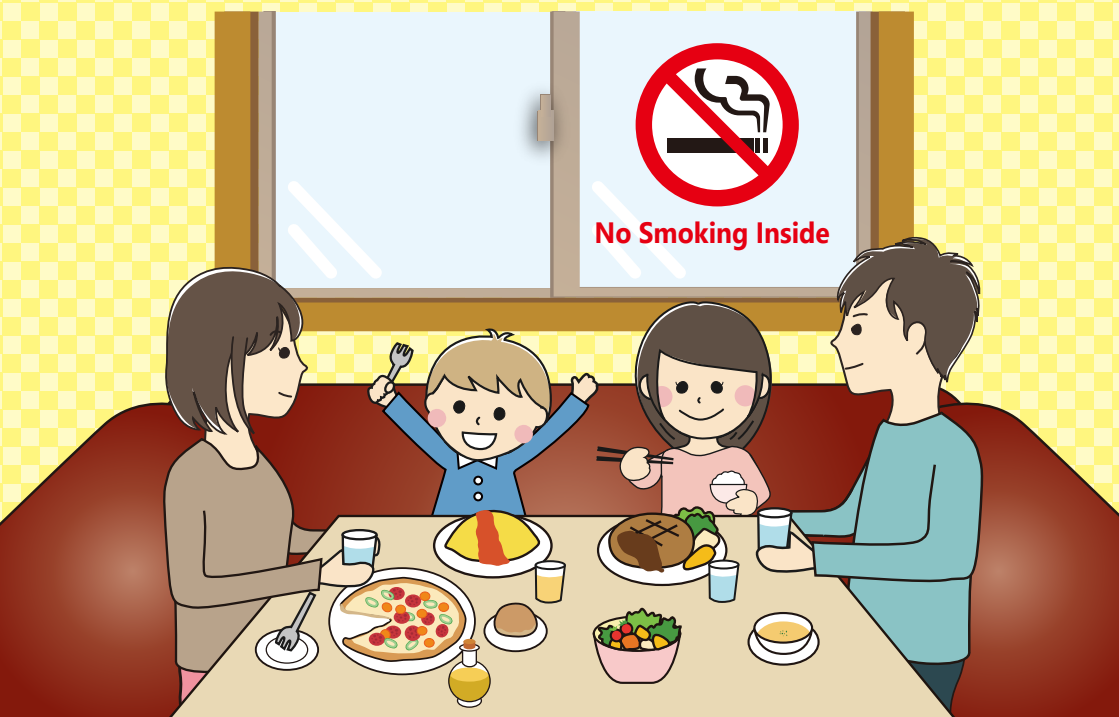


## Measures Against Second-Hand Smoke

# Handbook for Facility Managers

- Health Promotion Act and Tokyo Metropolitan Ordinance  
to Prevent Exposure to Second-Hand Smoke -  
(Third Edition)



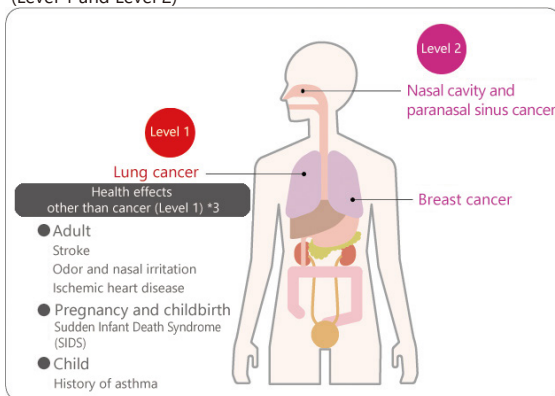
# 1 Purpose of Measures Against Second-Hand Smoke

In Japan, it is said that **about 15,000 people are estimated to die every year from second-hand smoke**, and it has been found that second-hand smoke is associated with various diseases such as lung cancer and ischemic heart disease.\*

For the purpose of preventing the adverse health effects of second-hand smoke by establishing an environment where second-hand smoke can be avoided at the intention of the individual, the State and the Tokyo Metropolitan Government are carrying out measures by establishing laws and ordinances to address this issue.

