OBERLIN
Environmental Health and Safety Procedure

Environmental Indoor Air Quality

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I.   PURPOSE

The Environmental Indoor Air Quality Program is designed to:

A.   Ensure that Oberlin College employees and students are provided a workplace and learning environment free of recognized indoor air quality hazards.

II   SCOPE

A.   This program applies to all Oberlin College faculty, staff and students.

B.   This program includes the following sections:

    1.   Details that describe:
       a.   Definitions of terms used within this program.
       b.   Reporting procedures for Indoor Air Quality (IAQ) issues.
       c.   Procedures for building construction and renovation projects to sustain occupant comfort during and following these events.

III.   PROGRAM DETAILS

A.   Definitions

1. **Indoor Air Quality (IAQ):** Chemical, physical, or biological characteristics of indoor air which can affect the health, comfort, and/or overall well being of building occupants. IAQ can be affected by ventilation and air exchange; temperature and humidity in addition to the response events listed below.

2. **IAQ Response Event:** Situations that can result in the development of an IAQ issue including but not limited to: water releases from any source; water

retention in building materials and the use of volatile or hazardous materials in the renovation or maintenance of a building as reference in the following documents:

    a. Code of Federal Regulations 29 CFR 1910.1000

    b. US EPA Environmental Indoor Air Quality Manual

    c. American Society of Heating, Refrigeration and Air Conditioning Engineering, ASHRAE 62-1989.

B.   **Reporting Procedures for Indoor Air Quality Issues**

1. Faculty, Staff and Students are responsible for communicating IAQ complaints or concerns to the attention of the Environmental Health and Safety Manager or designee as follows:

    a. **During Business Hours 8 a.m. – 4:30 p.m. Monday – Friday Call the Facilities Operations Response Desk at 440-775-8445 or Ext. 58445 AND email: EHS@oberlin.edu**

    b. **Outside of Normal Business Hours, contact the Safety and Security Office at 440-775-8444 or Ext. 58444 AND email: EHS@Oberlin.edu**

2. The Office of Environmental Health and Safety, FP&C Project Managers and contracted Environmental Consultants are responsible for investigating and evaluating complaints to determine if an occupant's discomfort or illness can be attributed to an Indoor Air Quality problem and will provide guidance necessary for corrective action. Recommendations will be based upon site visits in addition to the following:

    a. Occupants may be asked to complete an Indoor Air Quality Complaint form to assist with the investigation of the issue or may be interviewed regarding the concern.

    b. Medically diagnosed illnesses related to an Indoor Air Quality issue will be documented by occupants on an Accident Incident Report Form.

3. The Environmental Health and Safety Office will ensure that affected building occupants will be informed throughout the investigative and resolution process.

C.   **Procedures for Construction and Building Renovation Projects**

1. Facilities Operations and Facilities Planning &Construction Project Managers are responsible for ensuring that building Construction and Renovation projects are properly managed to minimize the potential for Indoor Air Quality issues. This includes but is not limited to the following:

   a. Ensuring that new building mechanical systems are designed to provide adequate and efficient indoor air quality for building occupants.

   b. Proper advance planning should include appropriate contract specifications, material review and selection processes and effective control strategies to minimize or eliminate environmental indoor air quality issues during building construction or renovation. A joint meeting should be held to review project tasks, hazards and protective measures between the Project Manager, the Environmental Health and Safety Office and affected Building Representative prior to the start of work.

   c. Renovations occurring in occupied buildings are to be performed in a manner that does not impact indoor air quality at the site or surrounding areas.

   d. Involving end users as appropriate in the scheduling process.

   e. Developing or utilizing existing contact lists of building or departmental contacts that can disseminate project details and schedules to affected building occupants. Precise information about the project schedule and anticipated disruptions is needed.

   f. Scheduling work during periods of low building occupancy (such as holidays, evenings and weekends). Completely eliminating contaminants during a building construction project is unrealistic however, occupant exposure can be minimized by this approach.

   g. Communicating information on chemical products employed, noises, dusts, odors, and anticipated disruptions in advance of the project start date to affected building occupants.

h. Providing information regarding product selection and rationale behind the selection (i.e. least toxic materials available to supply needed performance).

i. Providing access to Material Safety Data Sheets for products selected for use.

j. Notifying the Dean of Student's Office when work involves or could impact classrooms.

k. Accommodating individuals with medically documented sensitivities or special needs.

l. Ensuring that project information is posted and current on the College web site.

m. Posting signage to provide a phone number and contact information for concerned visitors seeking information.

n. Listening and responding to occupant concerns. Communicate control strategies that will be implemented to minimize these concerns.

o. Following appropriate reporting procedures for Indoor Air Quality issues by notifying the Environmental Health and Safety Office as defined in section B.

IV. Revisions and Reviews

Revision Level	Revision Date	Details	Description of Change
0	February 15, 2009	All pages	New Issue