



West Virginia University Indoor Air Quality Program

I. Policy Statement, Purpose, and Scope

- A. **Policy Statement:** The University is committed to providing a safe and healthful workplace, including ensuring acceptable air quality in all University buildings and occupied spaces.
- B. **Purpose:** The Purpose of this program is to establish written procedures to ensure the quality of air in University buildings and compliance with the US EPA Building Air Quality Guide for Building Owners and Facility Managers.
- C. **Scope:** This program covers all West Virginia University employees and owned or leased buildings and spaces.

II. Program Review

EHS will coordinate a review of the program annually or as necessary.

III. Responsible Parties

- A. Environmental Health and Safety (EHS)
 - 1. Assign an Indoor Air Quality Program Administrator.
 - 2. Receive and respond to employee complaints.
 - 3. Evaluate the source of contamination with Facilities Management and/or other departments to determine adequate control methods if make-up air is contaminated by other sources, i.e. vehicle exhaust.
 - 4. Communicate requirements to appropriate departments and University community.
- B. Facilities Management
 - 1. Respond to temperature and humidity issues.
 - 2. Ensure that windows, doors, vents, etc. are operable in occupied areas without mechanical ventilation.
 - 3. Ensure that HVAC units are functioning properly as designed.
 - 4. Ensure, during renovation and construction projects, that the contractor or department performing the work prevents the infiltration of dust, debris, odors, vapors, etc., into the occupied areas of a building.

IV. Control of Contaminants

- A. Under normal operating conditions, contaminants are not expected to be above applicable exposure limits for indoor environments.
 - 1. Chemical/Wet Laboratories should have working ventilation hoods adequate for the work being done in said laboratories and negative pressure in comparison to the rest of the building to prevent laboratory air from entering the building.
- B. Maintenance and housekeeping activities should not introduce a contaminant above an applicable exposure limit.
- C. Smoking is prohibited in all University buildings and automobiles. Please see the [University Smoking Policy](#) for additional information.

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- D. If make-up air is contaminated by other sources, i.e. vehicle exhaust, EHS will evaluate the source of the contamination with Facilities Management and/or other departments to determine adequate control methods.
- E. Microbial growth shall be controlled by the following means:
 - 1. Ensure HVAC systems are functioning properly.
 - 2. Repair/eliminate sources of moisture.
 - 3. Promptly dry materials damaged by water (within 48 hours).
 - 4. Repair/replace roofs, soffits, windows, downspouts, drains, etc. as needed to prevent moisture intrusion into structures.
 - 5. All water damage and/or mold will be remediated according to current industry guidelines as found in the Institute of Inspection, Cleaning and Restoration Certification (IICRC) S500 and S520 Standard and Reference Guides. These Guides are available from EHS upon request.

V. Air Quality During Renovation and Construction Projects

- A. The FM Project Manager is responsible for ensuring that the contractor or department performing the work prevents the infiltration of dust, debris, odors, vapors, etc., into the occupied areas of a building. This may be through means of local ventilation, barriers, or other protective devices.
- B. Before the use of any chemicals or materials that may release chemical vapors, the contractor shall review the material safety data sheets (MSDS) to determine the best product to use (hazard, durability, etc.). Based on this review, the contractor must implement control methods meeting the requirements of the FM Project Manager in Section IV Paragraph A above.
- C. If air contaminants will be introduced into the occupied areas, the FM Project Manager must coordinate notification to the building supervisor and occupants through established internal procedures at least 24 hours in advance.
- D. Prior to re-occupancy, the renovated or constructed area must be adequately cleaned and ventilated.