

# Written Indoor Air Quality Program

**County College of Morris**

*September 2019*

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## Policy and Administration

This notice is to inform employees that County College of Morris, hereafter referred to as CCM or “the College” complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), which was proposed on December 18, 2006 and adopted on May 21, 2007.

CCM recognizes that good indoor air quality is essential to employee’s health and productivity. CCM has established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to CCM. This Written Indoor Air Quality Program applies to CCM’s main campus at 214 Center Grove Road, Randolph NJ.

## Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for CCM’s compliance with the standard. This person is **Dawn Latinsics, Compliance Officer 973/328-5551** under the direction of the Vice President of Human Resources and Labor Relations.

The “Designated Person” is the person who has been trained and given the responsibility by CCM to ensure routine visual inspections are performed, and preventive maintenance programs and required records are maintained in order to ensure compliance with the IAQ Standard. The Designated Person is also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and updates the written program annually.

## Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers’ specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems campus wide. The preventive maintenance schedule is managed by the Plant & Maintenance Department. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

## Recordkeeping

Documentation of preventive maintenance and repairs to the ventilation system is retained by the Plant & Maintenance Department for at least 3 years and includes the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
  - Checking and/or changing air filters
  - Checking and/or changing belts
  - Lubrication of equipment parts

- Checking the functioning of motors
- Confirming that equipment is in operating order
- Checking for microbial growth in condensate pans or standing water

## Indoor Air Quality Compliance Documents

CCM will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person or Plant and Maintenance Department, and will be available to PEOSH during an inspection. These documents may include, when available:

1. Construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. Operator training materials

## Investigating Complaints

If an employee begins to experience health symptoms that they believe are related to poor indoor air quality and requires immediate medical attention, the employee should contact 911 and Public Safety (x5550). For non-emergency concerns, the employee should notify their supervisor and report to Health Services. If Health Services is not available, the employee should report the concern to Public Safety. Public Safety and the Designated Person will respond to the persons work location, perform initial air monitoring if appropriate, and provide an IAQ Concern Form to the individual to complete and return (Appendix A).

The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. Public Safety officers have been trained in the use of indoor air quality meters to use for initial response to complaints. In many cases, IAQ complaints can be resolved by the Designated Person and the Plant and Maintenance Department. If necessary the Designated Person may request an environmental consultant, health and safety specialist or HVAC contractor to help identify and correct the IAQ issue.

## Responding to Signed Employee Complaints to PEOSH

If the College receives a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, the College will conduct an investigation. The findings of the investigation and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the Designated Person.

## Notification of Employees

The Plant and Maintenance Department will notify the Designated Person of any planned work at CCM that may introduce air contaminants into a work area. The Designated Person will then notify employees at least 24 hours in advance, or promptly in emergencies, of the work in writing and will identify the planned project and the start date. The notification will also include information on how to access Safety Data Sheets (SDS) or other hazard information. The Designated Person will maintain records of this notification for compliance recordkeeping purposes.

## Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify Public Safety at x5550 immediately if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the Designated Person.

## Controlling Air Contaminants

### Outside air

CCM will identify the location of outside air intakes and identify potential contamination sources nearby such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation, and waste storage. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person will eliminate the contaminant source or make arrangements to relocate the intake.

### Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

## Response to Temperature and Carbon Dioxide

### Temperature

Where a mechanical ventilation system capable of regulating temperature is present, Plant and Maintenance personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person or Plant and Maintenance Department staff will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range. Windows that operate and fans may be utilized when necessary.

### Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Designated Person should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO<sub>2</sub>) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the Designated Person will initiate an inspection to ensure that the mechanical HVAC system is operating properly.

## Maintaining Indoor Air Quality During Renovation and Construction Projects

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. Upon notification by the Plant and Maintenance Department, the Designated Person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain SDS for all products to be utilized on the project and maintain on-site throughout the duration of the project.
- Request the least toxic product that is technically and economically feasible.
- Consider performing the renovation/construction project when building is least occupied.
- Consider temporarily relocating employees to an alternate worksite.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Isolate the work area from occupied areas.
- Develop detours to avoid work areas as needed.
- Use temporary mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the Designated Person will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

Plant and Maintenance Management and the Designated Person will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, Plant and Maintenance will notify the Designated Person who will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If despite these preventive actions, employees feel that they have been exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to CCM Health Services so that they can be accurately assessed and investigated when indicated. All exposures should also be reported to their supervisor and the Designated Person.

## Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards (<http://www.state.nj.us/dca/divisions/codes/codreg/ucc.html> 609292-7899).

## Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

## Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, and visible mold) they should notify Public Safety and the Designated Person of the situation so that it can be addressed promptly.

Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

### Periodic Review and Update

The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information.

Certifications:

Reviewed and Approved:

\_\_\_\_\_ Date: \_\_\_\_\_  
Thomas Burk, Vice President, Human Resources and Labor Relations

\_\_\_\_\_ Date: \_\_\_\_\_  
Dawn Latincsics, Compliance Officer



Appendix A – Indoor Air Quality Concern Form

**County College of Morris**

**INDOOR AIR QUALITY CONCERN FORM**

Please fill out the form and return to Human Resources in HH106

Name (First & Last): \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

**Problem Description**

1. Indoor air quality problems include concerns with temperature control, ventilation, and air pollutants. Your observations can help to resolve the problem as quickly as possible. Please use the space below to describe the nature of the complaint and any potential causes. Please be as specific as possible:

2. When did problem first occur: \_\_\_\_\_

3. Is this a recurring problem:      Yes                      No

If Yes, please describe frequency: \_\_\_\_\_

4. Is there a specific day of the week or time of day that you experience the problem:

Day: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

## Appendix B – Guidelines for Mold Clean Up of Surface Mold Growth on Non-porous surfaces.

The following guidelines apply to mold clean-up of surface mold growth on **non-porous** surfaces of **less than 10 square feet**. Non-porous surfaces include plastic, vinyl, glass, sealed wood and concrete. These guidelines are for damage caused by clean water only. If the water source is contaminated with sewage or chemical or biological pollutants, contact the Designated person.

**NOTE:** Remediation of larger areas of mold contamination, or any size areas requiring removal of **porous** building materials, require additional safeguards not included in these basic guidelines. Contact the Designated person for guidance. A specialty remediation firm may be required.

### Guidelines

- Prior to clean up, identify and correct the source of water or humidity problem (e.g. water leaks, plumbing or HVAC system issues, high humidity or condensation).
- Minimum personal protective equipment required for mold clean-up of surface mold on non-porous surfaces is goggles and gloves. An N95 disposable respirator is also recommended. Employees choosing to use an N95 disposable respirator must follow the requirements of CCM's Respiratory Protection program for voluntary use.
- Mold on non-porous surfaces can be removed by wiping or scrubbing with a damp cloth using a water and detergent solution.
- Wiping cloths should be damp, no wet or soaked, in order to minimize the amount of water added to the materials being cleaned.
- Dry the surfaces quickly and thoroughly to discourage further mold growth.
- The use of biocides (e.g. bleach) is not recommended as a routine practice during mold clean-up.

- Wiping cloths should be replaced frequently and disposed in a sealed plastic bag upon completion of the clean-up.