

Codebook for Smokefree Multi-Unit Housing Rubric

2024

This codebook provides explanatory information about the questions, response options, scores, and scoring criteria in the [Smokefree Multi-Unit Housing Rubric](#) so that PETS users can better understand how the rubric provides the rationale for analyzing and grading California’s local tobacco prevention policies.

The Coder Instructions below provide an overview of the rigorous analysis guidelines used by PETS analysts to inform the analysis and scoring of every tobacco prevention policy against each rubric question.

Scoring Criteria

The [Smokefree Multi-Unit Housing \(MUH\) Rubric](#) questions, response options, scores, and scoring criteria were developed and reviewed by tobacco prevention policy experts at ANRF in consultation with CTPP and the PETS Advisory Committee, including attorneys with expertise in local tobacco prevention policy language. Model policy language referenced in the development of the Smokefree Multi-Unit Housing (MUH) Rubric is from The Law and Policy Partnership to End the Commercial Tobacco Epidemic's [California Smoke-free Multiunit Housing Model Ordinance](#) (2020), and ChangeLab Solutions’ [Model California Ordinance Regulating Smoking in Multiunit Residences](#) (2018).

Rubric language that is crossed out (e.g. Q32c1) indicates that PETS analysis is temporarily not being done on these questions and thus data is not yet available for these fields. PETS will resume analysis and data collection on these questions at a future date.

Item	1. Does the policy apply to all inhaled tobacco and nicotine products (i.e. products that produce emissions)?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy applies to all inhaled tobacco and nicotine products, including combustible tobacco (cigarettes, cigars, cigarillos, pipes, etc.), electronic smoking devices (ESDs), hookah/shisha, and heated tobacco products (i.e. IQOS).</p> <p>No = The policy applies to less than all inhaled tobacco and nicotine products.</p>

Item	2. Does the policy apply to electronic smoking devices, such as e-cigarettes?
Category	Specificity
Response Options & Scores	<ul style="list-style-type: none"> • Yes, everywhere in MUH areas where smoking is prohibited=3

	<ul style="list-style-type: none"> • Less than everywhere smoking is prohibited/No=0
Total number of points	3
Coder instructions	<p>Yes, everywhere in MUH areas where smoking is prohibited = The policy restricts the use of electronic smoking devices (ESDs) in the same manner/in the same areas where smoking is prohibited.</p> <p>Less than everywhere smoking is prohibited = The policy restricts the use of ESDs to a lesser extent than where smoking is prohibited.</p> <p>No = The policy does not restrict ESD use where smoking is prohibited.</p>

Item	2a. If e-cigarette use is prohibited less than everywhere smoking is prohibited, are MUH units free of e-cigarette use?
Category	Tracking
Response Options & Scores	Yes; Partial; No
Total number of points	0
Coder instructions	<p>Yes = The policy restricts ESD use to a lesser extent than where smoking is prohibited, but ESD use is still prohibited in all units.</p> <p>Partial = The policy restricts ESD use to a lesser extent than where smoking is prohibited, but ESD use is prohibited in some units, but not all units, even when the policy is fully in effect (e.g. existing residents are permanently exempt, or policy applies to new buildings only, etc.).</p> <p>No = The policy restricts ESD use to a lesser extent than where smoking is prohibited, and their use is not prohibited in any units.</p> <p>Note: Answer this question if Q2 = Less than everywhere smoking is prohibited.</p>

Item	2b. If e-cigarette use is prohibited less than everywhere smoking is prohibited, are outdoor MUH areas free of e-cigarette use?
Category	Tracking
Response Options & Scores	Yes; Partial; No
Total number of points	0
Coder instructions	<p>Yes = The policy restricts ESD use to a lesser extent than where smoking is prohibited, but ESD use is still prohibited in all outdoor MUH areas.</p> <p>Partial = The policy restricts ESD use to a lesser extent than where smoking is prohibited, but ESD use is prohibited in some MUH outdoor areas, but not all MUH outdoor areas, even when the policy is fully in effect (e.g. distance requirement, and/or some types of housing exempt from outdoor MUH restrictions).</p> <p>No = The policy restricts ESD use to a lesser extent than where smoking is prohibited, and their use is not prohibited in any MUH outdoor areas.</p> <p>Note: Answer this question if Q2 = Less than everywhere smoking is prohibited.</p>

Item	3. Does the policy apply to smoking and vaping marijuana?
Category	Specificity
Response Options & Scores	<ul style="list-style-type: none"> • Yes, both smoking <i>and</i> vaping everywhere smoking is prohibited=3 • Only smoking marijuana is prohibited where smoking is prohibited generally/Only vaping marijuana is prohibited where smoking is prohibited generally/No=0
Total number of points	3
Coder instructions	<p>Yes, both smoking <i>and</i> vaping everywhere smoking is prohibited = The policy restricts both smoking and vaping marijuana to the same degree as smoking generally.</p> <p>Only smoking marijuana is prohibited where smoking is prohibited generally = The policy restricts smoking marijuana, but not vaping, to the same degree as smoking generally.</p> <p>Only vaping marijuana is prohibited where smoking is prohibited generally = The policy restricts vaping marijuana, but not smoking, to the same degree as smoking generally.</p> <p>No = The policy restricts smoking and/or vaping marijuana to a lesser degree than smoking generally, or the policy does not restrict smoking and/or vaping marijuana.</p> <p>Note: This question addresses the smoking and/or vaping of both recreational/adult-use and medical marijuana. See Q3 sub-questions for differentiation.</p>

Item	3a. Are the marijuana restrictions free of exemptions for medical use (smoking and/or vaping)?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy does not contain any exemptions for smoking and/or vaping marijuana for medical use.</p> <p>No = The policy contains specific exemptions for smoking and/or vaping marijuana for medical use.</p>

Item	3a1. If there are medical use exemptions, specify parameters.
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q3a = No , provide details on the exemption(s) for smoking and/or vaping marijuana for medical use.

