

## Restrictions on the use of tobacco & nicotine products at King County post-secondary institutions

Goal: To compile and review college and university rules addressing restriction on use of tobacco and nicotine products on their campuses

### A. Primary Data Collection

1. A list of colleges and universities in King County is compiled using the College Navigator from the National Center for Education Statistics ([nces.ed.gov/collegenavigator/](https://nces.ed.gov/collegenavigator/)), including the city, the number of years, public/private status, the number of students for the most recent year available and the entity's website.
2. If institution is public, a search is made in the Washington Administrative Code (WAC) <http://apps.leg.wa.gov/wac/> for the institution and its policy.
  - Any rules related to tobacco use on college campuses are saved as a PDF file. If the chapter relating to student conduct is saved. Policies are saved as PDF files on SharePoint with the following naming conventions:  
CollegeName\_Policy\_TobaccoColleges\_DateFound.pdf
  - If no policy is found, see (4)
  - Progress is logged in KingCountyColleges\_TobaccoPolicyDataCollectionNotes.xls on SharePoint
3. If institution is private, a search for local codes is completed on each college's website using the following search terms:
  - i. "Campus" "Tobacco"
  - ii. "Campus" "Smoking"
  - iii. "Smoking"
  - iv. "Student" "Handbook"
  - Any rules related to tobacco use on college campuses are saved as a PDF file. If no policy is found, proceed to step 4. Policies are saved as PDF files on SharePoint with the following naming convention:  
CollegeName\_Policy\_TobaccoColleges\_DateFound.pdf
  - If no policy is found, see (4)
  - Progress is logged in KingCountyColleges\_TobaccoPolicyDataCollectionNotes.xls on SharePoint

4. For public and private colleges and universities with no result from the school’s website, or if this result is unclear, a phone call is placed to the main university number, inquiring about a tobacco policy on campus.
  - i. Means of electronic access to the document is determined, so that we have most recent copy (with date stamp, and e-signature)
  - ii. If the document is not available online, college officials are asked to email a PDF version
  - iii. If no written version is available, but a rule exists, the substance of the rule is transcribed based on conversations with college officials
    - This process is recorded, including website and/or contact information for college officials who provided this information in KingCountyColleges\_TobaccoPolicyDataCollectionNotes.xls on SharePoint
5. Resolutions (i.e., from faculty or student senate) are copied into LawAtlas but not coded as policies, but citations are logged in KingCountyColleges\_TobaccoPolicyDataCollectionNotes.xls on SharePoint

**Table 1: Matrix**

<b>Scenario</b>	<b>What to do</b>
College follows state and federal law but does not have a written policy	Save student handbook or code of conduct, if one exists. Document if informal policy is stricter than state and federal law. Code as “no policy exists.”
College defers to landlord (does not own campus property) regarding smoking policy	Code as “no policy exists.” Save student handbook or code of conduct, if one is available.
College has an informal policy that is stricter than state and federal law.	Save student handbook or code of conduct, if one exists. Document how informal policy is stricter than state and federal law. Code as “no policy exists.”
If there is a policy documented for one part of the school or school population (i.e., law school or employees)	Confirm that there is no universal policy. If no universal policy exists, code each school within the college/university separately. For example, Seattle University Law School would be a separate entry from Seattle University--Undergradate

B. Preliminary quality control

1. After searching for all local codes, ordinances and rules, results are compared results to publicly available information on campus tobacco rules for consistency. (See <http://www.no-smoke.org/goingsmokefree.php?id=447>)

2. Tobacco program staff are asked for feedback

C. Coding

1. Codebook development (Excel)

- i. An Excel sheet is created with variables in the columns. This Excel sheet should include all preliminary questions, including “Source of Legal Text” and “Legal Text.”

**Figure 1: Excel codebook layout**

KEY	Preliminary question	Parent question	Child question	Grandchild question			
Codebook for Parks Policies on Tobacco: Coding Version							
LawAtlas Display	Question Number	Variable Name	Short Description	Question	Coding Type	Coding Values	Notes

- ii. The notes section includes instructions as to how to answer each of the questions, as well as a reminder to include a citation, along with citation format. This notes section is later copied into LawAtlas notes.
- iii. Codebook should make skip logic clear. Questions should be color coded (see Figure 1), and notes section should contain information about under what circumstances a child or grandchild question will follow.
- iv. Codebook should be developed bearing in mind that researchers may wish to recode data numerically for import into statistical software.

2. Codebook development (LawAtlas)

- i. Variable name field: Variable name should be short, in all caps and not include spaces. If spaces are needed, a underscore symbol should separate words. It should also signify as clearly as possible the content of the question.

Examples: GEOG (Geographic area) and TOB\_PROHIB (Whether tobacco is prohibited by the policy)

- ii. Notes section: Question number, with “PARENT,” “CHILD” or “GRANDCHILD” is written at the beginning of each notes section (along with notes providing coder additional clarification and guidance and reminder to include citation) to further denote skip logic.
- iii. Public description: If the question will be shown publicly, ensure that public description matches coding values (i.e., “yes/no”). Public description should be a statement and not a question.

Example: Tobacco or nicotine prohibited

3. Policy text is copied and pasted into LawAtlas in the following manner, with relevant language highlighted in yellow:
  - i. Full rule section, including purpose and definition
  - ii. If no policy exists, the following is used:
    1. The section of the code or handbook relating to campus rules or conduct
    2. If there is no section on rules or conduct, the section most closely related (i.e., alcohol and drug use). Note how the lack of a policy was confirmed.
    3. If there is no handbook or policy document, note, "No student handbook," and how this was confirmed
4. Effective and ineffective dates of policy
  - i. Effective date.
    1. If policy is in the Washington Administrative Code (WAC), trace

**Figure 2: WAC history**

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. WSR 05-06-003, § 132Z-115-090, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. WSR 00-20-037, § 132Z-115-090, filed 9/28/00, effective 10/29/00.]

- enactment date through WAC. At bottom of WAC chapter is a rulemaking history (see Figure 2). [Washington State Registry](#) contains information about proposed language and final language of each revision. Use the most recent *effective* date (when final language was adopted) for each policy.
  2. If policy is not in WAC, trace back through as many student handbooks as possible and/or inquire with college/university staff as to when the policy was adopted. If policy mimics the Clean Indoor Air Act passed by voters 11/2005 and staff have no recollection of when policy was adopted, okay to use 1/2006 (date law went into effect).
  3. If there is no policy, allow LawAtlas to autopopulate this field.
- ii. Ineffective date. Allow LawAtlas to autopopulate this field.
5. Researcher #1 beta codes 20% of policies to uncover any language issues, inconsistencies, etc. Researcher codes outside of LawAtlas, using two monitors and a pad of paper. One monitor displays the codebook and the other LawAtlas. Each question is numbered. Researcher records the number of the question and the code they have selected.
6. Researcher #1 and #2 code the laws in each of the respective groups across the variables chosen by the Policy Surveillance Research Team. Both researchers code outside of LawAtlas, using the process outlined above. The researchers meet periodically to resolve any differences. Once divergences are resolved, the primary coder enters the final codes into LawAtlas.
7. Any changes to the codebook result in recoding of questions, variable names, and public description as necessary. An Excel version of any coding done up to this point must be downloaded prior to edits to these fields. (When questions are changed in LawAtlas, the previously entered response is deleted.)