MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Directive-Type Memorandum (DTM) [14-008] – Protection of Indoor Air Quality from Electronic Cigarette Emissions

References: (a) Executive Order 13058, “Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace”

(b) Code of Federal Regulations, Title 41, Part 102-74–Facility Management, Smoking

Purpose. This DTM establishes the Defense Logistics Agency’s (DLA) policy on employee and visitor use of electronic cigarettes. This DTM is effective upon its publication to the DLA Issuances Website; within 180 days it will be incorporated into site specific policies.

Applicability. This DTM applies to all DLA activities, employees, and visitors.

Policy. It is DLA Policy to:

a. Provide and maintain safe and healthful working conditions for all employees.

b. Recognize that electronic cigarettes, also known as e-cigarettes, e-cigs, and electronic nicotine delivery systems, are battery-operated products designed to deliver nicotine, flavor and other chemicals to the user in the form of a vapor.

c. Ban the use of electronic cigarettes in indoor environments thereby protecting occupants from inhaling emitted chemicals as second-hand vapor.

d. Permit the use of electronic cigarettes in the same locations where tobacco smoking is permitted, in accordance with references (a) and (b) and any local tobacco use policies of the host organization. If the Agency or the Union feel there is a need to update smoking areas based on this DTM, negotiations for those employees represented by the American Federation of Government Employees, Council 169, is authorized at the local level.

Responsibilities.

a. Senior leaders will implement this DTM by incorporating the DTM’s policies into existing facilities management or tobacco use policies at individual locations sites as applicable.

b. DLA Installation Support Staff Director for Occupational Safety and Health (DS-O) will incorporate policy into the Indoor Air Quality Survey Procedures Manual.
Information Requirements. Site specific policies will be kept on file locally with copies forwarded to DLA Installation Support Staff Director for Installation Management (DS-I) and DS-O.

Internal Controls.

a. DS Site Directors will audit compliance during facility management reviews.

b. DS-O will audit compliance as part of indoor air quality evaluations.

Releasability. UNLIMITED. This DTM is approved for public release.

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