



Tobacco Free Workplace Tool Kit



Acknowledgments

The Tobacco Free Workplace toolkit was a collaborative project drawing from state and national resources and local expertise to assist Lancaster County's business in creating and maintaining healthy, supportive work places.

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Table of Contents

Introduction.....	3
Benefits of a Tobacco Free Workplace.....	3
Steps to a Tobacco Free Policy.....	6
Addendum 1: Nicotine Replacement Therapy.....	9
Addendum 2: Sample Survey.....	10
Addendum 3: Worksite Tobacco Policy Index.....	11
Addendum 4: Sample Tobacco Free Workplace Policies.....	12
Addendum 5: Sample FAQs.....	15
Addendum 6: Tobacco Prevention & Quit Resources.....	16
References.....	17

Introduction

According to the Center for Disease Control and Prevention (CDC): Tobacco use is responsible for over 400,000 deaths annually and contributes to an extensive list of serious diseases, including but not limited to: cardiovascular and cerebrovascular diseases, multiple types of cancer, emphysema, and bronchitis. Second-hand smoke contributes to pediatric illnesses such as asthma and ear infections. Tobacco use is responsible for an estimated \$96.8 billion per year in lost productivity due to sickness and premature death¹

This toolkit was developed to assist companies in developing their own tobacco free policy to reduce the burden of tobacco use on their employees and the community.

I. ***Benefits Of A Tobacco Free Workplace***

Tobacco free workplace policies provide an environment that promotes healthy behavior and reduces exposure to second-hand smoke. An employer sends a clear message to employees and the community with a tobacco free policy: *"We care about the health and safety of our employees"*.²

A. Employee Health³

- A tobacco free environment helps promote a healthy work place.
- A well planned and comprehensive tobacco policy implemented by the employer shows the company cares about the health of its employees and their families.
- Workers who are bothered by smoke will not be exposed to it at the worksite.

B. Lower your costs

- Businesses pay an average of \$2,189 in workers' compensation costs for smokers, compared with \$176 for nonsmokers.²
- Smoking costs employers an estimated \$3,391 per smoker per year, comprised of \$1,623 in direct medical expenditures and \$1,768 in lost productivity.²
- The Environmental Protection Agency (EPA) estimates that tobacco-free businesses can expect to save about \$190 per 1,000 square feet each year in lower cleaning and maintenance costs.²
- U.S. fire departments responded to an estimated 90,800 smoking material fires in 2010. These fires caused:
 - 610 civilian deaths
 - 1,570 civilian injuries
 - \$663 million in direct property damage⁴
- Fire insurance is commonly reduced twenty-five percent to thirty percent in smoke-free businesses.⁴

C. Increase productivity and morale²

- Employees who take four 10-minute breaks a day to smoke actually work one month less per year than workers who don't take smoking breaks.
- Smoking in the workplace may cause inefficiency, errors, eye irritation and lower attentiveness.
- If all US workplaces were tobacco free, it would save over \$60 million in medical costs within the first year and an estimated \$280 million in the first seven years.

D. Reduce absenteeism and increase presenteeism

- Smokers, on average, miss 6.2 days of work per year due to sickness compared to nonsmokers, who miss 3.9 days of work per year.²
- Costs associated with presenteeism due to poor employee health is at least 2 to 3 times greater than direct health care expenses.⁵

E. Reduce your liability²

- Having a smoke-free workplace reduces the risk of lawsuits being filed by employees who become ill from breathing secondhand smoke.
- Disability claims based on secondhand smoke exposure are eliminated.
- A smoke-free workplace prevents violations of the Americans With Disabilities Act that result from limiting access by people with respiratory problems who cannot patronize or work in your business due to tobacco smoke pollution.

F. Direct and Indirect Implications of Going Tobacco Free

Detailed below are the direct and indirect costs associated with tobacco use.

