

A Good Day's Work: A Guide for Tobacco-Free Work Sites in Arizona

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A Good Day's Work: A Guide for Tobacco-Free Work Sites in Arizona

Introduction

A Good Day's Work can be used by employers, employees and community support programs interested in implementing tobacco-free work sites. The sponsors of this manual have established avenues of support and education for work sites in their efforts to instigate and maintain a tobacco free work site policy. Resource information is listed in Attachment II at the end of this manual.

The information contained in this manual is broad based and can be utilized by all types of work sites, including schools, hospitals, community centers, large and small businesses, and manufacturing facilities.

This work site manual utilizes the "Full Spectrum" approach to tobacco-free policy. Developed by the ATIN Community Policies Project, the "Full Spectrum" program demonstrates how to unify agencies, work with established policies or establish new policies, understand and utilize state laws, and achieve workable goals.

This manual presents information on procedures and policies specific to work sites. It also identifies available community, state and national level programs and enforcement guidelines that will encourage and educate both labor and management.

Definitions

Following are definitions of terms as they are used throughout this manual:

Campus - Buildings and grounds of a work site.

Cessation - Discontinuing the intake of all tobacco products.

Environmental tobacco smoke (ETS) - A mixture of secondhand (or side-stream) and mainstream tobacco smoke.

Mainstream smoke - Consists of the tobacco smoke exhaled by the smoker.

Policy - A high-level, overall plan embracing general goals and acceptable procedures.

Secondhand smoke – Consists of tobacco smoke that diffuses directly into the atmosphere from burning tobacco. Also known as sidestream smoke.

Smokeless tobacco – Takes various forms and is also referred to as chew, dip, plug, smokeless, snuff and spit tobacco. Smokeless tobacco is a mixture of tobacco, sweeteners, and salts. Smokeless tobacco contains hundreds of chemicals poisonous to the body. Chewing tobacco is used by placing a wad of tobacco between the cheek and teeth, where it is held and sucked upon to release the nicotine.

Work site - Place of employment, including buildings, parking areas, company vehicles and grounds. The work site can also

include off campus sites (i.e., construction sites, off site work related activities, etc.).

Why Institute a Policy?

This manual will review the health, economical, legal and administrative aspects of instituting a tobacco use policy. While there are many options when considering tobacco use policies, such as designated smoking/nonsmoking areas, installation of ventilation systems, enforcement procedures, etc., the best overall policy continues to be a complete ban of tobacco use at work. This type of policy protects the nonsmoker, saves money and liability costs and, coupled with assistance from local, state, and private cessation support programs, is an excellent way to improve the health and well-being of employees.

Health Factors

To the smoker:

According to a 1996 report by the Arizona Department of Health Services, 25.5 percent of all Arizonans smoke cigarettes. Among adult women residing in Arizona, 20.5 percent smoke; 31 percent of adult men living in Arizona smoke.

Statistics compiled by the Arizona Department of Health Services show that 6,224 deaths in 1991, or 21 percent of all deaths in Arizona, were attributable to smoking related illness and disease.

Tobacco use remains the leading preventable cause of death in the United States, causing more than 400,000 deaths each year. Smoking kills more people than AIDS, alcohol, drug abuse, car crashes, murders, suicides, and fires combined (Centers for Disease Control, *Targeting Tobacco Use: The Nation's Leading Cause of Death*, 1999).

Cigars and pipes, long promoted by the tobacco industry as status symbols or glamorous cousins of the humble cigarette, are just as lethal as cigarettes. Cigars and pipes cause cancer and they kill, just like cigarettes do (International Agency for Research on Cancer, *Cigars and Pipes as Lethal as Cigarettes*, April, 1999).

Each year, tobacco causes 2.5 million deaths worldwide. Based upon present trends, 10 million deaths annually will be attributable to tobacco by 2025 (Strategies to Prevent Youth Access to Tobacco Third Annual Conference, 1992).

Cigarette smoking is considered to be the major cause of lung cancer — the leading cause of cancer death in men since the 1950s and women since the 1990s (*U.S. Surgeon General's Report*, 1989).

To the smokeless tobacco user:

Since the exposure to nicotine from smokeless tobacco is similar in magnitude to nicotine exposure from cigarette smoking, the health consequences of smoking that are caused by nicotine also would be expected to be hazards of smokeless tobacco use. Areas of particular concern in which nicotine may play a contributory or supportive role in the pathogenesis of disease include coronary artery and peripheral vascular disease, hypertension, peptic ulcer disease, and fetal mortality and morbidity (*U.S. Surgeon General's Report*, 1986).

The risk of mouth cancer is four times greater for the smokeless tobacco user. The chances of developing a cancerous lesion are particularly high in areas of the mouth where the tobacco is placed and held by the user. Cancer of the mouth can affect the lip, tongue, gums, and cheek. Cancer of

the mouth is one of the ten most common cancers in the world. (American Academy of Otolaryngology—Head and Neck Surgery, Inc., December, 1991)

The risk of developing oral cancer for spit tobacco users ranges from two to eleven times that of nonusers. Only half of all oral cancer patients are alive five years after diagnosis. (Dental Oncology Education Program, *Spit Tobacco Prevention Network Web Site Fact Page*, 1999)

Smokeless tobacco causes increased heart rate due to nicotine in the blood stream releasing hormones, such as adrenaline (American Academy of Otolaryngology—Head and Neck Surgery, Inc., December, 1991).

To the nonsmoker:

Secondhand smoke causes over 3,000 lung cancer deaths annually, as well as exacerbation of lung disease in nonsmoking adults and respiratory problems in children. The EPA estimates that secondhand smoke causes 37,000 heart disease deaths in nonsmokers each year (American Lung Association, *Smoking Policies in the Workplace*, September, 1998).

ETS has been classified as a Group A carcinogen under EPA's carcinogen assessment guidelines. This classification is reserved for those compounds or mixtures which have been shown to cause cancer in humans, based on studies in human populations (Environmental Protection Agency, *Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders*, 1993).

Nicotine is not the only toxin nonsmokers are exposed to in secondhand smoke. Smoke from the burning end of a cigarette

contains over 4,000 chemicals and forty carcinogens including: formaldehyde, cyanide, arsenic, carbon monoxide, methane and benzene (Environmental Protection Agency, *Indoor Air Facts: Environmental Tobacco Smoke*, 1989).

Exposure to ETS can result in aggravated asthmatic conditions, impaired blood circulation, bronchitis, and pneumonia (American Cancer Society, *Cancer Facts and Figures*, 1997).

The Economic Costs of Tobacco Use

To businesses:

A smoking employee costs the employer at least 1,000 dollars per year in total excess direct and indirect health care costs, compared with a similar nonsmoking employee (American Lung Association, *Smoking Policies in the Workplace*, September, 1998).

On average, smokers are absent from work 50 percent more often than nonsmokers. As long ago as 1974, Dow Chemical Company found that cigarette smoking employees were absent from work five and a half (5.5) more days per year than their nonsmoking peers. Costs for these absences include temporary replacements and lowered productivity and morale among employees who were on the job and had to cope with the absences (ASH, *Smoking in the Workplace Costs Employers Money*, 1997).

According to the Labor's Community Service Agency, the annual cost to an employer for each employee who smokes is estimated at up to \$4,789 (depending on benefits, wages and circumstances).

These costs are based on the following:

- Increased absenteeism
- Increased medical care
- Increased lost earnings
- Increased insurance costs other than health costs
- Increased time lost on the job
- Increased property damage and depreciation
- Increased maintenance and cleaning costs
- Problems caused by second-hand smoke

By instituting a tobacco free policy, a business may notice an increase in tobacco breaks by their smoking employees. Although there is the potential that this will cause a loss of productivity, businesses can also experience increased productivity due to a reduction of absenteeism and turnover and through increased efficiency of both the smoking and nonsmoking employees. Additionally, many smokers utilize such policies and available support programs to quit or reduce their usage of tobacco.

To tobacco users:

A smoker averaging 2 packs a day (\$2.50 a pack x 2 packs per day x 365 days a year) would spend approximately \$1,825 per year on cigarettes. This does not include the increased costs in other areas, such as health care, property damage and clean-up, and higher insurance rates.

The Centers for Disease Control and Prevention has indicated that smokers have more hospital admissions, take longer to recover from illness and injury, have higher outpatient health care and have lower birth weight babies than nonsmokers.

According to information provided by the California Dental Association, use of snuff or spit tobacco will lead to increased tooth abrasion, gum recession, increased tooth decay, tooth discoloration and bad breath.

To the country:

Smoking cost the U.S. \$97.2 billion in health care costs and lost productivity annually. This includes \$50 billion in direct health care costs for people with smoking-related diseases (American Lung Association, *Smoking Policies in the Workplace*, September, 1998).

In 1987, the most recent year data was collected, 43.3 percent of the medical-care expenditures attributable to smoking were paid for by Medicare, Medicaid and other federal and state sources of public funding (American Lung Association, *Smoking Policies in the Workplace*, September, 1998).

According to a 1990 study by the U.S. Office of Technology and Assessment, lost productivity due to smoking-related absenteeism and disability costs businesses \$47 billion dollars annually.

The National Center for Health Statistics reported in 1993, that lifetime medical costs for a male smoker are estimated to exceed costs for a male nonsmoker by 32 percent.

As these statistics show, smoke free policies can save money, time, and lives. Administrators, business owners, and managers have the right to set forth a policy that protects their company from lawsuits, property damage and lost work hours. Workers have the right to a safe and healthy work environment. As we will explore further,

companies that institute such a policy have the legal backing of U.S. courts.

Current Trends and Policies

Smoking policies came to the forefront shortly after the first Surgeon General's report on the health effects of tobacco use was released in 1964. In its infancy, policies were instituted that allowed a simple separation of smokers from nonsmokers. Subsequent studies have proven that those simple separations are woefully inadequate in protecting the nonsmoker from ETS. Scientists have examined the issues of ventilation, drifting smoke and secondhand smoke exposure, and through their research have discovered that ETS exposure is the third most preventable cause of death in the U.S. today, killing approximately 53,000 U.S. citizens per year. (Glantz, S.A. & Parmley, W. *Aha Circulation*, 1991)

In 1998, the Department of Health Services Tobacco Education and Prevention Program, through the Arizona Cancer Center, Behavioral Sciences Program, conducted a broad scale survey of work sites in Arizona. In this study, a smoke free policy is defined as a policy that does not allow smoking by employees in all indoor areas and company vehicles; except for designated smoking areas that are enclosed by physical barriers and separate ventilation.

Basic findings indicate that, depending on their size, the proportion of workplaces with smoke free policies varied. Specifically:

- 51 percent of workplaces with 5-30 employees have smoke-free policies,
- 67 percent of workplaces with 31-80 employees have smoke-free policies,
- 70 percent of workplaces with 81+ employees have smoke-free policies.

From this information, we can see that, the bigger the company, the more likely it is they will have a smoke free policy. Regardless of employee size, the majority of work sites are moving towards instituting such policies at a monumental rate.

The survey also found that larger companies tend to provide more assistance to their employees, such as reimbursement for smoking cessation costs, in-house cessation programs and educational materials.

On the other end of the spectrum, smaller company managers perceived a higher level compliance among smoking employees.

In this survey, companies that have already instituted smoke free policies were asked about their experience in implementation and enforcement. Ninety percent of smaller companies (those with 5-30 employees), 89 percent of mid-sized companies (those with 31-80 employees), and 89 percent of larger companies (those with 81+ employees) agree that banning smoking in their workplace has been easy to enforce.

A copy of this survey report, entitled the *Arizona Tobacco Information Network Workplace Tobacco Policy Survey*, is available by contacting:

Arizona Prevention Resource Center
621 E. Van Buren, Ste. B2
Phoenix, AZ 85004-2208
1 (800) 432 2772
1 (480) 727 2772

Legal Aspects of ETS Exposure

Federal and State laws regarding tobacco use by minors

In Arizona, it is illegal for a minor (under the age of 18) to purchase, possess and/or use tobacco products. It is also illegal for adults (18 and older) to purchase and/or provide tobacco products to minors.

If your business employs minors, or sells tobacco products in any form (such as providing a tobacco vending machine in the lobby or break room), your company needs to be aware of all local, state and federal laws. Together with policy notification, employees should be informed of the law and possible legal actions against those who violate the law. (See Attachment III.)

State laws protecting children and the public at large from ETS exposure

Per a recent amendment to Arizona State Statute #36-601.01, smoking is restricted on any school (public, private, charter, etc.) property where minors are present. This includes classrooms, break rooms, parking lots and grounds.

Additionally, according to the State of Arizona, smoking is prohibited in the following public areas:

1. Elevator, indoor theater, library, art museum, lecture or concert hall, or bus which is used by or open to the public.
2. Waiting room, rest room, lobby or hallway of any health care institution, as defined in Chapter 4 of this title.

3. Public waiting room of health associated laboratories or facilities.
4. Public waiting room of any physician, dentist, psychologist, physiotherapist, podiatrist, chiropractor, naturopath, optometrist or optician.

