

Environmental Health and Safety Manual (EHS)

EHS 402: Indoor Air Quality Investigations

Effective: 4/15/1997

Revised: 12/19/2012

Purpose

To ensure a safe and healthy work environment by establishing guidelines for conducting investigations, including air monitoring, in response to indoor air quality complaints or recognized adverse building conditions

Sources

29 Code of Federal of Regulations § 1910.1000

United States Environmental Protection Agency (EPA) Building Air Quality Manual

American Society of Heating, Refrigeration, and Air Conditioning Engineering, *ASHRAE Standard 62.1*

Applicability

University building occupants who suspect that discomfort or illness in the workplace is attributable to conditions affecting the indoor air quality of that space

Background

Good indoor air quality enhances occupant health and comfort and contributes to increased workplace productivity and a general sense of well-being. Indoor air quality issues can arise from a variety of sources ranging from chemical spills in laboratories to odors from construction projects. The mere presence of detectable dust or odors even at levels that are typically considered to be harmless may trigger occupant concerns based on perceived hazards. Indoor air quality investigations can be conducted to determine if the affected space is safe for occupancy and/or if conditions can be improved to address comfort issues.

Policy

ASU will assist university building occupants who suspect that an office, laboratory, or classroom may have an indoor air quality problem through investigating complaints forwarded to their campus ASU Facilities Development and Management Department.

Departments/Responsibilities

Facilities Development and Management (FDM)

FDM is responsible for:

1. receiving indoor air quality complaints and conducting initial investigations attributed to the facility's heating, ventilation, and air-conditioning system

2. conducting an initial response to water damage in buildings, which includes but is not limited to stopping water leaks and contacting remediation companies as directed by ASU Risk Management
3. addressing odor issues related to sewers and dead animals, including the removal of rodent traps
and
4. forwarding indoor air quality complaints to EH&S along with the status of any action undertaken by FDM staff.

Capital Programs Management Group (CPMG) and other Project Managers

CPMG is responsible for:

1. isolation of renovation and construction areas to reduce occupant's exposure to dust and volatile organic compounds (VOCs) produced from the construction work
2. isolating all return air diffusers in the construction area to keep odors from being spread outside the construction containment area
3. using building materials identified with low VOC emission levels where specified
4. notification of building occupants near construction areas of work to be done prior to the beginning of construction activities
5. posting permits at the job sites
and
6. ongoing management during the construction projects to ensure contractors follow specifications for reducing dust and odors.

Environmental Health and Safety (EHS)

EH&S is responsible for:

1. contacting supervisors and affected employees to confirm information regarding indoor air quality complaints
2. conducting occupant interviews and indoor air quality investigations as needed
3. determining mitigation measures and communicating results, in writing, to affected employees and their supervisors
4. working directly with FDM if the indoor air quality problem is attributed to the facility's heating, ventilation, and air-conditioning system or building utility or maintenance operations
and
5. maintaining documentation related to indoor air quality complaints.

Department

The department that occupies the subject space and/or is financially responsible for such space is responsible for contacting Facilities Management to file an indoor air quality complaint, providing relevant information (i.e., building, room number, nature of the complaint, etc.), and ensuring that recommended administrative and/or engineering controls are implemented.

More information on [indoor air quality](#) is available on the EH&S Web site.

Members of the ASU Community

Each member of the ASU community is responsible for reporting indoor air quality concerns as identified in this procedure to his or her immediate supervisor.

FACMAN/Property Management Contact Information for IAQ Issues

ASU Campus	Phone (Urgent Needs)	On-Line Request (Nonurgent Needs)
Tempe campus	480/965-3633	Tempe Service Request
Polytechnic campus	480/727-1110 8:00am to 5:00pm. After hours: 480/965-3456	Polytechnic Service Request
Downtown Phoenix campus	602/496-1502	Downtown Phoenix Campus Service Request
West campus	602/543-3200	West Campus Service Request

University Policy Manuals Group is not responsible for the content of Web sites created and maintained by other university entities.

Cross-Reference

For related information, see:

1. [EHS 103](#), “Hazard Communication Program”
and
2. [EHS 104](#), “Laboratory Use of Hazardous Chemicals.”

See also:

1. the *Academic Affairs Policies and Procedures Manual*—[ACD 804](#), “Tobacco-Free Campus”
2. the *Capital Programs Management Group Manual Policies and Procedures Manual (CPM)*:
 - a. [CPM 301–05](#), “Asbestos Abatement”
and
 - b. [CPM 309–01](#), “Building and Remodeling Permits and Inspections”
and
3. the *Facilities Management Policies and Procedures Manual (FAC)*—[FAC 203–02](#), “Requesting Services.”