

## **Clean Indoor Air Act Event Reporting**

This report form is to be used to notify the Department of Health of a Fundraiser or Facility at which smoking will occur under the provision for Act 27 of 2008, from the Pennsylvania Clean Indoor Air Act. This report is not mandatory, but is recommended by the Department of Health (DOH).

The Department of Health (DOH) would appreciate notification of an event at least thirty (30) days prior to the event. This allows adequate time for the DOH to send acknowledgement of the event.

This form can be printed and completed by hand, or be completed electronically by tabbing from field to field and entering the required information. Once the information is completely entered, save a copy and print the completed form for submission to the Department of Health at the address listed below:

After completing the form on line, the report can be mailed to:

Division of Tobacco Prevention and Control  
Attention: Clean Indoor Air Act  
Pennsylvania Department of Health  
Room 1032 Health & Welfare Building  
625 Forster Street  
Harrisburg, PA 17120-0701

Definitions for this report are located in Section III on Page 4.

If you are uncertain about how or where to submit the report, or would like more information, call the Clean Indoor Air Help Line at 1-877-835-9535. You can also learn more at <http://www.dsf.health.state.pa.us/health/cwp/view.asp?q=250974> or click on 'Clean Indoor Air Act' button below.

# Clean Indoor Air Act Event Reporting

## Section I

(Definitions on Page 4 or click on link)

Type of Event:  Or   
(one event per calendar year) (up to six (6) events per calendar year)

Business/Organization Name: \_\_\_\_\_

EIN: \_\_\_\_\_

Organizer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_ Telephone Number: \_\_\_\_\_

---

## Section II

### Fundraiser

Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

---

### Facility - (you may enter up to six (6) promotional events for a calendar year)

*Event 1:* Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

*Event 2:* Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

**Clean Indoor Air Act  
Event Reporting**

*Event 3:* Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

*Event 4:* Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

*Event 5:* Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

*Event 6:* Event Date: \_\_\_\_\_

Event/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

---

# Clean Indoor Air Act Event Reporting

## Section III

### Definition:

*Fundraiser* - An event which may occur one (1) time per year organized by an individual or company whose primary job is to raise money for a specific organization or charity. Fundraisers often benefit charitable, non-profit, religious, or non-governmental organizations. Fundraisers must meet the following requirements in order to be identified as a "Fundraiser":

- The place is separate from other public area during the event.
- Food and beverages are available to attendees.
- Individuals under 18 years of age are not permitted to attend.
- Cigars are sold, auctioned or given as gifts, and cigars are a feature of the event.

*Facility* - An Exhibition Hall, conference room, catering hall or similar facility used exclusively for an event to which the public is invited for the primary purpose of promoting or sampling tobacco products. **A single retailer, manufacturer or distributor of tobacco may not conduct more than six (6) days of a promotional event in any calendar year.** Facilities must meet the following requirements in order to be identified as a "Facility":

- Service of food and drink is incidental.
- The sponsor or organizer gives notice in all advertisements and other promotional materials that smoking will not be restricted.
- At least 75% of all products displayed or distributed at the event are tobacco or tobacco-related products.
- Notice that smoking will not be restricted is prominently posted at the entrance to the facility.