(See Attachment III for further information)

Smoker's Rights

As the issue of health protection has risen, the claims of “smokers rights” have been challenged. It has been determined in U.S. courts that the right to smoke does not fall under any constitutionally protected activities. Indeed, the use of a substance that produces a health hazard is not a rights issue; it is a health issue. As of yet, no court actions have supported “smoker’s rights”; however, many suits filed by nonsmokers have been successful, while other suits are currently making their way through the legal system.

Americans with Disabilities Act (ADA).

The Americans with Disabilities Act, enacted by Congress in 1990 and taking effect in 1992, is a federal civil rights act for the disabled. It prohibits discrimination against individuals who have a disability in private employment, public transportation, and public accommodations. Attachment IV describes in detail how the Americans with Disabilities Act applies to public tobacco use.

Governmental Agencies Involved in ETS Issues

Many federal agencies have jurisdiction of various issues surrounding environmental tobacco smoke. The following lists some of those organizations and their involvement with the issue:

Environmental Protection Agency (EPA)

The Environmental Protection Agency (EPA) recommends that every company have a smoking policy that effectively protects nonsmokers from involuntary exposure to tobacco smoke. Many businesses and organizations already have smoking policies in place but these policies vary in their effectiveness (EPA, *Secondhand Smoke*, July, 1993).

The EPA has clear authority to inform the public about indoor air pollution health risks and what can be done to reduce those risks. A recent high profile advertising and public relations campaign by the tobacco industry may confuse the American public about the risks of secondhand smoke. The EPA believes it's time to set the record straight about an indisputable fact: secondhand smoke is a real and preventable health risk (EPA, *Setting the Record Straight: Secondhand Smoke is a Preventable Health Risk*, July, 1994).

Occupational Safety and Health Administration (OSHA)

OSHA has taken steps toward issuing a rule on indoor air quality (IAQ). A Request for Information on IAQ was published in 1991. A proposal followed in April 1994. Hearings were conducted from September, 1994 to March 1995, and the post-hearing comment period ended in February 1996. The proposal addressed adverse health effects

attributable to indoor air pollution, including environmental tobacco smoke (ETS). The proposal focused on the maintenance and operation of heating, ventilation, and air conditioning (HVAC) systems, and had provisions for the control of specific contaminant sources, including ETS, bacteria, molds, and volatile organic chemicals.

OSHA's intent in the IAQ proposal was to assure that workers would be protected from unnecessary risks associated with indoor air pollution, including ETS. OSHA did not address smoking outside of the workplace in the proposal. However, in the comments and during the hearing on the proposal, suggestions were made that OSHA address smoking near entrances and air intakes to the building's ventilation system because smoke can be drawn into the building. OSHA is reviewing the information contained in the record. Once the OSHA has completed the review, they will make a decision as to the resolution of this rule making.

OSHA feels strongly that all workers should have their concerns addressed in good faith. Citizens are encouraged to contact OSHA should they have any questions or wish to file a complaint (see Attachment II - Federal Programs)

U.S. Food and Drug Administration (FDA)

According the FDA, "with the August 1996 publication of a final rule on tobacco in the Federal Register, the Food and Drug Administration [began to] regulate the sale and distribution of cigarettes and smokeless tobacco to children and adolescents. The action results from the agency's assertion of jurisdiction over tobacco products. This was based on an intensive FDA investigation of the tobacco industry, tobacco use and its health consequences. The rule will prohibit the sale

of cigarettes and smokeless tobacco to those under 18 while leaving them on the market for adults.” (U.S. Food and Drug Administration, *Executive Summary: The Regulations Restricting the Sale and Distribution of Cigarettes and Smokeless Tobacco to Protect Children and Adolescents*, rev. August, 1996)

As the previous statement indicates, the FDA has focused their efforts on the sale and distribution of tobacco products to children and adolescents. It is extremely important for work sites to clearly demonstrate a non-tolerance policy for tobacco use by any under aged employee or visitor both within buildings and upon the business property.

Clearly, for those businesses that provide tobacco either through direct sales or vending machines, care must be taken that tobacco products are not sold to minors. The FDA considers such a sale a federal offense, and has established state level offices to investigate reports of such sales. Attachment III includes the contact information for the FDA’s branch office in Phoenix, Arizona.

Currently, the FDA has asserted jurisdiction over cigarettes and smokeless tobacco under the Federal Food, Drug, and Cosmetic Act (the Act). As of February 1999, this jurisdiction is being challenged in a North Carolina court by the tobacco industry. If the FDA’s jurisdiction is upheld, the FDA will enforce strong regulatory management of advertisements, sponsorships, sales and distributions of tobacco products.

Private Organizations

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE):

A U.S. technical society, the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), has amended its indoor air quality standard to recommend that buildings should be smoke free rather than, as in the past, allowing for a 'moderate amount of smoking.' The move is seen as important in that the Standard 62 referred to will be the main guidance for ventilation engineers in the U.S. and compliance could protect against possible legal actions.

Building Owners and Managers Association (BOMA):

The Building Owners and Managers Association (BOMA) International is a premier network of over 16,500 commercial real estate professionals. When the EPA classified secondhand smoke as a Group A carcinogen in 1993, BOMA International became the first real estate association to support legislation that would ban smoking in buildings. BOMA also expressed its support for proposed OSHA restrictions on smoking in the workplace. A workplace ban on smoking, with building tenants responsible for enforcing compliance, is crucial to building occupants' health and for efficient office building management. The presence of tobacco smoke compromises indoor air quality, while also increasing cleaning costs.

BOMA states, "Second-hand smoke does not belong in buildings....Removing this health threat would protect building occupants, remove a significant liability concern for owners and

tenants, and help improve overall air quality in commercial buildings.”

Levels of Policy

Smoke free buildings

The easiest policy, both for instituting and enforcing, is a complete ban of tobacco use within all company buildings and vehicles. Many businesses that have previously instituted partial bans are finding them inadequate in their coverage and are converting to a more comprehensive policy. Businesses will save money, decrease their liability risk and increase the health of their employees through this simple policy.

Sample policies for small and large businesses are contained in Attachment I.

Ventilation

Some businesses may consider the installation of ventilation systems within specific work areas. When making this decision, a business not only needs to determine whether the initial cost, maintenance and upkeep of this unit will be cost effective, they must also consider whether it will actually protect their employees' health and well-being.

In order to effectively reduce cancer risk, Dr. James Repace, from the Environmental Protection Agency states that, “smoking areas must be under negative pressure relative to the nonsmoking areas of the building and should be ventilated at the maximum capacity of the ventilation system. Special smoking areas in existing buildings may require structural or mechanical system modification” (National

Cancer Institute, *Smoking in the Workplace: Ventilation*, April 1990).

Many ventilation manufacturers claim to have effective ventilation systems, yet have not passed or even submitted their product for testing of appropriate governmental standards. Don't be fooled by phrases like "reduces irritants", or "receives high ratings of personnel satisfaction." Remember, ventilation systems can remove the odor and smell of tobacco smoke and yet not adequately eliminate the actual toxins contained in tobacco smoke.

Although a minimum standard has been set by ASHRAE for ventilation systems, this standard is based on tobacco smoke odor and not health standard limitations. Basically, a ventilation system can reduce, but not eliminate exposure to tobacco smoke. Businesses will still face liability and health issues under such a policy option.

Even if a system was initially adequate in reducing tobacco toxins, without regular maintenance and replacement of filters, ventilation units can drastically lose their effectiveness. Businesses will spend time and money to keep their units operating at peak condition.

"To be at all effective in reducing the concentration of smoke in a space," Dr. Repace further states, "any air cleaner must process many room air volumes per hour. This requirement rules out desktop devices. Even large, expensive air cleaners with high efficiencies for captured particles are capable of reducing, but not eliminating the environmental tobacco smoke tar particles in room air, and are not at all effective for gases, which contain most of the irritants" (National Cancer Institute, *Smoking in the Workplace: Ventilation*, April 1990).

Entrances, Windows and Air Intakes

Tobacco smoke follows the natural airflow into a building. Open doors and windows can actually attract smoke in a funneling action. It is suggested that work sites maintain a ten to twenty foot restriction from every entrance, operating window or air conditioning/heating intake unit. Move all ashtrays and trash receptacles beyond that boundary. Clearly post “no smoking” signs. Because of the airflow issue, indoor stairwells must also be strictly maintained as smoke free.

Campuses

A policy can prohibit tobacco use on the entire campus. This policy is most commonly utilized at work sites that handle flammable and/or hazardous chemicals, but is also becoming popular at health care facilities (hospitals, doctors office complexes, etc.), schools and day care centers. These work sites take their responsibility to provide a healthy working environment for both clients and employees seriously.

White-collar work sites and governmental facilities are following suit, both for health and economic reasons. For example, the U.S. Navy restricts all tobacco use on their carriers, ships and submarines. Here in Arizona, GlaxoWellcome, an international pharmaceutical corporation, bans all smoking on their entire campus while eight of Arizona's city administration buildings restricts smoking inside all city facilities (Bullhead, Cottonwood, Douglas, Fountain Hills, Mesa, Snowflake, Tempe and Winslow).

Designated smoking areas

As previously discussed, because of ventilation issues, it is not advisable to provide indoor smoking areas.

Outside, except for school grounds or facilities for youth, a business can choose to provide a designated smoking area. The University of Arizona Medical Center is an excellent example. Although the University of Arizona Medical Center has declared their campus smoke free, they have provided a covered, outdoor smoking area away from any entrance or air intake unit. This area is kept clean, has well maintained ashtrays and trash receptacles, is landscaped, and provides adequate seating. Not only does this designated smoking area recognize and respect the adult smoker, it actually discourages unauthorized tobacco use in other areas.

Again, it must be emphasized that facilities that serve infants, children and adolescents should **not** provide smoking areas in or out of doors.

Other tobacco products

Restrictions from all products containing tobacco should be included in the policy. This would include pipe tobacco, cigars, bidi's, chew, snuff and all other forms of smokeless tobacco. Not only does this establish an equitable policy, it also protects both the business and non-tobacco users from exposure to various tobacco by-products (i.e., tobacco spit).

Q. What is the best clean indoor air policy?

- A. Simple is best. Begin with a positive statement of support for smoke free environments. The basic policy should only take one or two paragraphs to describe (i.e., all buildings, vehicles and conferences held by XYZ, Inc. will be tobacco free). Adding the words “except”, “unless”, or “according to the discretion of” only leads to confusion and enforcement difficulties. (See Attachment I for sample policies)***

Steps to Action: Planning, Implementing and Enforcement

Planning:

As with any new policy, preparation and planning are essential for a smooth transition. After a business has established the need for instituting a tobacco free workplace policy, the following steps will assist in planning and implementing that policy.

1. If your organization has an Employee Assistance/Wellness Program or belongs to an HMO or private insurance company that provides cessation and education programs, find out what is available and how you can best utilize those services. If your insurance does not provide assistance, negotiate those services.
2. Decide which departments and specific personnel will be involved in all phases of implementation and enforcement of a tobacco free policy (such as key administration or management staff, human resources, custodial, employee representatives, risk management, security, etc.). Hold educational/planning meetings to discuss how these departments can support employees as the new policy is implemented.
3. Your local tobacco prevention programs, the ATIN Community Policies Project, the Wellness Council of America (WELCOA) and representatives from the American Heart Association, Arizona Lung Association or the American Cancer Society are available to assist you in this process (see Attachment II).

Remember that incomplete implementation results in confusion. Make sure that your procedures provide clear guidelines.

Advice on assuring a smooth transition to a smoke-free work place from the American Lung Association:

- *Once management makes the decision to go smoke-free, involve employees in planning and implementing the new policy.*
- *Educate everyone in the work place about the hazards of environmental smoke and about the new company policy.*
- *Expect success. Employees will pick up on an optimistic attitude from management.*
- *Allow time for the transition.*
- *Focus on smoke, not smokers, as the problem.*
- *Offer support programs to help motivated employees stop smoking.*

Implement the smoke free workplace policy as you would any other policy. For example, don't make a distinction between smoking breaks and other kinds of breaks. Make no exceptions.

Implementation of new policy:

Your work site should allow appropriate time for notification to employees of the new policy. Begin by distributing a notification of the policy change to all employees. Within two to four weeks prior to implementation, hold in-services that review the policy, enforcement procedures and available support services.

By the day of implementation, all employees should have received a copy of the policy. Amendments to the employee handbook that describe the policy and enforcement procedures and policy notifications (signed by the employee and their manager) should be placed in personnel files. Easy to read signs should be posted at all entrances and in all stairwells.

Informational handouts describing the new policy, and flyers regarding clean indoor air issues and cessation programs can be provided to employees through workshops, meetings or in paycheck envelopes. Sample educational and support services handouts are provided in Attachment V.

Enforcement

Even using the word “enforcement” can evoke negative responses from both personnel and management. It should not be the position of any organization to punish or strong arm a particular policy; however, structure is necessary for an equal and fair implementation and adherence to that policy.

Towards that end, as much care needs to be given to the establishment, notification and adherence to enforcement procedures as to the policy itself.