\*Ministry of Health, Labour and Welfare "Smoking and Health: Report of the Study Group on the Health Effects of Smoking" (2016)

Cancers that people around smokers are more likely to develop (Level 1 and Level 2)



\*Level 1 The scientific evidence is sufficient to estimate causality

Level 2 The scientific evidence suggests a causal relationship, but it is not sufficient  
Source: National Cancer Center, Center for Cancer Control and Information Services  
Homepage "Cancer Information Service"

## 2 Health Promotion Act and the Tokyo Metropolitan Ordinance to Prevent Exposure to Second-Hand Smoke

### Regarding the Health Promotion Act

The Health Promotion Act (hereinafter, the "Act") was revised and was fully implemented in 2020 to prohibit the users of facilities, etc. used by two or more people, depending on the type of the facilities, etc., from smoking outside of designated areas and to provide for the steps, etc. to be taken by the management authorities of such facilities, etc. as well.

### Regarding Tokyo Metropolitan Ordinance to Prevent Exposure to Second-Hand Smoke

Tokyo Metropolitan Ordinance to Prevent Exposure to Second-Hand Smoke (hereinafter, the "Tokyo Metropolitan Ordinance,"), which fully implemented in 2020, stipulates the TMG's own rules from the viewpoint of protecting from second-hand smoke **especially persons under the age of 20 who are susceptible to health effects and employees who are in a position where it may be difficult to avoid second-hand smoke.**

This handbook explains the matters that facilities located in the Tokyo metropolitan area should address, based on the Act and the Tokyo Metropolitan Ordinance.

In the Act and the Tokyo Metropolitan Ordinance, the person who has the title that enables them to carry out lawful improvements, etc. of the facility equipment, etc., such as the owner etc., is called "the managing authority." In addition, the person who virtually manages the site, separately from the managing authority, is called "the manager".

The Managing Authorities and Managers has a duty to prevent second-hand smoke.

### ■ Removal of smoking apparatus and facilities

Smoking apparatus and facilities must not be installed in places where smoking is not allowed.



### ■ Request for smokers to stop smoking, etc.

You must make efforts to request people who are smoking (or are attempting to smoke) in places where smoking is not allowed to stop smoking or leave that place.



### ■ Posting of Signs

In cases where there are places where smoking is allowed in a facility, a sign showing this must be displayed at a place where it can be readily seen in the smoking rooms and in the main doorway of the facility.

Also, **according to the Tokyo Metropolitan Ordinance, for restaurants and in cases where indoor smoking is prohibited, signs showing this must be displayed.**



\*The TMG is distributing sign stickers. Please refer to the back cover.

### ⚠ In cases of violation

In addition to guidance/advice, recommendation/public announcement/order and on-site inspections, etc.\* by public health centers, etc., administrative fines may be applied. Please adhere to the matters described in this handbook.

\*For on-site inspections, etc., refer to the following: It is the duty of the Managing Authorities and Managers to also deal with the on-site inspections, etc.

- A report on the implementation status of measures to prevent second-hand smoke must be requested.
- Inspection staff must enter specific facilities, etc. and inspect the registers and the implementation status of such measures.
- People involved must be asked questions.

**According to the Enforcement Regulation of the Employment Security Act, those who carry out employee recruitment have the obligation to specify the relevant facility's measures against second-hand smoke status, when recruiting and making job offers. Furthermore, under the Industrial Safety and Health Act, it is stipulated that efforts must be made to implement appropriate measures suitable for businesses and workplaces to prevent passive smoking for workers in indoor and similar environments.**

# 4

## Types of facilities covered

**Indoors\*, smoking is generally prohibited, including heated tobacco products. You can only smoke in places where smoking is not prohibited by the Act and the Tokyo Metropolitan Ordinance.**

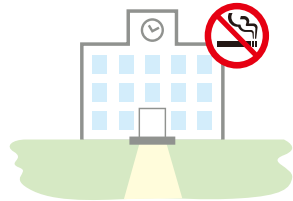
Facilities subject to regulation under the Act and the Tokyo Metropolitan Ordinance are those used by two or more people simultaneously or alternately, and are categorized into the following three types.

In addition, various types of vehicles used for passenger transportation are also subject to regulation.

### Type I facilities

Schools, hospitals, child welfare facilities, government office buildings, etc.

