

State of Louisiana
DEPARTMENT OF REVENUE AND TAXATION
Baton Rouge

SHIRLEY McNAMARA
SECRETARY

POLICY/PROCEDURE MEMORANDUM

ADMINISTRATIVE NO. 10.25 (Addendum)

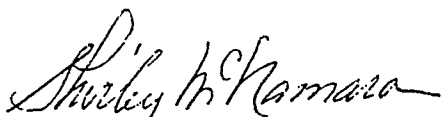
SUBJECT: Smoking Policy

EFFECTIVE DATE: June 1, 1987

INSTRUCTIONS: This Addendum is to be attached to
Administrative No. 10.25, dated May 1, 1987.

It has become evident that the ventilation system is insufficient to handle the concentration of smoke in and around the upstairs restrooms by the elevator. Therefore, smoking in these areas is no longer permitted, effective June 1, 1987.

In addition, please remind employees that this policy is in force 24 hours a day, 7 days a week.



Shirley McNamara
Secretary of Revenue and Taxation