



January 28, 2013

SUBJECT: Smoking Policy

MEMORANDUM FOR: All Salt Lake City Main Facility/ASF
Managers and Supervisors

As a reminder, the Salt Lake City Cluster smoking policy restricts smoking to no closer than 25 feet of any entranceway, exit, open window, or air intake of a building.

In spite of the above policy, cigarette butts are beginning to be a problem around some entranceways to the GMF, ASF and detached buildings on the same property. Please note that the enclosed ramp entrance/exit to the enclosed East dock is not a designated smoking area. Although cigarette butt trash containers may be located nearer than 25 feet to some building entrances, smoking must be conducted away from the entrance as per the above parameters.

Please also emphasize that smokers should discard extinguished cigarette butts in the containers provided. Throwing them onto the ground is not acceptable.

Each Manager and supervisor is responsible for ensuring smoking does not occur other than in areas meeting the above criteria.


Laura M. Hubrich
Sr. Plant Manager


Ken S. McArthur
District Manager