

LOCAL ETS REGULATION CHECKLIST

THIS MODEL REGULATION INCORPORATES THE FOLLOWING:

1. The minimum standards required pursuant to the Massachusetts Smoke-Free Workplace Law (M.G.L. Chapter 270, Section 22); and
2. An expansion (Section 4(d)) that bans the use of electronic cigarettes wherever the state law and this regulation applies; and
3. Section 4(c) where cities and towns can add policies that are stricter than the state law.

CHECKLIST FOR POLICY DECISIONS THAT MAKE THE LOCAL REGULATION STRICTER THAN STATE LAW (circle decisions):*

BAN SMOKING LOCALLY IN:

- | | | |
|--|-----|----|
| 1) Smoking Bars (cigar bars and hookah bars) | YES | NO |
| 2) Retail Tobacco Stores (tobacconists and smoke shops) | YES | NO |
| 3) Buffer Zones around municipal building entrances (___ feet) | YES | NO |
| 4) Municipal-owned parks and playgrounds | YES | NO |
| 5) Municipal-owned athletic fields | YES | NO |
| 6) Municipal-owned beaches | YES | NO |
| 7) Membership Associations (private clubs) | YES | NO |
| i) discussion with BOH especially important | | |
| 8) Nursing Homes | YES | NO |
| 9) Hotels, Motels, B&B Rooms | YES | NO |
| 10) Outdoor Restaurant/Bar Locations | YES | NO |
| i) language variations at "Muni List Outdoor Seating.doc" | | |
| 11) Public Transportation, Bus and Taxi Waiting Areas | YES | NO |
| ALSO... | | |
| 12) Expand the smoking ban to include e-cigarettes stated in §4(d) | YES | NO |

* All of these policy decisions should be discussed with the BoH first.

NOTE: Those locations checked YES will be entered into the draft regulation at Section 4(c).

INSTRUCTIONS FOR USE:

This model regulation incorporates the state’s Smoke-Free Workplace Law and provides a format for a municipality to ban smoking in a category where smoking is currently allowed by the state law.

- 1) Fill in [city/town], including in the title;**
- 2) If measure is to be a by-law or an ordinance:**
 - i) Search and replace “regulation” with appropriate measure type in title;**
 - ii) Remove six “board of health” references; and**
 - iii) Edit Authority section (§2) according to footnote**
- 3) Fill in effective date;**
- 4) See “Policy Decisions”. These decisions should only be made after consultation with the board of health.**
- 5) Remove definitions not addressed in policies found in the regulation**

TOWN/CITY OF _____
[Choose one: REGULATION/ORDINANCE/BY-LAW]
PROHIBITING SMOKING IN WORKPLACES and PUBLIC PLACES

SECTION 1 - PURPOSE

The purpose of this [choose one: regulation/ordinance/by-law] is to protect the health of the employees and general public in the [city/town of [city/town name]].

SECTION 2 - AUTHORITY

This regulation is promulgated under the authority granted to the [city/town name] Board of Health pursuant to Massachusetts General Laws Chapter 111, Section 31 that “[b]oards of health may make reasonable health regulations.” **[This sentence is only applicable to Board of Health regulations. If enacting an ordinance or by-law, this section can begin with the following sentence with the word “also” omitted.]** It is also promulgated pursuant to Massachusetts General Laws Chapter 270, Section 22(j) which states in part that “[n]othing in this section shall permit smoking in an area in which smoking is or may hereafter be prohibited by law including, without limitation: any other law or . . . health . . . regulation. Nothing in this

section shall preempt further limitation of smoking by the commonwealth . . . or political subdivision of the commonwealth.”

SECTION 3 - DEFINITIONS

As used in this regulation, the following words shall have the following meanings, unless the context requires otherwise: **[POLICY DECISION: Depending upon what you are listing in Section 4(c) and 4(d), you may not need all these definitions or you may need additional definitions (i.e. “membership association” or “nursing home”, etc.) These definitions can be found in *Laying a Solid Foundation* and in M.G.L. Ch. 270, §22 and/or 105 CMR 661. Delete or add those definitions that are applicable to your document.]**

Compensation: money, gratuity, privilege, or benefit received from an employer in return for work performed or services rendered.

E-Cigarette: Any electronic device, not approved by the United States Food and Drug Administration, composed of a mouthpiece, heating element, battery and/or electronic circuits that provides a vapor of liquid nicotine to the user, or relies on vaporization of any liquid or solid nicotine. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes, e-hookah or under any other product name.

Employee: an individual or person who performs a service for compensation for an employer at the employer’s workplace, including a contract employee, temporary employee, and independent contractor who performs a service in the employer’s workplace for more than a *de minimus* amount of time.

Employer: an individual, person, partnership, association, corporation, trust, organization, school, college, university or other educational institution or other legal entity, whether public, quasi-public, private, or non-profit which uses the services of one (1) or more employees at one (1) or more workplaces, at any one (1) time, including the **[city/town of [city/town name]]**.

