</i>	9
<i>Task Force Membership</i>	9
<i>Meeting</i>	10
<i>Stakeholders</i>	10
<i>Subcommittees</i>	12
<i>Strategic Plan and Task Force Values</i>	12
<i>Disclaimer</i>	13
<i>Recommendations</i>	13
RECOMMENDATIONS AND IMPLEMENTATION	15
CONCLUSIONS	31
REFERENCES.....	32

Executive Summary

The World Health Organization has noted that cigarette smoking is the single greatest cause of preventable disease and premature death globally. Cigarette smoking is responsible for more deaths each year in the United States than World War II, cocaine, heroin, alcohol, motor vehicle accidents, suicide and homicides combined. In fact, since the publication of the first Surgeon General's report on the health effects of smoking in 1964, smoking has killed over 20 million Americans.

Penn State has been engaged in an examination of the issue of smoking on campus since 1982 when the first smoking policy and guideline was created. In 1992, that policy was revised to make smoking prohibited in any living spaces in the University and in 2003, areas adjacent to facilities were included in that prohibition. In 2015, the University Park Undergraduate Association (UPUA) surveyed the University Park student body to gauge student opinion on making Penn State a smoke free university. With a 24.8% response rate, only 9% of the respondents were smokers. Forty-five percent of all respondents felt that Penn State should adopt a policy that enforced a smoke free campus. Further research done by UPUA identified only 4 out of the 13 Big 10 Academic Alliance Universities that did not have a smoking or tobacco prohibition on campus.

In December of 2016, President Eric Barron appointed a Task Force to explore options for making Penn State a smoke free and tobacco free university recognizing that the health of the Penn State community is one of the University's top priorities. Based on the recommendations of the UPUA and the concurrence of the University Faculty Senate, President Barron charged the Task Force to consider the issues related to creating a smoke free and tobacco free university, address the issues as they are identified and recommend an implementation plan for a successful roll out of such an initiative. The recommendations of this Task Force should include all 24 campuses of Penn State University, including the auxiliary units owned or operated by individual campuses.

The Task Force met regularly from January to July 2017 and identified 7 recommendations based on the collection of data from internal and external stakeholders, consideration of relevant university priorities and values and empirical evidence related to smoking and tobacco use. The recommendations are as follows:

- 1. The Task Force recommends that Penn State University will be both smoke free and tobacco free. Smoking and tobacco will be prohibited on all campuses and all PSU owned or leased properties, facilities and vehicles. This policy applies to anyone who is on PSU property for any reason (guests, visitors, students, faculty, staff, vendors etc.). The advertisement, distribution and sampling of tobacco products or tobacco merchandise will be prohibited on all Penn State campuses.**

- 2. The Task Force recommends that the University create the *Office for a Smoke Free/Tobacco Free Penn State* which includes a full-time Director and a part-time Administrative Assistant. This office will be a resource for the University and will be responsible for the implementation, coordination and assessment of the outcomes of this initiative throughout the University.**
- 3. The Task Force recommends that implementation begin in fall 2017 with the entire semester used for communications and roll out of this initiative. In January 2018, a soft launch of the policy will be implemented. Enforcement of the policy will start in fall 2018 allowing the policy to be fully explained to new employees, visitors and to students during NSO in the summer of 2018.**
- 4. The Task Force recommends that Penn State University support those faculty, staff and students who wish to stop using tobacco or nicotine products with free smoking and tobacco cessation programs. Assistance for students will be through student health and wellness services. The *Office for a Smoke Free/Tobacco Free Penn State* will assist faculty and staff in identifying campus-specific and community cessation resources. Information about smoking and tobacco cessation resources will be included in the University's tobacco free campus website.**
- 5. The Task Force recommends that enforcement of this policy should be through the mechanism of peer support and encouragement, and only when necessary, supervisory oversight. Violations of this policy should be handled through the existing channels of policy implementation in the University (i.e. Students—Office of Student Conduct, Faculty and Staff—Supervisors)**
- 6. The Task Force recommends that the University roll-out a comprehensive Communication Plan that builds understanding and adherence for the policy and its potential impact on the health of the Penn State Community. Each Penn State campus will have the opportunity to adapt the communication plan to meet the needs of their local community, both within and external to the campus.**
- 7. The Task Force recommends that each campus work collaboratively with their local community, keeping them informed of this initiative and creating synergies to advance our mission of improved health.**

This report represents the beginning of a very complex process of implementing a major culture change at a highly complex university. Much more work is needed to determine the feasibility of the implementation timeline, further develop the communication plan and develop the resources needed. For a project of this scale, impact and import, resources committed by the University will be critical to its success. The Task Force believes that the development of the *Office for a Smoke Free/Tobacco Free Penn State* will be vital to form the coordinating hub for the implementation of this initiative across the University. But financial resources are only a part of what is needed. Support from university leadership, including the Board of Trustees, is critical to creating the context for this change.

Background and Rationale

Penn State has been engaged in examination of the issue of smoking on campus since 1982 when the first smoking policy and guideline was created. In 1992, that policy was revised to make smoking prohibited in any living spaces in the University and in 2003, areas adjacent to facilities were included in that prohibition. In 2015, the University Park Undergraduate Association (UPUA) surveyed the University Park student body to gauge student opinion on making Penn State a smoke free university. With a 24.8% response rate, only 9% of the respondents were smokers. Forty five percent of all respondents felt that Penn State should adopt a policy that enforced a smoke free campus. Further research done by UPUA identified that only 4 out of the 13 Big 10 Academic Alliance (BTAA) Universities did not have a smoking or tobacco prohibition on campus. The trend toward a smoke free and tobacco free university of our BTAA colleagues and the strong push for further examination of this issue from both the UPUA and the University Faculty Senate is supported by the literature. The following studies provide the empirical evidence for the recommendations to make Penn State a smoke free and tobacco free university.

The Health and Economic Cost of Tobacco Use

The World Health Organization has noted that cigarette smoking is the single greatest cause of preventable disease and premature death globally (1). Cigarette smoking is responsible for more deaths each year in the United States than World War II, cocaine, heroin, alcohol, motor vehicle accidents, suicide and homicides combined (2). In fact, since the publication of the first Surgeon General's report on the health effects of smoking in 1964, smoking has killed over 20 million Americans (3). Each year over 600,000 people are diagnosed with a tobacco-related cancer; these diagnoses represent nearly 40% of all new cancer cases (4). In addition to cancers, there are over 300,000 deaths annually attributable to other smoking -related causes including cardiovascular, respiratory, metabolic diseases. The good news is that quitting smoking is associated with significant reductions in the risks for cancer and other diseases and leads to improvements in general health and well-being (5). More good news is that up to 74% of smokers say they would like to quit smoking for good (6).