- **Completely non-smoking indoors**
- **Principally non-smoking outdoors** (Smoking is allowed only in specified outdoor smoking area)
- Schools and nursery school, etc. have the obligation, under the Tokyo Metropolitan Ordinance, to strive not to create specified outdoor smoking area.

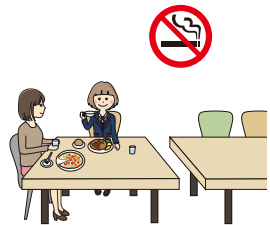


→ Please refer to pages 5-6.

### Type II facilities

Facilities used by two or more people other than Type I facilities and facility for smokers

- **Principally non-smoking indoors** (Smoking is only allowed in designated smoking rooms, designated heated tobacco smoking rooms, and smoking rooms)
- Outdoor areas are not subject to regulation (Obligation to Consider One's Surroundings [page 4](#) )



→ Please refer to page 6.

\* Some restaurants are handled differently

→ Please refer to page 7.

### Facility for smokers

A facility whose main purpose is to provide a place for smoking

- **Smoking is permitted indoors (Only in smoking rooms)**
- (Obligation to Consider One's Surroundings [page 4](#) )

→ Please refer to page 12.



Buses, taxis, airplanes, trains, ships

→ Please refer to page 12.

Not subject to regulation / Exclusion from Application

[Not Subject to Regulation]

- Outdoors, excluding on the premises of Type I facilities\*

[Exclusion from Application]

- Residential areas (including balconies, private house gardens, etc.), private rooms in residential facilities, and places where people live
- Guest rooms in accommodations such as Hotels and Ryokans (limited to private rooms), and sleeping compartments in trains and ships

Even in locations that are not subject to regulation or are excluded from application, **there is an obligation to take care to prevent second hand smoke from affecting those nearby when smoking or when the managing authority designates a place where smoking is allowed.**

Note that there are cases where municipalities have established their own rules for smoking. For details please confirm with the municipalities of the location.

\* The inside of a facility refers to places located in the interior of buildings having 1) a roof, and 2) sidewalls covered roughly more than half. Places that do not meet these conditions are deemed as outdoors.

## C o l u m n How is it handled where multiple facility types coexist?

### There are facilities other than Type I facilities in Type I facilities

Type I facility regulations apply to all areas inside of a facility.

(Example) When there is a dining room (restaurant) inside a university or hospital facility, Type I facility regulations also apply to the dining room space.

\*When a Type I facility and non-Type I facility coexist and the functions or users of each facility are clearly different, or if each facility is distinctly separated, the regulations apply to each as an independent, separate facility.

### Multiple facility types are mixed in one facility

The entire facility is classified as a Type II facility. If there is a Type I facility in the facility, the regulations of the Type I facility are applied only in that location.

(Example) When there is a clinic in a commercial building, the entire building is a Type II facility, and the part exclusively occupied by the clinic is subject to Type I facility regulations.

## C o l u m n What are the regulations for standard automobiles?

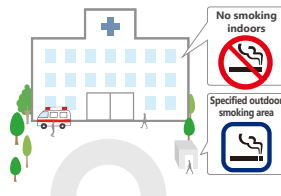
- When operating within the premises of a facility, they are not subject to regulations as they are considered a temporary transit. However, when smoking, you must be considerate of your surroundings so as to not cause second-hand smoke.
- If you are parked within the premises of a facility, the same regulations as that facility apply.

## 1 Hospitals, universities, child welfare facilities (excluding nursery schools), and government office buildings, etc.

### Type I facilities

#### ■ Targets

- Hospitals, clinics, maternity homes, pharmacies
- Extended nursing care facilities for the aged and integrated facilities for medical and long-term care
- Intractable disease consultation support centers
- Places where medical treatment business is carried out by licensed masseurs, acupuncturists, moxibustion practitioners or judo therapists
- Universities \*Excludes facilities for graduate schools only.
- Vocational schools • Various training facilities • Child welfare facilities\*  
\*For details, please refer to [Q4](#) listed on [page 14](#).
- Reform schools and juvenile detention facilities
- National and local government administrative agency office buildings (Facilities used by administrative agencies to carry out their duties)



#### ■ Details of regulations

- Smoking is completely prohibited indoors. Smoking areas are not allowed to be created indoors.
- Smoking outdoors is generally prohibited. It is possible to create specified outdoor smoking area that meet certain requirements, and smoking is only allowed in those locations.

