

# Codebook for King County Tobacco-Free Colleges/Universities Policies

**LawAtlas**<sup>SM</sup>  
The Policy Surveillance Portal

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This codebook describes the variables in a dataset that examines variation in Tobacco-Free Colleges/Universities Policies. This dataset is cross-sectional and is updated through 2014. The jurisdictions selected for measurements King County, WA.

There are six standard variables in every LawAtlas dataset. They are:

**ID:** An identification code generated by the LawAtlas Workbench.

**FIPS Code:** The Federal Information Processing Standard (FIPS) codes are a standardized set of numeric codes issued by the National Institute of Standards and Technology to ensure uniform identification of geographic entities through all federal government agencies.

**Jurisdiction:** This is a dropdown selection in each coding form. It includes the jurisdictions coded in the dataset.

**Effective Date:** This date (MM/DD/YYYY) is the most recent effective date of the legal text captured for this place. The effective date represents the date the policy coded was put into effect.

**Ineffective Date:** The ineffective date (MM/DD/YYYY) is the last date the policy was in effect as reflected by the legal text captured to code this policy.

**Legal Text:** This is a text box that captures all legal text relevant to the coding questions. This will not download into Microsoft Excel.

Question 1: What is the geographical location (university)?

Variable Name: collegegeo

Variable Values:

Question 2: What type of institution is being coded?

Variable Name: collegetype

Variable Values: Public, Private non-profit, Religiously affiliated, Private for-profit, Other

Question 3: How many years are offered at the college or university?

Variable Name: collegeyears

Variable Values: 4 years, 2 years, Less than 2 years, Other

Question 4: What is the date this policy is being coded?

Variable Name: CodingDate

Variable Values:

Question 5: What is the name of the person coding this policy?

Variable Name: Coder

Variable Values:

Question 6: Does the institution primarily rent its property?

Variable Name: Collegeproperty

Variable Values: Yes, No, Other

Question 7: Is there a policy on tobacco/nicotine use/possession?

Variable Name: TOB\_PROHIB

Variable Values: Yes, No

Question 8: Are there multiple policies (student handbook and employee handbook) on tobacco/nicotine use or possession?

Variable Name: Multipolicies

Variable Values: Yes, No

Question 9: What types of tobacco or nicotine use/possession are prohibited?

Variable Name: TOB\_DEF\_SMOK\_HOW

Variable Values: Smoking, Inhaling, Exhaling, Burning, Carrying, Inhaling Vapor, Lit, Other, Not specified

Question 10: Is use of Nicotine Replacement Therapy (nicotine inhalers, etc.) specifically allowed by the policy?

Variable Name: TOB\_DEF\_PROD\_EXCEPT

Variable Values: Yes, No

Question 11: What tobacco or nicotine products are covered by the policy?

Variable Name: TOB\_DEF\_PROD

Variable Values: Smoked tobacco (e.g., cigarettes, cigars), Smokeless tobacco (e.g., chew, snuff), E-cigarettes, Not specified

Question 12: If the policy covers e-cigarettes, what is the definition of e-cigarettes?

Variable Name: TOB\_DEF\_ECIG

Variable Values: All electronic oral devices, including e-cigarettes, e-cigars and e-pipes or other e-product, Release vapor of nicotine or any other substances, Other, Not specified

Question 13: If the policy covers e-cigarettes, what is the definition of using e-cigarettes?

Variable Name: TOB\_DEF\_CIG\_USE

Variable Values: Use or inhalation of which simulates smoking, Other, Not specified

Question 14: If the policy covers smokeless tobacco, what is the definition of smokeless tobacco?

Variable Name: TOB\_DEF\_SMOKLESS

Variable Values: Snuff, Chew, Spit tobacco, Dissolvable products such as Orbs, Any product consisting of cut, ground, powdered or leaf tobacco, Other, Not specified

Question 15: If the policy covers smokeless tobacco, what is the definition of using smokeless tobacco?

Variable Name: TOB\_DEF\_SMOKELESS\_USE

Variable Values: Placing a smokeless tobacco product in the oral or nasal cavity, Other, Not specified

Question 16: What is the date of policy enactment by legal authority?

Variable Name: EnactDate

Variable Values:

Question 17: What is the name of the policy?

Variable Name: PolName

Variable Values:

Question 18: What is included in the purpose of the policy?