Workplace Costs of Tobacco Use	
Employer Direct Costs	Employer Indirect Cost
<ul style="list-style-type: none">• Greater health insurance costs and claims• Greater life insurance premium costs and increased claims• Greater disability costs• Greater worker's compensation payments and occupational health awards	<ul style="list-style-type: none">• Recruitment and retraining costs resulting from loss of employees to tobacco-related death and disability• Lost productivity• Greater amount of work time used on tobacco-use habits and routines• Smoke pollution (increased cleaning and maintenance costs)• Air cooling, heating, and ventilation costs• Accidents and fires• Liability and litigation costs associated with exposure to environmental tobacco smoke• Illness and discomfort among nonsmokers exposed to secondhand smoke

Source: Smoke-free work sites top ten financial benefits to employers. Western CAPT/CASAT. University of Nevada, Reno.
Center for Health Promotion Publications. *The Dollar (and sense) Benefits of Having a Smoke-Free Workplace*. Lansing, Michigan Tobacco Control Program; 2000.
Centers for Disease Control and Prevention. *Making your Workplace Smoke-Free: A Decision Makers Guide*. Available at:
http://www.cdc.gov/tobacco/secondhand_smoke/00_pdfs/fullguide.pdf. Accessed: September 10, 2007.

II. Steps to a Tobacco Free Policy

The following steps are designed to help guide the planning, implementation and communication of the new tobacco free worksite planning policy.

Research has shown that successful tobacco free policies take between 6 and 12 months to plan, develop and implement throughout the organization 6-9 months if a policy exists, 9-18 months if no policy exists.

A tobacco free policy should prohibit the use of all tobacco products including but not limited to: cigarettes, cigars, snus, smokeless tobacco, pipes and roll your own tobacco. Worksites should also consider including emerging tobacco and nicotine products including e-cigarettes, hookahs, hookah pens, strips and sticks.

A. Blue Print for Success

1. Gain senior management approval

- a. Senior leadership will help ensure the tobacco free policy is supported. Support is the first step towards developing a policy and creating a communication and implementation plan.

2. Choose a project leader

- a. The project leader will oversee the coordination and communication necessary to implement the policy.
- b. This person should be a formal or informal leader who has good relationships throughout all levels of the organization.

3. Create a work group

- a. The work group is formed to develop an action plan including communication and implementation strategies through all aspects of the tobacco free policy (not debate the decision to go tobacco free).
- b. The group should consist of employees, including tobacco users, from different levels of the organization.
- c. Individuals in the group will act as “change agents” and champions of the policy in their respective areas.

4. Review and enhance your company’s tobacco cessation benefits

- a. Check with your insurance broker/provider about resources and what medications are covered.
 - Ask if a separate rider can be added to the policy to ensure comprehensive coverage

- b. Employers should provide coverage for tobacco screening, cessation counseling, and FDA approved medications including: nicotine patch, gum, lozenge, nicalrol inhaler, nasal spray, bupropion and varenicline. (See Addendum 1 for “Dispelling Myths about Nicotine Replacement Therapy”)
- c. Studies have shown that tobacco treatment is one of the most cost-effective preventive services. If brief counseling and therapy (including over-the-counter cessation aids) were offered to all smokers, it could save \$3 billion in medical care costs annually in the United States.⁶ (See Addendum 1 for approximate costs of FDA approved cessation products).

5. Survey employees to understand the tobacco culture

- a. Develop a survey (See Addendum 2) to help you understand the tobacco culture in your organization.
- b. Develop strategies to address barriers and frame results positively.
 - “80% of our employees don’t smoke”
 - If 60% of your employees use tobacco but half indicate an interest in quitting, your talking point could be: “50% of tobacco users in our organization want to stop.”

6. Develop the policy and FAQs

- a. A written policy ensures clear communication and sets the stage for success.
- b. The policy index will guide you through a check list that will help you assess the strengths and weaknesses of your existing policy.(See Addendum 3)
- c. Policies should reflect recommendations of the work group that are based on research and outreach from your survey. (See Addendum 4)
- d. Create a FAQ document to accompany the policy. (See Addendum 5)

7. Develop and implement a communications plan.

- a. Your communication plan will ensure that all employees understand the timeline for implementation, what services will be available and how the policy will be enforced.
- b. Work group members help deliver key messages throughout their areas of influence.
 - Communicate management’s support of the policy
 - Use multiple communication vehicles: email, company internet, posters, fliers, paycheck inserts, company newsletters
 - Communicate reminders throughout the year not just prior to and during implementation of the policy

8. Prepare for policy implementation

- a. Arrange for physical space changes such as removal of ashtrays, smoking benches, and shelters.
- b. Train and brief managers.
- c. Develop signage.
- d. Ensure job postings include notification of tobacco free policy.