In addition to the profound health consequences associated with smoking, there are significant economic costs as well, and these costs affect smokers and non-smokers alike. In the United States, direct medical costs for adults with smoking-related illnesses can exceed \$170 billion each year. More than half of these costs are paid by Medicare, Medicaid, and other federal sources; private insurance also pays out more than \$33 billion annually for health care related to smoking (7). Beyond the costs associated with health care for smokers, there are also costs related to loss of productivity, absenteeism, environmental cleanup, and even property damage. For example, a recent study concluded that each employee who smokes can cost their company an extra \$5,800 each year (8). These additional costs are associated with excessive absenteeism, reduced productivity while at work - largely associated with performance at less than full

efficiency due to respiratory problems or other smoking-induced illnesses, additional health care costs, and “presenteeism” or time lost to smoke breaks throughout the day. Smokers miss nearly seven more days at work each year than non-smokers and make up to six more visits to health care providers (9). Another example is the cost associated with the clean-up of cigarette butt and other debris. It has been estimated that tobacco-related litter comprises up to one-third of all visible litter, and the cleanup of this litter can cost cities and municipalities between \$3 and \$16 million each year (10). Recently on Penn State’s University Park campus, students picked up over 14,000 cigarette butts in a five-hour cleanup (11). In 2007 it was estimated that Penn State spends up to \$150,000 annually to clean up tobacco-related litter (12). Finally, there are meaningful costs associated with property damage associated with tobacco use, including residential and commercial fires. In the United States the direct cost of tobacco-related fires exceeds \$500 million each year (9).

In addition to combustible cigarettes, there are a range of other tobacco products that have been identified as sources of both personal and public health risks. These products include chewing or smokeless tobacco and a range of electronic nicotine delivery systems (ENDS) such as e-cigarettes and related “vaping” devices. Whereas these products are often presumed to be seen as safer alternatives with little or no meaningful risks, there is a growing body of scientific research that suggests these products are associated with unique and significant negative health outcomes. For example, users of smokeless tobacco products are between 2 and 3 times more likely to develop oral, pharynx and esophageal cancers than non-users (13). As many as 36,000 users may develop pharyngeal cancer in a given year, and only half of those are expected to be alive within 5 years of diagnosis. There is also evidence that smokeless tobacco users have a significant increase of risks of ischemic heart disease (14). It has been concluded that smokeless tobacco, like combustible cigarettes, poses a considerable global health burden.

Another product that has received a great deal of attention in recent years is electronic nicotine delivery devices including e-cigarettes. These products produce an aerosolized mixture containing flavored liquids and nicotine that is inhaled by the user. Although these products are widely seen as safe alternatives to conventional cigarettes, these products also show evidence of a number of potential health issues. Aside from the possibility for nicotine addiction resulting from the use of these products, there is evidence of a number of potentially harmful toxins produced in the vapor, including formaldehyde, acetaldehyde, diethylene glycol and acrolein. Unfortunately, there are few definitive studies regarding the safety of these products and many scientists and public health officials suggest extreme caution regarding the use of these devices. It has further been suggested that there may be far more risks inherent in these products that cannot yet be measured with current methodologies (15). Moreover, some studies have expressed concern regarding the potential for exposure to nicotine and other toxins among non-users (16,17). One study found that use of electronic cigarettes impairs indoor air (18) and may pose risk of exposure to those who do not use these products. Given the limited data and multitude of

remaining questions regarding the potential risks, “care must be taken to avoid misleading the public yet again with this new product by the tobacco industry (15)”.

The Effects of Involuntary Second Hand Smoke Exposure

The burdens of smoking-related morbidity and mortality are not borne by smokers alone. The Centers for Disease Control has noted that there is no risk-free level of exposure to secondhand smoke (19) and the Surgeon General has concluded that there is sufficient scientific evidence to conclude that involuntary exposure to secondhand smoke causes premature death and disease in both adults and children who do not smoke(20). Each year, there are nearly 41,000 premature deaths related to heart disease and cancer directly attributable to secondhand smoke exposure (20). In addition to chronic disease, exposure to secondhand smoke can cause acute respiratory consequences and increase the risk of heart attacks among non-smokers (21). The cardiovascular effects of secondhand smoke are so great that they have been estimated to be nearly as significant in those involuntarily exposed to smoke as they are to smokers (22). The cost to care for patients with diseases related to involuntary exposure to smoke is also significant. For example, the annual health care costs for diseases related to involuntary smoke exposure in North Carolina was nearly \$300 million (23) and over \$200 million in Minnesota (24). It has also been estimated that secondhand exposure to smoke can cost U.S. employers an additional \$5.6 billion in lost productivity.

The Rationale for Outdoor Bans

Although many studies related to secondhand smoke exposure have focused on the effects of indoor or closed-area exposure, there is increasing evidence that the negative effects of involuntary exposure to secondhand smoke extend to open air, outdoor settings. In fact, it has been determined that outdoor secondhand tobacco smoke exposure can be just as dangerous as indoor exposure depending on variables such as wind speed and temperature (25). Measurement of fine particulate matter has demonstrated that involuntary exposure to secondhand smoke is especially high when non-smokers are standing near smokers, are downwind from smokers, or when they must “walk through” groups of smokers gathered near building entrances or in other public areas (26,27). A systematic review of the literature on secondhand smoke exposure in outdoors areas found that most empirical studies have found concentrations of fine particulate matter exceeding the minimum cutoff at which risks for cardiopulmonary disease and cancers increase (28). Another study found that even low levels of involuntary secondhand smoke exposure is associated with changes in gene expression, potentially increasing risk for lung cancer and other diseases (29). Research has found that there are a range of variables that influence the level of involuntary secondhand smoke exposure in outdoor settings, including wind conditions, ambient temperature, concentration of smokers, and proximity to smokers (28). Nearly all of these factors fluctuate regularly such that exposure risk may be negligible at one point in time and may be significantly higher at another; moreover, there are no ways to control or minimize these risk factors in outdoor settings short of an outdoor ban.

Work of the Task Force

History

The work of the Task Force was launched with the information from UPUA in its report to the University Faculty Senate entitled *Campus Smoking Policy: An Assessment of University Park's Smoking Policy as well as Those Across the Big10*. In response to the UPUA Report, in September of 2016, the University Faculty Senate Committee on Faculty Benefits and the Committee on Student Life reviewed the University's smoking policy and facilitated discussion regarding this policy within the Faculty Senate. As result of that work, three questions emerged from the joint committee:

1. Does the Faculty Senate support Penn State moving toward tobacco free campuses? This includes not only items listed in AD32 but also vaping, e-cigarettes and smokeless tobacco.
2. (What is the role of) or How should the Faculty Senate engage with student organizations and administration to overcome the challenges resulting from implementing a tobacco free policy?
3. What does the Faculty Senate recommend as next steps?

These three questions were presented in a forensic report and discussed at length during the September 2016 meeting of the University Faculty Senate. The forensic discussion led to further questions regarding the need for a change to the smoking policy and the effects any change would have on various stakeholders. The Committees on Faculty Benefits and Student Life followed up on the forensic discussion with an Advisory and Consultative Report regarding the smoking policy presented at the October 2016 meeting of the Faculty Senate. This report included three recommendations, which were endorsed by the University Faculty Senate. These recommendations were:

1. Faculty Senate endorses of the spirit of the UPUA Smoke-Free Penn State Proposal, which has commendable merits in creating a smoke-free campus with longer-term goals of establishing a healthier Penn State community.
2. Faculty Senate recommends our Penn State Administration create a Task Force to investigate the merits of a Smoke-Free Penn State Policy and explore implementation issues. Task Force membership should include representatives from Penn State stakeholder groups identified in this report and include Faculty Senate representatives from both University Park and Campus locations.
3. Faculty Senate Representatives appointed to the Task Force are charged with reporting Task Force progress to the Committee on Faculty Benefits.