The best enforcement procedure for a tobacco free workplace policy is the same procedure used in a drug free workplace policy.

Generally, the following statement, inserted into the employee handbook, can sufficiently address the tobacco enforcement policy (in essence, piggybacking onto existing sanction policies):

“Any violation of this tobacco use policy will result in discipline, up to and including discharge under (insert name of organization or business) progressive discipline policy.”

When drafting the enforcement procedures, it is important to remember that tobacco contains nicotine, which is an addictive substance. It is important to show sensitivity to employees who are addicted to nicotine by structuring the policy with the following points in mind:

1. Fair and equal enforcement of the policy.
2. Providing educational information and support through awareness programs, handout materials, and on-site cessation services or information regarding available community cessation services.
3. Distribution of the written policy and enforcement procedures to all employees.
4. Provide a form to be kept in each employee’s personnel file that states the employee has received a copy of the policy and enforcement procedures and that they agree to abide by the company’s tobacco free workplace policy.

“To implement the non-smoking policy effectively requires leadership. Those who lead by example will be successful in implementing the policy” (Kemp, Hocking, Borland, Managing the Implementation of a No Smoking Policy).

Designated enforcement personnel

Each business will need to decide which department or individuals are to handle complaints, address infractions and maintain enforcement of the new policy. Many companies assign this action directly to departmental managers. Larger organizations may choose to assign such responsibility to their human resource or risk management department. We suggest that the personnel in charge of maintaining enforcement of tobacco issues be the same personnel assigned to enforce all drug and alcohol related infractions.

Whatever approach is best for your organization, care should be taken to train these designated officers in enforcement procedures, handling of filed complaints and conflict management.

Finally, it is important to provide all personnel with the name and contact information of the enforcement officers.

Small Businesses

Small businesses have as much responsibility to protect their workers and business as larger employers. They are also under as much liability as larger companies. Many businesses are privately owned, which places all liability directly upon the owner and the effectiveness of their insurance policy.

“While the vast majority (87%) of workplaces report having a policy or rule concerning smoking by employees, smaller work sites are less likely than larger ones to have one and when they do, they are less likely to be written.” (Tobacco Free-Ways, Tobacco-Free Ways Workplace Team Workplace Tobacco Policy Survey Report, 1997/1998).

Operating in Leased Facilities – Multiple Business Buildings

Businesses that share office space in a multi-use building may be unable to institute a full tobacco free policy. If the business in the office next to you allows smoking, and you have a shared ventilation system, you cannot adequately protect your workers without their assistance. Even if smoking is not allowed within a building, if other occupants smoke around entrance doors, your employees are still being exposed to environmental tobacco smoke (at the entrance, and as that smoke enters and circulates throughout the building).

The first step in initiating a smoke free policy throughout the building would be to meet with other businesses within the building.

Once you have identified supportive businesses, make an appointment to meet with the property manager. Explain your policy and your concerns regarding other businesses' tobacco smoke, as well as economical and health facts from this manual. Ask the property manager to consider instituting a building wide tobacco free policy and to establish an outside smoking area away from entrances and ventilation systems. Request that all indoor ash buckets be removed and that “no smoking” signage be installed at all entrances, in stairwells, and on each floor.

If the manager is unwilling to institute such a policy, **DON'T GIVE UP!!!** Ask for assistance from your local tobacco prevention project (see Attachment II), your city or county administration and the appropriate federal organizations (listed in Attachment II).

Providing Cessation Services - What's Available in Arizona

The Centers for Disease Control and Prevention, in their publication *Making Your Workplace Smokefree*, explains that “to protect all employees from the health hazards associated with ETS exposure, companies should restrict smoking in the workplace. In addition, companies should offer assistance to employees and dependents interested in stopping smoking.”

“If employers and managers are sensitive to smoker’s problems and provide them with whatever help is available to cope with the problems of not smoking at work, it is likely to result in higher compliance and happier and more productive staff.” (Managing the Implementation of a No Smoking Policy”, Kemp, Hocking, Borland)

Businesses in the state of Arizona have the availability of national, state and local services to assist them in implementing policies and identifying available support services. This issue is of such importance that many HMO’s and private insurance companies are beginning to contract support services. As purchasers of health care, work sites have the capability and capacity to request cessation services be provided by the company’s HMO or health care provider.

Most American smokers want to quit, but nicotine is a powerful addictive substance. Research demonstrates that a potential quitter doubles their success rate when utilizing an established cessation program.

Here are some programs available in Arizona that can assist groups or individuals interested in quitting:

The Arizona Smokers' Helpline is a free, telephone-based counseling service. The program helps smokers and smokeless tobacco users who are ready to quit or are thinking about quitting. Through one-to-one, telephone-based contact, each caller is helped by an Arizona Smokers' Helpline counselor to devise an individual, personalized, Quitting Plan right for their needs. Counseling is available in English and Spanish.

For those who choose to quit on their own, management and self-help materials are available. The Arizona Smokers' Helpline staff can refer the caller to the closest smoking cessation or intervention program near them.

The Arizona Smokers' Helpline can be reached by calling:
1 (800) 556-6222.

The American Cancer Society, the Arizona Heart Association and the American Lung Association offers a variety of tobacco cessation services including group classes, individual counseling, self-help information, quit kits and, in certain programs, nicotine replacement therapy. To learn more about which of these services are offered in your area, contact your local chapter.

Tobacco Education Prevention Program funded projects. Each county in the State of Arizona receives funding from the Arizona Tobacco Tax to provide support and educational services for their county. A listing of projects by county is provided in Attachment II - Local Services.

Additionally, the Arizona Tobacco Information Network (ATIN) provides tobacco information materials, videos,

curriculum and research through the three state universities (Arizona State University, University of Arizona and Northern Arizona University) and the Arizona Area Health Education Centers (see Attachment II - Statewide Services).

Health care and managed care providers. Advanced methods of cessation treatment, including nicotine replacement therapy are becoming available to Arizona workers. Contact your physician and HMO to discuss the various options, whether they are covered by your insurance policy and which treatment plan will be right for your particular situation. Larger insurance organizations may even provide such services directly to your place of employment.

Private counseling and cessation programs. Many communities have private counseling and commercial cessation programs available for cost, but the consumer is advised to research the effectiveness of the cessation method before they proceed with treatment (i.e., acupuncture, hypnotherapy, etc.).

Other cessation programs are listed in the *Tobacco Cessation Programs in Arizona* directory. *Tobacco Cessation Programs in Arizona* is available by calling the Arizona Prevention Resource Center at 1 (800) 432 2772.

The Tobacco Industry: What They Say and Why

The tobacco industry has declared war on the implementation of tobacco use policies, as well as federal, state and local legislation throughout the U.S. Why? Because such laws and policies are effective in lowering tobacco use rates. Less tobacco use equals less revenues to tobacco companies. In their efforts to obstruct such

laws and policies, tobacco interests have formed ‘smoker’s rights’ groups throughout the U.S.

The largest of such groups, the National Smoker’s Alliance (NSA), states that they are “a non-profit membership organization comprised of adults who support accommodation of smokers and non-smokers in public places and in the workplace.” Yet further investigation by Americans for Nonsmokers Rights indicates that the National Smoker’s Alliance was organized and principally funded by Philip Morris, Inc., the largest tobacco manufacturer in the world.

The tobacco industry frequently argues that because most studies [dealing with ETS] were based on residential exposures, secondhand smoke has not been proven a hazard in the workplace. Yet a substance capable of causing cancer in one environment is certainly capable of causing it in other environments where exposures levels are comparable, as is the case with residential and workplace exposure to secondhand smoke. In fact, the 1994 Fontham study found a slightly higher risk for workplace exposure than for residential exposures (EPA, *Setting the Record Straight: Secondhand Smoke Is a Preventable Health Risk*, June 1994).

Most tobacco companies support the ‘accommodation’ approach to work site policies stating that, “accommodation policies allow for both the smoker and nonsmoker in a fair and equitable manner”. Yet these programs do not adequately address environmental tobacco smoke issues such as impaired health, increased liability and the economic hardship of installing high-level air conditioning units.

What's Ahead

Cities, counties and states nationwide are passing ordinances and laws that set minimal clean indoor air standards for their communities. Two government agencies (FDA and OSHA) are working to establish jurisdiction, rules and regulations to

protect the American worker. Most importantly, a growing tide of private and public organizations are establishing their own clean indoor air policies to meet or exceed these proposed standards/laws.

Developing a comprehensive and progressive clean indoor air policy can be one of the most useful tools for employers to protect their workers, their property and their revenue earnings. Support and assistance is growing to assist Arizona employers as they move towards smoke free environments. By reviewing the steps and suggestions discussed in this manual, by utilizing the available private and governmental services made available, and by taking an active interest in the health of employees and customers, all of Arizona will gain better health and quality of life.

There has never been a better time to support smoke free work places. Join Arizona in supporting healthy, productive work sites!

ATTACHMENT I
Policy and Enforcement Verbiage

SAMPLE POLICY #1

The following is an actual policy from Arizona Exterminating Co., Tucson Office. This office employs 12 workers.

Arizona Exterminating Company - Tucson Office

Due to the acknowledged dangers of exposure to environmental tobacco smoke, Arizona Exterminating is adopting a smoke free work place policy. This policy's intent is to provide a safe and healthy environment for our employees and customers. The following policy will go into effect November 6, 1998.

Smoking is prohibited throughout our leased building space. Smoking is also prohibited within 20 feet of our front door and all other entrances to our building.

Smoking is prohibited in all company vehicles.

This policy applies to employees of Arizona Exterminating as well as its customers and visitors.

All employees share and have the responsibility of enforcing this policy.

Any employee violating this policy will be disciplined following standard company procedures.

Arizona Exterminating will provide, upon request, appropriate smoking cessation resources to interested employees.

SAMPLE POLICY #2

Model Policy for a Smoke Free Work Place Americans for Nonsmokers' Rights

ABC Company No Smoking Policy

ABC Company is dedicated to providing a healthy, comfortable and productive work environment for our employees.

The United States General in his 1986 report on Involuntary Smoking concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers;
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

In 1993, the Environmental Protection Agency (EPA) classified environmental tobacco smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens.

In light of these findings, ABC Company shall be entirely smoke free effective (date).

Smoking will be strictly prohibited within company buildings including offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms and all community work areas. This policy applies to all employees, clients, contractors and visitors.

Copies of this policy shall be distributed to all employees. Signs shall be posted at all buildings entrances.

This policy is being announced 3 months in advance in order to facilitate a smooth transition. Those employees who smoke and would like to take this opportunity to quit are invited to participate in the cessation program being offered by this company.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy.

Signature of CEO or President

Suggested Verbiage to Be Placed in the Employee Handbook Under the Heading “Sanctions”:

Tobacco Use

1. Any employee who violates the tobacco use policy will be subject to disciplinary procedures up to and including dismissal and may be required to participate satisfactorily in a tobacco education and/or cessation program.
2. (Insert name of business) has established a tobacco-free awareness program to inform employees about the dangers of tobacco use in the workplace through such activities as "Tobacco Awareness Week" and training programs and workshops for supervisors.
3. It will be (insert name of business)'s policy of maintaining a tobacco-free workplace through distribution of the policy to all employees; providing available tobacco counseling, rehabilitation and employee assistance programs; and enforcing penalties that may be imposed upon employees for tobacco use violations in the workplace.
4. Each employee will be given a copy of the company's Drug-Free Workplace Policy.
5. Each employee, as a condition of employment must agree to abide by the company's Drug-Free Workplace Policy.

Attachment II

Resources

Tobacco Tax Supported Local Projects

Apache County

Apache County Tobacco Use Prevention Program, A.C.T.U.P.P.

Apache County Health Department
PO Box 962
Springerville, AZ 85938

Contact: Keli Aguirre, Project Coordinator
Phone: (520) 333-3438
Fax: (520) 333-1614
E-mail: kaguirre@co.apache.az.us

Areas Served: ACTUPP services southern Apache County, which includes every community south of I-40 to the Greenlee County line. Offices are maintained in Springerville and St. Johns serving the surrounding areas.

Program Description: The Citizens Alliance for Community Health is an active adult coalition in Round Valley. The coalition is dedicated to the promotion of a tobacco free community and plays an active role in planning and shaping the local project's activities. School prevention activities are headed up by the teaching of project TNT in all middle schools. Other activities include youth created media, peer led presentations, teacher workshops, youth coalitions, compliance checks and annual "Kick Butts Day" activities. Individual and group cessation services are provided in middle and high schools in St. Johns and Round Valley as well as in the community setting. There are specific programs geared to pregnant women operating in the WIC offices with an active referral system working in the local clinics. Apache County schools have benefited by forming a collaborative relationship with the local project. School policies in Tobacco Free Campuses have been reviewed and school signage has increased. Tobacco free environments are being promoted with a restaurant guide.

Cochise County

Beneficial Use of Tobacco Taxes (B.U.T.T.)

