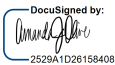


Author:	Michael Heminuck	Revision #:	N/A
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SAFE OPERATING PROCEDURES (Administrative)

Smoking Policy SOP #10-31

Risk Review		
Indoor Air Quality	NC General Statutes Compliance Risk	Secondhand Smoke Exposure

Purpose

This SOP establishes requirements governing the use of tobacco products and electronic nicotine delivery systems (ENDS) at NCDOT-owned or leased facilities and vehicles, consistent with NC General Statutes Article 23 of Chapter 130A-493.

Definitions

Designated Smoking Area (DSA): An outdoor location identified by management where smoking is permitted and is reasonably and safely accessible.

Electronic Cigarette (e-cigarette/ENDS): Battery-powered devices delivering nicotine or other additives via aerosol (vapor), including disposable or rechargeable designs (e-cigarettes, e-hookahs, vape pens, e-cigars).

Smoking: Use of lighted cigarettes, cigars, pipes, or other lighted tobacco products.

Policy Requirements

1. Smoking is strictly prohibited inside all NCDOT buildings, all state vehicles, and equipment (including leased equipment and vehicles) statewide.
2. DSAs must be outdoors and positioned so they are reasonably and safely accessible to employees.
3. DSAs must be clearly marked with signage.

Distance Standard (NCDOT Policy)

4. NCDOT has historically applied a 100-foot distance standard for locating DSAs.
 - This distance is an internal NCDOT policy, not a requirement of NC statutes or NC Administrative Code, both of which contain no mandated outdoor smoking setback.
 - State law prohibits indoor smoking but does not regulate outdoor distances.

Exceptions & Approval Process

5. When a 100-ft DSA is not feasible due to facility layout or safety considerations (e.g., flammable materials, traffic exposure):
 - Identify another outdoor location that remains reasonable and safely accessible.
 - Document the site constraints and proposed alternative location.
 - Obtain written approval from Safety & Risk Management (SRM) Industrial Hygienist.
 - Facility Managers must maintain documentation and diagrams showing DSA placement.

Signage Requirements

6. “Smoking is Prohibited” signs must be posted at building entrances and other appropriate interior locations:
7. Signs may include the international “No Smoking” symbol.
8. DSAs must have signage clearly identifying authorized smoking locations (including messaging that indoor smoking—and smoking within restricted distances under NCDOT policy—is prohibited).

Roles & Enforcement

9. Division/Branch/Unit Directors, Managers, and Supervisors are responsible for communicating this policy and enforcing compliance.
10. Violations follow standard disciplinary action related to personal conduct.

References

11. NC General Statutes Article 23, Chapter 130A-493 (indoor smoking prohibition).

Related SOPs	