The advisory and consultative report and recommendations were presented to President Barron following the meeting. President Barron was asked to name and charge a task force to investigate the smoking policy (AD 32) and make recommendations.

Charge

In December 2016, President Eric Barron appointed a Task Force to explore options for making Penn State a smoke free and tobacco free university recognizing that the health of the Penn State community is one of the University's top priorities. Based on the recommendations of UPUA and the concurrence of the University Faculty Senate, President Barron charged the Task Force to consider the issues related to creating a smoke free and tobacco free university, address the issues as they are identified and recommend an implementation plan for a successful roll out of such an initiative. The recommendations of this Task Force should include all 24 campuses of Penn State University, including the auxiliary units owned or operated by individual campuses. The Task Force was asked to prepare a report and an implementation plan for President Barron by August 31, 2017.

Task Force Membership

Paula Milone-Nuzzo, Dean College of Nursing–Chair

Salah Almokadem, Assistant Professor and Physician in the College of Medicine

Renee Borromeo, Senior Instructor of Physical Therapy at Penn State Mont Alto and Chair,
Faculty Senate Committee on Faculty Benefits

Steven Branstetter, Associate Professor of Biobehavioral Health, HHD

Ionut (John) Ilie, Facilities Coordinator for the Office of the Vice President for Information
Technology and Chair, University Staff Advisory Council

JeanMarie Jacob, Assistant Director for Client Services Management at World Campus and
Chair Elect, University Staff Advisory Council

William Kenyon, Associate Professor - Lighting & Sound Design, Head of Lighting Design,
Penn State School of Theatre

Matt Krott, President, Graduate and Professional Student Association (GPSA)

Mukund Kulkarni, Chancellor, Penn State Harrisburg

Linda LaSalle, Director of Health Promotion and Wellness

Rachel Miller, Chief of Staff, Council of Commonwealth Student Governments (CCSG)

Charlie Noffsinger, Assistant VP for University Police and Public Safety

Heather Robbins, Manager of News and Media Relations, Office of Strategic
Communications

Susan Rutan, Senior Director of Labor and Employee Relations, Office of Human
Resources

Robert Segura, Assistant Director of Environmental Health and Safety, Office of Physical Plant

Alex Shockley, Vice President, University Park Undergraduate Association (UPUA)

Gregory Stoner, Senior Director, Compensation and Benefits, Office of Human Resources

Three Interns were engaged to assist the Task Force in the process of data collection, benchmarking with peer institutions and analysis of best practices in universities that have undergone this transition. Funding for these interns was provided by a grant obtained by UPUA from the American Cancer Society. The interns working on this Task Force were:

Madison Gist, Undergraduate Student Intern

Emma Hebert, Undergraduate Student Intern

Nicole Sullivan, Undergraduate Student Intern

Meetings

Meetings of the Task Force began immediately in January 2017 and occurred every other week for the entire spring semester and every third week in the summer. Meetings focused on addressing the important issues raised by creating a smoke free and tobacco free university from a faculty, staff, student, alumni and visitor perspective, through the lens of University Park and the Commonwealth Campuses. In addition, the Task Force addressed the settings which are outside the academic buildings on almost all campuses including theatres, golf courses, athletic venues, hotels, and residence halls. Consideration for vendors, contractors, prospective students, parents or alumni on one of the 24 campuses was included in the discussion. Data were collected from internal and external stakeholders who had an anticipated interest in or who were impacted by the change in this policy.

Stakeholders

Using these original reports as a foundation, the Task Force expanded the list of stakeholders and met with each individual/group to gather additional information about the change to a smoke free/tobacco free university. It was important for the Task Force to meet with individuals who represented the Commonwealth Campuses as well as those who were focused on University Park. Many of the stakeholders we interviewed held a University perspective and represented the interests of all campuses of the University. The purpose of these meetings were twofold; to gauge the level of support or resistance to this change and to identify any obstacles or barriers to the change that should be addressed by the Task Force in the Implementation Plan. Where possible, we asked if the Stakeholders would be willing to join with us in communicating the positive message of such a change in policy at Penn State. The following is the list of stakeholders that were engaged by the members of the Task Force.

Athletics Facilities Coordinator

Auxiliary and Business Services

Purchasing Services--Vendors, Contractors

Housing and Food Services and Residence Life

Hospitality Services--Nittany Lion Inn/ The Penn Stater

University Park Airport

Bryce Jordan Center

Office of Physical Plant (OPP)

Director, Building and Grounds

Facilities Resources and Planning

Campus Planning and Design

Eisenhower Auditorium and School of Theatre Venues

University Special Events

International Student Council

Chinese Students and Scholars Association

Graduate and Professional Student Association

Council of Commonwealth Student Government

Association of Residence Hall Students

Council of Campus Chancellors

Faculty Senate Commonwealth Caucus

President, Alumni Association

Staff representing Native Americans on campus

Innovation Park Administration

State College Borough Administration

State College Borough Health Officer

Subcommittees

Three subcommittees were formed based on the recommendations of the Task Force. The charge to each of the subcommittees was to explore in-depth in a particular area forming the foundation for the strategies in the Implementation Plan. The three subcommittees formed from the Task Force were:

Enforcement Process

Communication Planning

Resources

Strategic Plan and Task Force Values

Penn State University's mission is to be a leader in higher education. We are committed to the education of the next generation of scholars, research that will change lives, and service with pride and focus on the future. Penn State University is made up of its people: faculty, staff, students, alumni and visitors who are integral to the achievement of all aspects of the mission. Creating healthy environments for all and helping the people who are part of our community embrace healthy behaviors will enable Penn State to effectively achieve its mission. Leading by example for those who are visitors to our campus is one way we demonstrate being a leader in higher education.

The work of this Task Force was driven from the Strategic Plan of the University. The Penn State Strategic Plan, *Our Commitment to Impact*, includes 5 thematic priorities from which important initiatives are developed. One of these thematic priorities is Enhancing Health which is conceptualized as follows: **“Penn State will be a leader in promoting quality of life through comprehensive approaches to enhancing personalized and population health, achieved through a commitment to and investment in relevant research, education, clinical practice, and outreach.”** One of the major initiatives in this thematic priority is improving the health of the Penn State community. The Strategic Plan states as one of its goals:

Facilitate wellness within the Penn State community.

Because our University is only as strong as its people, we will invest in innovative, multi-pronged, institution-wide health initiatives that inspire faculty, staff, and students to focus proactively on their physical, mental, and emotional wellness. The effort across all Penn State campuses will encourage faculty, staff, and students alike to pursue recommended preventive health care services and educate them about behaviors (such as physical activity, healthy eating and drinking, smoking prevention and cessation, and stress management) that experts agree promote health and prolong life.

The following values are derived from the Penn State Strategic Plan and informed the work of this Task Force.

Penn State University is committed to:

1. Improving the health and well-being of the PSU community.
2. Supporting individuals to become smoke free and tobacco free.
3. Implementing a policy that is respectful of all members of the PSU community

Disclaimer

The following recommendations are offered to provide direction for the implementation of a smoke free and tobacco free Penn State. The committee did not seek approval for all the implementation plans with legal counsel or the offices/individuals involved because the proposal and implementation plan were not yet submitted to or approved by President Barron. Once approved, these recommendations provide a roadmap for implementation of this new initiative with suggestions for involvement by existing Penn State offices and the development of new resources within the University.