9. Enforce the policy

- a. Enforcement should be handled similar to any other personnel performance issues as dictated by your human resource policy.
- b. Continue to monitor policy on a regular basis.
- c. Reeducate as necessary.

10. Evaluate and monitor

- a. Monitor and respond to input and feedback from employees and management, specifically:
 - The implementation and enforcement process (i.e., identify any areas of noncompliance or confusion and make sure the policy is being applied in an equitable manner).
- b. Meet with work group and senior management to report on lessons learned.
- c. Evaluate indicators involving:
 - The number of tobacco users post policy implementation.
 - Employee compliance with policy.
 - Employee participation in cessation programs and utilization of medications offered.
 - Physical changes in company environment.
 - Employee satisfaction with policy.
- d. Conduct informal outreach and provide a feedback mechanism for cross communication.

11. Create a sustainability plan

- a. Celebrate your tobacco free success in conjunction with national/regional/international events such as World No Tobacco Day, Kick Butts Day, Great American Smoke out or Earth Day. Use these opportunities to market the cessation programs.
 - Celebrate and acknowledge success stories.
 - Promote available tobacco cessation services (See Addendum 6).

Nicotine Replacement Therapy¹²

Myth: Nicotine Replacement Therapy (NRT) does not work.

Truth: NRT does not work. NRT can double a smoker’s chances of quitting smoking. The likelihood of staying quit for more than six months is increased when a smoker uses NRT according to the directions. ⁸⁻⁹

Myth: The nicotine in cigarettes is the same as the nicotine found in Nicotine Replacement therapy (NRT) products, so I’m just trading one addiction for another.

Truth: No, the products are different and the likelihood of long-term addiction to NRT is very low. The nicotine found in NRT is regulated by the Federal Drug Administration (FDA). The amount of nicotine in NRT is less than in cigarettes and it is delivered more slowly. NRT products have a much lower risk of addiction than cigarettes.

Myth: If I use NRT, I will experience no withdrawal symptoms or cravings from quitting smoking.

Truth: NRT does reduce withdrawal symptoms associated with cigarette smoking. However, it may not completely eliminate them. The symptoms most helped by NRT include: irritability, frustration, anger craving, hunger, anxiety, difficulty concentrating, restlessness, and insomnia.¹⁰ NRT achieves the best results when combined with a personal quit plan.

Myth: NRT causes disease

Truth: The effect of NRT on the body is not fully known, but NRT products are safer than cigarettes. The negative health effects of cigarettes are proven. Of the 4,000 chemicals found in tobacco smoke, over 60 are known to cause cancer. By using NRT to quit smoking you reduce your exposure to many chemicals found in tobacco smoke.

Myth: If I use one NRT product, I cannot use others.

Truth: No, NRT products can be used alone or in combination. Talk to your doctor before doing so.

Myth: Pharmacotherapy is too expensive

Truth: Over time the cost of NRT is less expensive than the cost of cigarettes. NRT is generally used for a limited time, whereas cigarettes are typically consumed many years. Compare the price of the NRT products to the average price of cigarettes.

NRT Product	Average Retail Price ^{8,9,10}
Over-The-Counter	
Nicotine Patch	\$4.00/day
Nicotine Gum	\$5.00/day
Nicotine Lozenge	\$6.00/day (avg. use) - \$12.00/day (max. use)
By Prescription Only	
Nicotine Nasal Spray	\$5.00 (avg. use) - \$15.00
Nicotine Inhaler	\$45.00/package
Bupropion (Wellbutrin)	\$2.00/day
Varenicline (Chantix)	\$114/month

Myth: Only healthy people can use NRT.

Truth: Under the direction of your doctor most people can use NRT. Generally, NRT can be safely used by people with diabetes or high blood pressure and does not increase the risk of heart attacks. Talk to your doctor to determine if NRT is the right choice for your quit plan.

Tobacco Free Survey

_____ is instituting a tobacco-free environment policy. Your opinion is being sought to determine how it will impact our employees, customers and vendors.