Item	3b. Are the marijuana restrictions free of exemptions for ESD-only marijuana use?
Category	Tracking

Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy does not contain any exemptions for vaping marijuana.</p> <p>No = The policy contains specific exemptions for vaping marijuana.</p>

Item	4. Does the policy apply to hookah, in all of the scored venues?
Category	Specificity
Response Options & Scores	<ul style="list-style-type: none"> • Yes, everywhere smoking is prohibited generally =1 • Less than everywhere smoking is prohibited generally/No=0
Total number of points	1
Coder instructions	<p>Yes, everywhere smoking is prohibited generally = The policy restricts the use of hookah/shisha in MUH in the same manner/in the same areas where smoking is prohibited.</p> <p>Less than everywhere smoking is prohibited generally/No = The policy restricts the use of hookah/shisha in MUH to a lesser extent than where smoking is prohibited, or the policy does not restrict the use of hookah/shisha where smoking is prohibited.</p>

Item	5. Does the policy apply to heated tobacco products, like IQOS, in all of the scored venues?
Category	Specificity
Response Options & Scores	<ul style="list-style-type: none"> • Yes, everywhere smoking is prohibited=1 • Less than everywhere smoking is prohibited generally/No=0
Total number of points	1
Coder instructions	<p>Yes, everywhere smoking is prohibited generally = The policy restricts the use of heated tobacco products in MUH in the same manner/in the same areas where smoking is prohibited.</p> <p>Less than everywhere smoking is prohibited generally/No = The policy restricts the use of heated tobacco products in MUH to a lesser extent than where smoking is prohibited, or the policy does not restrict the use of heated tobacco products where smoking is prohibited.</p>

Item	6. What is the minimum number of units in a building to be covered by the policy?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • 2 units=6 • 3+ units/No provisions in place=0
Total number of points	6
Coder instructions	<p>2 units = The policy applies to buildings with two or more units.</p> <p>3+ units = The policy applies to buildings with three or more units</p> <p>No provisions in place = The policy does not specify a minimum number of units in order to covered by the policy.</p> <p>Note: List the specific minimum number of units covered by the policy.</p>

Item	6a. Duplexes included.
Category	Tracking
Response Options & Scores	Included as MUH; Excluded from MUH restrictions; Not Specified
Total number of points	0
Coder instructions	<p>Included as MUH = The policy specifically applies to duplexes.</p> <p>Excluded from MUH restrictions = The policy specifically exempts duplexes.</p> <p>Not Specified = The policy neither specifies that it applies to duplexes nor does it specifically exempt duplexes.</p>

Item	6b. Accessory dwelling units/in-law units included.
Category	Tracking
Response Options & Scores	Included as MUH; Excluded from MUH restrictions; Not Specified
Total number of points	0
Coder instructions	<p>Included as MUH = The policy specifically applies to accessory dwellings/in-law units.</p> <p>Excluded from MUH restrictions = The policy specifically exempts accessory dwellings/in-law units.</p> <p>Not Specified = The policy neither specifies that it applies to accessory dwellings/in-law units nor does it specifically exempt accessory dwellings/in-law units.</p>

Item	6c. Mobile home parks included.
Category	Tracking
Response Options & Scores	Included as MUH; Excluded from MUH restrictions; Not Specified
Total number of points	0
Coder instructions	<p>Included as MUH = The policy specifically applies to mobile home/trailer parks.</p> <p>Excluded from MUH restrictions = The policy specifically exempts mobile home/trailer parks.</p> <p>Not Specified = The policy neither specifies that it applies to mobile home/trailer parks nor does it specifically exempt mobile home/trailer parks.</p>

Item	7. Apartments only: Are enclosed common areas required to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • Sections/No=0
Total number of points	3
Coder instructions	Yes = The policy requires indoor common areas (e.g. lobby areas,