Recommendations

- 1. The Task Force recommends that Penn State University will be both smoke free and tobacco free. Smoking and tobacco will be prohibited on all campuses and all PSU owned or leased properties, facilities and vehicles. This policy applies to anyone who is on PSU property for any reason (guests, visitors, students, faculty, staff, vendors etc.). The advertisement, distribution and sampling of tobacco products or tobacco merchandise will be prohibited on all Penn State campuses.**
- 2. The Task Force recommends that the University create the *Office for a Smoke Free/Tobacco Free Penn State* which includes a full-time Director and a part-time Administrative Assistant. This office will be a resource for the University and will be responsible for the implementation, coordination and assessment of the outcomes of this initiative throughout the University.**
- 3. The Task Force recommends that implementation begin in fall 2017 with the entire semester used for communications and roll out of this initiative. In January 2018, a soft launch of the policy will be implemented. Enforcement of the policy will start in fall 2018 allowing the policy to be fully explained to new employees, visitors and to students during NSO in the summer of 2018.**
- 4. The Task Force recommends that Penn State University support those faculty, staff and students who wish to stop using tobacco or nicotine products with free smoking and tobacco cessation programs. Assistance for students will be through student health and wellness services. The *Office for a Smoke Free/Tobacco Free Penn State* will assist faculty and staff in identifying campus-specific and community cessation resources. Information about smoking and tobacco cessation resources will be included in the University's tobacco free campus website.**

-
- 5. The Task Force recommends that enforcement of this policy should be through the mechanism of peer support and encouragement, and only when necessary, supervisory oversight. Violations of this policy should be handled through the existing channels of policy implementation in the University (i.e. Students—Off ice of Student Conduct, Faculty and Staff—Supervisors)**
 - 6. The Task Force recommends that the University roll-out a comprehensive Communication Plan that builds understanding and adherence for the policy and its potential impact on the health of the Penn State Community. Each Penn State campus will have the opportunity to adapt the communication plan to meet the needs of their local community, both within and external to the campus.**
 - 7. The Task Force recommends that each campus work collaboratively with their local community, keeping them informed of this initiative and creating synergies to advance our mission of improved health.**

RECOMMENDATIONS AND IMPLEMENTATION

- 1. The Task Force recommends that Penn State University will be both smoke free and tobacco free. Smoking and tobacco will be prohibited on all campuses and all PSU owned or leased properties, facilities and vehicles. This policy applies to anyone who is on PSU property for any reason (guests, visitors, students, faculty, staff, vendors etc.). The advertisement, distribution and sampling of tobacco products or tobacco merchandise will be prohibited on all Penn State campuses.**

Recognizing the link between health hazards and the use of tobacco and smoking products for both the smoker and those exposed to second hand smoke and the environmental impact of smoking, it is recommended that Penn State University be smoke free and tobacco free in its entirety. The Task Force supports a commitment by the University to provide their employees, students, alumni and visitors with an environment that is conducive to good health. This recommendation advances the current Policy AD 32, which pertains to indoor facilities owned or leased by the University. This new initiative will pertain to any indoor and outdoor spaces owned, leased or operated by Penn State University or at any one of its 24 campuses.

A Smoke Free/Tobacco Free Penn State is an important component in creating an environment that supports the health and well-being of the Penn State community. Leadership and support from the President and other senior leaders including the Board of Trustees is critical to its success. The Task Force recognizes that this initiative will not be without its challenges and detractors. It will be imperative that the values of this university articulated in its Strategic Plan as well as the values which guided the development of these recommendations be the foundation for the responses from senior administration and the Board of Trustees to the inevitable challenges that will occur.

An example of the University's commitment to the success of this initiative will be the creation of the *Office for a Smoke Free/Tobacco Free Penn State* (see Recommendation #2). While this kind of resource was only evident in two other universities (University of California Davis and the University of Michigan) that have instituted a smoke free environment, the Task Force believes this *Office* is critical to the success of the implementation of this initiative at Penn State. The motivations for this recommendation are several. No other college or university that we researched has 24 geographically distributed, unique campuses like Penn State where one policy is being implemented throughout the University. This *Office* will be the central coordinating hub for all campuses for questions about the policy, implementation strategies, concerns and information about resources for the entire university. One measure of the success of this initiative is the consistent implementation of this policy at all of the Penn State campuses and on all of the Penn State properties. Having a coordination hub for this initiative will be critical to its success.

The comprehensive cost of implementing this initiative was considered by the Task Force. Costs for this initiative center on four distinct areas of the Implementation Plan: the Communications Plan (Recommendation #6), standing up the *Office for a Smoke Free/Tobacco Free Penn State* (Recommendation #2), resources needed for smoking and tobacco cessation programs (Recommendations #4) and the additional OPP resources needed to transition to a smoke free environment and then to maintain the campus environment when there are violations of this policy (Recommendation #1).

The Office of Physical Plant (OPP) will be asked to remove all cigarette butt containers, smoker poles and other smoking waste receptacles throughout the University. There are more than 150 smoking receptacles and garbage cans with ashtrays on the University Park Campus alone. In each of those spots which are known gathering places for smokers, a sign will be placed that will inform individuals that Penn State is a smoke free and tobacco free university. In addition, the sign will point the reader to the website where information on the policy and resources for smoking cessation can be found. The Task Force recognizes that the change to a smoke free and tobacco free environment will require a culture change that will take time. While this understanding of the boundaries of the policy is occurring, there may be increased smoking refuse that will need to be cleaned up. In addition, OPP will be responsible for monitoring the impact of this new initiative on the campus and reporting their assessment to the *Office for a Smoke Free/Tobacco Free Penn State*. The cost of that monitoring and cleanup is included in the Cost Analyses with the anticipation that this will be a short-term expense.

In recognition of the complexity of this comprehensive, university wide approach, exceptions to this policy are offered in AD32. Smoking or the use of tobacco will be allowed inside closed personal vehicles that are parked on PSU property. The Task Force realizes that this is not the optimal situation in a smoke free and tobacco free environment but it was a compromise position to protect the safety of employees in those situations where off campus adjacencies are hazardous.

While these exceptions are few, they represent the recognition that certain infrequent activities may occur on campus in small populations of individuals and will be allowed in the context of this new initiative. Request for exceptions should be made to the *Office for a Smoke Free/Tobacco Free Penn State*.

Since the University Park Airport is a joint partnership between Penn State and the Centre region, consideration of this policy on Airport property will need to be further explored. In addition, further information gathering is needed to write the language for the exemption for cultural and religious practices on campus.

All of Penn State campuses are integrated into the fabric of the Commonwealth of Pennsylvania, some in rural communities surrounded by acres of forests and others in more urban settings with stores, businesses and hospitals as its neighbors. A change of this type and magnitude will

inevitably have an impact on the neighborhood in which the campus resides. It will be imperative that each campus work with its neighboring towns and municipalities to inform them of this change and enlist their support and advice on its implementation. While the core of the policy must remain the same for each campus, the implementation of the policy can be adjusted slightly in response to the needs of the community in which the campus resides. This collaboration will be especially critical in those communities where individuals can leave the campus to smoke in public spaces and leave their discarded cigarettes in an adjacent community. Campus leadership should have open lines of communication with their adjacent community(ies) to develop a plan to address this concern if necessary. See Recommendation #7.

