



## Sample Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law

---

[Insert date]

[Name] Mr. Gene Smith, RS  
[Title] Public Health Sanitarian II  
[Address] 240 Parsons Avenue  
[Address] Columbus, OH 43215

RE: Report Number:  
Investigation Number:

Dear [Name] Mr. Smith:

This letter is in response to your communication dated [insert date of letter] alleging violations of the Ohio Smoke Free Workplace Law. The anonymous complainant alleged the following violation: [insert type of violation].

I wanted to inform you that I reviewed this complaint thoroughly. Given that the complaint does not disclose the name of the individual smoking in the prohibited area, it is very difficult for us to follow up with her/him directly.

Please know that the [insert unit name] is in full compliance with the requirement to display nonsmoking signs. Attached for your review are photos of the various signs at entrances and exits where the signs are displayed.

Also attached for your review is a communication sent to all faculty, staff, and students at [insert unit name] reminding them of the following requirements:

- Tobacco use, including smoking, is prohibited anywhere on campus effective January 1, 2014.
- State law prohibits smoking inside buildings.
- State law requires that smoke not enter buildings from the outside.
- Smoking is prohibited under outside overhangs (e.g. covered loading docks, covered porches or entryways, etc.) and within 25 feet of all doors, windows that open, and air intakes.
- Faculty, staff, students, and visitors/vendors/contractors must discontinue smoking when asked to do so in locations where smoking is prohibited by state law.

I verified that ashtrays are not available in any location where smoking is prohibited by state law including loading docks, entrances, or inside buildings.

These steps were taken by the unit as required by law. I hope that this communication is responsive to the questions raised by your office. Please contact me if you have further concerns regarding this matter. I can be reached at [insert area code and phone number].

Sincerely,

Unit leader or HRP  
Unit name  
The Ohio State University

C: File