



Rowan College of South Jersey

Administrative Procedure: 5103
INDOOR AIR QUALITY

This administrative procedure serves to inform employees 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).

This procedure follows the requirements established by the PEOSH IAQ Standard as it applies to the College workplace and applies to the following buildings/locations:

Gloucester Campus

- Main Campus: 1400 Tanyard Road, Sewell, NJ 08080
- Career and Technical Education Center: 1492 Tanyard Road, Sewell, NJ 08080
- College Services, Bldg. 6: Blackwood-Barnsboro Road, Sewell, NJ 08080
- Gloucester County Fire Academy: 200 County House Road, Clarksboro, NJ 08020
- Adult Center for Transition: 530 Salina Road, Sewell, NJ 08080
- Economic Development Center: 1480 Tanyard Road, Sewell, NJ 08080
- Rowan Medicine: 1474 Tanyard Road, Sewell, NJ 08080

Cumberland Campus

- Branch Campus: 3322 College Drive, Vineland, NJ 08361
- Arts and Innovation Center: 321 N. High St., Millville, NJ 08332

Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, the College has designated the following person responsible for compliance with this standard.

Gloucester Campus: Joshua MacFerren, 856-415-2231
Cumberland Campus: Joe Grieff, 856-200-4646

These individuals have been trained and given the responsibility by the College to oversee routine visual inspections and preventive maintenance programs, and maintain required records in order to insure compliance with the IAQ Standard. These designated people are also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations,

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facilitate repairs or further investigation as necessary, and maintain required records. The IAQ Standard program will be reviewed and approved at least annually, and updated to reflect changes in State mandates, policies, procedures, responsibilities, maintenance schedules, and contact information.

Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation, and air conditioning (HVAC) systems in this workplace. A copy of the preventive maintenance schedule is available upon request from the designated person. Damaged and inoperable components will be repaired or replaced as appropriate, and a work order to show actions taken will be completed.

Recordkeeping

The recordkeeping provision of the IAQ standard requires the following items be maintained and available to employees within ten (10) days of a request, and immediately to PEOSH inspectors during an inspection:

- Written IAQ program
- Documentation of designated person training
- Written preventive maintenance program
- 36 months of preventive maintenance log
 - Date that preventive maintenance or repair was performed
 - Person or company performing the work
 - Documentation of work performed:
 - 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; and
 - Corrective action taken if microbial growth detected.

Documentation of preventive maintenance and work orders for repairs are maintained by the Facilities Office.

Indoor Air Quality Compliance Documents

The College will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the designated person and will be available to PEOSH inspectors during an inspection. These documents include, where applicable:

1. As-built construction documents;
2. HVAC system commissioning reports;
3. HVAC systems testing, adjusting, and balancing reports;

4. Operations and maintenance manuals;
5. Water treatment documentation; and
6. Operator training materials.

Investigating Complaints

If employees begin to experience health symptoms they believe are related to poor indoor air quality, they are to notify their direct supervisor who will notify the designated person in writing so their concerns can be investigated. The designated person will provide IAQ information to be completed which begins the investigation process.

The designated staff have been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the designated person.

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 designated person will conduct an inquiry into the allegations. The findings of the initial inquiry 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 designated person will notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed in a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information for accessing Safety Data Sheets (SDS) or other hazard information. The designated person will maintain records of this notification for compliance and 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 are to notify the Facilities Office and designated person 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 will be removed as directed by the designated person. The College contracts an outside specialist to take samples when there is a potential problem or concern.

Checklist for Mold Remediation

Investigate and evaluate moisture and mold problems

- Assess size of moldy area (square feet);
- Consider the possibility of hidden mold;
- Clean up small mold problems and fix moisture problems before they become large problems;
- Investigate areas associated with occupant complaints;
- Identify source(s) or cause of water or moisture problem(s);
- Note type of water-damaged materials (wallboard, carpet, etc.); and
- Check inside air ducts and air handling unit.

Throughout the process, consult a qualified professional as needed, and communicate with building occupants at all stages of remediation.

Plan Remediation

- Plan to dry wet, non-moldy materials within 48 hours to prevent mold growth;
- Select cleanup methods for moldy items;
- Select Personal Protection Equipment (PPE), where applicable;
- Select containment equipment to protect building and occupants; and
- Contract with remediation professionals who have the experience and training needed to implement the remediation plan and use PPE and containment, as appropriate.

Remediate moisture and mold problems

- Fix moisture problem, implement repair plan and/or maintenance plan;
- Dry wet, non-moldy materials within 48 hours to prevent mold growth;
- Clean and dry mold materials; and
- Discard moldy porous items that cannot be cleaned.