Cochise County Health & Social Services
1415 W. Melody Ln., Building A
Bisbee, AZ 85603

Contact: Laurie Soloff, Director, Prevention Services
Phone: (520) 432-9630 (Laurie)
(520) 432-9416 (switchboard)
Fax: (520) 432-9817
E-mail: lsoloff@cochisecounty.com

Areas Served: Services are available to Bisbee, Sierra Vista area, Tombstone area, Douglas and Sulphur Springs Valley areas, Benson and Willcox districts and surrounding communities.

Program Description: Community input is very important to the success of Beneficial Use of Tobacco Taxes, and community members are invited to become involved in the county coalition, local communities and many local projects and events. Community based prevention projects include a large lending library of tobacco-related literature and many educational models and videos, which can be borrowed for teaching purposes, a free bi-monthly newsletter, and the BUTT Bulletin, which provides news and information. Youth prevention and cessation are a major focus of B.U.T.T. and there are a number of tobacco use prevention activities taking place in many of the schools (elementary, middle and high school) countywide. Cessation services includes classes and support groups; training of health care providers in cessation and prevention strategies. B.U.T.T. also works towards promoting smoke-free environments.

Coconino County

Tobacco Free Alliance

Coconino County Department of Health Services
2625 N. King St.
Flagstaff, AZ 86004

Contact: Marty Eckrem, Project Coordinator
Phone: (520) 522-7884 (Marty)
(520) 522-7880 (main number)
Fax: (520) 522-7186
E-mail: jjones@co.coconino.az.us

Areas Served: These services are offered in Flagstaff, Page, and Williams. More limited services are offered in outlying county areas including Leupp, Parks, and Tusayan.

Program Description: A local plan has been developed with the cooperation of the Tobacco Free Alliance of Coconino County and staff. School prevention activities include peer education. Teacher training is provided to ensure that anti-tobacco lessons are integrated into the curriculum. Other school prevention efforts include youth coalitions, youth created media and theater troupes. Community prevention includes educational “Tobacco Roulette” games at health fairs, sponsorships of sports with anti-tobacco theme, the annual Great American Smokeout, Kick Butts Day and local media counter-advertising, using locally created ads. Parent tobacco education is provided through parenting classes and parent/child drug education groups. Working to reduce youth access to tobacco with the FDA compliance check program. Cessation services include alternative to suspension programs for youth caught with tobacco products, and cessation support groups in high schools. Training health care providers in cessation counseling, and free cessation classes for adults, individual pregnant women and their partners is provided. Working toward tobacco free environments in homes, schools, work places and public places by mobilizing the community to develop policies and enforce existing policies.

Gila County

Tobacco Free Environments

Gila County Courthouse
1400 E. Ash St.
Globe, AZ 85501

Contact: Rayla Mills, Project Coordinator
Phone: (520) 425-3231 x 337
Fax: (520) 402-0038
E-mail: ramills@hotmail.com

Areas Served: Globe, Miami, San Carlos, Hayden/Winkleman, Pine/Strawberry, Payson, Tonto Basin, and Young.

Program Description: Provides development of a comprehensive community plan, tobacco prevention services, cessation for youth and adults and creating tobacco free environments. The schools are an excellent base to link the program to families in each community. The existing teen coalitions are very active in providing prevention lessons to younger students in Gila County. There is an annual leadership development Youth Summit for Gila County students in grades 9 - 12. Community involvement is an integral part of the Tobacco Free Environments. Local Project staff, youth and adult coalitions are continually participating in community events. Community advocacy volunteers pursue enforcement of existing clean air policies in schools, work places and public places.

Graham County

Graham Alliance on Tobacco Education

Graham County Health Department
Mount Graham Community Hospital
1600 20th Ave.
Safford, AZ 85546

Contact: Karen Doty, Program Coordinator
Phone: (520) 348-4197
Fax: (520) 348-4189
E-mail: gate@eaznet.com

Areas Served: GATE provides services in Bonita, Ft. Thomas, Pima, Safford, Solomon, and Thatcher.

Program Description: Development of a local plan with cooperation of community coalition. School prevention activities include peer education, youth coalitions, youth created media and theater, anti-tobacco curricula for elementary and middle school students. Community events such as health fairs, support and sponsorship of community events with anti-tobacco theme, annual Great American Smokeout, using locally created ads. Reducing youth access with compliance check program and providing merchant education. Cessation services include support groups for youth in middle and high schools, individual and group cessation classes for adults, coupons for nicotine replacement (patches and gum), quit kits, education with prenatal programs, and training health care providers. Creating tobacco free environments in homes, schools, work places and public places.

Greenlee County

Greenlee Resistance and Education Against Tobacco, G.R.E.A.T.

Greenlee County Health Department

PO Box 936

Clifton, AZ 85533

Contact: Tina Weekley, Project Coordinator

Phone: (520) 865-2601

(520) 865-2811 (switchboard)

Fax: (520) 865-4417

E-mail: tweekley@aepnet.com

Areas Served: Clifton, Duncan, and Morenci

Program Description: Development of a local plan with the cooperation of our local youth coalitions, wellness coalition and staff. School prevention activities include education regarding the hazards of tobacco use, resistance skills, peer education, student created media, and events such as our annual Smelly, Puking Habit Carnivals. Community prevention events includes the county fair, the Great American Smokeout events, community activities such as the Electric Light Parade, Cinco de Mayo celebration, Cancer Survivors Day and health fairs in each of our communities. Reducing youth access to tobacco via vendor education and past vendor compliance checks. Cessation services are available for adults and youths ages 12-17 throughout the year, prenatal education services are available in Clifton and Duncan and health care provider information and education is available county wide. Creating tobacco free environments (TFE) in new work places that open countywide is one of our main objectives, with plans on expanding into other aspects of promoting TFE.

La Paz County

Resist All Tobacco La Paz Area Coalition (RAT La Pac)

La Paz County Health Department

1112 Joshua, #206

Parker, AZ 85344

Contact: Sandy Harker, Project Coordinator

Phone: (520) 669-6155

(520) 669-1100 (switchboard)

Fax: (520) 669-6703

E-mail: lpcadm@redrivernet.com

Areas Served: Services to incorporated cities include Town of Parker, and Quartzsite, other communities include Bouse, Wenden, Salome, Ehrenberg, Poston, Brenda, Parker Dam.

Program Description: Development of a local plan with cooperation of coalition and staff. School prevention includes student activities, teacher training, youth coalitions, and anti-tobacco curricula for middle school students. La Paz County project participate in community events such as health and county fairs, parades, sponsored local team sports with anti-tobacco theme, annual Great American Smokeout, National Kick Butt Day and local media counter-advertising. Reducing youth access with compliance check program. Cessation services include youth diversion program in high schools, collaboration with Guiding Expectant Mothers (GEM) prenatal program, training health care providers, and cessation classes for adults, individual pregnant women and their partners. Creating tobacco free environments in homes, schools, work places public, places by mobilizing the community to develop policy and enforce policy in these target areas.

Maricopa County

Currently, all Local Projects in Maricopa County are coordinated by Maricopa County Department of Public Health Services, Office of Health Promotion and Education.

Maricopa County Department of Public Health Services
1845 E. Roosevelt St.
Phoenix, AZ 85006

Contact: Rhonda Hallal, Program Coordinator
Phone: (602) 506-6854
Fax: (602) 506-6896
E-mail: rhondahallal@mail.maricopa.gov

Mesa Partnership for Tobacco Free Youth and Community

145 N. Centennial Way, #110A
Mesa, AZ 85201

Contact: Johnna Switzer, Project Coordinator
Phone: (480) 461-6256
Fax: (480) 461-6215
E-mail: switzer@mc.maricopa.edu

Areas Served: City of Mesa

Program Description: The Mesa Mayor's Alliance Against Drugs serves as the advisory coalition to the project. Over 40 community agencies, organizations and individuals are currently involved in the project. The goal is to create a tobacco free Mesa through school and community tobacco education and prevention activities, cessation programs, and the promotion of tobacco-free schools, homes, workplaces and public places. Youth tobacco prevention programs are offered to students in Mesa Public Schools. These programs can be integrated with peer leadership and asset development activities. Cessation programs are offered for both youth and adults to help Mesa residents quit using tobacco products. Education and assistance can also be provided to schools and work sites in developing and enforcing tobacco-free policies. Information regarding smoke-free homes and assistance with the enforcement of Mesa's smoke-free ordinance and the tobacco storage and display ordinance can be provided. The project also participates in, and encourages other organizations and individuals to participate in various national and international events such as the Great American Smokeout, Kick Butts Day, and World No Tobacco Day.

Northern Maricopa Partnership for Tobacco Free Communities

Presbyterian Service Agency
2255 W. Northern Ave., Suite A-100
Phoenix, AZ 85021

Contact: LaNae Gwilliam, Planning Coordinator
Phone: (602) 246-2595
Fax: (602) 246-2509
E-mail: janaegwilliam@hotmail.com

Areas Served: Services are provided to residents that fall within the following boundaries: East to Scottsdale Road, West to 67th Avenue, North to the county line, and South to Northern Avenue.

Program Description: The Northern Maricopa Partnership, in cooperation with coalition members, affiliated organizations, school district personnel, youth and staff have coordinated on the development and implementation of a five year comprehensive community plan. School-based prevention, including skill building, peer mentoring, and peer leadership is integrated into Cave Creek, Deer Valley, Paradise Valley Unified School Districts, and the Washington Elementary School District. Local youth participate in school and community events which include such activities as: parades, health fairs, art exhibits, and theater/video productions. Youth will participate in the reduction of youth access to tobacco through the FDA compliance checks. Cessation services are provided bilingually by local community agencies to assist adults, families and pregnant women to quit smoking. Education on smoke-free homes is provided to cessation participants. NMP is also educating the dental community in tobacco prevention and cessation.

Scottsdale Tobacco Prevention Program

Scottsdale Public Schools – Professional Development Center
8505 E. Valley View
Scottsdale, AZ 85250

Contact: Margo Stone, Project Coordinator
Voicemail/Pager: (602) 868-6122
Fax: (480) 423-3714

Area Served: City of Scottsdale

Program Description: Development of a local plan with cooperation of coalition and staff. Prevention activities include peer education, teacher training, for middle and high school students, community events such as health fairs, and annual Great American Smokeout. Reducing youth access with FDA compliance check program. Cessation services for youth, pregnant women and postpartum women adults. Promoting tobacco free environments in homes, schools, work places and public places by mobilizing the community to develop policy and enforcing policy in these target areas.

South Central Tobacco Prevention and Youth Asset Development Coalition
c/o MCDPHS – Tobacco Use Prevention Program
1845 E. Roosevelt St.
Phoenix, AZ 85006

Contact: Rhonda Hallal, Program Coordinator
Phone: (602) 506-6854
Fax: (602) 506-6896
E-mail: rhondahallal@mail.maricopa.gov

Areas Served: The South Central Coalition encompasses three sub regions: Gila River Indian Community north to Northern Avenue; east to 40th Street and Squaw Peak Parkway; western most boundaries include a portion of the Salt River to the city limits of Tolleson.

Program Description: The Coalition is committed to developing a local plan with staff to promote tobacco-free environments and reducing the harmful use of tobacco. The 11 partners in the Coalition provide tobacco prevention and cessation education to schools, communities and neighborhoods in a large segment of the greater Phoenix area. Peer Health Leaders (PHLs) are recruited and trained to provide tobacco prevention programs to youth, promote tobacco-free environments in homes, neighborhoods, and communities, participate in community events, and to educate local merchants on the FDA youth access ordinance. Cessation services are provided to youth, pregnant and postpartum women and their partners, and cessation training to health care professionals. Home visits are made to educate smokers in the homes about the health risks related to secondhand smoke.

South East Valley Tobacco Use Prevention Coalition (SEV-TUPP)

1450 S. Dobson Rd., Suite B-326

Mesa, AZ 85202

Contact: Connie Weare, Project Administrator

Phone: (480) 649-7878

Fax: (480) 649-7879

E-mail: cweare@samaritan.edu

Areas Served: SEVTUPP provides services to the communities and schools in Chandler, Gilbert, Higley, Queen Creek, and Greater Sun Lakes

Program Description: SEVTUPP has developed a local plan for year 1999-2000 with cooperation of Coalition membership and feedback from agencies/organization whose members receive service. The Coalition has formed a Speaker's Bureau to recruit members to assure continued adequate representation on the Coalition. School prevention activities include peer leadership education, adult led classroom presentations, teacher education, special tobacco prevention events, and youth drama presentations. Youth cessation services are made available on Junior High/Middle and High School campuses. A youth alliance is currently being formed and will work to reduce youth access by participating in the FDA compliance check program. Merchant education will be offered by SEVTUPP through partnership with local police departments. Cessation services are currently being offered to pregnant women and their partners, youth not attending school, and the general adult population. Nicotine replacement therapies are available for adults actively attending cessation classes. Smoke free homes will be promoted by distributing materials to OB/GYN, and pediatric patients discharged from the hospital; and community events that have a smoke free theme. SEVTUPP will provide technical assistance and encourage Tobacco Free Schools.