	<p>hallways, recreation areas, laundry facilities) of rental MUH buildings to be smokefree. This field is marked “Yes” even if only some buildings are required to have smokefree indoor common areas.</p> <p>Sections = The policy requires indoor common areas of rental MUH buildings to have a nonsmoking area(s) but are not required to be totally smokefree.</p> <p>No = The policy does not restrict smoking in indoor common areas of rental MUH buildings.</p> <p>Note: Questions 7 – 15 are specific to rental MUH buildings like apartments, while Questions 16 – 24 are specific to owner-occupied MUH properties like condominiums.</p>
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Item	8. Apartments only: Are private units required to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes, 100% of units=5 • Yes, but only new units/specified buildings=2 • Yes, but exemption for certain % of units=1 • Other specified exemption=1 • No=0
Total number of points	5
Coder instructions	<p>Yes, 100% of units = The policy requires 100% of units in all rental MUH buildings covered by the policy to be smokefree.</p> <p>Yes, but only new units/specified buildings = The policy requires only new units and/or specified rental MUH buildings to be smokefree.</p> <p>Yes, but exemption for certain % of units = The policy requires a certain percent of units in each rental MUH buildings to be smokefree (i.e. 80% of units must be smokefree).</p> <p>Other specified exemption = The policy otherwise specifies that some, but not all, private units of rental MUH buildings must be smokefree.</p> <p>No = The policy does not require any private units of rental MUH buildings to be smokefree.</p> <p>Note: When a policy differentiates between new and existing units, the assumption is made that new units refers to new buildings and not to new units in existing buildings.</p>

Item	8a. If Certain % of units are smokefree, specify the final %.
Category	Tracking
Response Options & Scores	Text field; Not Specified
Total number of points	0
Coder instructions	If Q8 = Yes, but exemption for certain % of units , specify the percent of units in each rental MUH buildings that must be smokefree when the policy is fully in effect.

Item	8a1. Is a date specified for the final %?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>If Q8 = any of the Yes options, is there a date specified when the stated percent of units (100%, 80%, etc.) must be smokefree?</p> <p>Yes = The policy specifies a date by which all covered units must be smokefree (i.e. when the policy has fully phased into effect).</p> <p>No = The policy is unclear on a date by which all covered units must be smokefree (i.e. when the policy has fully phased into effect).</p>

Item	8b. Only new units/specified buildings must be smokefree.
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy requires only new units and/or specified rental MUH buildings to be smokefree.</p> <p>No = The policy does not require only new units and/or specified rental MUH buildings to be smokefree.</p>

Item	8c. If Other Specified Exemption, describe.
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	<p>If Q8 = Other specified exemption, describe the exemption(s) that specifies that some, but not all, private units of rental MUH buildings must be smokefree.</p>

Item	9. Apartments only: If smoking in units is restricted, is the policy free of exceptions for current residents who smoke?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes, completely free of exceptions=6 • Temporary exception for duration of lease=4 • Phase in=4 • Exception for as long as resident lives in unit=0 • Other=0
Total number of points	6
Coder instructions	<p>Yes, completely free of exceptions = The policy does not exempt current residents from the policy's restrictions on smoking, i.e. the policy's restrictions apply equally to all residents living in the MUH rental buildings covered by the policy.</p> <p>Temporary exception for duration of lease = The policy allows current residents to continue smoking in their own units for the duration of their lease, i.e. the policy may apply when a resident's current lease is</p>

	<p>up.</p> <p>Phase in = The policy allows current residents to continue smoking in their own units for a specified limited period of time.</p> <p>Exception for as long as resident lives in unit = The policy allows current residents to continue smoking in their own units for the duration of their time living in the unit.</p> <p>Other = The policy contains some sort of exemption for current residents, but it is not defined by duration of lease, duration of time in unit, or a phase-in period.</p>
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Item	9a. If specified timeframe, note the duration:
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q9 = Phase-in , specify the amount of time that the policy allows current residents to continue smoking in their own units.

Item	9b. If other, specify.
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q9 = Other , specify the parameters of the exemption that allows current residents to continue smoking in their own units.

Item	10. Apartments only: What is the phase-in period for current residents?
Category	Tracking
Response Options & Scores	One year (12 months) or less; 13 months to 24 months; 25+ months/Not specified/Unable to determine phase-in period
Total number of points	0
Coder instructions	<p>One year (12 months) or less = The policy allows current residents to continue smoking in their own units for 12 months or less.</p> <p>13 months to 24 months = The policy allows current residents to continue smoking in their own units for anywhere from 13 months through 24 months.</p> <p>25+ months/Not specified/Unable to determine phase-in period = The policy allows current residents to continue smoking in their own units for 25 months or more, or the policy states there is a phase-in but not enough information is provided to calculate it, or the phase-in period is expressed in some way that is not captured above.</p> <p>Note: This question captures when the policy phases into effect for current residents. This time period may differ from the phase in period for buildings overall, which is addressed in Q14.</p>

Item	10a. What is the phase-in period (e.g. number of months)?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Specify the number of months the policy is phased-in for residents.