Variable Name: TOB\_PURP

Variable Values: Public health & welfare, Guarantee of rights of non-smokers to breathe smoke-free air, Balances non-smokers rights over smokers' rights, Encourages health as a part of productive living/learning environment of campus, Fire prevention, Litter prevention/cleanliness, Other, No purpose language included

Question 19: Among which group(s) does the policy restrict tobacco use?

Variable Name: TOB\_WHO

Variable Values: Students, Faculty, Staff, Visitors, Not specified

Question 20: To what extent is tobacco use allowed on campus?

Variable Name: TOB\_FACILCOV

Variable Values: Tobacco use is not allowed anywhere on campus (100% tobacco- or smoke-free), Tobacco use is allowed on a limited basis based on circumstance (e.g., rental), Tobacco use is allowed on a limited basis based on type of facility (e.g., dormitories), Tobacco use is allowed only in designated smoking areas, Tobacco use is allowed everywhere on campus except in designated non-smoking areas

Question 21: If specific facilities are exempt from the policy, what are they?

Variable Name: TOB\_FACEXEMPT

Variable Values: Parking lots, Stadiums, Residential buildings (or parts thereof), Other

Question 22: If the policy permits exemptions related to circumstances of use (i.e., theater performance), what are they?

Variable Name: TOB\_OTHER EXEMPT

Variable Values: Rental to private parties, Ceremonial use, Theatrical performance, Other

Question 23: Does the policy specify how policy change will be initially disseminated or announced?

Variable Name: TOB\_ANNOUNCE

Variable Values: Policy enactment body only (e.g., Board or administration meeting), Campus newspapers, Other, Not specified

Question 24: Does the policy specify to which audience(s) dissemination is required?

Variable Name: TOB\_POLDIST

Variable Values: Current faculty, Prospective faculty, Current students, Admitted students, Current staff, Prospective staff, Not specified

Question 25: Does the policy require an educational program to inform those affected by the policy about its provisions?

Variable Name: TOB\_POLED

Variable Values: Yes, No

Question 26: Is a plan required for implementing an educational program?

Variable Name: TOB\_POLED\_PLAN

Variable Values: Yes, No

Question 27: Is the policy accessible via the institution's website?

Variable Name: Policyweb

Variable Values: Yes, No

Question 28: Does the policy address all indoor spaces?

Variable Name: TOB\_ENCLSPAC

Variable Values: Yes, Not specified

Question 29: In which enclosed areas is smoking prohibited?

Variable Name: TOB\_ENCL\_PROHIB

Variable Values: Common spaces, Residence halls, Dorm rooms, Other

Question 30: In which university/college vehicles is tobacco use restricted by the policy?

Variable Name: TOB\_VEH

Variable Values: All vehicles (managed by, owned, leased), All owned vehicles only, Not specified

Question 31: When does the policy require that smoking be extinguished when entering campus in private vehicle?

Variable Name: TOB\_VEH\_PRIV

Variable Values: When at or before campus boundary, When exiting vehicle on campus, Policy does not address when smoking must be extinguished

Question 32: Is improper disposal of tobacco products a violation of the policy?

Variable Name: TOB\_DISPOSAL

Variable Values: Yes, No

Question 33: What is included in the definition of tobacco litter and tobacco waste?

Variable Name: TOB\_DEF\_LITTER

Variable Values: Smoking debris, such as cigarette butts, papers, packages, lighters, Spit tobacco, Other, Policy does not include a definition

Question 34: Where may tobacco products be disposed of?

Variable Name: TOB\_DEF\_DISPOSAL

Variable Values: In labeled/proper tobacco waste containers on campus (ashtrays or other), Off campus (no disposal of tobacco waste on campus and/or no ashtrays on campus), Other, Not addressed in policy

Question 35: Are tobacco sales explicitly prohibited by the policy?

Variable Name: TOB\_SALESGEN

Variable Values: Yes, No

Question 36: In which places may tobacco product sales occur?

Variable Name: TOB\_SALE\_SCAMP\_LOC

Variable Values: Campus stores, Student union, Vending machines, Other, Not specified

Question 37: What tobacco products may be sold on campus?

Variable Name: TOB\_SALESCAMP

Variable Values: Cigarettes, E-cigarettes, Cigars, Pipes, Hookah pipes, Other, Not specified

Question 38: Are tobacco sample distributions explicitly prohibited by the policy?

Variable Name: TOB\_SAMPLES

Variable Values: Yes, No

Question 39: In which venues may tobacco product sample distribution occur?

Variable Name: TOB\_DISTCAMP

Variable Values: Campus stores, Student union, Vending machines, Other

Question 40: What tobacco product samples may be distributed on campus?

