

# 1 Johns Hopkins Bayview Medical Center

## GENERAL CLINICAL RESEARCH CENTER

**Policy# 164**

Smoking Tobacco Administration Room

**Original Date: 09/19/03**

**Previous Date: None**

**Reviewed Date: None**

**Purpose:** To outline the policy and procedures for safe use and conduct of research studies that use Tobacco as a research intervention.

**Overview:** COMAR, Chapter 23 Prohibition on Smoking in an Enclosed Workplace (2-106(b)(4) and 5-312, Annotated Code of Maryland allow for a smoking exclusion as follows “Smoking that is necessary to the conduct of scientific research into the health effects of tobacco smoke conducted at an analytical or educational laboratory”. It also defines the conditions for employees working in this pursuit. The GCRC policy and procedures are based on this law and was reviewed by the JHBMC Safety Officer, JHBMC Director of Nursing, JHBMC Facilities, JHBMC Environmental Services, and the GCRC Advisory Committee.

**Procedure:**

1. Smoking for research purposes is only to be conducted within the confines of specially equipped room.
  - a. The room must meet the requirements of the law which includes:
    - i. Solid walls and ceiling and a closeable door
    - ii. Walls tightly joining floor and ceiling
    - iii. Openings to adjacent enclosed workplaces limited to take up air inlets
    - iv. Ventilation system that exhausts directly to the outdoors without recirculation to nonsmoking areas.
  - b. May not be a location where an employee, other than custodial or maintenance employee is required to work
  - c. Shall be under negative pressure sufficient to prevent smoke migration to enclosed workplaces.
  - d. In addition the GCRC requires the use of an air cleaning device that meets the square footage cleaning requirements of the room.
2. Staff will place instructions in the room on guidelines for cigarette, cigarette ash and/or butt removal according to specific protocol guidelines.
3. Only ashtrays with center cigarette holding devices will be used. Center holders prevent cigarettes from falling out of the ashtray and burning furniture or being a fire risk.
4. Subjects will be introduced to the use of and the rules of the room and research protocol and they will be educated on use of any special research equipment by the Research team and/or GCRC nursing staff. This is done outside of the Smoking Tobacco Administration Room or in the room when the subject is not smoking.
  - a. Rules will include special and safe disposal of smoking devices
  - b. Maintaining an enclosed environment
  - c. Placing sign on door notifying others that smoking research is in progress
  - d. Notifying staff of safety concerns i.e., fire.
  - e. The window fan and air filtration system must be on at the time of research implementation
  - f. Only research subjects in research smoking studies are allowed within the room
5. Room cleaning:

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- a. The room can only be cleaned and maintenance work conducted within the designated smoking area while no one is smoking.
  - b. Assure room sign indicates that the room is free of a study subject and no smoking is taking place.
6. Safety Assessment and Measurements:
- a. Periodically, but at least quarterly, the ventilation of the smoking area will be inspected to ensure that appropriate negative pressure is maintained.
  - b. The Nursing staff will incorporate these measures into their Quality Control checks. If the room does not meet negative pressure requirements, the staff will generate a maintenance work order to immediately correct the concern.

Reference: Smoke Free Maryland, a coalition for tobacco control.  
COMAR, Title 09 Department of Licensing and Regulation, subtitle Division of Labor and Industry, Chapter 23 Prohibition on Smoking in an Enclosed Workplace  
<https://constmail.gov.md.us/comar/09/09.12.23.00.htm>  
<https://constmail.gov.md.us/comar/09/09.12.23.01.htm>  
<https://constmail.gov.md.us/comar/09/09.12.23.02.htm>  
<https://constmail.gov.md.us/comar/09/09.12.23.03.htm>  
<https://constmail.gov.md.us/comar/09/09.12.23.04.htm>

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