Tempe Ahwatukee Guadalupe (TAG) Tobacco Use Prevention Coalition

Centro de Amistad, Inc.
8202 Avenida del Yaqui
Guadalupe, AZ 85283

Contact: Manuel Cisneros, Program Director
Phone: (480) 839-2926
Fax: (480) 839-9985
E-mail: cda-pd@getnet.com

Areas Served: Tempe, Ahwatukee, and Guadalupe and the school district boundaries for Kyrene Elementary School District, Tempe Union High School District, and Tempe Elementary School District

Program Description: The TAG TUPP coalition is responsible for the planning of service area goals and objectives for tobacco prevention, cessation and clean indoor air programs for the communities of Tempe, Ahwatukee, and Guadalupe. School-based prevention is a large component of this program. Community based prevention is offered through 10 middle school communities in Tempe and Ahwatukee to provide peer leadership development to 7th and 8th graders. Peer leadership retreats will be provided during the summer to youth in the community. Cessation training for health care providers is offered throughout the target community. Cessation programs for youth, adult, pregnant women and their partners are also offered throughout the target area and are offered in both English and Spanish. Smoke-free homes and workplaces is another focus of TAG TUPP. Home visitations to families in Tempe and Guadalupe are provided to educate families on how to have healthier homes.

Tobacco Lifelong Challenge Project (TLC)

Baptist Hospitals and Health System
2040 W. Bethany Home Rd., Suite 102-B
Phoenix, AZ 85015

Contact: Suanne DeClue, Director, Program Operations
Phone: (602) 246-8049
Fax: (602) 249-7594
E-mail: bhhstp01@swlink.net

Areas Served: West Phoenix, Glendale, and Peoria; and 8 school districts: Alhambra, Cartwright, Glendale Elementary, Glendale Union, Isaac, Osborn, Peoria, and Phoenix Union

Program Description: The Tobacco Lifelong Challenge Project (TLC Project), in collaboration with staff and coalition members develops a local plan. Currently TLC provides peer leadership prevention classes in many of its school districts. School youth are utilized as peer leaders. Youth are trained in prevention curricula, plan and implement their own tobacco use prevention project, and then teach the program to younger grade students. The TLC Project also participates in community health fairs, provides guest speakers for school assemblies, and sponsors little league events. Cessation programs are also offered to high school students as well as pregnant and postpartum women and their partners at no cost. TLC is working with school districts in their area to assist them toward becoming tobacco-free campuses.

Western Maricopa County Tobacco Prevention Project

City of Litchfield Park Tobacco Use Prevention Program

3301 N. Litchfield Rd., Suite 700

Goodyear, AZ 85338

Contact: Booker Henry, Project Director

Phone: (623) 935-4250

Fax: (623) 935-4797

E-mail: wttf@primenet.com

Areas Served: Western region of Maricopa County, geographic area extending northwest to Highway 71 to Aguila Valley, just north of Wickenburg and south to Ajo Highway 85, just South of Gila Bend. These boundaries include Avondale, Buckeye, El Mirage, Gila Bend, Goodyear, Litchfield Park, Luke Air Force Base, Sun City, Sun City West, Surprise, Tolleson, Wickenburg and Youngtown.

Program Description: The Western Maricopa County Tobacco Prevention Project is a collaboration and partnership of the Westside Coalition for Substance Abuse Prevention and the City of Litchfield Park. This project provides four basic services: 1) Development of a local plan with cooperation of a Coalition, administrative staff and subcontractors; 2) Conduct school and community based prevention activities which includes peer education and training, teacher training, cross age mentoring, asset building, community health and resource fairs, reducing youth access to tobacco through FDA compliance checks and merchant education; 3) Cessation services include training of health care professionals, support groups and individual counseling for pregnant and postpartum women and their partners, cessation classes for youth and adults and referrals to the Arizona Smokers Help Line; 4) Creating tobacco-free environments in homes, schools, work places, and public places through education, technical assistance and training, and the development and enforcement of appropriate tobacco reduction policies.

Mohave County

Mohave Tobacco Use Prevention Program (McTUPP)

318 N. 5th St.

PO Box 7000

Kingman, AZ 86402

Contact: Susan Williams, Program Coordinator

Phone: (520) 753-0794 ext. 4165

Fax: (520) 718-5551

E-mail: willis@ctaz.com

Areas Served: Kingman, Lake Havasu City and Bullhead City

Program Description: Development of a local plan with cooperation of coalition and staff. McTUPP provides prevention education in grades K-12 using evidence based curricula with components of T.E.G.&TAP and SAP. Active youth coalition with peer leadership components. FDA Merchant Compliance checks done throughout Mohave County. Youth coalitions will request merchants to reposition their tobacco production Youth coalition will monitor their communities and merchant retailer training sessions are provide for all interested health care providers. Mandatory diversion programs and voluntary cessation support groups is offered in schools. The WIC/Tobacco Cessation Pilot Program is offered throughout Mohave County. Free cessation classes offered throughout the county for adults which will utilize nicotine patches and or voucher system. Promoting Tobacco Free environments in homes, school, work places and public places with education, youth coalition enforcement of no smoking school policies and offering free worksite cessation programs, monitoring enforcement.

Navajo County

Navajo County Health Department

PO Box 639

Holbrook, AZ 86025

Contact: Patty Smith, Program Manager

Phone: (520) 524-4236

Fax: (520) 524-4366

E-mail: pattys@co.navajo.az.us

Areas Served: Pinetop/Lakeside, Show Low, Snowflake/Taylor, Heber/Overgaard, Holbrook, Joseph City and Winslow.

Program Description: Two coalitions currently exist in Navajo County (one in the White Mountain communities and the other in the I-40 communities) which contribute to the development of a local plan for the program. Tobacco prevention presentations and activities are on going in all area schools. Youth cessation services are being provided to all three Northern Arizona Academy campuses, Show Low, Snowflake and Winslow and to the Holbrook alternative school. Adult cessation services are being provided the county Health Department in Show Low, Holbrook and Winslow. Smoke Free Environment education is provided to WIC clients to help promote smoke free homes.

Pima County

Tobacco-Free Ways

Pima County Health Department

150 W. Congress, #226

Tucson, AZ 85701-1333

Contact: Rebecca Stoner, Project Administrator

Phone: (520) 740-3906 (Rebecca)

(520) 740-3031 (switchboard)

Fax: (520) 740-3910

E-mail: rstoner@mail.health.co.pima.az.us

Areas Served: Tucson, Marana , Oro Valley, Ajo, Pascua Yaqui, South Tucson, and Sahaurita.

Program Description: Development of a local plan with cooperation of coalition and staff. Services are provided in four sites: Schools, work place, health care and in the community at large. Each service area addresses prevention, cessation and smoke-free environments. Prevention activities include sponsored special events, youth-led presentations integrated curriculum and education tobacco vendors on reducing youth access. Cessation programs are targeted to youth, adults, and pregnant women and new moms and their partners. Health care providers are trained to assist their tobacco-using patients. Families establish rules about smoking around their children. Work places receive assistance in writing and enforcing smoke-free policies.

Pinal County

Pinal County Tobacco Use Prevention Program

Pinal County Department of Public Health

188 S. Main St.

Coolidge, AZ 85228

Contact: Patrick Martinez, Program Coordinator

Phone: (520) 868-7315

Voicemail: (520) 868-7335

Fax: (520) 868-7358

E-mail: joann.columby@co.pinal.az.us

Areas Served: Coolidge, Eloy, Picacho, Toltec, Red Rock, Casa Grande, Maricopa, Florence, Golden Canyon, Queen Creek, Apache Junction, Mammoth, Superior, Kearny, San Manuel, Oracle

Program Description: Development of a local plan with cooperation of coalition and staff. Prevention activities includes CHAMPS, peer education, teacher training, for middle and high school students, annual Tobacco Education Extravaganza, community events such as health fairs, and annual Great American Smokeout, with Quit Kits for the public, and “Lock In’s” coordinated by community Governor’s Alliances. Reducing youth access with FDA compliance check program. Cessation services for youth, pregnant women and postpartum women (in partnership with WIC), and adults. Promoting tobacco free environments in homes, schools, work places and public places by mobilizing the community to develop policy and enforcing policy in these target areas. Pinal County Smoke-free Dining Guide updated and published periodically.

Santa Cruz County

Santa Cruz County Tobacco Use Prevention Cessation Project

Mariposa Community Health Center

3241 N. Grand Ave.

Nogales, AZ 85621

Contact: Sonia Guerrero, Project Coordinator

Phone: (520) 281-2860

Fax: (520) 761-2153

E-mail: psalud@dakotacom.net

Areas Served: Nogales, Rio Rico, Sonoita, Tubac, Tumacacori, Patagonia, and Elgin

Program Description: Development of a local plan with cooperation of coalition members, community members, and staff. School prevention education through activities such as peer education, annual youth congress, youth created media, anti-tobacco curricula and training for elementary, middle and high school students. Community events such as health fairs, tobacco education through Promotoras, annual great American Smokeout and World No Tobacco Day, locally created community media, and mini-grants to not-for-profit organizations. Reducing youth access with countywide compliance checks for sales to minors and monitoring tobacco counter promotions. Cessation services include training for health care providers, support groups for youth, pregnant and adult community members, individual one-on-one cessation services to pregnant and postpartum women and their partners. Creating tobacco free environments in homes through use of Promotora model, promoting tobacco free schools, workplaces, public places by educating and assisting community members in the development and enforcement of policies.

Yavapai County

Yavapai Partnership for a Tobacco-Free Future

Yavapai County Health Department

7501 E. Civic Circle

Prescott Valley, AZ 86314

Contact: Chris Sherwin, Project Coordinator

Phone: (520) 771-3377

Fax: (520) 771-3379

E-mail: chris.sherwin@co.yavapai.az.us

Areas Served: Prescott Valley, Cottonwood, Chino Valley, Camp Verde, Sedona, Mayer and expanding into other rural areas

Program Description: Development of a local plan with cooperation of coalition and staff. School prevention activities include providing tobacco education to students in grades 3-9, curriculum integration, teacher training, peer education, youth theater and CHAMPS Puppet presentations. Community events include health fairs, the Body Walk and Teen Maze events, Great American Smokeout events and local media counter-advertising. Reducing youth access is achieved with the FDA compliance check program and merchant education. Youth created counter-advertising is conducted with a radio advertisement and bumper sticker contest. Cessation services include support groups for youth in middle and high schools, diversion programs for youth caught with tobacco, training health care providers and community members to conduct brief cessation interventions, distributing quit kits to the community, individual and group cessation programs for pregnant women, group cessation programs for adults, and referrals to the Arizona Smoker's Helpline. Activities that promote smoke free environments include educating parents about smoke-free homes, publishing a smoke-free restaurant guide for the county, supporting schools and workplaces in implementing effective policy, and educating the community about the benefits of policy changes.

Yuma County

Yuma County Department of Public Health

2200 W. 28th St., Suite 137

Yuma, AZ 85364

Contact: Donna Miller, Program Coordinator

Phone: (520) 329-2229

Fax: (520) 329-2234

E-mail: yucoto@primenet.com

Areas Served: Yuma County (Yuma, Wellton, Dateland, Somerton, San Luis)

Program Description: The Yuma County Tobacco Coalition works to increase awareness and understanding of the harmful effects of tobacco and change attitudes and perceptions regarding tobacco use issues. Community events such as the farm workers health fair, GASO and the county fair and rodeo serve as opportunities to raise awareness and counter advertise . Teens, adults, postpartum women and their partners benefit from free cessation classes available in both English and Spanish. Classes are held at school sites, community agencies and within the juvenile court system. Community members can access free prevention literature at our local RADAR center. Anti tobacco curricula is used in participating schools, and prevention campaigns such as Kick Butt Day and Ban the Butt are held yearly at school sites. Peer leadership training opportunities in schools have resulted in youth created media including a recent commercial and billboard advertisement. The YOUTH coalition works with law enforcement to reduce youth access to tobacco products by conducting merchant compliance checks. Education, training, and support are provided to parents who wish to establish tobacco free homes.

Intertribal Council of Arizona (ITCA)

Community Tobacco Education and Prevention Program

Intertribal Council of Arizona (ITCA)

2214 N. Central Ave., Suite 100

Phoenix, AZ 85004

Contact: Warren Kontz, Project Coordinator

Phone: (602) 258-4822

Fax: (602) 258-4825

E-mail: warren.kontz@itcaonline.com

Areas Served: Statewide

Program Description: ITCA is responsible for coordinating and administrating local projects for Arizona's Native American communities, both on and off reservations.

Colorado River Indian Tribes (CRIT)

Route 1, Box 20

Parker, AZ 85344

Contact: Victoria McGowan, Project Coordinator

Phone: (520) 669-6577

Fax: (520) 669-8881

Inter-Tribal Health Care Center

307 E. University Blvd.

Tucson, AZ 85705

Contact: Rebecca Akins, Project Coordinator

Phone: (520) 882-0555

Fax: (520) 623-6529

E-mail: Bekstr112@aol.com

Native American Community Health Center, Inc.