Finally, the Task Force acknowledges that any change in work rules regarding the use of tobacco on any of the Penn State campuses will need to be collectively bargained. This item was not put on the bargaining table with the Teamsters this year. The next contract begins 7/1/2020. It may be desirable to gain the Union's agreement outside of contract negotiations.

2. The Task Force recommends that the University create the *Office for a Smoke Free/Tobacco Free Penn State* which includes a full-time Director and a part-time Administrative Assistant. This office will be a resource for the University and will be responsible for the implementation, coordination and assessment of the outcomes of this initiative throughout the University

The University should create an *Office for a Smoke Free and Tobacco Free Penn State*. It is recommended that the *Office for a Smoke Free/Tobacco Free Penn State* be housed in the Office of Finance and Business (discussed with David Gray who approved this plan). The decision to place this office in Finance and Business was deliberate and recognized the supportive role Finance and Business plays in the implementation of major, university-wide initiatives. Staffing for this Office will include a full-time Director and a part-time Administrative Assistant.

The *Office* will be responsible for implementing the policy, responding to issues and questions, implementing the Communication Plan (including overseeing a tobaccofree.psu.edu website), serving as a repository for information about smoking cessation resources, assessing the implementation of this new policy, collecting data on the success of this new initiative and overseeing the Ambassador Program which will serve to educate the Penn State community on the policy and available resources. As stated in the newly proposed policy, the *Office for a Smoke Free/Tobacco Free Penn State* will provide on-going compliance evaluation and, as appropriate, reports of compliance status and recommendations regarding compliance and/or policy revisions.

Below is a brief job description for the Director.

The Director of the *Office for a Smoke Free/Tobacco Free Penn State* will provide creative, energetic and strategic leadership for the implementation and oversight of the new tobacco free/smoke free campus policy at all Penn State locations. Housed in the Office of Business and Finance, the position will provide leadership for and monitor projects that support the University's goal of becoming a tobacco/smoke free campus. The position will be responsible for developing and implementing a University-wide communication plan. The position will work collaboratively with staff in Strategic Communication on the communication as well as the development of a website. Additional functions of the office include the development of health communication materials and conducting needs assessment and evaluation, including data collection, analysis, and report writing. The Director will be responsible for implementing and overseeing an Ambassador Program which includes students, staff and faculty representatives. The Ambassador Program will serve as the primary enforcement approach for the policy. The Director will conduct trainings for departments, faculty, staff and students to provide tools and resources that support

compliance with the policy. The Director will work collaboratively with all Penn State Campuses, and a range of University departments and student organizations including, but not exclusive to, University Park Undergraduate Association, Association for Residence Hall Students, Graduate & Professional Student Association, Council of Commonwealth Student Governments, Office of Human Resources, University Health Services, Office of Student Conduct, University Police, Athletics, and the Office of Physical Plant. The Director is the primary source of information for implementing the smoke free, tobacco free policy at the campuses. The Director should have an understanding of population health, a Master's degree or higher plus three years of related experience, or an equivalent combination of education and experience.

The Task Force for a Smoke Free/Tobacco Free Penn State recommends that the members of the Task Force serve as the initial Advisory Board for the *Office for a Smoke Free/Tobacco Free Penn State*. The Task Force was populated to represent the key stakeholders on this issue from both University Park and Commonwealth campuses; faculty, senators, students, staff, a chancellor, a dean, members of the facilities community and a communications specialist. This Advisory Board will continue to allow for a broad perspective to inform the work of the *Office* and enhance continuity of the implementation of this new initiative.

The change to a smoke free and tobacco free Penn State will require a culture change that takes time, education, consistent communication and ongoing support. The Task Force believes that the *Office for a Smoke Free/Tobacco Free Penn State* is an integral part of all dimensions of this culture change but its impact and necessity will change over time. A three year plan for the work of this *Office* is proposed in this recommendation with a review to be conducted at the end of year two to determine the *Office's* continuing contributions to this initiative.

- 3. The Task Force recommends that implementation begin in fall 2017 with the entire semester used for communications and roll out of this initiative. In January 2018, a soft launch of the policy will be implemented. Enforcement of the policy will start in fall 2018 allowing the policy to be fully explained to new employees, visitors and students during NSO in the summer of 2018.**

The timeline for this initiative is based on the understanding of the cyclical nature of the work of the Penn State community and its events and visitors to campus. For students who are planning to come to Penn State, it will be imperative that they be notified of this new policy in their acceptance materials with information reinforced in New Student Orientation, International Student Orientation and through the Office of Student Orientation and Transition Programs. For visitors to the campus for sports events, theatre performances and other events, information will be available on this policy a year in advance to allow them to make the necessary preparations for attending an event on any Penn State campus. For new employees, allowing them to engage in smoking cessation activities before the hard launch of the policy is critical to their acceptance of this new initiative. For those contractors doing work on a Penn State campus and those negotiating a contract for workers on a Penn State campus, this time frame allows for the necessary adjustments to the contract in recognition of this new policy.

This Task Force Report will be delivered to President Barron in August of 2017. The timeline for implementation of this initiative begins with his decision on the recommendations this report early in fall of 2017. Upon his acceptance, two major activities need to take place quickly to meet the timeline suggested in this recommendation: initiation and staffing for the *Office for a Smoke Free/ Tobacco Free Penn State* and launch of the Communication Plan.

The following timeline and activities for each semester provide the framework for the implementation of this new policy.

Fall Semester 2017 (Communication Semester)

Present report to the President.

Senators on the Task Force present report to Faculty Senate.

Initiate and Staff the *Office for a Smoke Free/ Tobacco Free Penn State*.

Begin the communication events at all campuses as defined in the Communication Plan.

Publish two communication pieces per semester in Penn State Today for all constituents.

Notify all Penn State athletic season ticket holders, theatre season ticket holders, and alumni of the new policy, effective fall 2018.

Add a sentence to the EJMS System that notifies applicants to Penn State that Penn State is smoke free and tobacco free.

Add a sentence to the student applications system that notifies applicants to Penn State that Penn State is smoke free and tobacco free.

Educate student groups (Lion Scouts, Lion Ambassadors and SMART) about the new policy and ask them to integrate the information in their scripts for visitor and other tours.

Launch Smoke Free/Tobacco Free website (tobaccofree@psu.edu--already constructed).

Spring Semester 2018 (Soft Launch, No enforcement)

Install signs on campus about upcoming changes to a Smoke Free/Tobacco Free Penn State.

Work with communities adjacent to all campuses to see if lamppost flags announcing this change would be permitted.

Begin and launch the Ambassador Program

Begin removing all cigarette butt containers, smoker poles and waste receptacles.

Place “We are...A Smoke Free/Tobacco Free University” signs at all known smoking spots.

Reinforce the new policy with all Penn State athletic season ticket holders, theatre season ticket holders and alumni, effective fall 2018.

Integrate information about this new initiative in the Onboarding process, new faculty orientation and new employee orientation process.

Publish two communication pieces per semester in Penn State Today for all constituents.

Continue implementing the monthly Communication Plan activities.

Fall Semester 2018 (Hard Launch, Enforcement Begins)

Continue implementing the monthly Communication Plan activities.

Focus articles in Penn State Today on the smoking cessation resources throughout Penn State University.

