

**CALIFORNIA INSTITUTE OF TECHNOLOGY
ADMINISTRATIVE GUIDELINE**

Subject: Smoke Free Environment	Pages: 2 Date: July 15, 2026
Approved by: Julia M. McCallin, Associate Vice President for Human Resources, Chief Human Resources Officer	

1.0 Overview

To protect, educate, and preserve the health and well-being of individuals who live, work and play in Caltech communities and the surrounding area from the harmful effects of tobacco, tobacco smoke, and new and emerging products.

Pasadena's Tobacco Use Prevention Ordinance was adopted by the City of Pasadena to protect residents from the harmful effects of tobacco and tobacco smoke, and to align with federal and state definitions.

2.0 Policy

Caltech's Policy applies to all that all smoking, including but not limited to tobacco products and the use of electronic smoking devices, is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the campus.

3.0 Applicability

All individuals on the Caltech campus, including residents, employees, and visitors, are subject to adhere to the Pasadena Municipal Code, which includes specific regulations on tobacco use.

4.0 Definitions

Smoking: "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Smoke-free: refers to an environment that is free of smoke from, among other things, tobacco products and/or vapors from electronic smoking devices.

5.0 Procedure

Tobacco Use:

Pasadena City ordinance (8.78) prohibits:

- Smoking in all enclosed public places, workplaces, in and around multiunit housing complexes, and within 20 feet of all campus building doorways, windows, and vents.

- Smoking in certain outdoor public places including outdoor dining area, service waiting lines, gatherings, and events.
- Prohibits smoking within 20 feet from any doorway, window, opening, or vent into an enclosed area in which smoking is prohibited (except while actively passing).
- Requires posting of “No Smoking” signs at businesses, commercial buildings, multi-unit housing, parks, community centers, and libraries.

Smoke-Free Housing:

Pasadena’s Tobacco Use Prevention Ordinance prohibits smoking in apartments and condominiums to protect residents from drifting tobacco smoke.

Smoking is further prohibited (ordinance 8.78.085) in all common areas of multi-unit housing complexes, such as our student houses, the Catalina Apartments, and other rental properties owned by Caltech. It is important that all members of our community abide by local laws and respect those who wish to avoid secondhand smoke.

- Requires posting of “No Smoking” signs at multi-unit housing.