3008 N. 3rd St., Suite 100

Phoenix, AZ 85012

Contact: Joe Jose, Planning Coordinator

Phone: (602) 279-5262 ext. 241

Fax: (602) 279-5390

E-mail: jajsju@yahoo.com

Native Americans for Community Action, Inc.

2717 N. Steves Blvd., Suite 11

Flagstaff, AZ 86004-3959

Contact: Ramona Nez, Project Coordinator

Phone: (520) 526-2968

Fax: (520) 526-0708

Pascua Yaqui Tribe

7490 S. Camino de Oeste

Tucson, AZ 85746

Contact: Raquel Valenzuela, Project Coordinator

Phone: (520) 578-4084 ext. 6500

Fax: (520) 883-5019

San Juan Southern Paiute Tribe

PO Box 1989

Tuba City, AZ 86045

Contact: Harold John, Project Coordinator

Phone: (520) 283-4589

Fax: (520) 283-5531

ARIZONA TOBACCO INFORMATION NETWORK

Description of Services

The ATIN project consists of a tri-university effort in providing tobacco information services, policy tracking, cessation counseling, and cessation referral to the state of Arizona. Partners include:

Arizona State University

- Arizona Prevention Resource Center

University of Arizona

- Arizona Program for Nicotine and Tobacco Research,
- Arizona Cancer Center
- Rural Health Office's Arizona Area Health Education Center

Northern Arizona University

- Health Promotion Program at NAU

The ATIN partners are committed to work together to develop, implement and assess effectiveness of state-wide, research-based technical assistance and clearinghouse services which focus on tobacco prevention and cessation activities for youth, adults, pregnant women and their partners.

Services Include:

- Library checkout services of books and video materials
- Viewing area of available curricula
- Distribution of bulk literature information
- Translation of materials from English to Spanish and other languages
- Referral services to other applicable tobacco prevention/cessation programs
- Cessation services, including brief counseling
- Bibliography of tobacco prevention materials in clearinghouse
- Up-to-date information on tobacco policies and products
- Technical assistance to local programs on planning and implementation
- A newsletter available in print and electronically
- Orientations to clearinghouse services upon request
- Local policy tracking and analysis

- Internet/WWW services and capability

Characteristics of Services:

<u>Comprehensive:</u>	Focusing on specific approaches to meet the needs and cultural styles of youth and adults, and pregnant women and their partners.
<u>Research-based:</u>	Provide research confirmed approaches proven to work with specific groups by incorporating methods that are proven or promising.
<u>Role Specific:</u>	Assistance will include services or information for specific groups who are working with youth, pregnant women and their partners.
<u>Culturally Relevant:</u>	Selected materials will be relevant for Arizona cultural groups
<u>Practitioner oriented:</u>	Research information will be synthesized for user groups.
<u>Parent/community inclusion:</u>	Information will focus on the importance and strength of community coalitions.
<u>Inclusive services:</u>	Will provide services to all youth, pregnant women and their partners and organizations working with the target population in Arizona without regard to race, origin or disability, etc.

ATIN—Arizona State University

Arizona Prevention Resource Center

ATIN Main Clearinghouse

641 E. Van Buren St., Suite B2

Phoenix, AZ 85004-2208

Program Director, Gail Chadwick

Program Coordinator, Patricia Hibbeler

ATIN Coordinator/Local Projects Liaison, Yolanda Farmer

Clearinghouse Specialist, TBA

Bulk Literature Specialist, Chris Andersen

Editor/Publisher, Donna Migliore

Training Coordinator, Katheryn Greenaway

Phone: (800) 432-2772 or (480) 727-2772

Fax: (480) 727-5400

E-mail: icaprc@asuvm.inre.asu.edu

Areas Served: Statewide/All Arizona counties

Program Description: The Arizona Prevention Resource Center is the lead agency in the ATIN partnership. APRC first began service in 1990 as a cooperative partnership of the Governor's Division of Drug Policy, Arizona Department of Education, Arizona Department of Health Services and Arizona State University—Office for Student Affairs. The APRC services are organized in units which include Administration and Special Projects, Evaluation, Training and Technical Assistance, and the Clearinghouse.

The Clearinghouse provides materials and reference assistance through its links with state and national resources, as well as an in-house library that currently holds more than 6,000 titles on prevention and a variety of related topics. One section of the library is devoted to materials for special populations such as gang prevention, ethnic groups, at-risk families and people with disabilities. The materials cover most prevention and health promotion topics, with particular focus on alcohol, tobacco and other drug prevention and on gang prevention issues.

Typical Clearinghouse Services Include:

- Videotape viewing and checkout
- Bulk literature services providing resource lists, print materials, pamphlets, posters, and other materials.
- Books, videos and resource materials for loan
- Curricula and Reference items for in-house viewing
- Fact sheets, demographic information, Model program descriptions, and research results available
- Research and consultation services on a wide variety of prevention issues
- Access to the Internet and computer database for information on research requests
- Referrals to other local and national resources

The Clearinghouse is continually acquiring and developing new items to bring you the most up-to-date prevention information. Please call to receive our current catalog and further information on the use of the Clearinghouse or to request services.

The APRC also offers a network of trainers, educators, and consultants to provide high quality, creative, effective training and consultation in all areas of prevention. The APRC technical assistance staff is also available for specific consultation to assist with conferences and training development and implementation. Services are tailored to meet specific program needs and take into consideration unique cultural, geographic, and professional factors. Training and consultation through the APRC includes solid information: experiential, hands-on learning—skills that you will begin to use immediately. Through the People Links volunteer consultant network, the APRC has access to over 200 prevention specialists statewide, enabling the APRC to meet an exceptionally wide range of technical assistance requests.

Technical Assistance requests include:

Training to build skills and knowledge in comprehensive school/community prevention efforts such as:

- Community mobilization
- School team development
- Building partnerships
- Prevention strategies for parents and families
- Youth leadership programs
- Strategies for high risk groups

Consultation to individuals and groups in building, maintaining, and evaluating prevention efforts, such as:

- Strategic planning
- Designing programs for special populations
- Implementing comprehensive prevention plans
- Staff development

Technical assistance is delivered through:

- Individual or team consultation
- On-site training
- Regional and statewide training events
- Phone, computer, and satellite communication

ATIN—Northern Arizona University

Department HPEN Programs:

ATIN Northern Region Clearinghouse

Department HPEN

Build 66, Rm. 233

Flagstaff, AZ 86011-5095

Contact: Denise Burley, Health Educator,

Phone: (520) 523-8869

Fax: (520) 523-0148

E-mail: denise.burley@nau.edu

Areas Served: Northern Arizona

Program Description: Provides library services, bulk literature, exhibits, and community outreach.

Community Policies Project

Department HPEN

Building 66, Rm. 223

Flagstaff, AZ 86011

Contact: Nina Jones, Health Educator

Phone: (520) 527-3777

Fax: (520) 523-0148

E-mail: nina.jones@nau.edu

Areas Served: Statewide/All Arizona counties

Program Description: Provides support, research, and educational services to Arizona schools, work sites, and communities regarding tobacco use and clean indoor air policies.

ATIN - University of Arizona

APNTR - Arizona Program for Nicotine and Tobacco Research

University of Arizona Health Sciences Center
2302 E. Speedway Blvd., #206
ASH & Clearinghouse #104
Tucson, AZ 85719

APNTR Director, Scott Leischow
Principal Investigator, Pam Powers
Program Coordinator, Patty Sundberg
Internet Coordinator, Peyush Agarwal
Program Coordinator, Rebecca McGill

Phone: (520) 318-7212
(800) 556-6222 (Arizona Smokers' Helpline)
Fax: (520) 318-7222
E-mail: leischow@u.arizona.edu
pjp@u.arizona.edu
psundber@u.arizona.edu
peyush@u.arizona.edu
rrmcgill@u.arizona.edu
Internet: <http://www.tepp.org/>

APNTR Program Descriptions:

Arizona Smokers' Helpline (ASH)

Areas Served: Statewide/All Arizona counties

Program Description: The Arizona Smoker's Helpline provides a variety of services. If the client is seeking assistance with tobacco use cessation, the following specialized service options are currently available:

Services for Information Only Clients - Many clients who contact the Arizona Smokers' Helpline are not ready to make a commitment to actually quit and are just beginning to ponder the idea of living tobacco-free. These clients are sent motivational materials, a list of cessation programs available in their area, and are encouraged to call back when they are ready to begin counseling.

Services for Self-Help Clients - Some clients are serious about quitting but prefer to do it without the aid of an Arizona Smokers' Helpline counselor. Such clients are sent the self-help Arizona Smokers' Helpline Guide to Tobacco-Free Lives to aid them in their efforts to quit, and a list of cessation programs available in their area.

These clients are also encouraged to call back with further questions or to receive counseling services.

Services for Counseling Clients - Other clients that contact the Arizona Smokers' Helpline are ready to quit (i.e., motivated to quit within the next two weeks with a high probability of abstinence for at least 24 hours), and are seeking assistance from counselors. For these clients, a Quit Date is set within two weeks and they are mailed an Arizona Smokers' Helpline Guide to Tobacco-Free Lives to help them prepare for their target quit day. In addition, clients are encouraged to identify their own idiosyncratic tobacco use habits and to develop plans to cope with tobacco use urges before they are contacted by an Arizona Smokers' Helpline counselor for their first counseling session. Subsequently, clients are contacted the day before they quit, the day after they quit, one week after they quit, and at various essential time intervals for up to a year.

Southern Region ATIN Clearinghouse

Areas Served: Statewide/All Arizona counties

Program Description: The Southern Region ATIN Clearinghouse provides library services, bulk literature, exhibits, and community outreach to southern Arizona.

ATIN Internet Office

Areas Served: Statewide/All Arizona counties

Program Description: Operates the ATIN Web Site, an Internet resource which describes the projects under the Arizona Tobacco Education and Prevention Program (AZTEPP). AzTEPP first appeared online in the summer of 1996. This site was developed to provide information about Arizona's tobacco related activities. Included is information about Arizona's local tobacco projects, the Arizona tobacco tax, the Arizona Tobacco Information Network, Arizona policy issues, state tobacco laws, the Smelly Puking habit catalog, a tobacco related events calendar, and the ASH kicker schedule. The ATIN Internet Office also provides computer-related technical assistance to all TEPP funded local project and trainings on using the internet and e-mail. Both the TEPPnet and ACTEV listservs are administered by the ATIN Internet Office.

Arizona Area Health Education Centers (AHEC)

Rural Health Office
2501 E. Elm St.
Tucson, AZ 85716-3416

Contact: Don Proulx, Program Coordinator

Phone: (520) 626-7946
Fax: (520) 326-6429
E-mail: aproulx@ahsc.arizona.edu

Areas Served: Statewide/All Arizona counties

Program Description: The four rural health education centers serve as geographical resource centers for the Arizona Tobacco Information Network. They provide training and technical assistance support to local tobacco prevention initiatives, local projects, and schools. The health education centers also provide clearinghouse connections to rural communities throughout Arizona.

CENAHEC/SEAHEC**Central Arizona AHEC**

Rick Uhl
PO Box L
Miami, AZ 85539
Phone: (520) 473-3200
Fax: (520) 473-3162
E-Mail: rural@gila.net

Southeast Arizona AHEC

Lourdes Paez
1171 W. Target Range Rd.
Nogales, AZ 85621
Phone: (520) 287-4721
Fax: (520) 287-4349
E-Mail: lpaez@ahsc.arizona.edu

NAHEC**Northern Arizona AHEC**

Celia LaFave
P.O. Box 3630
Flagstaff, AZ 86003-3630
Phone: (520) 774-6687 x 220
Fax: (520) 774-1652
E-Mail: clafav@futureone.com

WAHEC**Western Arizona AHEC**

Sandra Bailey
1864 Sea Breeze
Bullhead City, AZ 86445
Phone: (520) 704-9394
Fax: (520) 704-0427
E-Mail: sandyb@ctaz.com

Arizona Cancer Center

Behavioral Sciences Program
2302 E. Speedway Blvd., Suite 202
Tucson, AZ 85719

Contact: Hye-ryeon Lee, Co-Principal Investigator

Phone: (520) 318-7100 ext. 27

Fax: (520) 318-7104

E-mail: lee@u.arizona.edu

Areas Served: Statewide/All Arizona counties

Program Description: As part of the Cancer Prevention and Control Program at the Arizona Cancer Center, the Behavioral Sciences Program conducts research that tests communication, education, and policy interventions intended to increase primary and secondary prevention of cancer. The program's research focuses primarily on cancer affecting the multicultural population in Arizona, including skin, colorectal, breast, prostate, and lung cancers. Research also examines individual behavior related to UV exposure, diet, and tobacco use. Scientifically, the program's investigators develop theoretical principles that explain health behavior and how culture, gender, and age mediate preventive behavior. As part of the Arizona Tobacco Information Network, the program tracks tobacco control policies in Arizona, conducts surveys with city and county managers to document policy needs, conducts tobacco policy surveys with all Arizona public schools, and offers policy symposia

Arizona Department of Health Services - Tobacco Education and Prevention Program (AzTEPP)

1651 E. Morten

Suite 110

Phoenix, AZ 85020

Contact: Bob Leischow, Projects Administrator

Phone: (602) 870-3145

Fax: (602) 870-3252

E-mail: bleisch@hs.state.az.us

Areas Served: Statewide/All Arizona counties

Program Description: Responsible for allocating tobacco-tax revenues and administering tobacco control programs throughout the state, the AzTEPP is a key resource for nearly all tobacco related questions.