### ● Smoking areas that can be installed in a Type I facility

#### Specified outdoor smoking area

...smoking areas at universities and hospitals

#### ■ Requirements

- 1) It must be **an outdoor location in a Type I facility**.
- 2) The area must be sectioned so that smoking and non-smoking areas can be clearly distinguished.
- 3) There must be a notice indicating that this is a smoking area.
- 4) It must be installed in a place where users of the facility don't usually enter.  
 (Example) The back of the building, the rooftop, etc.

#### ■ Tobacco that can be smoked

Cigarettes, cigars, pipes, hookahs, heated tobacco products, and other tobacco in general

#### ■ Other things to be aware of

- When setting up a specified outdoor smoking area, it is advisable to ensure that it is not located adjacent to nearby buildings.
- A Type I facility is one primarily used by individuals who are at a high risk of health impairment due to passive smoking; therefore, **smoking is generally prohibited on the premises**. Therefore, it is possible to establish specified outdoor smoking area, but it is not recommended to do so.

## 2 Kindergartens to High schools, nursery schools, etc.

### Type I facilities

#### ■ Targets

- Kindergartens, elementary schools, junior high schools, compulsory education schools, high schools, secondary education schools, special needs schools, technical colleges as stipulated in Article 1 of the School Education Act, specialized training colleges as stipulated in Article 124 of the same act; and miscellaneous schools as stipulated in Article 134, paragraph 1 of the same act
- Nursery schools stipulated in Article 39, Paragraph 1 of the Child Welfare Act
- Others, or items equivalent to these (Specialized training college upper secondary courses and general courses, international schools, certified daycare centers, and childcare services at unlicensed nurseries, etc.)



#### ■ Details of regulations

- Smoking is completely prohibited indoors. Smoking areas are not allowed to be created indoors.
- Smoking outdoors is generally prohibited. You must make efforts not to create specified outdoor smoking area. (The Tokyo Metropolitan Ordinance stipulates the obligation to make efforts not to install specified outdoor smoking area at the above-mentioned locations.)

## 3 Facilities used by large numbers of people (excluding 1, 2, 4, and 6)

### Type II facilities

#### ■ Targets

Facilities used by 2 or more people (Examples) Company, office, gymnasium, theater, viewing hall, assembly hall, exhibition hall, department store, beauty salon, entertainment facility, accommodation facility, etc.



#### ■ Details of regulations

- Smoking indoors is generally prohibited. It is possible to establish a designated smoking room [page 8](#) or a designated heated tobacco smoking room [page 9](#) that meets the requirements and technical standards in part of the indoor area, and smoking is only allowed inside those rooms.
- Outdoors are not subject to regulations. However, when creating a smoking area, you must take care not to cause second-hand smoke.

#### ■ Exclusion from Application

Guest rooms in accommodations such as Ryokans and Hotels (limited to private rooms), living spaces in multi-unit dwellings such as condominiums and apartments (including balconies), private rooms in residential facilities, and other places used for human habitation are not subject to regulations.

### ■Targets

Facilities where businesses such as restaurants and coffee shops are established to serve food and beverages to customers

### ■Details of regulations

- Smoking indoors is generally prohibited. It is possible to establish a designated smoking room (page 8) or a designated heated tobacco smoking room (page 9) that meets the requirements and technical standards in part of the indoor area, and smoking is only allowed inside those rooms.
- Even if indoor smoking is completely prohibited, **there is an obligation to display no-smoking signs** according to the Tokyo Metropolitan Ordinance.

**★ POINT** This no-smoking sign must be displayed in a visible location at the main entrance of the facility.

- Outdoors are not subject to regulations. However, when creating a smoking area, you must take care not to cause second-hand smoke.
- Please refer to (page 10) for transitional measures concerning businesses that were already operating as of April 1, 2020.



Designated heated tobacco smoking room

## C o l u m n

Even in outdoor areas where smoking is not prohibited, there is an obligation to Consider One's Surroundings!