Item	11. Apartments only: If smoking in units is restricted, does the policy require exclusive use outdoor spaces, such as balconies and patios, to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No/Not Specified =0
Total number of points	2
Coder instructions	<p>Yes = The policy’s smoking restrictions apply to the exclusive use outdoor spaces that are connected to individual units, such as balconies and patios.</p> <p>No = The policy’s smoking restrictions do not apply to the exclusive use outdoor spaces that are connected to individual units, such as balconies and patios.</p> <p>Not Specified = The policy neither specifies that the smoking restrictions apply to exclusive use outdoor spaces, nor does it exempt exclusive use outdoor spaces.</p>

Item	12. Apartments only: Are all unenclosed common areas, such as pool areas, courtyards, entryways, and staircases, required to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • Yes, but only specified areas/distance=1 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy requires all outdoor common areas of rental MUH to be smokefree, such as pool areas, courtyards, entryways, and staircases.</p> <p>Yes, but only specified areas/distance = The policy requires outdoor common areas to have a smokefree area, or the policy allows for one or more designated outdoor smoking areas. Choose this answer if it is specified that smoking is permitted a certain distance from indoor areas, not to exceed a specified percent of the total outdoor common area.</p> <p>No = The policy does not restrict smoking in outdoor common areas of rental MUH.</p>

Item	12a. If “Yes, but only specified areas/distance,” list all areas/distance
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	mentioned.
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q12 = Yes, but only specified areas/distance , provide details on the outdoor area(s) where smoking is allowed and any specified distance(s).

Item	13. Apartments only: If smoking in units is restricted, does the policy require <i>existing</i> apartment complexes to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=4 • Yes, but with exemptions=1 • No =0
Total number of points	4
Coder instructions	<p>Yes = The policy requires all existing rental MUH buildings to be covered by the smoking restrictions.</p> <p>Yes, but with exemptions = The policy permanently exempts specific or some types of rental MUH buildings from the smoking restrictions.</p> <p>No = The policy permanently exempts existing rental MUH buildings to be covered by the smoking restrictions.</p>

Item	13a. If “Yes, but with exemptions,” specify exemption(s).
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q13 = Yes, but with exemptions , describe the exemption(s) for some or specified types of rental MUH buildings.

Item	14. Apartments only: What is the phase-in range for nonsmoking restrictions in <i>existing</i> units?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • One year (12 months) or less=2 • 13 months to 24 months=1 • 25+ months/Not specified/Unable to determine phase-in period=0
Total number of points	2
Coder instructions	<p>One year (12 months) or less = The policy allows current residents to continue smoking in their own units for 12 months or less.</p> <p>13 months to 24 months = The policy allows current residents to continue smoking in their own units for anywhere from 13 months through 24 months.</p> <p>25+ months/Not specified/Unable to determine phase-in period = The policy allows current residents to continue smoking in their own units</p>

	<p>for 25 months or more, or the policy states there is a phase-in but not enough information is provided to calculate it, or the phase-in period is expressed in some way that is not captured above.</p> <p>Note: Most MUH laws do not go into effect in the 30-90 days that is typical for other types of smokefree laws, rather MUH laws more often phase into effect over 6-24 months, sometimes with one effective date for common areas and a second later effective date (reflected in this question) for existing private units.</p>
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Item	14a. What is the phase-in period (e.g. number of months)?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Specify the number of months the policy is phased-in for existing units.

Item	15. Apartments only: If smoking in units is restricted, does the policy require <i>new</i> apartment complexes, i.e. units that will be built or occupied after the ordinance is adopted, to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • Yes, but with exemptions=1 • No =0
Total number of points	3
Coder instructions	<p>Yes = The policy requires all new rental MUH buildings to be covered by the smoking restrictions upon occupancy. This is often worded as “buildings for which a certificate of occupancy is obtained after x date”.</p> <p>Yes, but with exemptions = The policy requires new rental MUH buildings to be covered by the smoking restrictions, except for specified exemptions.</p> <p>No = The policy does not require any new buildings to be covered by the smoking restrictions.</p>

Item	15a. If “Yes, but with exemptions,” specify exemption(s).
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q15 = Yes, but with exemptions, describe the specified exemption(s) for new rental MUH buildings.

Item	16. Condos only: Are enclosed common areas required to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • Sections/No=0
Total number of points	3

Coder instructions	<p>Yes = The policy requires indoor common areas (e.g. lobby areas, hallways, recreation areas, laundry facilities) of condos to be smokefree.</p> <p>Sections = The policy requires indoor common areas of condos to have a nonsmoking area(s), but are not required to be totally smokefree.</p> <p>No = The policy does not restrict smoking in indoor common areas of condos.</p> <p>Note: Questions 16 – 24 are specific to owner-occupied MUH properties like condominiums (referred to as condos in these questions), while the previous Questions 7 – 15 are specific to rental MUH properties like apartments.</p>
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Item	17. Condos only: Are private units required to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes, 100% of units=5 • Yes, but only new units/specified buildings=2 • Yes, but exemption for certain % of units=1 • Other specified exemption=1 • No=0
Total number of points	5
Coder instructions	<p>Yes, 100% of units = The policy requires 100% of units in all condos covered by the policy to be smokefree.</p> <p>Yes, but only new units/specified buildings = The policy requires only new units and/or specified condos to be smokefree.</p> <p>Yes, but exemption for certain % of units = The policy requires a certain percent of units in each condos to be smokefree (i.e. 80% of units must be smokefree).</p> <p>Other specified exemption = The policy otherwise specifies that some, but not all, private units of condos must be smokefree.</p> <p>No = The policy does not require any private units of condos to be smokefree.</p> <p>Note: When a policy differentiates between new and existing units, the assumption is made that new units refers to new buildings and not to new units in existing buildings.</p>

Item	17a. If Certain % of units are smokefree, specify final %.
Category	Tracking
Response Options & Scores	Text field; Not Specified
Total number of points	0
Coder instructions	If Q17 = Yes, but exemption for certain % of units , specify the percent of units in each condo building that must be smokefree when the policy is fully in effect.