1. Do you use tobacco products now?
 Yes No

2. Do you have an interest in stopping tobacco use ?
 Yes Maybe No Not certain

3. Are you bothered by or affected by smoke in or around the workplace?
 Yes No

4. If you use tobacco products, what type? (check all that apply)
 Cigarettes Pipe Smokeless (chew /snuff) Other

5. If you were interested in stopping tobacco use, what support would you need to help you to quit ? (Please check all that apply)
 Medicine to help stop smoking (Chantix, Zyban, nicotine patch, nicotine gum/lozenge)
 Stress Reduction classes/program
 Weight Management classes/program
 Smoking cessation support group
 Smoking cessation coach/buddy
 Other (please list) _____

WORKSITE TOBACCO POLICY INDEX

1. Tobacco Free Environment

<i>Staff</i>			<i>Visitors/Patients/Contractors/Patrons</i>		
YES	NO	N/A	YES	NO	N/A
		1.1 Workplace buildings (indoors)			1.6 Workplace buildings
		1.2 Workplace campus/grounds			1.7 Workplace campus/grounds
		1.3 Workplace vehicles at all times			1.8 Workplace vehicles at all times
		1.4 Personal vehicles on workplace property			1.9 Personal vehicles on workplace property
		1.5 Workplace-sponsored events			1.10 Workplace-sponsored events
					1.11 24 hours a day, 365 days a year

2. Enforcement

<i>Staff</i>		<i>Visitors/Patients/Contractors/Patrons</i>	
YES	NO	YES	NO
		2.1 General enforcement	2.4 General enforcement
		2.2 Identifies specific consequences for violation(s) of the policy	2.5 Identifies specific consequences for violation(s) of the policy
		2.3 Mention of cessation and/or education not just punitive measures for violation(s)	2.6 Mention of cessation and/or education not just punitive measures for violation(s)
			2.7 Prohibits sponsorship from tobacco companies
			2.8 Identifies designated individual(s) for enforcement

3. Cessation Treatment Services

<i>Staff</i>		<i>Visitors/Patients/Contractors/Patrons</i>	
YES	NO	YES	NO
		3.1 General cessation mentioned	3.5 General cessation mentioned
		3.2 Referral to outside cessation services or cessation program	3.6 Referral to outside cessation services or cessation program
		3.3 Cessation fact sheets/materials offered	3.7 Cessation fact sheets/materials offered
		3.4 Cessation medications are covered under current company insurance	

4. Policy Implementation

YES	NO	YES	NO	YES	NO
		4.1 General communication of the policy		4.4 Any rationale given for health or environmental consequences	4.6 Applicable enforcement/adoption date
		4.2 Printed materials		4.5 Policy applies to all tobacco products, not just cigarettes/cigars	4.7 Additional supporting documents available
		4.3 Signage			

*Note: This Worksite Policy Tobacco Index was adapted from the Center for Tobacco Policy Research's School Tobacco Policy Index

Sample Tobacco Free Workplace Policy 1

A worker-friendly policy should clearly communicate your company's concern for the health and well-being of all employees and should be designed to treat all workers fairly and align with organizations mission and vision. The policy should be put in writing, clearly identifying both the goals and the steps necessary to meet those goals. Review the sample policy and policy index below for components to include on your policy.

_____ - is dedicated to providing a healthful, comfortable, and productive workplace for all its employees. As part of our overall corporate wellness program, we are implementing a Tobacco Free Workplace Policy.

The health hazards related to tobacco use are well-documented. These health hazards impact both the tobacco user and the non-tobacco user who is exposed to tobacco use. Therefore, _____ will provide a tobacco free workplace to all of its employees and all visitors. The tobacco free policy will prohibit the use of all tobacco products, including, but not limited to: cigarettes, cigarillos, cigars, roll your own tobacco, snus, snuff, lozenges, sticks, bidis, ecigarettes, etc... This policy will not prohibit cessation products, such as, nicotine patches or gum.

