

CUNY Tobacco Environmental Assessment Instructions

Locating 2012 data collection sites

1. Consult campus packet to find the campus designated areas that were assessed in 2012. Try to follow the directions of the 2012 areas as precisely as possible. The locations will likely be an entrance to the building that houses either the cafeteria or library, or another high-traffic/congregation site at the college. Some sites include off-campus property, such as city sidewalks.
2. Locations should be assessed at the same time (day of the week and hour) as in 2012. Be sure to give yourself time to find the area. Try to assess the site within 5 minutes of 2012's time.

Assessment of People: Before

1. Both team members conduct a practice tallying of visitors for 5 minutes. Discuss any problems. Did you have similar numbers? Did you use same definition? Change tactics accordingly.

Assessment of People: During

1. Set a timer for 15min and count smokers and non-smokers (using tally sheet or clickers).
2. **Important! Who to count:**
 - a. Only count people who are sitting/hanging out in area or are entering or leaving the building that you are assessing.
 - b. Do not count people who are simply walking through the area.
 - c. If a person enters the area, leaves, and then comes back – count that as a new person each time they enter the area.
3. After 15 min. compare numbers. If numbers are off by 10%, redo.

Assessment of Smoking Signs, Receptacles, and Litter

1. Count all smoking/non-smoking/tobacco signs and receptacles in designated area.
2. Count all smoking/non-smoking/tobacco signs and receptacles within eye view, including in designated area.
3. What counts as a sign:
 - a. No Smoking
 - b. No Smoking within a certain area (e.g., “No smoking “X” number of feet from entrance” or “No smoking from here to there”)
 - c. No Tobacco
 - d. Designated Smoking Area
 - e. Other Tobacco signs (not advertising)
4. What counts as a receptacle:
 - a. Any receptacle whose purpose is for tobacco.
 - b. Regular trashcans do not count unless they have a tobacco receptacle attached (such as on trashcans with ashtrays as a lid).
5. See Litter Guidelines for assessment of litter.

After Campus Assessment

1. Return data collection sheets and tools to Patti Lamberson at the Office of Student Affairs, 101 West 31st St (12th floor), by **Thursday, May 9** between 9am and 5pm. If Patti is not in the office, you may drop it off with the office secretary.

If you have a question or are unsure of correct procedure during data collection, call Patti at 917-817-4385 or Stephanie at 253-444-8953.

Guidelines for Counting Litter

The majority of items will be easy to identify and count. Counting can be difficult, however, when dealing with very small items or items that have many pieces. The following guidelines are designed to help determine what to count and when to count multi-piece items as a single item.

- An item should be counted as a single piece of litter if it represents a solid, distinct object that is no smaller than a penny (roughly, the tip of your index finger)
 - DO NOT count very small pieces plastic, glass, metal or shreds of paper that you can only see when kneeling close to the ground
 - DO NOT count liquids
 - DO NOT count natural objects, like rocks, weeds or twigs.
- Items that have multiple pieces should be counted as ONE item if all the pieces are clustered together in a small area no larger than 1 to 2 square feet. The following examples should be counted as one piece of litter:
 - Pile of dog feces
 - A broken bottle
 - A pile of spilled food
 - Pile of pages from a deteriorated magazine or newspaper
 - Pieces of a popped balloon

If you are unsure how or whether to count something as one item or multiple items:

- count all the pieces
- write a detailed note about the item
- take a photo of the item using your phone, if possible.

GUIDELINES FOR COUNTING BROKEN GLASS

What to count as a SINGLE piece of broken glass:

- Any isolated piece of glass that is at least the size of the fingernail of your index finger



- A small cluster of glass in about a 1 square foot area that was created when a larger piece of glass was broken



What to count as MULTIPLE pieces of broken glass:

- Fairly distinct clusters of glass in a 1 to 2 square foot area



This collection of clusters would as THREE items of litter

DO NOT count:

- Very small, isolated shards of glass that are smaller than the fingernail of your index finger



SOME GUIDELINES FOR COUNTING FOOD WASTE

SPILLED FOOD

Count a pile of spilled food as ONE item. Count any containers or utensils as a separate item



This would count as TWO items; the food is one item and the plastic fork in a another item

GUM

Only count gum that can still be picked up, i.e., hasn't melted or been stepped on.



DO NOT count gum that has melted into the sidewalk and been stepped on



DETAILED ITEM LIST

<p><u>Cigarette Butts:</u></p> <ul style="list-style-type: none">○ Cigarette butts: filtered and unfiltered (including “roll your own”)○ Cigar butts
<p><u>Other cigarette/smoking-related litter:</u></p> <ul style="list-style-type: none">○ Cigarette packaging including paper, foil or cellophane wrappers○ Cigar packaging including paper, foil or cellophane wrappers, plastic cigar filters, cigar holders○ Lighters including butane lighters or any part of a lighter and matches
<p><u>Paper waste – non-food:</u></p> <ul style="list-style-type: none">○ Newspapers, magazines, flyers, paper-back books or pages○ Cardboard boxes○ Charcoal bags○ Paper envelopes, writing paper, notebook paper etc.○ Paper packaging for non-food items○ Paper decorations and documents○ Any paper scrap not recognized as related to food○ Stickers
<p><u>Food waste:</u></p> <ul style="list-style-type: none">○ Food scraps of any type (bones, popcorn, chips, breads, nut or seed shells, etc.)○ Gum (not melted or stepped on)○ Paper, plastic or Styrofoam plates, cups, bowls○ Plastic or metal eating utensils○ Drink straws and napkins○ Food wrappers or bags (paper, foil, cellophane)○ Plastic or foil food containers○ Cans used for foods○ Ziploc plastic bags (sandwich size or larger)○ Plastic or paper milk and juice cartons○ Cardboard food trays and pizza boxes○ Paper or plastic bags from fast food chains, restaurants, food markets○ Bottle caps of all types (beer, plastic)
<p><u>Animal waste:</u></p> <ul style="list-style-type: none">○ Dog feces○ Dead animals, birds, or fish
<p><u>Bottles/cans:</u></p> <ul style="list-style-type: none">○ Plastic, metal or glass beverage or alcohol containers
<p><u>Broken glass (of any type-food or non-food):</u></p> <ul style="list-style-type: none">○ Glass shards (single shards the size of a fingernail or larger)○ Glass clusters from a larger piece of glass

Other:

- Small pieces of plastic not recognized as related to food
- Non-descript plastic bags, trash bags or small pouches (“dime and nickel bags”)
- Industrial material and waste: charcoal, lumber, metal canisters, metal lids, wire, plastic coated wire, film, CDs, batteries, tires, rubber, machine or vehicle parts, plastic tubes and containers used for detergents, oils, grease, or adhesives, string, rope, twine, yarn, Velcro, Styrofoam, netting, tarps, fireworks (sparklers etc.), candles/wax, furniture, ceramics, motor boats, headphones, sprinkler heads, etc.
- Personal use items: baby wipes, diapers, pacifiers, tampon containers/inserters, condoms/condom wrappers, band aids, medication bottles or caps, OTC ointment/lotion/solution containers, lipsticks, other makeup, nail files, combs, brushes etc.
- Personal items: clothing, shoes, hair accessories, hand bags, umbrellas, jewelry, luggage, keys, coins, sunglasses
- Fabric not recognized as clothing or flags
- Sports gear of all types
- Children’s toys or games (including balloons, balloon scraps and ribbons)
- Dog toys and accessories (leashes, harnesses, beds, etc.)
- Non-paper drawing or writing materials (pens, pencils, crayons, chalk, paper clips)