Even when smoking in areas where smoking is not prohibited or setting up smoking areas in such places, there is an obligation to consider not causing second-hand smoke to the surroundings. For example, **it is inappropriate to set up a smoking area facing a busy sidewalk, as there is a high possibility of pedestrians being exposed to second-hand smoke.** Please be aware that there are often complaints about smoking in front of stores.

Additionally, regarding smoking on the street, there are cases where municipalities have established their own rules for smoking. For details please confirm with the municipalities of the location.





## Smoking area that can be installed in a Type II facility

## (A) Designated smoking room

...A smoking room just for smoking tobacco

### ■ Requirements

- 1) Must be a location that is a **part** of the inside of a Type II facility or a train or ship **(page 12)**.  
**★ POINT** Not all locations in the facility can be used as designated smoking rooms.
- 2) Must be a place used **exclusively** for smoking  
**★ POINT** In the designated smoking room, **activities other than smoking** such as eating and drinking etc. **are not allowed**.
- 3) Must conform with the criteria to prevent tobacco smoke flowing out to the facility from the smoking room (the **technical standards** below).
- 4) Post a sign so that the following facts can be easily identified at a place where it may readily be seen in the doorway of the smoking room.
  - To the effect that it is a place used exclusively for smoking
  - To the effect that persons under the age of 20 are prohibited to enter
- 5) Post a sign that states that there is a designated smoking room installed, at a location where it may easily be seen in the main doorway of the facility.

### ■ Technical standards

- 1) **The influx airflow from the outside of the smoking room to the inside must be 0.2m/s or more** at the doorway of the smoking room.
- 2) **Partition with walls, ceilings, etc.** so that tobacco smoke (including vapor from heated tobacco products) does not flow out from the smoking room to the facility.
- 3) Tobacco smoke must be **vented outside the facility**.

### ■ Tobacco that can be smoked

Cigarettes, cigars, pipes, hookahs, heated tobacco products, and other tobacco in general

### ■ What needs to be observed in its management

- **Must not allow persons under the age of 20 to enter the designated smoking room, including employees.**
- When trying to abolish designated smoking rooms, the signs mentioned in requirement 4) above must be removed.
- When trying to abolish all the designated smoking rooms in a facility, signs mentioned in requirement 5) above must be removed immediately.

### ■ Sign images



## (B) Designated heated tobacco smoking room

the smoking room where you can eat and drink etc.,  
...while you smoke is limited to heated tobacco products  
(Transitional measures, end date undecided)

### ■ Requirements

- 1) Must be a location that is a **part** of the inside of a Type II facility or a train or ship **page 12** .

**★ POINT** Not all locations of the facility can be used as designated heated tobacco smoking room.\*

\*According to the Act, where smoking is generally prohibited indoors, the installation of designated heated tobacco smoking room is permitted only in "part" of the facility based on the idea that both non-smokers and smokers should have the option to use the facility safely. Considering this, making non-seating areas within the facility smoke-free and converting all seating areas into designated tobacco smoking rooms, or making non-office areas smoke-free and converting all office areas into designated tobacco smoking rooms, does not align with the purpose of the law and is not permissible.

- 2) Must be a place where smoking (only designated heated tobacco) is allowed.

**★ POINT** In designated heated tobacco smoking rooms **you can do activities other than smoking** such as eating and drinking.

- 3) Must conform with the criteria to prevent tobacco smoke flowing out to the facility from the smoking room (the **technical standards** below).
- 4) Post a sign so that the following facts can be easily identified at a place where it may readily be seen in the doorway of the smoking room.
- To the effect that it is a place where smoking (referring only to designated heated tobacco) is permitted
  - To the effect that persons under the age of 20 are prohibited to enter
- 5) Post a sign that states that there is a designated heated tobacco smoking room installed, at a location where it may easily be seen in the main doorway of the facility.

### ■ Technical standards

- 1) **The influx airflow from the outside of the smoking room to the inside must be 0.2m/s or more** at the doorway of the smoking room.
- 2) **Partition with walls, ceilings, etc.** so that tobacco smoke (including vapor from heated tobacco products) does not flow out from the smoking room to the facility.
- 3) Tobacco smoke must be **vented outside the facility**.