ACTEV Project

Arizona Cessation Training and Evaluation (ACTEV) Project

2030 E. Speedway
Suite 110
Tucson, AZ 85719

Principal Investigator, Louise Strayer
Co-Principal Investigator, Myra Muramoto
Co-Investigator, Tim Connolly
Co-Investigator, Zenen Salazar

Phone: (520) 318-7253
Fax: (520) 318-7252
E-Mail: myram@u.arizona.edu
lstrayer@u.arizona.edu
zenen@u.arizona.edu
tconnoll@u.arizona.edu

Area Served: Statewide/All Arizona counties

Program Description: Funded by the Arizona Tobacco Education and Prevention Program, the ACTEV project is statewide and provides tobacco cessation training to those interested in providing effective cessation services.

ACTEV Partners:

Arizona Program for Nicotine and Tobacco Research

2302 E. Speedway
Suites 202 & 206, ASH Suite 104
Tucson, AZ 85719

Contact: Scott Leischow, Co-Investigator
Phone: (520) 318-7212
Fax: (520) 318-7222
E-Mail: leischow@u.arizona.edu

Arizona Cancer Center

2302 E. Speedway
 Suite 202
 Tucson, AZ 85719

Contact: Merrill Eisenberg, Co-Investigator
 Hye-ryeon Lee, Co-Investigator
 Jim Ranger Moore, Co-Investigator
 Phone: (520) 318-7100
 Fax: (520) 318-7104
 E-Mail: merrill@u.arizona.edu

Arizona Department of Health Services

1651 E. Morten
 Suite 110
 Phoenix, AZ 85020

Contact: Bob Leischow, TEPP Administrator
 Phone: (602) 870-3145
 Fax: (602) 870-3252
 E-Mail: bleisch@hs.state.az.us

Arizona Prevention Resource Center

641 E. Van Buren
 Suite B-2
 Phoenix, AZ 85004

Contact: S. Mitchell Harris, Program Coordinator, Sr.
 Phone: (800) 432-2772
 (480) 727-2772
 Fax: (480) 727-5400
 E-Mail: mitchell.harris@asu.edu

Northern Arizona University-HPEN

Box 15095, Dept. of HPEN
 Flagstaff, AZ 86011

Contact: John Sciacca, Northern Region Coordinator
 Phone: (520) 523-7029
 Fax: (520) 523-0148
 E-Mail: john.sciacca@nau.edu

Arizona Area Health Education Centers

2501 E. Elm St.
Tucson, AZ 85716

Contact: Don Proulx, AHEC Associate Director
Phone: (520) 626-7946
Fax: (520) 326-6429
E-Mail: aproulx@ahsc.arizona.edu

CENAHEC

Central Arizona Area Health Education Center
PO Box L
Miami, AZ 85539

Contact: Adrienne Oldfield, Program Coordinator
Rick Uhl, Program Coordinator
Phone: (520) 473-3200
Fax: (502) 473-3162
E-Mail: rural@gila.net

NAAHEC

Northern Arizona Area Health Education Center
PO Box 3630
Flagstaff, AZ 86003

Contact: Celia LaFave, Program Coordinator
Phone: (520) 774-6687
Fax: (502) 774-1652
E-Mail: clafave@futureone.com

SEAHEC

Southeast Arizona Area Health Education Center
1171 W. Target Range Rd.
Nogales, AZ 86003

Contact: Lourdes Paez, Program Coordinator
Phone: (520) 287-4721
Fax: (520) 287-4349
E-Mail: lpaez@ahsc.arizona.edu

WAHEC

Western Arizona Area Health Education Center

1864 Sea Breeze

Bullhead City, AZ 86445

Contact: Don Proulx, AHEC Associate Director

Phone: (502) 626-7946

E-Mail: aproulx@ahsc.arizona.edu

State Resources

American Cancer Society – Arizona

2929 E. Thomas Rd.
Phoenix, AZ 85016

Phone: (602) 224-0524
Fax: (602) 381-3096

Areas Served: Statewide/All Arizona counties

Program Description: The American Cancer Society is the nationwide community -based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer, through research, education, advocacy, and service.

American Heart Association –Southwest Affiliate

2929 S. 48th St.
Tempe, AZ 85282

Phone: (602) 414-5353
Fax: (602) 414-5355

Areas Served: Statewide/All Arizona counties

Program Description: The Southwest Affiliate of the American Heart Association serves the people of Arizona and New Mexico and is committed to reducing disability and death due to heart attack, stroke, and other heart and blood vessel diseases. The Southwest Affiliate provides financial support for cardiovascular research, public and professional education, and wellness and prevention programs.

American Lung Association – Arizona

102 W. McDowell Rd.
Phoenix, AZ 85003-1299

Phone: (602) 258-7505

Fax: (602) 258-7507

Areas Served: Statewide/All Arizona counties

Program Description: Since 1904, the American Lung Association has been working to ensure that all Americans breathe easier. Our mission is to prevent lung disease and promote lung health. This goal is crucial. The American Lung Association, through the work of its many volunteers across the nation, teaches people with lung disease how to lead healthier lives. We teach children to understand and control their asthma. We fund scientists seeking better treatments and cures.

Arizona Hospital and Healthcare Association

1501 W. Fountainhead Pkwy
Suite 650, Tempe AZ 85282

Contact: John R. Rivers, Chief Executive Office

Phone: (602) 968-1083

Areas Served: Statewide

Program Description: The Arizona Hospital and Healthcare Association is an organization of hospitals and health systems dedicated to providing leadership on issues affecting the delivery, quality, accessibility and cost effectiveness of healthcare. The Association accepts and shares in the responsibility for improving the health status of the people of Arizona.

Arizonans Concerned About Smoking

PO Box 13355

Scottsdale, AZ 85267-3355

Contact: Dr. Donald N. Morris

Phone: (620) 465-2227

Fax: (620) 465-2227

Area Served: Statewide/All Arizona counties

Program Description: Education, information and advocacy. We provide education services to students, some directly but prefer through training peer teacher/counselors in tobacco prevention to multiply efforts. We have exhibits, booths we set up at industry health fairs, picnics, races, community events, etc. as well as schools. We publish alerts and a newsletter educating adults and advocating smoke-free environments.

Coalition for Tobacco-Free Arizona (CTFA)

2929 E. Thomas Rd.

Phoenix, AZ 85016

Contact: Carolyn L. Crosson

Phone: (602) 224-0524 ext. 3024

Fax: (602) 381-3096

E-mail: ccrosson@cancer.org

Area Served: Statewide/All Arizona counties

Program Description: CTFA's mission is to reduce tobacco-related death and disease in Arizona; create a tobacco-free atmosphere for the state; and eliminate the use of tobacco among school age children. CTFA works to stimulate public/private involvement in tobacco use prevention and control activities; develop and implement a strategic tobacco use reduction plan for Arizona; develop a network of organizations to implement and coordinate tobacco use reduction initiatives; advocate for legislation and policies that protect the public from environmental tobacco smoke, reduce minors' access to tobacco, and enhance reduction of tobacco use; and protect the voter intent and integrity of the Tobacco Tax. The membership of CTFA is comprised of interests from the American Cancer Society, American Heart Association, American Lung Association, TEPP Local Projects, and all other individuals and groups that oppose tobacco in Arizona.

A Good Day's Work: A Guide for Tobacco-Free Work Sites in Arizona, *First Edition*, 1999

Wellness Council of Tucson – Wellness Council of America Affiliate

5851 E. Speedway
Tucson, AZ 85712
(520) 296-8181

The Wellness Councils of America (WELCOA) is a national nonprofit membership organization dedicated to promoting healthier lifestyles, especially through health promotion activities at the worksite. We have a nationwide network of locally affiliated Wellness Councils serving corporate members and their employees, as well as membership opportunities for organizations not served by a local affiliate. Members gain access to health products and resources, newsletters, WELL CITY USA and Well Workplace programs, and more.

Federal Agencies

National Cancer Institute (NCI)

Executive Plaza North., Suite. 232
 6130 Executive Blvd., Msc 7332
 Bethesda, MD 20892-7332
 (301) 496-8520
<http://www.nci.nih.gov/>

Cancer Information Service:

Phone: (800) 4-CANCER

National Institute for Occupational Safety and Health

4676 Columbia Parkway
 Cincinnati, OH 42226-1998
 1-800-35-NIOSH

Occupational and Health Safety Administration

U.S. Department of Safety (OSHA)
 OSHA Consultation Program Office, Arizona Division
 Consultation and Training
 Industrial Commission of Arizona
 Division of Occupational Safety & Health
 800 West Washington
 Phoenix, Arizona 85007
 (602) 542-5795
 (602) 542-1614 FAX
 henry@n245.osha.gov E-mail
<http://www.primenet.com/~azcompl/tra.html>

Centers for Disease Control

Office on Smoking and Health
 Mail Stop K-50
 4770 Buford Highway, NE
 Atlanta, GA 30341-3724
 1-800-CDC-1311

U.S. Environmental Protection Agency (EPA)

Indoor Air Quality Information Clearinghouse

(IAQ INFO)

P. O. Box 37133

Washington, D. C. 20013-7133

1-800-438-4318

U.S. Food and Drug Administration (FDA) - HFE-88

5600 Fishers Lane

Rockville, MD 20857

1-888-INFO-FDA (1-888-463-6332)

-or-

U.S. Food and Drug Administration, Investigation Branch

Phoenix Resident Post

4605 E. Elwood St., Suite 402

Phoenix, AZ 85040

(602) 829-7396

National Organizations

Action on Smoking and Health (ASH)

2013 H Street, NW
Washington, DC 20006
(202) 659-4310
<http://ash.org>

Action on Smoking and Health (ASH) is a national nonprofit, legal action and educational organization fighting for the rights of nonsmokers against the many problems of smoking. ASH uses the tremendous power of the law to represent nonsmokers in courts and legislative bodies and before regulatory agencies. ASH is active with regard to all aspects of the problems of smoking and nonsmokers' rights, and has a truly national focus.

American Cancer Society

1599 Clifton Road, NE
Atlanta, GA 30329
1-800-ACS-2345

In 1913, 10 physicians and five laymen founded the American Society for the Control of Cancer. Its stated purpose was to disseminate knowledge concerning the symptoms, treatment, and prevention of cancer; to investigate conditions under which cancer is found; and to compile statistics in regard thereto. Later renamed the American Cancer Society, Inc., the organization now consists of over 2 million volunteers working to conquer cancer.

American Heart Association

National Center
7272 Greenville Ave.
Dallas, TX 75231
(800) 242-8721
<http://www.amhrt.org/>

The American Heart Association is a not-for-profit, voluntary health organization funded by private funds. Its mission is to reduce disability and death from cardiovascular diseases and stroke. These include heart attack, stroke and related disorders.

Founded in 1924 in New York City, the AHA today is one of the world's largest health organizations. It has almost 2,200 state and metropolitan affiliates, divisions and branches throughout the United States and Puerto Rico. About 3.7 million volunteers join with the AHA every year to fight cardiovascular diseases, the nation's No. 1 killer.

American Lung Association

1740 Broadway
New York, NY 10019-4274
(800) LUNG-USA
(212) 315-8700
<http://www.lungusa.org/>

Since 1904, the American Lung Association has been working to ensure that all Americans breathe easier. Our mission is to prevent lung disease and promote lung health. This goal is crucial. The American Lung Association, through the work of its many volunteers across the nation, teaches people with lung disease how to lead healthier lives. We teach children to understand and control their asthma. We fund scientists seeking better treatments and cures.

Americans for Nonsmokers' Rights

2530 San Pablo Avenue, Suite J

Berkeley, CA 94702

(510) 841-3032

<http://www.no-smoke.org/>

As the only national 501(c)(4) lobbying organization for nonsmokers' rights, we're fighting the tobacco industry head on. And we're not giving up just because they're bigger and richer than we are. From 1976 to today, ANR has worked to protect the rights of nonsmokers to breathe smoke-free air by:

- Putting nonsmokers' rights on the national agenda.
- Running the successful, national grass roots campaign that resulted in a smoking ban on domestic airline flights.
- Working with cities and counties to enact local ordinances to protect nonsmokers on the job, in restaurants and public places, and on public transportation.
- Establishing a National Resource Center to provide information and technical assistance on passive smoking, smoke-free ordinances, tobacco and the tobacco industry to government agencies, local advocates and the media.
- Monitoring the tobacco industry on all fronts -- federal, state and local - - and exposing its tactics.
- Training individuals in the art of tobacco control and media advocacy.
- Pushing for more studies on the health effects of secondhand smoke.
- Campaigning for laws to protect children from the manipulative advertising and promotional activities of the tobacco industry.
- Collaborating with national and international organizations to mandate smoke-free international airline travel.
- Working to achieve the goal of a Smokefree Society by the Year 2000.

