

Subject:	Indoor Air Quality
Based on Administrative Rule:	Management Safety Statement AR#3.03.006
Approved by Council:	Administrative Services Council Science Safety Committee
Reviewed	Facilities Task Force Environmental Health and Safety Task Force
Date Approved/Amended:	
Procedure Owner:	Environmental Health Safety and Insurance

Austin Community College is committed to developing and maintaining a sustainable and environmentally responsible mode of operation for its employees, students and visitors. Austin Community College’s commitment to environmental responsibility is intended both to educate the college community about environmental issues and to avoid or minimize any adverse impact on the environment from Austin Community College operations

Pursuant to the authority granted to the Board under Sections 385.001-385.003 of the Texas Health and Safety Code to establish voluntary guidelines for indoor air quality in school district buildings and the guidance provided by Section 297.1-297.6 of the Texas Administrative Code, Title 25 Health Services, the following procedure is promulgated.

The purpose of this procedure, is to insure that buildings owned or leased by Austin Community College are operated and maintained in such a way that indoor air quality issues are addressed and resolved as a part of maintaining a healthful environment for the college’s students and staff.

This procedure is designed to help insure that all college employees and students are protected from the effects of poor Indoor Air Quality (IAQ). Austin Community College is a conscientious employer and strives to promote increased morale, productivity and lowered absenteeism, all of which can suffer if poor air quality conditions are allowed to occur and persist. Austin Community College is committed to providing a program of regular testing, coupled with the investigation of any persistent air quality complaints, to identify and correct any air quality problems.

IAQ Testing for all of Austin Community College’s leased or owned buildings is done on an annual basis by an independent testing laboratory. Additional testing will be performed if multiple air quality complaints occur at any ACC campus after the annual tests. For buildings that ACC utilizes, but does not own or lease, the building owner will be notified of any air quality complaints to allow for correction by the owner of the building.

Responsibilities

The **ACC President** is the college Official ultimately responsible for the health and safety of ACC's employees and students. The ACC College President shall show visible support for safety as a value at ACC, through funding and appropriate staffing in support of the ACC Indoor Air Quality Program..

The **ACC Executive Team / Administrators** are responsible for insuring implementation of the Indoor Air Quality Program within their areas of responsibility , showing visible support for the Indoor Air Quality Program and for insuring the health and safety of the department's employees and ACC students.

The **Dean, Unit Director or Department Chair** has primary authority and responsibility to insure departmental implementation of the Indoor Air Quality Program and to insure the health and safety of the department's employees and ACC students.

The **Environmental Health Safety and Insurance Office** administers and coordinates the Indoor Air Quality Program for ACC. Duties of the EHS and Insurance Office include, but are not limited to:

- Assist areas/units with all phases of implementation and compliance with this program and provides any needed training.
- Acts as the ACC interface with environmental services contractor and mold remediation contractor.
- Insures concerns/complaints are addressed in a timely manner.
- Insure communications concerning Indoor Air Quality are provided to appropriate personnel and done in a timely manner.

Implementation

College staff awareness at each campus can produce early warnings of indoor air quality problems. The first alert may come from employee complaints that may be based on a real or a perceived increase in colds, allergies, headaches, drowsiness, or general discomfort. These complaints should be directed to the employee's supervisor or department head. Students can also notify the Campus Manager of any concerns they may have. The supervisor/Campus Manager should conduct a preliminary interview to ascertain the general nature of the situation, see page 4. The Indoor Air Quality Preliminary Interview Questionnaire is available on the ACC Forms Database at <http://accweb.austinctc.edu/accforms/>. The completed questionnaire should be e-mailed or faxed to the Environmental Health Safety and Insurance Manager. The information gathered will serve to maximize the efficiency of a site visit by the Environmental Health Safety and Insurance Manager and Buildings and Grounds staff, if necessary.

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The employee's supervisor or department head will contact the Campus Manager. The Campus Manager will then contact the Environmental Health Safety and Insurance Manager or their designated representative. If the Campus Manager is not available, he/she shall contact the Environmental Health Safety and Insurance Manager directly. A site visit and inspection will be conducted by the Environmental Health Safety and Insurance Manager and Buildings and Grounds staff to help target the location(s) for *possible* air sampling and to help define the potential sources of real or perceived discomfort. The Buildings and Grounds staff will conduct a search for contaminants and the ventilation system will be examined for properly functioning fans, dampers, properly maintained filters, etc. Then, if it is determined to be necessary, air sampling may be conducted utilizing a variety of sampling devices and methods to test for specific components and contaminants.

Scope of The Annual Indoor Air Quality Testing

Direct-reading instruments will be used for some of the air samples. Other samples will take longer to analyze because they will be taken to a laboratory.

Ambient air in the buildings will be tested for carbon dioxide, temperature, and relative humidity. These tests were chosen because they are the most reliable indicators of air quality. Additional tests for molds may be conducted in certain areas. Areas in each building also may be tested for ozone or other gases.

Control of potential pollutants at the source is thought to be the most effective strategy for maintaining good Indoor Air Quality. Again, promoting awareness of the need to protect the environment from potential contaminants and the need to alert supervisors and department heads if contaminants are discovered is critical to this program. Providing proper ventilation is considered the second most effective approach to insuring adequate Indoor Air Quality. Poor ventilation can lead to a build up of carbon dioxide or other pollutants. Carbon dioxide is produced by normal human respiration, and often accumulates in enclosed areas. Carbon dioxide is odorless and colorless gas and is often responsible for the “stuffy” feeling people get in poorly ventilated classrooms and work areas. Carbon dioxide in indoor air easily can be measured and compared to amounts in outside air. Therefore, the quantity found in indoor air is considered an excellent indicator of indoor air quality and testing for carbon dioxide will remain part of the IAQ program.

Additional testing may be conducted for other pollutants. These tests will be run based on the investigator determining the probability of an existing problem. Each campus/area may be tested for the following (this list is not all inclusive):

- Formaldehyde
- Mold and mildew
- Total hydrocarbons
- Combustible gases
- Hydrogen sulfide
- Total dust and asbestos
- Poly test for different gases

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- Specific compounds pertaining to particular site

Records Maintenance

1. The ACC Environmental Health Safety and Insurance Manager will maintain records to monitor all persistent IAQ complaints and their resolution(s).
2. The ACC Environmental Health Safety and Insurance Manager will retain, as a minimum, the three most recent annual independent IAQ studies for each campus and the results of any supplemental testing for a minimum of three years.
3. A synopsis of the results of all annual IAQ studies and any supplemental testing will be sent to the Campus Manager, Provost/Executive Dean for each campus and Director of Physical Plant. Each Campus Manager will retain the annual report synopsis until a new annual report synopsis is received. Each Campus Manager will retain Supplemental testing report synopses for at least one year from the date of the report. Results will also be posted on the Environmental Health Safety and Insurance web page at

http://accweb.austincc.edu/ehs/indoor_air_quality.html

Preventative Maintenance Program

A very important part of any Indoor Air Quality program is the implementation and management of a Preventative Maintenance program for building HVAC systems. ACC’s Building and Grounds Maintenance group will be responsible for identifying, establishing and maintaining a HVAC Preventative Maintenance Program.

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ACC Indoor Air Quality
Preliminary Interview Questionnaire

Name:

Location (Campus; Building; Room #):

Phone Number:

Complaint:

Symptoms:

Supervisor:

Supervisor Phone Number:

Completed form should be e-mailed or faxed to EHS and Insurance Manager to allow for a timely response to complaint.

Associated Forms:

ACC Indoor Air Quality Preliminary Interview Questionnaire

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ACC President _____ Date _____

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