Variable Name: TOB\_SAMPLE

Variable Values: Cigarettes, E-cigarettes, Cigars, Pipes, Hookah pipes, Other, Not specified

Question 41: Does the policy require that tobacco cessation services be offered on campus?

Variable Name: TOB\_CESS

Variable Values: Yes, No

Question 42: Is a clear plan for tobacco cessation services required in the policy, including referrals to off-campus cessation services?

Variable Name: TOB\_CESS\_PLAN

Variable Values: Yes, No

Question 43: Does the policy require advance notice/delayed implementation to allow smokers time to adapt?

Variable Name: TOB\_ADVNOT

Variable Values: Yes, No

Question 44: Where does the policy require signage to be posted?

Variable Name: TOB\_SIGN

Variable Values: Every entry to campus, All entrances to buildings, Signage required, but not specific as to where, No signage explicitly required (policy is silent)

Question 45: What types of enforcement measures does the policy contain?

Variable Name: TOB\_ENFOPT

Variable Values: Voluntary/courtesy enforcement, Fines, Verbal warnings, Citations, Student disciplinary conduct measures (i.e., suspension, dismissal), Personnel disciplinary conduct/performance review, Dismissal from campus (visitors), Policy is silent as to enforcement measures

Question 46: Does the policy explicitly refer to compliance with other federal, state and local laws?

Variable Name: TOB\_ENF\_OTHLAWS

Variable Values: Yes, No

Question 47: Does the policy specify the enforcement entity?

Variable Name: TOB\_ENF\_OFF

Variable Values: Yes, No

Question 48: For the purposes of sponsorship, advertising, investment, etc., how does the policy define "tobacco-related?"

Variable Name: TOB\_DEF\_TREL

Variable Values: Use of tobacco brand/corporate name, trademark, logo, symbol or motto, Selling messages, Recognizable pattern or colors or any other distinctive marks of product identifiable with brand of tobacco products or company which manufactures tobacco products, Generic symbols, patterns depicting smoking or use of tobacco products, Activities of a tobacco company, including sales, issuance of shares, promotional work, corporate recruitment, Policy is silent, does not define "tobacco-related"

Question 49: Does policy prohibit tobacco-related advertising?

Variable Name: TOB\_ADS\_PROHIB

Variable Values: Yes, No, Partial prohibition

Question 50: If partial ban, in what circumstances does policy prohibit tobacco-related advertising?

Variable Name: TOB\_ADVERT

Variable Values: On college/university property, College/university events, In college/university publications (except for newspapers/magazines not produced by the college/university which are lawfully sold, bought or distributed on campus property), Other, Not specified

Question 51: Does the policy prohibit tobacco-related sponsorships?

Variable Name: TOB\_SPONSOR\_PROHIB

Variable Values: Yes, No, Partial prohibition

Question 52: Under what circumstances does policy prohibit tobacco-related sponsorship?

Variable Name: TOB\_SPONSOR

Variable Values: On college/university property, College/university events, In college/university publications (except for newspapers/magazines not produced by the college/university which are lawfully sold, bought or distributed on campus property), Student organizations, athletes, athletic teams, Not specified

Question 53: Does the policy prohibit tobacco-related gifts?

Variable Name: TOB\_GIFTS  
Variable Values: Yes, No, Partial prohibition

Question 54: Under what circumstances does policy prohibit tobacco-related gifts?  
Variable Name: TOB\_GIFTS\_PARTIAL  
Variable Values: Grants, Gifts, Scholarships, Endowed Professorships, Other, Not specified

Question 55: Does the policy prohibit contracts with a tobacco-related entity?  
Variable Name: TOB\_CONTRACTS  
Variable Values: Yes, No

Question 56: Is investment in tobacco-related companies or funds that hold tobacco stock or interests prohibited?  
Variable Name: TOB\_INVESTS  
Variable Values: Yes, No

Question 57: Does the policy require divestment of current investments in tobacco-related companies or funds that hold tobacco stock or interests?  
Variable Name: \_INVESTS\_DIVEST  
Variable Values: Yes, No

Question 58: Does the policy ban tobacco companies from participating in campus job recruitment activities?  
Variable Name: TOB\_RECRUIT  
Variable Values: Yes, No

Question 59: Does the policy require an evaluation of policy enforcement/implementation?  
Variable Name: TOB\_ENF\_EVAL  
Variable Values: Yes, No