Identify the most effective strategies used in the Communication Plan and integrate them into an ongoing communication strategy for the spring 2019 and in the upcoming academic year.

- 4. The Task Force recommends that Penn State University support those faculty, staff and students who wish to stop using tobacco or nicotine products with free smoking and tobacco cessation programs. Assistance for students will be through student health and wellness services. The *Office for a Smoke Free/Tobacco Free Penn State* will assist faculty and staff in identifying campus-specific and community cessation resources. Information about smoking and tobacco cessation resources will be included in the University's tobacco free campus website.**

Cessation Resources

Penn State University Park currently offers free tobacco cessation programs for students and employees; however, the utilization rate of these programs is low. In order to assist students and employees in the transition to a tobacco-free and smoke-free campus, Penn State should increase awareness and availability of tobacco cessation services and products across all University locations.

Students at University Park

Health Promotion and Wellness (HPW) at University Park currently offers free tobacco cessation programs for students. Students who want to quit can enroll in Freedom From Smoking, a free 7-week individual program available at HPW. Two staff members in HPW have been trained by the American Lung Association to provide the program. The program is available to all students. There is no cost to the student and the program includes a work book, a Quit Kit and free Nicotine Replacement Therapy (NRT). The American Lung Association provides the materials at no cost to the University.

Students can also make an appointment with a clinical provider in University Health Services (UHS). The clinical provider can prescribe Nicotine Replacement Therapy (NRT). The NRT prescription can be filled at the UHS Pharmacy. This is available to students whose insurance plan recognizes UHS as a provider. The cost varies based on the visit type, but it is billable to insurance.

The Student Health Insurance Plan (SHIP) for 2017-2018 includes coverage for tobacco cessation. Visits with an in-network clinical provider are fully covered for all professional, graduate and undergraduate students and spouses on the plan. The plan covers tobacco cessation drugs that are prescribed by a clinician. In other words, students who are enrolled in SHIP will receive free services and prescription NRT under the plan. Students at all Penn State campuses (except World Campus and Pennsylvania College of Technology) are eligible to enroll in Penn State's SHIP.

Students at Commonwealth Campuses

Currently students can schedule an appointment with a nurse at all campuses, except Brandywine, York and Dickinson Law School. A few campuses specifically offer cessation services as indicated on the campus website (i. e., Fayette, New Kensington, Schuylkill). The Task Force recommends that the University provide funding for at least one staff person per campus to be trained to provide the American Lung Association's Freedom From Smoking program. This will allow each campus to provide free cessation services to students. The American Lung Association will provide free program workbooks, Quit Kits, and Nicotine Replacement Therapy (NRT) to each location. There is a \$350.00 registration fee for the training program.

As stated previously, students at all Penn State campuses (except World Campus and Pennsylvania College of Technology) are eligible to enroll in Penn State's SHIP. The SHIP for 2017-2018 includes coverage for tobacco cessation.

Employees at all Penn State locations

Employees who are enrolled in Penn State's health care plan have access to tobacco cessation products and resources at no cost as required under the Affordable Care Act (ACA). Employer sponsored plans are required to provide tobacco cessation as a preventive service with at least 4 sessions of individual, group and phone counseling; 90 days of all FDA-approved smoking cessation medications; 2 quit attempts per year; no prior authorization for treatments; and no cost-sharing (source: American Lung Association, <http://www.lung.org/our-initiatives/tobacco/cessation-and-prevention/tobacco-cessation-treatment-what-is-covered.html>).

The University should undertake efforts to communicate what cessation support is available to those in Penn State's health care plan and their spouses who may be enrolled in a plan outside of Penn State. Supporting a spouse who wants to quit can increase the likelihood of the employee making a successful quit attempt.

As suggested in the student section, the Task Force recommends that the University provide funding for at least one staff person per campus to be trained to provide the American Lung Association's Freedom From Smoking program. This will allow each campus to provide free cessation services to all employees in addition to students. At University Park, the University should provide funds for a staff person from the Employee Health and Wellness Center in the College of Nursing to be trained to provide the American Lung Association's Freedom From Smoking program.

In addition to providing free cessation services and products, Penn State's tobacco-free campus website should include a cessation resources section. The site should include information about national, state, local and University smoking cessation resources. The site should also include

information to help individuals be tobacco-free during work hours if they choose to not entirely stop using tobacco products.

-
- 5. The Task Force recommends that enforcement of this policy should be through the mechanism of peer support and encouragement, and only when necessary, supervisory oversight. Violations of this policy should be handled through the existing channels of policy implementation in the University (i.e. Students—Office of Student Conduct, Faculty and Staff—Supervisors)**

For this policy, the Task Force recognizes that there will not be specific individuals that have the sole duty of monitoring and enforcing smoke free and tobacco free campuses. Similar to that of every other University policy, individuals encourage their peers to follow the policies and report violations when they are aware that policies have been broken. Below are recommendations that will support the University in offering education and encouragement to all of Penn State's students, faculty, staff, alumni, supporters, and visitors. It is expected that there will be individuals who come to campus and are unaware of the policy on smoking and the use of tobacco. Once on campus, these individuals should be informed of the policy in a concise and respectful manner with information that focuses on the positive effect of this new policy. The Task Force recognizes that there is no solution that ensures that an individual will never smoke on PSU property. These recommendations offer a healthy structure for positive support and encouragement, enforcement and outcome.

Consideration of All Campuses

The enforcement of the policy is dependent upon each campuses' unique campus location. The recommendations in this report will serve as "best practices" for all campuses; however, the Task Force recognizes that the enforcement practices for each campus could be modified due to its unique campus property and geographic location. At University Park, the *Office for a Smoke Free/Tobacco Free Penn State* will oversee the policy and its specific execution at UP. For all Commonwealth campuses, the Chancellor shall appoint a committee including a minimum of three individuals that serve under the Director of Business Services or designate for that campus and will be linked organizationally to the Director of the *Office for a Smoke Free/Tobacco Free Penn State*. The committee should include at least one (1) student, one (1) staff member, and one (1) faculty member. The committee will assist in determining how expectations around adherence to the policy will be communicated across each campus.

Create a Penn State Smoke Free/Tobacco Free Ambassador Program at University Park

The Task Force recommends that the University create a Penn State Smoke Free/Tobacco Free Ambassador Program that allows for students, faculty, and staff members to be trained to assist in the enforcement of the policy. The Ambassador Program would serve to promote and encourage compliance with the new policy, offer information about cessation resources, and give members an opportunity to advocate for a healthier Penn State community.

Enforcement of Students, Staff, and Faculty

Once the policy goes into effect, it is the expectation and duty for all members of the community to assist with the implementation, application, and adherence of the policy. Students will be encouraged by fellow students and ambassadors to follow the policy. Faculty and staff will be encouraged to verbally encourage students to follow the policy, but they will not have direct authority over students for enforcement. As outlined in the Ambassador Program proposal, the role of the ambassador is to encourage Penn State community members and visitors to campus to adhere to the policy. If a violator threatens the safety of those attempting to inform them of the policy, additional support can be provided from University Police Services.

The enforcement of the policy with staff and faculty is the responsibility of the supervisor of the staff or faculty member. For faculty members, the supervisor might be the Department Head, Associate Dean, or the Dean. Similar to that of any other University policy, faculty and staff supervisors will follow proper protocol to ensure that all policies are being followed. It will be the duty of the supervisor to notify the faculty or staff member if they are in violation of the new policy.