### ■ Tobacco that can be smoked

#### Heated tobacco products only

### ■ What needs to be observed in its management

- **Must not allow persons under the age of 20 to enter the designated heated tobacco smoking room, including employees.**
- **When advertising or promoting the facility's business, it must be made clear that designated heated tobacco smoking rooms are installed.**
- When trying to abolish designated heated tobacco smoking rooms, signs mentioned in requirement 4) must be removed.
- When trying to abolish all the designated heated tobacco smoking rooms in a facility, signs mentioned in requirement 5) must be removed immediately.

### ■ Sign images



## (C) Smoking room

Smoking room of an existing small restaurant  
...without employees  
(Transitional measures, end date undecided)

### ■ Requirements

- 1) **Must be a place that meets all of the following conditions a) to d)** within the indoor area of an existing restaurant, **either entirely or partially**.
  - a) **Already in operation as of April 1, 2020.**
  - b) **The floor area of the seating zone inside the restaurant facility is 100m<sup>2</sup> or less**
  - c) **Small and medium-sized enterprises (capital amount or total amount of investment is 50 million yen or less) or private management**
  - d) **Having no employees\*.**

★ POINT d) is TMG's own rule.

#### \* Definition of employees

Workers as stipulated in Article 9 of the Labor Standards Act

Example: Full-time employees, contract employees, part-time workers, etc.

Note: Excluding housework servants, people employed in offices and enterprises that only employ cohabiting relatives.

#### Article 9 of the Labor Standards Act

The term "worker" as used in this Act means a person who is employed at a business or office and to whom wages are paid, regardless of the type of occupation.

- 2) Must be a place where smoking is possible.

★ POINT In the smoking room, **you can do activities other than smoking** such as eating and drinking.
- 3) Must conform with the criteria to prevent tobacco smoke flowing out to the facility from the smoking room (the **technical standards** below).
- 4) Post a sign so that the following facts can be easily identified at a place where it may readily be seen in the doorway of the smoking room.
  - To the effect that this is a place where smoking is allowed
  - To the effect that persons under the age of 20 are prohibited to enter
- 5) Post a sign that states that there is a smoking room installed, at a location where it may easily be seen in the main doorway of the facility.

\*This is unnecessary when the sign mentioned in 4) is already posted at a place where it may easily be seen in the main doorway of the facility, when allowing the entire facility to use as a smoking room.

### ■ Technical standards

- 1) **The influx airflow from the outside of the smoking room to the inside must be 0.2m/s or more** at the doorway of the smoking room.
- 2) **Partition with walls, ceilings, etc.** so that tobacco smoke (including vapor from heated tobacco products) does not flow out from the smoking room to the facility.
- 3) Tobacco smoke must be **vented outside the facility**.
  - **For restaurants that meet certain requirements such as having no employees, when allowing smoking entirely inside the restaurant as a smoking room, only the above 2) must be met. In that case, persons under 20 years old must not be allowed to enter the restaurant**

(Continued on the next page)

## ■ Tobacco that can be smoked

Cigarettes, cigars, pipes, hookahs, heated tobacco products, and other tobacco in general

## ■ What needs to be observed in its management

- **When a smoking room is set up, it must be reported to the local health center.**

Matters requiring notification

- 1) Name and address of the facility
- 2) Name and location of the managing authority (Name of corporate representative and address)
- 3) The fact that the facility has no employees

- **When trying you change the reported details or trying abolish smoking rooms, you must report it to the public health center at the location.**
- **Persons under the age of 20 must not be allowed to enter the smoking room.**
- **The following documents must be prepared and stored.**

Details of documents

- 1) Documents pertaining to the floor area of the seating section in the facility
- 2) In case of facilities managed by companies, documents pertaining to the capital amount and the total amount of investment
- 3) Documents showing that there is no salary expenditure on employees

- **When advertising or promoting the business of a facility, it must be made clear that smoking rooms are installed.**
- When trying to abolish smoking rooms, signs mentioned in requirement 4) above must be removed.
- When trying to abolish all the smoking rooms in a facility, all the signs mentioned in requirement 5) above must be removed immediately.
- If any of the four requirements are no longer met, please submit a notification of the abolition of the smoking room to the health center.