Principles

- This policy will apply to all persons, at all times, in company-owned or leased buildings and vehicles and on company-owned or leased outdoor commercial property/campus.
- This policy will be implemented no later than_____.
- This policy also applies to company-sponsored meetings and events on or off company premises.
- This policy applies to personal vehicles on company property, including parking lots.
- Tobacco of all types (including but not limited to cigarettes, bidis, kreteks, pipes, cigars, smokeless tobacco, and snus) is prohibited.
- Tobacco cessation and awareness programs, referrals, and resources to treatment will be made available to employees who desire to stop using tobacco.
- Compliance with the tobacco free workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employee non-compliance with the policy will result in disciplinary action as per company policy.

Sample Tobacco Free Workplace Policy 2

Johnson & Johnson

Worldwide Tobacco-Free Workplace Policy

1. POLICY

1.1 Johnson & Johnson and its affiliates desire to promote the health and wellness of their employees by incorporating a total “tobacco-free” workplace. Companies can individually manage their transition to a “tobacco-free” workplace based on their current smoke-free status, but must be totally “tobacco-free” by no later than January 1, 2007.

1.2 To be in compliance with this policy, companies must communicate the tobacco-free workplace policy to employees and develop site specific implementation plans in conjunction with site management, Human Resources, and Health & Safety no later than January 1, 2006.

1.3 Each affiliate is expected to establish a company policy of its own which incorporates each of the elements described in this corporate policy. Where local laws restrict certain concepts in the policy, it is expected that the local company policy will be modified to be permissible under the law.

2. PURPOSE

2.1 The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g., cigarettes, pipes, cigars, hookah, etc.) and/or using smokeless tobacco (e.g., snuff, chew-gutka, jarda, betel quid, etc.) have been well-documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to secondhand smoke. It is the intent of Johnson & Johnson companies to provide all employees with a work environment conducive to good health.

3. APPLICABLE

3.1 This policy is applicable to all employees, contractors, and visitors while on the property at any of our locations worldwide. As necessary, this policy will be modified to comply with local laws regulating designated smoking areas.

3.2 All employees, contractors, and visitors are prohibited from using tobacco at Johnson & Johnson company workplaces. The workplace is defined as inside all Johnson & Johnson company-owned or leased facilities, as well as outside on the grounds and parking lots, and inside company-owned or leased vehicles and personal vehicles on company property. This policy also applies to company-sponsored meetings and events on or off company premises. Prohibited uses of tobacco include but are not limited to smoking (e.g., cigarettes, pipes, cigars, hookah, etc.) and/or using smokeless tobacco (e.g., snuff, chew-gutka, jarda, betel quid, etc.).

3.3 Tobacco cessation and awareness programs, behavioral modification tools, referrals, and resources will be made available to employees who desire to stop tobacco use.

3.4 Employee non-compliance with the policy will result in disciplinary action.

3.5 Any questions regarding this policy should be referred to the local Human Resources and/or Health & Safety representative.

Sample Tobacco Free Workplace Policy 3

Welch Allyn Smokefree Workplace Policy

PURPOSE

To provide clean air in all Welch Allyn Affiliated Company work environments.

AFFECTS

All Welch Allyn Affiliated Company employees, agency temporary, contract employees, and all non-employees.

POLICY

No smoking or lighting of cigarettes, cigars, pipes, or other substances on company property. Property is defined as office or plant site or building and any motor vehicle owned by a Welch Allyn Affiliated Company.

Violations of this policy will be treated according to the following progressive counseling schedule. Steps 2-4 will be documented in the employee's file.

1. First time an employee is found smoking results in a verbal warning, including a review of the policy.
2. Second time results in a written warning.
3. Third time results in a one-day leave without pay, to consider the seriousness of the situation.
4. Fourth time results in termination.

For violations in areas of volatile substances or products damageable by smoke, step 3 or 4 may be invoked directly.

FREQUENTLY ASKED QUESTIONS

_____ IS GOING TOBACCO-FREE IN 2014

Why is _____ going tobacco-free? A tobacco-free workplace will improve the overall health of our workplace.

What does “tobacco-free” mean? The use of tobacco products, in any form, will be prohibited during a shift. This includes, but is not limited to: cigarettes, cigarillos, cigars, roll your own tobacco, snus, snuff, sticks, bidis, e-cigarettes, kreteks, pipes, and smokeless tobacco.

When does this policy change take place? The policy will go into place on _____.

