



**SMOKE FREE NEW MEXICO**  
*Improving the state of our health.*



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## Business Owner Checklist

*The purpose of the Dee Johnson Clean Indoor Air Act is to protect New Mexicans from the harmful effects of secondhand smoke in enclosed public places and places of employment, except those that meet exemption criteria.*

- ☑ **Prohibit** smoking in all non-smoking areas, including enclosed areas and areas within a reasonable distance of the entrances.
- ☑ **Post** “no smoking” signs at all entrances. Signs should be posted in a conspicuous area visible from the outside of the establishment. There are no specific requirements for the sign except that it be clear, conspicuous and clearly legible and be posted at each public entrance. Free signs are available at [www.smokefreeNM.com](http://www.smokefreeNM.com).
- ☑ **Remove** all indoor ashtrays and smoking receptacles and move all outdoor ashtrays and smoking receptacles to be a reasonable distance away from doors, windows capable of being opened, and ventilation systems.
- ☑ Proprietors may choose to designate patios for smoking unless it is prohibited by local law. If a business owner chooses to designate an outdoor smoking area, **ensure** that any outdoor patios are managed so that smoke does not enter into the establishment and other non-smoking areas.
- ☑ **Guarantee** that the property outside of your establishment that is under your control is managed to maintain a smoke-free entrance for customers and employees. This includes entrances to *all* doors with the exception of emergency exits and outdoor smoking patio doors.
- ☑ **Offer** gum or mints as an alternative to smoking.
- ☑ **Place** informational table tents or coasters on tables.
- ☑ **Educate** all current and prospective employees about the requirements of the law (i.e. payroll stuffers via inserts, staff meetings, e-mails, break room posters, etc...). Employees must know what is expected of them. Employers are required to post and maintain a written smoking policy.
- ☑ **Practice** ways to communicate the new policy to your customers.
- ☑ **Keep** information on the Smoke-Free New Mexico website ([www.SmokeFreeNM.com](http://www.SmokeFreeNM.com)) and Hotline (1-877-473-6624) information handy. Free materials are available to help you implement this new law. Please contact us if you have additional questions.

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Please note: this information is not intended to be legal advice. Please consult state statutes or contact an attorney for more information about the Dee Johnson Clean Indoor Air Act (§24-16-1 et seq. NMSA 1978).