



Dane's Desk

Contract Update

07/02/2020

Dear Site Operations Support Services Employees,

The purpose of this memo is make you aware that DOE has informed us that the smoke shelters at all NETL sites are going to be taped off and closed indefinitely. Employees will be permitted to smoke only in their personal vehicles in accordance with the NETL Smoking Policy (attached).

The relevant sections of the NETL Policy are a s follows:

Smoking in personal vehicles is permitted on-site. All smoking materials must be extinguished prior to exiting the vehicle and placed in appropriate receptacles. The following requirements apply:

1. If the vehicle is parked, all windows and doors must remain closed.
2. If the vehicle is located in the Morgantown parking garage, the parked vehicle must be greater than three parking spaces from any stair tower or elevator entrance.

Exemption - Persons authorized to park in Americans with Disability Act (ADA) designated parking spaces are permitted to smoke in their personal vehicle with windows closed regardless of the proximity to a stair tower or elevator entrance.


Please understand this is a next step in our growing list of precautions being taken to keep our workforce safe as we learn more about the COVID 19 virus. Compliance with this smoking policy will be monitored and enforced.

Have a safe and happy July 4th celebration.

Sincerely,

Dane Anderson
Program Manager, WE2 Support Services 8(a) JV, LLC
NETL, Site Operations Support Services
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	Title: Smoking Policy	
	Order Number: O 340.2	
Date of Approval: 9/13/2016	Responsible Organization: Laboratory Operations Center/ Facility Operations	
Approved by: Grace M. Bochenek, Ph.D. Director, NETL	Corresponding DOE Directives: None	Related NETL Directives: None

I. PURPOSE

To establish a policy on smoking at NETL.

II. APPLICABILITY

This order applies to all federal and contractor employees, visitors to NETL sites, and to occupants of all government vehicles on NETL property.

III. EXEMPTIONS

Persons authorized to park in Americans with Disability Act (ADA) designated parking spaces are permitted to smoke in their personal vehicle with windows closed regardless of the proximity to a stair tower or elevator entrance.

IV. DEFINITIONS

- A. Government Vehicles — Any owned, leased or rented motor vehicles, lifts, utility vehicles, etc. used by the government for accomplishing official government duties. This includes privately owned vehicles (POVs) while used for official business.
- B. Smoking — Act of inhaling or tasting smoke produced by burning or vaporizing substances such as tobacco in a conventional cigarette or pipe; or, cartridges filled with nicotine, flavor, and other chemicals in a battery operated e-cigarette and smokeless tobacco.

V. GENERAL REQUIREMENTS

- A. Smoking is only permitted in smoking shelters and officially designated temporary smoking areas. Facility Operations will provide smoking shelters and ashtrays or receptacles in designated smoking areas. Signs will be posted at designated areas.

- B. Smoking in personal vehicles is also permitted on site. All smoking materials must be extinguished prior to exiting the vehicle and placed in appropriate receptacles. The following requirements apply:
 - 1. If the vehicle is parked, all windows and doors must remain closed.
 - 2. If the vehicle is located in the Morgantown parking garage, the parked vehicle must be greater than three parking spaces from any stair tower or elevator entrance.
- C. Employees and visitors must abide by the smoking policy. Supervisors and hosts are responsible for employee and visitor compliance.
- D. Smoking marijuana is strictly prohibited on NETL property, regardless of state laws that permit its use.
- E. NETL will provide smoking cessation programs for federal and contractor employees.
- F. Questions regarding this policy or requests for designated smoking areas may be directed to the appropriate Site Manager.

VI. RESPONSIBILITIES

Laboratory Operations Center/Facility Operations

- A. Implement this order consistent with Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace.
- B. Provide smoking cessation programs to employees.
- C. Designate, label, and respond to incidents at designated smoking areas.
- D. Provide receptacles to discard smoking by-products.

VII. TRAINING

No training is required for this order.

VIII. RECORD CONTROL

Facility Operations, ES&H Team will manage and maintain any records generated by this order.

IX. REFERENCES

[Executive Order 13058 - Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace.](#)

/s/ Grace M. Bochenek
Grace M. Bochenek, Ph.D.
Director, NETL