## ■ Sign images



## C o l u m n

Let's protect children from second-hand smoke!

In Tokyo, a regulation called the "Tokyo Metropolitan Government Ordinance to Protect Children from Passive Smoking" (enforced on April 1, 2018) has been established, which stipulates the responsibility of citizens to ensure that children are not exposed to passive smoking in any location, including in private homes and cars with children as passengers.



\*The destination is a page in Japanese language, so please use your browser's translation function to view it.

## 5 Buses, taxis, airplanes, trains, ships

■ **Targets** Buses, taxis, passenger planes, passenger trains\*<sup>1</sup>, passenger ships\*<sup>2</sup>

\*1 Railway operators (limited to those engaged in passenger transportation) under the Railway Business Act and cableway operators (limited to those engaged in passenger transportation), as well as tramway operators under the Tram Way Act, use vehicles or transport equipment for their business operations to carry passengers

\*2 Shipping business operators (limited to those engaged in passenger transportation) under the Marine Transportation Act use vessels (limited to Japanese vessels as defined in Article 1 of the Ship Act) for their business operations to carry passengers

### ■ Details of regulations

**Buses, taxis and airplanes** Smoking is strictly prohibited inside the car (or airplane).  
Smoking areas cannot be created inside the car (or airplane).

**Trains and ships** Smoking inside the train (or ship) is generally prohibited.  
It is possible to install a designated smoking room [page 8](#) that meets certain requirements and technical standards or a designated heated tobacco smoking room [page 9](#) in part of the train (or ship) interior.  
Furthermore, the regulations do not apply to accommodation guest rooms (limited to private rooms).

## 6 Facility for smokers

### ■ Definition

A facility whose main purpose is to provide a place for smoking

### ■ Targets

**Public smoking areas** Facilities where the entire indoor space is solely for smoking

**Bars, snack bars, etc. where smoking is the main purpose** Restaurants that meet the following requirements

- 1) Selling tobacco fact-to-face (including traveling sales).
- 2) Must be engaged in business providing facilities for customers to eat and drink (excluding those primarily offering "meals that are recognized as staple foods")\*

\*Example: Rices, breads except for sweet buns, noodles, pizza pies, okonomiyaki, etc.

★ **POINT** Since it is generally assumed that non-smokers do not want to be exposed to second-hand smoke, facilities that are expected to be used by non-smokers for purposes other than smoking, such as eating and drinking, cannot be designated as facility for smokers because of the potential for unwanted exposure to second-hand smoke.

**Tobacconist shops allowing smoking inside** Facilities that meet the following requirements

- 1) Selling tobacco or smoking apparatus (regarding tobacco, limited to face-to-face sales)

\*It is necessary for tobacco or smoking accessories to occupy more than about 50% of the display shelves.

- 2) Not doing business to provide conveniences for customers to eat and drink.

### ■ Details of regulations

- It is possible to smoke indoors by setting up a designated smoking room [page 13](#) that meets the required technical standards, allowing smoking within that area.  
In the smoking room, persons under 20 years old are not allowed to enter, including employees.



### ■ Requirements

- 1) A place that is **a facility for smokers** indoors, **either entirely or partially**.
  - 2) Must be a place where smoking is possible.
  - 3) Must conform with the criteria to prevent tobacco smoke flowing out to the facility from the smoking room (the **technical standards** below).
  - 4) Post a sign so that the following facts can be easily identified at a place where it may readily be seen in the doorway of the smoking room.
    - To the effect that it is a place designated for the purpose of smoking
    - To the effect that persons under the age of 20 are prohibited to enter
  - 5) Post a sign that states that there is a smoking room installed, at a location where it may easily be seen in the main doorway of the facility.
- \*This is unnecessary when the sign mentioned in 4) is already posted at a place where it may easily be seen in the main doorway of the facility, when allowing the entire facility to use as a smoking room.

### ■ Technical standards

- 1) **The influx airflow from the outside of the smoking room to the inside must be 0.2m/s or more** at the doorway of the smoking room.
- 2) **Partition with walls, ceilings, etc.** so that tobacco smoke (including vapor from heated tobacco products) does not flow out from the smoking room to the facility.
- 3) Tobacco smoke must be **vented outside the facility**.