Enforcement for all other members of Penn State's community, including but not limited to visitors, tour groups, alumni, and hotel and event guests

The most important aspect of enforcement for these groups of individuals will be education and communication. The new policy should be communicated by email, social media, and visible signage for anyone who is visiting Penn State. As part of the communications strategy, there should be signage located in appropriate locations for all guests and visitors. Additionally, if individuals are registering for events such as tours, performances, matches, and games, the policy should be communicated on tickets, advertisements for the events and when appropriate, via email. It will be the responsibility and duty of all University employees to know and understand the policy so that they are able to verbally communicate the policy to these groups – this includes traffic directors, tour guides, hospitality services employees, and parking directors.

The Penn State Undergraduate Admissions Office, the Graduate School and other entities that admit students will be responsible for informing and encouraging guests and visitors to adhere to the policy when touring and visiting the campuses. Information regarding the policy should be provided through email, in addition to print material that is provided to all visitors upon arrival. It is the expectation and duty of the tour guides (Lion Ambassadors, Lion Scouts, and SMART) to effectively communicate the policy to tour groups at the start of the tour.

It will be the responsibility of Penn State Hospitality Services to inform all guests of the Nittany Lion Inn and the Penn Stater Hotel and Conference Center of the smoking and tobacco use policy. Information should be provided prior to arrival, however further information on smoking and tobacco use locations should be available at the front desks. PSU Athletics will be responsible for informing and encouraging guests and visitors to adhere to the policy at all

sporting events. The presenters of theatre, dance, music and other performance events or gallery exhibitions will be responsible for communicating their policy to their respective audiences. Additionally, it is recommended that the *Office for a Smoke Free/Tobacco Free Penn State* overseeing this policy collaborate with the Penn State Alumni Association so that the information of the new policy can be communicated to alumni through various channels such as social media, email newsletters, and at alumni events.

-
- 6. The Task Force recommends that the University roll-out a comprehensive Communication Plan that builds understanding and adherence for the policy and its potential impact on the health of the Penn State Community. Each Penn State campus will have the opportunity to adapt the communication plan to meet the needs of their local community, both within and external to the campus.**

The process of implementation of this initiative will be one of the determining factors in its success. The focus of the communication is on building a healthy Penn State environment for all members of the community and visitors to our campuses.

It is critical that we create and build excitement in the Penn State community for this initiative and provide education and information to the Penn State community and those who visit one of the Penn State campuses. The Communication Plan will be used to launch A Smoke Free/ Tobacco Free Penn State. This Plan also includes a strategy for continued focused education and outreach throughout the first 18 months of the launch of this new initiative. Due to the transient nature of our student population and those who engage with the University for special events (athletics, theatre etc.), communications and outreach will need to continue beyond the 18 month period described in this Communication Plan. Determining the most effective strategies in the Communication Plan from the first 18 months will be the responsibility of the *Office for a Smoke Free/Tobacco Free Penn State* and will inform the changes needed in the Communication Plan in the years beyond.

It is critical that we promote information and education opportunities to the Penn State community and those who visit Penn State campuses to provide understanding and help foster adherence of the policy. The Task Force recommends that a visual treatment for this initiative be developed and used throughout the campaign which may include such items as posters, banners, signs and lightpost flags. Signage for the initiative may include those which are temporary (as appropriate and to ensure minimal financial cost) and coincide with the launch of the new policy and permanent signage that will be in smoking hotspots.

7. The Task Force recommends that each campus work collaboratively with their local community, keeping them informed of this initiative and creating synergies to advance our mission of improved health.

As stated in Recommendation #1, several of our BTAA peer institutions have undertaken the change to a smoke free or tobacco free university. What makes Penn State unique from its BTAA peers is that our university consists of 24 campuses, each embedded in its own community, each with its own supports, constraints and challenges. Because of the individual characteristics of each campus, the Task Force has not created a one-size-fits-all approach to working collaboratively in the local community. There are several areas in which the Task Force recommends that the campus leadership engage the local community in the implementation of this new policy.

The scope and impact of the policy should be conveyed to the local community government/ authority as soon as possible once the policy is approved by university administration. These communications should include the purposes of enacting this change at Penn State including our commitment to the health and well-being of our Penn State community, our leadership on this issue in the higher education community and the importance of role-modeling positive health behaviors for our students. Local communities can be directed to the Penn State Strategic Plan which informs and provides the direction for this change.

Local community leaders might also consider leveraging the leadership of Penn State in this area to accomplish a change in the smoking regulations in their community. For example, if the town leaders were considering or wish to consider imposing or extending smoking regulations in certain parts of the community (parks, playgrounds etc.), they might want to create a joint statement about the change in both settings creating synergy between the campus and the town. Campus leadership should see this as an opportunity to bring the campus and the town together on smoking cessation initiatives or other events that celebrate both communities (municipal and campus) moving to smoke free and tobacco free environments.

While some Penn State campuses are located in more rural settings, many campuses abut local towns and communities. Past experience at other Big 10 universities that are proximal to local towns has shown that smokers will go to the closest off campus property to smoke adding an additional burden to the town for second-hand smoke and the debris that collects from smoking. The Communication Plan for this initiative includes education for the Penn State community about being a good neighbor to our local communities. Campuses may want to consider creating an “Adopt-A-Block” program to periodically remove tobacco litter from community streets and neighborhoods. It is expected that the culture change to a smoke free and tobacco free Penn State will take time and campus leadership must be willing to address challenges with the local community as they arise.

Conclusions

The Task Force for a Smoke Free/Tobacco Free Penn State was charged by President Barron in December of 2016 to assess the feasibility of implementing a smoke free and tobacco free environment on all of the Penn State properties and campuses. The Task Force represented major stakeholders in the University including students, faculty, staff, administration, University Park representatives, Commonwealth Campuses representatives and representatives of many major groups and organizations within Penn State. The Task Force Recommends that Penn State become a smoke free and tobacco free environment beginning with a communication period in fall 2017, a soft launch in spring 2018 with a full launch in fall 2018.

The recommendations offered in this report are derived from the University Strategic Plan that includes a focus on facilitating wellness in the Penn State community. Consistent with that message, these recommendations are designed to improve the health and well-being of the Penn State community and position Penn State as a leader in creating healthy environments for all. The work of the Task Force was detailed and intensive, collecting data from more than 20 stakeholder individuals and groups. Our data collection and recommendations were informed by current research and a deep understanding of the culture of the Penn State community and guided by the values we defined in the report. Much more than a theoretical paper on smoking and smoke free environments, this report is a roadmap or implementation plan that provides direction to the University on how to implement this initiative including the various offices and departments that will be involved.

This report represents the beginning of a very complex process of implementing a major culture change at a highly complex university. Much more work is needed to determine the feasibility of the implementation timeline, further develop the communication plan and develop the resources needed. For a project of this scale, impact and import, resources committed by the University will be critical to its success. The Task Force believes that the development of the *Office for a Smoke Free/Tobacco Free Penn State* will be vital to form the coordinating hub for the implementation of this initiative across the University. But financial resources are only a part of what is needed. Support from university leadership, including the Board of Trustees, is critical to creating the context for this change.