Item	17a1. Is a date specified for the final %?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>If Q17 = any of the Yes options, is there a date specified when the stated percent of units (100%, 80%, etc.) must be smokefree?</p> <p>Yes = The policy specifies a date by which all covered units must be smokefree (i.e. when the policy has fully phased into effect).</p> <p>No = The policy is unclear on a date by which all covered units must be smokefree (i.e. when the policy has fully phased into effect).</p>

Item	17b. Only new units/specified buildings must be smokefree.
Category	Tracking
Response Options & Scores	0
Total number of points	Yes; No
Coder instructions	<p>Yes = The policy requires only new units and/or specified condo buildings to be smokefree.</p> <p>No = The policy does not require only new units and/or specified condo buildings to be smokefree.</p>

Item	17c. If Other Specified Exemption, describe.
Category	Tracking
Response Options & Scores	0
Total number of points	Text field
Coder instructions	<p>If Q17 = Other specified exemption, describe the exemption(s) that specifies that some, but not all, private units of condo buildings must be smokefree.</p>

Item	18. Condos only: If smoking in units is restricted is the policy free from exceptions for current residents who smoke?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes, completely free of exceptions=6 • Phase in=4 • Exception for as long as resident lives in unit=0 • Other=0
Total number of points	6
Coder instructions	<p>Yes, completely free of exceptions = The policy does not exempt current residents from the policy's restrictions on smoking, i.e. the policy's restrictions apply equally to all residents living in the condo buildings covered by the policy.</p> <p>Phase in = The policy allows current residents to continue smoking in their own units for a specified limited period of time.</p> <p>Exception for as long as resident lives in unit = The policy allows</p>

	<p>current residents to continue smoking in their own units for the duration of their time living in the unit.</p> <p>Other = The policy contains some sort of exemption for current residents, but it is not defined by duration of time in unit, or a phase-in period.</p>
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Item	18a. If specified timeframe, note the duration:
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q18 = Phase-in , specify the amount of time that the policy allows current residents to continue smoking in their own units.

Item	18a1. If Other, specify:
Category	Tracking
Response Options & Scores	Text field (e.g. 1 year, etc.)
Total number of points	0
Coder instructions	If Q18 = Other , specify the parameters of the exemption that allows current residents to continue smoking in their own units.

Item	19. Condos only: What is the phase-in period for current residents?
Category	Tracking
Response Options & Scores	One year (12 months) or less; 13 months to 24 months; 25+ months/Not specified/Unable to determine phase-in period
Total number of points	0
Coder instructions	<p>One year (12 months) or less = The policy allows current residents to continue smoking in their own units for 12 months or less.</p> <p>13 months to 24 months = The policy allows current residents to continue smoking in their own units for anywhere from 13 months through 24 months.</p> <p>25+ months/Not specified/Unable to determine phase-in period = The policy allows current residents to continue smoking in their own units for 25 months or more, or the policy states there is a phase-in but not enough information is provided to calculate it, or the phase-in period is expressed in some way that is not captured above.</p> <p>Note: This question captures when the policy phases into effect for current residents. This time period may differ from the phase in period for buildings overall, which is addressed in Q23.</p>

Item	19a. What is the phase-in period (e.g. number of months)?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0

Coder instructions	Specify the number of months the policy is phased-in for residents.
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Item	20. Condos only: If smoking in units is restricted, does the policy require exclusive use outdoor spaces, such as balconies and patios, to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No/Not Specified=0
Total number of points	2
Coder instructions	<p>Yes = The policy’s smoking restrictions apply to the exclusive use outdoor spaces that are connected to individual condo units, such as balconies and patios.</p> <p>No = The policy’s smoking restrictions do not apply to the exclusive use outdoor spaces that are connected to individual condo units, such as balconies and patios.</p> <p>Not Specified = The policy neither specifies that the smoking restrictions apply to exclusive use outdoor spaces, nor does it exempt exclusive use outdoor spaces.</p>

Item	21. Condos only: Are all unenclosed condo complex common areas, such as pool areas, courtyards, entryways, and staircases required to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • Yes, but only specified areas/distance=1 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy requires all outdoor common areas of condos to be smokefree, such as pool areas, courtyards, entryways, and staircases.</p> <p>Yes, but only specified areas/distance = The policy requires outdoor common areas to have a smokefree area, or the policy allows for one or more designated outdoor smoking areas. Choose this answer if it is specified that smoking is permitted a certain distance from indoor areas, not to exceed a specified percent of the total outdoor common area.</p> <p>No = The policy does not restrict smoking in outdoor common areas of condos.</p>

Item	21a. If “Yes, but only specified areas/distance,” list all areas/distance mentioned.
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q21 = Yes, but only specified areas/distance , provide details on the outdoor area(s) where smoking is allowed and any specified

	distance(s).
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Item	22. Condos only: If smoking in units is restricted, does the policy require <i>existing</i> condo complexes to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=4 • Yes, but with exemptions=1 • No=0
Total number of points	4
Coder instructions	<p>Yes = The policy requires all existing condo buildings to be covered by the smoking restrictions.</p> <p>Yes, but with exemptions = The policy permanently exempts specific or some types of condo buildings from the smoking restrictions.</p> <p>No = The policy permanently exempts existing condo buildings to be covered by the smoking restrictions.</p>

Item	22a. If “Yes, but with exemptions,” specify exemption(s).
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q22 = Yes, but with exemptions , describe the exemption(s) for some or specified types of condo buildings.