### ■ Tobacco that can be smoked

Cigarettes, cigars, pipes, hookahs, heated tobacco products, and other tobacco in general

### ■ What needs to be observed in its management

- **Persons under the age of 20 must not be allowed to enter the smoking room, including employees.**
- **Registers showing the following content must be prepared and stored.**  
(Excluding public smoking areas.)

**Matters included in the register:** Information relating to the permission under Article 22, Paragraph 1 or Article 26, paragraph 1 of the Tobacco Business Act

- **When advertising or promoting the facilities' business, it must be made clear that a smoking room is installed.**
- When trying to abolish smoking rooms, signs mentioned in 4) above must be removed.
- When attempting to abolish all the smoking rooms in a facility, signs mentioned in 5) above must be removed immediately.

### ■ Sign images



## 6 Frequently Asked Questions

### Q1 Is it possible to differentiate responses based on the time of day?

From the perspective of preventing second-hand smoke, regulations are applied on a facility basis, so changes in facility classification based on time of day are not permitted.

### Q2 Is smoking allowed in terrace seating?

Even if the side walls are not covered for more than half, in the case of terrace seating where the boundary with the interior is not separated by walls or glass doors, the area covered by the roof will be treated as "indoors." In that case, smoking is not allowed.

### Q3 Who measures the technical standards?

There are no regulations regarding the measurer, but it is the responsibility of the managing authority to meet and maintain the technical standards.

### Q4 What types of facilities fall under child welfare facilities, etc., on page 5

Child welfare facilities as stipulated in Article 7, paragraph 1 of the Child Welfare Act (excluding nursery schools or certified integrated preschool/kindergarten- type daycare centers), day-care support enterprises for handicapped children, (excluding services solely offering home-visit type child developmental support or visit support for nursery centers), self-reliant living support enterprises for children, after school child nurturing enterprises, short-term child rearing support enterprises, community child-rearing support base enterprises, temporary custody enterprises, child-rearing facilities for sick children, parent-child reunification support enterprises, social welfare support center for self-reliance projects, pregnant and postpartum women's support services, child development support center projects, facilities used for parent-child relationship formation support projects, children and family centers, facilities where local child-rearing consultation organizations are located are applicable.

### Q5 Is it okay if the sign is original?

As long as the necessary information ("To the effect that this is a place where smoking is allowed" and "To the effect that persons under the age of 20 are prohibited to enter", you can make your own.

Other frequently asked questions are listed on the **Tokyo Metropolitan Government Bureau of Public Health website "Tokyo Health Station,"** under "Frequently Asked Questions."



\*The destination is a page in Japanese language, so please use your browser's translation function to view it.

# Measures against second-hand smoke-related policies

## ■ Distribution of sign stickers

Sign stickers that can be posted in facilities' doorways and smoking locations will be distributed.

For more information please visit our website.

## ■ Expert advisors for designated smoking rooms, etc.

Experts provide on-site consultation support and conduct surveys such as environmental measurements when installing a designated smoking room. Please call the following for use(69690).

### Usage example

Despite being designed to meet technical standards, there is a risk that the designated smoking room, etc., may not actually meet these standards, or in reality, it did not meet the technical standards.

For inquiries regarding measures against second-hand smoke and the Health Promotion Act and the Tokyo Metropolitan Ordinance to Prevent Exposure to Second-Hand Smoke, please contact the following number.

# 0570-069690

Monday ~ Friday (excluding national holidays and the New Year's holiday period)  
From 9 am to 5:45 pm.

☆Outside reception hours please use our website's chatbot! (Japanese only)

Note: Consultation charge is free but phone call charge will be incurred separately. Japanese only.

The local public health center is also available for consultations.

The contact information for the public  
health center is available here



\*The destination is a page in Japanese language, so please use your browser's translation function to view it.

Please submit the notification to the local public health center if you have installed a smoking room. Please check the reception hours and other details individually. The contact and notification destinations may vary depending on the health center.

Tokyo Metropolitan Government Bureau of Social Welfare and  
Public Health website "Tokyo Health Station"

Offers the latest information on measures against second-hand smoke.



Digital Book of the Handbook for Facility Managers

If the content of the handbook is changed,  
this digital book will be updated.



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