The challenges to this policy change will be many. Long-time smokers may push the limits of the policy and question its validity. International visitors and students may see this policy as inconsistent with their cultural norms. For unionized staff, a change in work rules regarding the use of tobacco on any of the Penn State campuses will need to be collectively bargained. These challenges are to be anticipated and managed recognizing the importance of this change to the long term health of the Penn State community.

References

References for Background and Rationale

1. World Health Organization. World Health Organization Tobacco Fact Sheet [Internet]. 2009 [cited 2017 May 28]. Available from: http://www.who.int/nmh/publications/fact_sheet_tobacco_en.pdf
2. Will G. Burned by a Tobacco Bill. Washington Post. 2009 Jun 18;A23.
3. Health CO on S and. Smoking and Tobacco Use; 50th Anniversary Surgeon General's Report [Internet]. Smoking and Tobacco Use. [cited 2015 Nov 11]. Available from: http://www.cdc.gov/tobacco/data_statistics/sgr/2012/
4. Centers for Disease Control. Cancer and Tobacco use. CDC Vital Signs [Internet]. 2016 [cited 2017 Jun 4]; Available from: <https://www.cdc.gov/vitalsigns/pdf/2016-11-vitalsigns.pdf>
5. General USPHSO of the S, Health USPHSO on S and. The Health Benefits of Smoking Cessation: A Report of the Surgeon General [Internet]. DHHS Publication No. (CDC) 90-8416. 1990 [cited 2017 Jun 16]. Available from: <https://profiles.nlm.nih.gov/NN/B/B/C/T/>
6. Inc G. Most U.S. Smokers Want to Quit, Have Tried Multiple Times [Internet]. Gallup.com. [cited 2017 Jun 16]. Available from: <http://www.gallup.com/poll/163763/smokers-quit-tried-multiple-times.aspx>
7. Xu X, Bishop EE, Kennedy SM, Simpson SA, Pechacek TF. Annual healthcare spending attributable to cigarette smoking: an update. *Am J Prev Med.* 2015 Mar;48(3):326–33.
8. Berman M, Crane R, Seiber E, Munur M. Estimating the cost of a smoking employee. *Tob Control.* 2014 Sep;23(5):428–33.
9. Ekpu VU, Brown AK. The Economic Impact of Smoking and of Reducing Smoking Prevalence: Review of Evidence. *Tob Use Insights.* 2015;8:1–35.
10. Schneider JE, Peterson NA, Kiss N, Ebeid O, Doyle AS. Tobacco litter costs and public policy: a framework and methodology for considering the use of fees to offset abatement costs. *Tob Control.* 2011 May 1;20(Suppl 1):i36–41.
11. Penn State News. Students pick up nearly 14,400 cigarette butts; demonstrate impact of littering | Penn State University [Internet]. [cited 2017 Jun 17]. Available from: <http://news.psu.edu/story/463099/2017/04/17/campus-life/students-pick-nearly-14400-cigarette-butts-demonstrate-impact>

12. Beck RW. Literature Review- Litter, a review of litter studies, attitude surveys and other litter-related literature [Internet]. Keep American Beautiful; 2007 [cited 2017 Jun 17]. Available from: <http://infohouse.p2ric.org/ref/50/49409.pdf>
13. Siddiqi K, Shah S, Abbas SM, Vidyasagan A, Jawad M, Dogar O, et al. Global burden of disease due to smokeless tobacco consumption in adults: analysis of data from 113 countries. *BMC Med* [Internet]. 2015 Aug 17;13. Available from: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4538761/>
14. Teo KK, Ounpuu S, Hawken S, Pandey MR, Valentin V, Hunt D, et al. Tobacco use and risk of myocardial infarction in 52 countries in the INTERHEART study: a case-control study. *Lancet Lond Engl*. 2006 Aug 19;368(9536):647–58.
15. Drummond MB, Upson D. Electronic Cigarettes. Potential Harms and Benefits. *Ann Am Thorac Soc*. 2014 Feb;11(2):236–42.
16. Czogala J, Goniewicz ML, Fidelus B, Zielinska-Danch W, Travers MJ, Sobczak A. Secondhand Exposure to Vapors From Electronic Cigarettes. *Nicotine Tob Res*. 2014 Jun 1;16(6):655–62.
17. Callahan-Lyon P. Electronic cigarettes: human health effects. *Tob Control*. 2014 May;23(Suppl 2):ii36–40.
18. Schober W, Szendrei K, Matzen W, Osiander-Fuchs H, Heitmann D, Schettgen T, et al. Use of electronic cigarettes (e-cigarettes) impairs indoor air quality and increases FeNO levels of e-cigarette consumers. *Int J Hyg Environ Health*. 2014 Jul;217(6):628–37.
19. Health CO on S and. Smoking and Tobacco Use; Fact Sheet; Adult Cigarette Smoking in the United States; [Internet]. Smoking and Tobacco Use. [cited 2015 Nov 13]. Available from: http://www.cdc.gov/tobacco/data_statistics/fact_sheets/adult_data/cig_smoking/
20. Office on Smoking and Health (US). The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General [Internet]. Atlanta (GA): Centers for Disease Control and Prevention (US); 2006. (Publications and Reports of the Surgeon General). Available from: <http://www.ncbi.nlm.nih.gov/books/NBK44324/>
21. National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. The Health Consequences of Smoking—50 Years of Progress: A Report of the Surgeon General [Internet]. Atlanta (GA): Centers for Disease Control and Prevention (US); 2014. (Reports of the Surgeon General). Available from: <http://www.ncbi.nlm.nih.gov/books/NBK179276/>
22. Barnoya J, Glantz SA. Cardiovascular effects of secondhand smoke: nearly as large as smoking. *Circulation*. 2005 May 24;111(20):2684–98.

23. Plescia M, Wansink D, Waters HR, Herndon S. Medical costs of secondhand-smoke exposure in North Carolina. *N C Med J*. 2011 Feb;72(1):7–12.
24. Waters HR, Foldes SS, Alesci NL, Samet J. The economic impact of exposure to secondhand smoke in Minnesota. *Am J Public Health*. 2009 Apr;99(4):754–9.
25. Cho H, Lee K, Hwang Y, Richardson P, Bratset H, Teeters E, et al. Outdoor tobacco smoke exposure at the perimeter of a tobacco-free university. *J Air Waste Manag Assoc*. 2014 Aug 3;64(8):863–6.
26. Klepeis NE, Ott WR, Switzer P. Real-time measurement of outdoor tobacco smoke particles. *J Air Waste Manag Assoc* 1995. 2007 May;57(5):522–34.
27. Kaufman P, Zhang B, Bondy SJ, Klepeis N, Ferrence R. Not just “a few wisps”: real-time measurement of tobacco smoke at entrances to office buildings. *Tob Control*. 2011 May;20(3):212–8.
28. Sureda X, Fernández E, López MJ, Nebot M. Secondhand tobacco smoke exposure in open and semi-open settings: a systematic review. *Environ Health Perspect*. 2013 Jul;121(7):766–73.
29. Strulovici-Barel Y, Omberg L, O’Mahony M, Gordon C, Hollmann C, Tilley AE, et al. Threshold of Biologic Responses of the Small Airway Epithelium to Low Levels of Tobacco Smoke. *Am J Respir Crit Care Med*. 2010 Dec 15;182(12):1524–32.