Item	23. Condos only: What is the phase-in range for nonsmoking restrictions in <i>existing</i> units?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • One year (12 months) or less=2 • 13 months to 24 months=1 • 25+ months/Not specified/Unable to determine phase-in period=0
Total number of points	2
Coder instructions	<p>One year (12 months) or less = The policy allows current residents to continue smoking in their own units for 12 months or less.</p> <p>13 months to 24 months = The policy allows current residents to continue smoking in their own units for anywhere from 13 months through 24 months.</p> <p>25+ months/Not specified/Unable to determine phase-in period = The policy allows current residents to continue smoking in their own units for 25 months or more, or the policy states there is a phase-in but not enough information is provided to calculate it, or the phase-in period is expressed in some way that is not captured above.</p> <p>Note: Most MUH laws do not go into effect in the 30-90 days that is typical for other types of smokefree laws, rather MUH laws more often phase into effect over 6-24 months, sometimes with one effective date</p>

	for common areas and a second later effective date (reflected in this question) for existing private units.
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Item	23a. What is the phase-in period (e.g. number of months)?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Specify the number of months the policy is phased-in for existing condo units.

Item	24. Condos only: If smoking in units is restricted, does the policy require <i>new</i> condo complexes, i.e. units that will be built or occupied after the ordinance is adopted, to be smokefree?
Category	Restrictiveness
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • Yes, but with exemptions=1 • No=0
Total number of points	3
Coder instructions	<p>Yes = The policy requires all new condo buildings to be covered by the smoking restrictions upon occupancy. This is often worded as “buildings for which a certificate of occupancy is obtained after x date”.</p> <p>Yes, but with exemptions = The policy requires new condo buildings to be covered by the smoking restrictions, except for specified exemptions.</p> <p>No = The policy does not require any new condo buildings to be covered by the smoking restrictions.</p>

Item	24a. If “Yes, but with exemptions,” specify exemption(s).
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If Q24 = Yes, but with exemptions , describe the specified exemption(s) for new condo buildings.

Item	25. Apartments only: Are landlords required to include no-smoking lease terms in rental agreements?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • No=0
Total number of points	3
Coder instructions	<p>Yes = The policy requires landlords of rental multi-unit housing to disclose the policy’s smokefree requirements in all lease agreements, existing and future.</p> <p>No = The policy does not require landlords of rental multi-unit housing</p>

	to disclose the policy's smokefree requirements in lease agreements.
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Item	26. Apartments only: Are landlords required to alert residents to the smokefree requirements?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes, Current and prospective=2 • Yes, Current only=1 • No=0
Total number of points	2
Coder instructions	<p>Yes, Current and prospective = The policy requires landlords of rental housing to notify both current (e.g. via notice/lease addendum) and prospective (e.g. via adding to lease terms) residents about the policy's smoking restrictions.</p> <p>Yes, Current only = The policy requires landlords of rental multi-unit housing to notify current residents (e.g. via notice/lease addendum), but not necessarily prospective residents, about the policy's smoking restrictions.</p> <p>No = The policy does not require landlords of rental multi-unit housing to notify residents about the policy's smoking restrictions.</p>

Item	27. Apartments only: Are MUH complexes required to disclose the location of smoking and nonsmoking units?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • No/Not Applicable=0
Total number of points	3
Coder instructions	<p>Yes = The policy requires that landlords of rental MUH disclose the location of any smoking and nonsmoking units to both current (e.g. via notice/lease addendum) and prospective (e.g. via adding to lease terms) residents.</p> <p>No = The policy does not require that landlords of rental MUH disclose the location of any smoking and nonsmoking units to residents.</p> <p>Not Applicable = All units are smoking, or all units are required to be smokefree.</p>

Item	27a. Apartments only: Are MUH complexes required to disclose the smoking history of a unit?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy requires that landlords of rental MUH disclose a unit's smoking history.</p> <p>No = The policy does not require that landlords of rental MUH housing disclose a unit's smoking history.</p>

Item	28. Apartments only: Can private individuals seek to enforce the smokefree housing ordinance (i.e. is there a cause of action against neighbors)?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy provides people with the ability to seek enforcement of the smokefree policy via a cause of action against a neighbor based on the neighbor's secondhand smoke entering their unit.</p> <p>No = The policy does not provide people with the ability to seek enforcement of the smokefree policy via a cause of action against a neighbor.</p>

Item	29. Apartments only: Is secondhand smoke designated as a nuisance?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy specifically designates secondhand smoke as a nuisance.</p> <p>No = The policy does not specifically designate secondhand smoke as a nuisance.</p>