Enclosed: a space bounded by walls, with or without windows or fenestrations, continuous from floor to ceiling and enclosed by one (1) or more doors, including but not limited to an office, function room or hallway.

Outdoor space: an outdoor area, open to the air at all times and cannot be enclosed by a wall or side covering.

Retail tobacco store: an establishment that is not required to possess a retail food permit whose primary purpose is to sell or offer for sale to consumers, but not for resale, tobacco products and paraphernalia, in which the sale of other products is merely incidental, and in which the entry of persons under the age of 18 **[POLICY DECISION: municipality may have a higher MLSA]** is prohibited at all times, and which maintains a valid permit for the retail sale of tobacco products as required by the **[city/town name]** Board of Health.

Smoking (or smoke): the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled.

Smoking bar: an establishment that primarily is engaged in the retail sale of tobacco products for consumption by customers on the premises and is required by Massachusetts General Law Ch. 270, §22 to maintain a valid permit to operate a smoking bar issued by the Massachusetts Department of Revenue. “Smoking bar” shall include, but not be limited to, those establishments that are commonly known as “cigar bars” and “hookah bars”.

Workplace: an indoor area, structure or facility or a portion thereof, at which one (1) or more employees perform a service for compensation for an employer; other enclosed spaces rented to or otherwise used by the public; and where the employer has the right or authority to exercise control over the space.

Terms not defined herein shall be defined as set forth in M.G.L. Ch. 270, §22 and/or 105 CMR 661. To the extent any of the definitions herein conflict with M.G.L. Ch. 270, §22 or 105 CMR 661, the definition contained in this regulation shall control.

SECTION 4: SMOKING PROHIBITED

- a) It shall be the responsibility of the employer to provide a smoke-free environment for all employees working in an enclosed workplace as well as those workplaces listed in subsection (c) below.
- b) Smoking is hereby prohibited in **[city/town name]** in accordance with M.G.L. Ch. 270, §22 (commonly known as the “Smoke-Free Workplace Law”).
- c) Pursuant to M.G.L. Ch. 270, §22(j) smoking is also hereby prohibited in **[POLICY DECISION: your local smoking prohibition(s) that go beyond state law should be addressed here.]**
- d) The use of e-cigarettes is prohibited wherever smoking is prohibited per M.G.L. Ch. 270, §22 and Section 4(c) of this regulation.

SECTION 5: ENFORCEMENT

- a) An owner, manager, or other person in control of a building, vehicle or vessel who violates this section, in a manner other than by smoking in a place where smoking is prohibited, shall be punished by a fine of:
 - 1. \$100 for the first violation;
 - 2. \$200 for a second violation occurring within two (2) years of the date of the first offense; and

3. \$300 for a third or subsequent violation occurring within two (2) years of the second violation.

[POLICY DECISION: The categories listed in §4(c) are outside the state law and the municipality can choose fines that differ from those found in the state law that are listed above.]

- b) Each calendar day on which a violation occurs shall be considered a separate offense.
- c) This **[choose one: regulation/ordinance/by-law]** shall be enforced by the Board of Health and its designees.
- d) Violations of Section 4(b) shall be disposed of by a civil penalty using the non-criminal method of disposition procedures contained in Section 21D of Chapter 40 of Massachusetts General Law without an enabling ordinance or by-law. The disposition of fines assessed shall be subject to Section 188 of Chapter 111.
- e) Violations of Sections 4(a), 4(c) and 4(d) may be disposed of by a civil penalty using the non-criminal method of disposition procedures contained in Section 21D of Chapter 40 of Massachusetts General Law.
- f) If an owner, manager or other person in control of a building, vehicle or vessel violates this **[choose one: regulation/ordinance/by-law]** repeatedly, demonstrating egregious noncompliance as defined by regulation of the Department of Public Health, the Board of Health may revoke or suspend any Board of Health-issued permit to operate and shall send notice of the revocation or suspension to the Department of Public Health.
- g) Any person may register a complaint to initiate an investigation and enforcement with the Board of Health, the local inspection department or the equivalent.

SECTION 6: SEVERABILITY

If any paragraph or provision of this **[choose one: regulation/ordinance/by-law]** is found to be illegal or against public policy or unconstitutional, it shall not effect the legality of any remaining paragraphs or provisions.

SECTION 7: CONFLICT WITH OTHER LAWS OR REGULATIONS

Notwithstanding the provisions of Section 4 of this **[choose one: regulation/ordinance/by-law]**, nothing in this **[choose one: regulation/ordinance/by-law]** shall be deemed to amend or repeal applicable fire, health or other regulations so as to permit smoking in areas where it is prohibited by such fire, health or other regulations.

SECTION 8: EFFECTIVE DATE

This **[choose one: regulation/ordinance/by-law]** shall be effective as of _____, 2017.