Questions to Consider Before Remediating

- Are there existing moisture problems in the building?;
- Have building materials been wet more than 48 hours?;
- Are there hidden sources of water or is the humidity too high (high enough to cause condensation)?;
- Are building occupants reporting musty or moldy odors?;
- Are building occupants reporting health problems?;
- Are building materials or furnishings visibly damaged?;
- Has maintenance been delayed or the maintenance plan been altered?;
- Has the building been recently remodeled or has building use changed?; and
- Is consultation with medical or health professionals indicated?

Avoid Exposure to and Contact with Mold: Use Personal Protective Equipment (PPE) to Prevent Inhalation and Contact with Skin or Eyes

The primary function of Personal Protective Equipment (PPE) is to avoid inhaling mold and mold spores and to avoid mold contact with the skin or eyes.

If the remediation job disturbs mold and mold spores become airborne, then the risk of respiratory exposure goes up. Actions that are likely to stir up mold include: breakup of moldy porous materials such as wallboard; invasive procedures used to examine or remediate mold growth in a wall cavity; actively stripping or peeling wallpaper to remove it; and using fans to dry items.

Small Isolated Area Mold Clean-up PPE Requirements to Protect from Contact with Mold Allergens and/or Toxins (A “small isolated area” is defined as an area not to exceed 10 square feet)

- ***Close fitting goggles*** to protect your eyes. Properly fitted goggles must be designed to prevent the entry of dust and small particles. Safety glasses or goggles with open vent holes are not acceptable
- ***N95 respirator/face mask*** to avoid inhalation of mold allergens or toxins. This device covers the nose and mouth, will filter out 95% of the particulates in the air, and is available in most hardware stores.
- ***Full face shield, over goggles and N95 face mask***, to avoid inhalation and contact with skin
- ***Gloves*** – Gloves are required to protect the skin from contact with mold allergens (and in some cases mold toxins) and from potentially irritating cleaning solutions. The glove material is selected based on the type of materials being handled.
 - If using a biocide (such as chlorine bleach) or a strong cleaning solution, select gloves made from natural rubber, neoprene, nitrile, polyurethane, or PVC; or
 - If using a mild detergent or plain water, ordinary household rubber gloves may be used.

Respiratory Protection

Respirators protect cleanup workers from inhaling airborne mold, mold spores, and dust. The following describes the different types of PPE that can be used during remediation activities. Please note, all individuals using certain PPE equipment, such as half-face or full-face respirators, must be trained, have medical clearance, and be fit-tested by a trained professional. In addition, the use of respirators must follow a complete respiratory protection program as specified by the Occupational Safety and Health Administration.

Note: Currently **no** employees are qualified in performing the two items listed below. Work requiring the below protection will be handled by an outside contractor who has met the training and fit-test requirements for respiratory protection.

- Limited: Limited PPE includes use of a half-face or full-face air purifying respirator (APR) equipped with a HEPA filter cartridge; and
- Full: In situations in which high levels of airborne dust or mold spores are likely or when intense or long-term exposures are expected (e.g., the cleanup of large areas of contamination), a full-face, powered air purifying respirator (PAPR) is recommended. In situations where a full-face respirator is in use, additional eye protection is not required.

Controlling Air Contaminants

Outside air

The designated person 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. 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 insure 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, facilities personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Facilities Office and designated person is to be contacted. The Facilities Office and designated person 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.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the designated person ensures these areas are clear and operable to allow the flow of air. If carbon dioxide (CO₂) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the designated person will conduct an inspection to ensure 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. The designated person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain via the contractor/architect/construction manager the Safety Data Sheet (SDS) for all products to be utilized on the project and maintain on-site throughout the duration of the project;
- Choose 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; and
- Use 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 and, where applicable the architect involved 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 and the architect involved will maintain records of this evaluation for compliance and recordkeeping purposes.

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 will be confined to the renovation or construction area.

If work is being performed by an outside contractor, the designated person will maintain communication with contractor personnel to insure 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 are to consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees are instructed to report any work-related health symptoms to Human Resources, so they can be accurately assessed and investigated when indicated. All exposures are 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 (www.state.nj.us/dca/codes), telephone: 609-984-7609.

Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees are to ensure 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., water leak or visible mold) they are to promptly notify:

Gloucester Campus: Joshua MacFerren at 856-415-2231 / 856-415-2201
Cumberland Campus: Joe Grieff, 856-200-4646

In the case of an **emergency situation, notify Campus Security.**

Gloucester Campus: 856-681-6287
Cumberland Campus: 856-200-4706 or 856-691-8600, ext. 1777

Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring 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.

Area: Facilities
Approved: 11/10/20
Revised: 12/17/24

President's Authorization: Jim Keating

References:

N.J.A.C. 5:23 New Jersey Uniform Construction Code

N.J.A.C. 12:100-13 New Jersey Public Employees' Occupational Safety and Health Act (2007)

Rowan College of South Jersey Board of Trustees Policy Manual, *5103 Indoor Air Quality*

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