Item	30. Apartments only: Does the policy require the posting of "no-smoking" signs wherever smoking is regulated?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=1 • No=0
Total number of points	1
Coder instructions	<p>Yes = The policy specifies that the posting of "no-smoking" signs is required where smoking is regulated in rental MUH.</p> <p>No = The policy does not specify that the posting of "no-smoking" signs is required where smoking is regulated in rental MUH.</p>

Item	31. Apartments only: Does the policy specify that a specific government official or agency will be responsible for enforcing the policy?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No=0
Total number of points	2
Coder instructions	Yes = The policy names at least one government official or agency that

	<p>will be responsible for the enforcement of the policy.</p> <p>No = The policy does not name at least one government official or agency that will be responsible for the enforcement of the policy.</p> <p>Note: If yes, select all Q31 sub-questions that might apply, as more than one enforcement entity may be named.</p>
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Item	31a. If yes, health agency?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by the local health department or the board of health.</p> <p>No = The policy is not enforced by the local health department or the board of health.</p>

Item	31b. If yes, law enforcement?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by law enforcement officials, including the police or sheriff.</p> <p>No = The policy is not enforced by law enforcement officials, including the police or sheriff.</p>

Item	31c. If yes, fire department?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by the Fire Department.</p> <p>No = The policy is not enforced by the Fire Department.</p>

Item	31d. If yes, code enforcement officer?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by a Code Enforcement Officer.</p> <p>No = The policy is not enforced by a Code Enforcement Officer.</p>

Item	31e. If yes, elected officials?
Category	Tracking
Response Options & Scores	Yes; No

Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by elected officials, such as the City Council or Board of Supervisors.</p> <p>No = The policy is not enforced by elected officials, such as the City Council or Board of Supervisors.</p>

Item	31f. If yes, administrator?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by the City Manager or County Administrator.</p> <p>No = The policy is not enforced by the City Manager or County Administrator.</p>

Item	31g. If yes, housing authority?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy enforced by the Public Housing Authority or Housing Agency.</p> <p>No = The policy is not enforced by the Public Housing Authority or Housing Agency.</p>

Item	31h. If yes, other
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Provide details about any other enforcement agency or official other than those mentioned above, such as City Attorney or City Staff.

Item	32. Apartments only: Are penalties specified?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy specifies at least one penalty for violations.</p> <p>No = The policy does not specify any penalties for violations.</p> <p>Note: If yes, select all Q32 sub-questions that might apply, as more than one type of penalty may be specified.</p>

Item	32a. Graduated penalty system?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy requires a system of graduated penalties for multiple violations, i.e. \$100 for first violation, \$200 for second violation, and \$500 for third violation.</p> <p>No = The policy does not require a system of graduated penalties for multiple violations.</p>

Item	32b. Is injunction/abatement of nuisance available as a remedy?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=1 • No=0
Total number of points	1
Coder instructions	<p>Yes = The policy provides for injunction and/or abatement of nuisance as a remedy for violations.</p> <p>No = The policy does not provide for injunction and/or abatement of nuisance as a remedy for violations.</p>

Item	32c. Are fines a possible penalty?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for fines as a possible penalty for violations.</p> <p>No = The policy does not provide for fines as a possible penalty for violations.</p>

Item	32c1. If fines, specify:
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	

Item	32d. Infraction?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for an infraction for violation.</p> <p>No = The policy does not provide for an infraction for violation.</p>

Item	32e. Misdemeanor?
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Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for a misdemeanor for violation.</p> <p>No = The policy does not provide for a misdemeanor for violation.</p>

Item	32f. Is eviction a possible penalty?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for lease termination/eviction for violation.</p> <p>No = The policy does not provide for lease termination/eviction.</p>

Item	32f1. If Yes, which number penalty?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	If 32f = Yes, specify when lease termination/eviction could occur, i.e. only after 3 prior penalties, or similar.

Item	32g. Other specified penalties?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Provide details about any penalties in the policy that are not listed above.

Item	33. Condos only: Are HOAs/condo boards/equivalent governing bodies required to include no-smoking terms in governing rules/regulations?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • No=0
Total number of points	3
Coder instructions	<p>Yes = The policy requires homeowners' associations or equivalent governing bodies to disclose the policy's smokefree requirements in the governing rules/regulations.</p> <p>No = The policy does not require homeowners' associations or equivalent governing bodies to disclose the policy's smokefree requirements in the governing rules/regulations.</p>

Item	34. Condos only: Are HOAs/condo boards/equivalent governing
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	bodies required to alert residents to the smokefree requirements?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Current and prospective=2 • Current only=1 • No=0
Total number of points	2
Coder instructions	<p>Yes, Current and prospective = The policy requires homeowners' associations or equivalent governing bodies to notify both current and prospective residents about the policy's smoking restrictions.</p> <p>Yes, Current only = The policy requires homeowners' associations or equivalent governing bodies to notify current residents about the policy's smoking restrictions</p> <p>No = The policy does not require homeowners' associations or equivalent governing bodies to notify residents about the policy's smoking restrictions.</p>

Item	35. Condos only: Are condo complexes required to disclose the location of smoking and nonsmoking units?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=3 • No/Not Applicable =0
Total number of points	3
Coder instructions	<p>Yes = The policy requires that condo complexes disclose the location of any smoking and nonsmoking units to both current (e.g. via notice/lease addendum) and prospective (e.g. via adding to lease terms) residents.</p> <p>No = The policy does not require that condo complexes disclose the location of any smoking and nonsmoking units to residents.</p> <p>Not Applicable = All units are smoking, or all units are required to be smokefree.</p>