Will this policy be phased in? Yes. _____ is committed to creating a smooth transition to a tobacco-free environment. We will educate our coworkers about the policy change over the next several months.

Isn't smoking a personal, legal right? Yes, however, tobacco use is not a “protected class” under Pennsylvania law. _____ believes in the rights of individuals to make choices and it does not want to infringe upon what individuals do at home or at other venues. Employers implement policies for the health and safety of the total workforce and others.

Am I required to quit using tobacco? No. Our goal is to create a healthier, tobacco-free work environment, not to force people to stop using tobacco products. While support programs and nicotine replacement therapies will provide an excellent opportunity for a coworker to stop, quitting is not a requirement for policy compliance.

Will I be fired if I can't/won't quit using tobacco? No. We encourage coworkers who use tobacco products to take part in the tobacco cessation programs and aides that we offer. If a coworker does not want to or cannot quit using tobacco, he or she will not be fired. However, coworkers are required to comply with the new tobacco-free policy, while on property.

Can I smoke in my car, while on property? No. Tobacco use is not permitted on company property.

Will compliance with this policy now be a part of my performance review? Adherence to all company policies is taken into account during performance reviews.

What support programs are the company offering to assist coworkers in becoming tobacco-free? Is there a cost associated with these programs? Will there be incentives for me to quit? Yes. The incentives are health related. Tobacco use is the number one cause of preventable death in the United States. _____ will encourage and assist coworkers who wish to quit using tobacco products with links to **free** resources.

Does the company expect to lose good coworkers with the implementation of this policy? No. _____ offers an excellent employment experience and we believe that this policy will only enhance this experience.

Why was tobacco chosen as opposed to other health risks? Tobacco use is the number one cause of preventable death in the United States.



FREE Tobacco Prevention and Quit Resources

Individual and Group Quit Tobacco Programs

Ephrata Community Hospital Wellness Center	717-336-6578*
Lancaster General Health Wellness Center	1-888-LGH-INFO (544-4636)*
Nicotine Anonymous (support group)	717-917-2935 (ask for Terry)
PA toll-free Quitline	1-800-784-8669
The Wellness Connection (webcam counseling)	1-800-200-2229

* Will assist work places with developing a tobacco free policy

Websites and Mobile Phone Services

Determined to Quit	www.determinedtoquit.com
PA Dept. of Health	www.health.state.pa.us
QuitNet	www.quitnet.com
Smokefree Teen	teen.smokefree.gov
SmokefreeTXT	Text the word QUIT to IQUIT (47848) from your mobile phone (free service; rates may apply for those without unlimited texting plans)
QuitPal: smartphone app	http://www.hhs.gov/digitalstrategy/mobile/quit-smoking-app.html
Tobacco-Free Coalition of Lancaster Facebook	www.facebook.com/whytobaccofreelanc

Education and Tobacco Smoke Pollution Resources

American Cancer Society	717-397-3745
American Lung Association	717-541-5864
Compass Mark	717-299-2831
Ephrata Community Hospital	717-336-6578
Lancaster County Drug & Alcohol Commission	717-299-8023
Lancaster General Health Wellness Center	717-544-3811

References

1. “Center for Disease Control and Prevention: Workplace Health”
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/tobacco-use.html>
2. “Help Your Business Make A Difference”
http://www.fourcorners.ne.gov/documents/smokefreecampusworkbook_000.pdf
3. “American Cancer Tobacco Free Workplace Toolkit”
<http://www.cancer.org/acs/groups/content/@healthpromotions/documents/document/acspc-026485.pdf>
4. “National Fire Protection Association”
<http://www.nfpa.org/research/statistical-reports/major-causes/smoking-materials>
5. “New Findings and Realistic Solutions to Employee Presenteeism”
http://www.the-hero.org/Research/Presenteeism_white_paper.pdf
6. “NBGH's Smoking: The Business of Quitting”
<http://www.businessgrouphealth.org/tobacco/return/index.cfm?printPage=1&>
7. “Dispelling Myths about Nicotine Replacement Therapy”
<http://smokefree.gov/sites/default/files/pdf/mythsaboutNRTfactsheet.pdf>
8. www.biocaretherapy.com
9. www.tricountycessation.org
10. www.pfizerpro.com

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