Attachment III

Arizona Tobacco Control Laws

State Legislation

In 1973, Arizona was the first state in the U.S. to pass a state clean indoor air law. Although very progressive at the time, other states have passed laws that provide stronger protection for the nonsmoker. During the 1999 Arizona Legislative Session, state statutes were modified to strengthen restrictions in selected public places and on all school grounds.

These statutes effect health care, educational and governmental work sites; retail stores that sell tobacco; places of employment that provide access to cigarette vending machines; and all K-12 school grounds.

Portions of these statutes are listed for reference purposes. Because they are not preemptive (do not restrict stronger policy) these statutes should be considered as minimum standards only. A stronger volunteer policy will protect both worker's health and the employer's economic and legal concerns.

36-601.01. Smoking prohibition in certain areas; violation; classification; exception

A. Smoking tobacco in any form is prohibited in any:

1. Elevator, indoor theater, library, art museum, lecture or concert hall, or bus which is used by or open to the public.
2. Waiting room, rest room, lobby or hallway of any health care institution, as defined in chapter 4 of this title.
3. Public waiting room of health associated laboratories or facilities.
4. Public waiting room of any physician, dentist, psychologist, physiotherapist, podiatrist, chiropractor, naturopath, optometrist or optician.
5. School building.

B. A person who violates this section is guilty of a petty offense.

C. This section does not prohibit smoking in the areas listed in subsection A if the smoking is confined to areas designated and posted as smoking areas.

Arizona State Statute 36-601.02

Smoking in state buildings; prohibition; exception; violation; classification

A. Except as provided in subsections B and C of this section and section 36-601.01, smoking is prohibited in any building owned or directly leased by this state.

B. The following persons are exempt from the provisions of subsection A of this section:

1. Clients receiving treatment at the Arizona state hospital, inmates using areas in correctional facilities located in this state and persons residing in state owned or leased residential facilities.

2. Persons using tobacco products for religious and ceremonial purposes.

C. Smoking in buildings owned or directly leased by the state may be allowed only in locations under reasonable circumstances as determined by the department of administration in consultation with the relevant agency to prevent the drifting of smoke to areas adjacent to or outside the smoking area either by the physical design of the smoking area or use of electrostatic filter devices, windows or venting to the outside air to remove the smoke from the air.

D. If drifting smoke is noticeable in an adjoining area of a smoking area and management receives a written complaint, smoking shall be prohibited in the smoking area after the director of the department of administration and the director of the relevant agency make reasonable efforts to ensure that the drifting smoke is contained or prevented from drifting into the adjoining work area by physical modifications of the smoking area, relocation of the smoking area, installation of electrostatic filtering devices or venting to the outside air and these efforts fail to contain the drifting smoke.

E. Nothing in this section shall require the establishment of a smoking area in any state building which has previously been designated as nonsmoking.

F. No state employer may discriminate against any employee or other person on the basis of the use or nonuse of tobacco products.

G. The department of administration shall adopt procedures to ensure that complaints may be made anonymously by any employee for the reporting of a violation of the provisions of this section.

H. A state employee shall have the right to be represented by an employee association in connection with any grievance related to smoking.

I. A person who violates this section is guilty of a petty offense.

Sec. 2. Title 36, Chapter 6

Article 14. tobacco sales

36-798.01 . Selling or giving beedies or bidis; violation; classification

A. It is unlawful for a retail tobacco vendor to sell, furnish, give or provide beedies or bidis to a minor in this state.

B. Any person who violates this section is guilty of a Class 3 Misdemeanor.

36-798.02 . Vending machine sales of tobacco and tobacco products; signage

A. A person shall not sell tobacco products through a vending machine unless the vending machine is located in either:

1. A bar.

2. An employee lounge area that is not open to the public and the business in which the lounge area is located does not employ minors.

B. A sign measuring at least eighty square inches shall be obviously affixed to the front of each vending machine. The sign shall state in block letters, "It is illegal for a minor to purchase cigarettes or tobacco products and, upon conviction, a fine of up to three hundred dollars may be imposed".

C. This article does not invalidate an ordinance of or prohibit the adoption of an ordinance by a county, city or town to further restrict the location of vending machines or specify different wording for the vending machine signs as required by Subsection B of this section.

D. A person who violates this section is guilty of a petty offense.

36-798.03 . Tobacco products prohibition at schools and school-related areas; violation; classification

A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposed of this subsection, “school” means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

B. A person who violates this section is guilty of a petty offense.

Local Legislation:

Many localities in Arizona have passed tobacco control ordinances dealing with clean indoor air. The Arizona Tobacco Information Network (ATIN) Policy Tracking Project maintains a comprehensive database of all local, county and Arizona state ordinances addressing various aspects of tobacco control. The database and brief abstract of each ordinance is provided on the Arizona Tobacco Education and Prevention Program (AzTEPP) web site. For those who want to see the actual ordinance, ATIN also maintains and distributes actual copies of ordinances. To view the database and abstract, go to the following web site address:

<http://www.tepp.org/legal/ordinances/ord.html>

The Policy Tracking Project is funded through the Tobacco Education and Prevention Program and housed at the University of Arizona, Arizona Cancer Center.

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Attachment IV

How the Americans with Disability Act (ADA) Applies to Clean Indoor Air

The ADA is a federal civil rights act for the disabled. It prohibits discrimination against individuals who have a disability in private employment, public transportation, and public accommodations. “Places of public accommodation” include establishments serving food or drink; places of lodging, recreation, exhibition, entertainment, or public gathering; sales, rental or service establishments (including shopping centers); educational establishments (from nursery to postgraduate schools); and social service centers. Similar nondiscrimination rules apply to government-provided services, programs and activities.

WHO IS PROTECTED UNDER THE ADA?

Anyone who is defined as disabled is protected under the ADA. “Disability” has been defined as a physical impairment that substantially limits one or more major life activities of an individual. “Physical impairments” include conditions that affect the respiratory or cardiovascular systems; “major life activities” include breathing and working.

WHO ARE THE RESPIRATORY DISABLED?

People who have asthma, chronic bronchitis, emphysema, lung cancer and/or other lung illnesses can be medically defined as respiratory disabled. For these individuals, secondhand smoke can be health- and even life-threatening. Obstructive lung disease is progressive so that continued exposure can lead to increased disability and death.

LEGAL REQUIREMENTS UNDER THE ADA

Businesses that serve the public and employers are legally required to reasonably accommodate disabled individuals including those with a respiratory illness that makes them sensitive to tobacco smoke. For employers, accommodation may include making facilities accessible by banning smoking, restricting jobs, providing part-time or modified work schedules, or other reasonable means of providing a sensitive nonsmoker with a workplace in which he/she can function.

PUBLIC ACCOMMODATIONS

The ADA also states that disabled persons must not be discriminated against in the full and equal enjoyment of the goods, services, facilities, privileges and advantages of any public accommodations provided by private individuals or organizations.

RIGHT OF ACCESS

Right of access to these facilities is also protected under the ADA. A cloud of tobacco smoke near an entryway is just as great a barrier to an asthmatic as a flight of stairs to a wheelchair-bound individual.

Attachment V

Sharing and Caring: Providing Education to Your Workers to Share With Their Families

Help your employees to protect and educate their families. Prepare handouts with the following information and provide them to your employees through their payroll envelopes, in the break room or at company workshops or meetings:

Tobacco Use and Exposure to Environmental Tobacco Smoke

_____ (your company name) cares about our employees and their families. By instituting a tobacco free work site policy we have made a positive move towards protecting your health. Your family is important, too. For that reason, we are providing you with the following information to share with your family.

- Environmental tobacco smoke (ETS) is a human lung carcinogen, responsible for approximately 3,000 lung cancer deaths annually in U.S. nonsmokers. ETS has been classified as a Group A carcinogen under EPA's carcinogen assessment guidelines. This classification is reserved for those compounds or mixtures which have been shown to cause cancer in humans, based on studies in human populations.
- Most people do not know that lung cancer is not the most common form of death from tobacco smoke exposure. The Environmental Protection Agency estimates that 434,000 U.S. citizens die every year from tobacco use. Some of the diseases caused by tobacco use include emphysema, lung disease, cardiovascular disease and cancers of the neck, stomach, mouth and respiratory system.
- Exposure to other's tobacco smoke has been blamed for over 51,000 deaths per year, making it the third most preventable cause of death in the U.S. today.
- ETS exposure increases the risk of lower respiratory tract infections such as bronchitis and pneumonia. The EPA estimates that, annually, between 150,000 and 300,000 of these cases in infants and young children up to 18 months of age are attributable to exposure to ETS. Of

these, between 7,500 and 15,000 of these cases will result in hospitalization.

- ETS exposure increases the prevalence of fluid in the middle ear, a sign of chronic middle ear disease.
- ETS exposure in children irritates the upper respiratory tract and is associated with a small but significant reduction in lung function.
- ETS exposure increases the frequency of episodes and severity of symptoms in asthmatic children. It is estimated that 200,000 to 1,000,000 asthmatic children have their condition worsened by exposure to environmental tobacco smoke.
- Pregnant women exposed to ETS have a higher instance of pre-term labor, birth defects, low birth weights and miscarriages.

Make the decision to protect your family members from ETS exposure in the following ways:

1. Avoid businesses, public transportation and places of entertainment that allow smoking in an enclosed area.
2. Never allow smoking in your car. The concentration of toxins are extremely high such a small area.
3. Limit smoking at your place of residence to the outside (away from open windows or ventilation systems). Decide as a family to make this commitment. Set up a nice area outside with a chair and ashtray. Ask your guests and extended family members to honor this request also.
4. If you live in an apartment building or condominiums, ask that you be placed in a unit where all residences are nonsmoking. If your complex does not have nonsmoking units, find neighbors who are interested in meeting with the complex management to discuss instituting such a policy.
5. Make sure your child's school and day care programs are smoke-free. Insist that baby-sitters not smoke around your children.
6. Be a good example for your family. Talk to your children about tobacco. If you do smoke, encourage your family not to do so. Be open. Share personal experiences. Don't smoke around others, especially pregnant women and children. Protect all pregnant women and children from other people's smoke.
7. If you discover that your child is using tobacco, seek help.

**For more information, contact your county health department,
or the Arizona's Smoker's Helpline at 1 (800) 556-6222**

HAVE YOU MADE THE DECISION TO QUIT?

**Here are some resources in Arizona
that can help you:**

The Arizona Smokers' Helpline is a free, telephone-based counseling service. The program helps smokers and smokeless tobacco users who are ready to quit or are thinking about quitting. Through one-to-one, telephone-based contact, each caller is helped by an Arizona Smokers' Helpline counselor to devise an individual, personalized Quitting Plan right for their needs. Counseling is available in English and Spanish.

For those who choose to quit on their own, management and self-help materials are available. The Helpline staff can refer the caller to the closest smoking cessation or intervention program near them.

The Arizona Smokers' Helpline can be reached by calling:
1 (800) 556-6222.

The American Cancer Society, the American Heart Association and the American Lung Association all offer a variety of tobacco cessation services including group classes, individual counseling, self-help information, quit kits and nicotine replacement therapy. To learn more about which of these services are offered in your area, contact your local chapter.

The **Arizona Cessation Training and Evaluation (ACTEV) Project** is funded by the Arizona Tobacco Education and Prevention Program. The ACTEV project is statewide and provides tobacco cessation training to those interested in providing effective cessation services.

The ACTEV office can be reached at (520) 318-7253.

The **Arizona Department of Health Services – Tobacco Education and Prevention Program (AzTEPP)** is responsible for allocating tobacco-tax revenues and administering tobacco control programs throughout the state, the AzTEPP is a key resource for nearly all tobacco related questions.

AzTEPP can be reached at (602) 870-3145.

The **Arizona Prevention Resource Center** provides the ATIN Resource Guide and the Arizona Tobacco Cessation Directory free of charge. You can obtain your free copy by calling:
1 (800) 432 2772

Employee wellness programs and employee assistance programs. Many work sites have an employee wellness or employee assistance program in-house. Check with your own employer regarding available tobacco cessation services. Services may be offered internally or through your health care plan. If services are not offered, you may want to encourage your supervisor/manager and/or your employee benefits office to instigate these services.

ATTACHMENT VI

ORDER FORM

A GOOD DAY'S WORK and FULL SPECTRUM

I would like _____ additional copies of “**Full Spectrum: A Guide for Tobacco-Free Schools in Arizona.**”

I would like _____ additional copies of “**A Good Day’s Work: A Guide for Tobacco-Free Work Sites in Arizona.**”

Date _____

Name _____

Organization _____

Address _____

County _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____

Ship-To Address *(Complete if different than above. We cannot deliver multiple copies to PO Boxes. Please provide a street address.)*

County _____

City _____ State _____ Zip _____

Photocopy, then fax or mail your order form to:

Arizona Prevention Resource Center

641 E. Van Buren, Suite B-2

Phoenix, AZ 85004

1-800-432-2772 statewide or **(480) 727-2772** locally

(480) 727-5400 fax