Item	35a. Condos only: Are condo complexes required to disclose the smoking history of a unit?
Category	Tracking
Response Options & Scores	Yes; No; Not Specified
Total number of points	0
Coder instructions	<p>Yes = The policy requires that a condo unit's smoking history be disclosed.</p> <p>No = The policy does not require that a condo unit's smoking history be disclosed.</p>

Item	36. Condos only: Can private individuals seek to enforce the smokefree housing ordinance (i.e. is there a cause of action against neighbors)?
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Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy provides people with the ability to seek enforcement of the smokefree policy via a cause of action against a neighbor based on the neighbor's secondhand smoke entering their unit.</p> <p>No = The policy does not provide people with the ability to seek enforcement of the smokefree policy via a cause of action against a neighbor.</p>

Item	37. Condos only: Is secondhand smoke designated as a nuisance?
Category	Enforcement
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy specifically designates secondhand smoke as a nuisance.</p> <p>No = The policy does not specifically designate secondhand smoke as a nuisance.</p>

Item	38. Condos only: Does the policy require the posting of "no-smoking" signs wherever smoking is regulated?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=1 • No=0
Total number of points	1
Coder instructions	<p>Yes = The policy specifies that the posting of "no-smoking" signs is required where smoking is regulated in condos.</p> <p>No = The policy does not specify that the posting of "no-smoking" signs is required where smoking is regulated in condos.</p>

Item	39. Condos only: Does the policy specify that a specific government official or agency will be responsible for enforcing the policy?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy names at least one government official or agency that will be responsible for the enforcement of the policy.</p> <p>No = The policy does not name at least one government official or agency that will be responsible for the enforcement of the policy.</p>

Item	39a. If yes, health agency?
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Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by the local health department or the board of health.</p> <p>No = The policy is not enforced by the local health department or the board of health.</p>

Item	39b. If yes, law enforcement?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by law enforcement officials, including the police or sheriff.</p> <p>No = The policy is not enforced by law enforcement officials, including the police or sheriff.</p>

Item	39c. If yes, fire department?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by the Fire Department.</p> <p>No = The policy is not enforced by the Fire Department.</p>

Item	39d. If yes, code enforcement officer?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by a Code Enforcement Officer.</p> <p>No = The policy is not enforced by a Code Enforcement Officer.</p>

Item	39e. If yes, elected officials?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by elected officials, such as the City Council or Board of Supervisors.</p> <p>No = The policy is not enforced by elected officials, such as the City Council or Board of Supervisors.</p>

Item	39f. If yes, administrator?
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Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy is enforced by the City Manager or County Administrator.</p> <p>No = The policy is not enforced by the City Manager or County Administrator.</p>

Item	39g. If yes, other
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Provide details about any other enforcement agency or official other than those mentioned above, such as City Attorney or City Staff.

Item	40. Condos only: Are penalties specified?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=2 • No=0
Total number of points	2
Coder instructions	<p>Yes = The policy specifies at least one penalty for violations.</p> <p>No = The policy does not specify any penalties for violations.</p> <p>Note: If yes, select all Q40 sub-questions that might apply, as more than one type of penalty may be specified.</p>

Item	40a. Graduated penalty system?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy requires a system of graduated penalties for multiple violations, i.e. \$100 for first violation, \$200 for second violation, and \$500 for third violation.</p> <p>No = The policy does not require a system of graduated penalties for multiple violations.</p>

Item	40b. Is injunction/abatement of nuisance available as a remedy?
Category	Enforcement
Response Options & Scores	<ul style="list-style-type: none"> • Yes=1 • No=0
Total number of points	1
Coder instructions	Yes = The policy provides for injunction and/or abatement of nuisance as a remedy for violations.

	No = The policy does not provide for injunction and/or abatement of nuisance as a remedy for violations.
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Item	40c. Are fines a possible penalty?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for fines as a possible penalty for violations.</p> <p>No = The policy does not provide for fines as a possible penalty for violations.</p>

Item	40c1. If fines, specify:
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	

Item	40d. Infraction?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for an infraction for violation.</p> <p>No = The policy does not provide for an infraction for violation.</p>

Item	40e. Misdemeanor?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for a misdemeanor for violation.</p> <p>No = The policy does not provide for a misdemeanor for violation.</p>

Item	40f. Is lien/foreclosure a possible penalty?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	<p>Yes = The policy provides for a lien/foreclosure as a possible penalty for violation.</p> <p>No = The policy does not provide for a lien/foreclosure as a possible penalty for violation.</p>

Item	40g. Other specified penalties?
Category	Tracking
Response Options & Scores	Text field
Total number of points	0
Coder instructions	Provide details about any penalties in the policy that are not listed above.

Item	41. Do the MUH provisions apply to combustible tobacco products?
Category	Tracking
Response Options & Scores	Yes; No
Total number of points	0
Coder instructions	Note: This question was utilized during the 2021 CX process and is no longer relevant.

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