PRO-U5950.01B INDOOR AIR QUALITY

Reports of smoke, natural gas leaks or other similar air quality events should be reported to the University Police dispatcher immediately. Such reports are not part of this procedure.

**Action by:**

- **University personnel**
  - With concerns about Indoor air quality
  - 1. *Are encouraged* to notify their supervisors.
- **Students**
  - 2. *May wish to share* concerns with their faculty members or appropriate department offices.
- **University personnel**
  - With continued concerns about indoor air quality
  - 3. **Contact** the Environmental Health and Safety (EHS) office at x3064 or email ehs@wwu.edu.
- **Personnel in other departments who are likely to receive notification or gain awareness of indoor air quality concerns (such as Human Resources or Facilities Management)**
  - 4. *Are encouraged* to notify EHS.
- **EHS personnel**
  - 5. **Respond** to the concern.
  - 6. **Create** an incident/potential hazard report.
  - 7. **Investigate** issues as a potential hazard.
  - 8. Based on the initial determination **take** the following or other actions **ONLY** as appropriate:
PROCEDURE

Action by:

Action:

- **Recommend** enhanced cleaning as resources are available.
- **Provide** portable air cleaner(s) as available and appropriate on temporary loan.
- **Schedule** a joint inspection with Facilities Management staff.
- **Provide** air quality logs and/or survey affected personnel.

**NOTE:** Following the initial response, many indoor air quality concerns are managed with facility cleaning or air cleaner placement. Other concerns require work by Facilities Management staff, such as with water leaks. Some concerns require a minor capital or major capital facility renovation project. The time-frame for larger-scale action is months to years.

9. **Determines** whether an indoor air quality concern has escalated by evaluating whether some of the following occur:

- The number of people involved increases
- The duration of the concerns becomes lengthy or initial mitigation efforts are unsuccessful
- The severity of symptoms becomes increasingly acute
- Difficulties arise with either source identification or solution identification

10. When faced with an escalation of concern, **assembles** an action team to approach institutional issues, including the following members, as appropriate:

Director of Environmental Health and Safety (EHS)
PROCEDURE

Action by:  

Action:

- EHS staff
- Facilities Management staff
- Space Administration manager
- Human Resources staff
- Risk Manager
- Department head for affected area

Optional participation may include:

- Representative from the University division with personnel affected by the air quality concern
- Student Health Center Medical Director
- Assistant Attorney General
- University Communications staff
- Operating Budget staff
- Capital Budget staff

11. **May notify** the Vice President for Business and Financial Affairs and the Vice President of the affected employees prior to the first meeting of the action team.

12. **Provides** information on indoor air quality contaminant identification and control as appropriate.

13. **Provides** information on facility alterations as appropriate.

**NOTE:** Information is presented jointly whenever possible.

14. **Schedules** meetings as appropriate to present information to affected individuals through a department’s supervisory personnel.

15. **Shares** information as appropriate either electronically or in written form.
**PROCEDURE**

**Action by:**

**Action:**

**NOTE:** Meetings are scheduled at points in the response process when information becomes available or action is planned.

**Affected Employees**

16. **May provide** information about related symptoms to the Environmental Health and Safety office, and to selected consultants, if used, via two forms completed by affected occupants: indoor air quality log and indoor air quality occupant interview.

**NOTE:** Information provided is maintained as confidentially as feasible.

**University Communications staff**

17. **Becomes involved** if the need arises to provide public information about an escalated indoor air quality situation, for example, prior to a departmental move to other facilities or investigation by a news media organization.

**The action team or individual team members**

18. **Make** recommendations about funding issues to the University Administration as appropriate based on available resources and the urgency of financial requirements.

**Director of Environmental Health and Safety (EHS)**

19. **Provides** employees impacted by an escalated indoor air quality issue with notes from action team meetings, as feasible.

**NOTE:** Documentation regarding an escalated event is maintained in the EHS incident/potential hazard report materials.

**Employees including student workers who have symptoms that they believe are caused by indoor air quality problems**

20. **May** choose to pursue workers’ compensation benefits.

**NOTE:** A workers’ compensation claim must be filed by a physician to the Washington State Department of Labor and Industries (state fund) on behalf of an employee. An employee may select an occupational medicine specialist for such medical consultation. Occupational physicians’ expertise rests with medical treatment for conditions and symptoms.
21. **May** have an occupational medicine specialist speak with groups of employees to present health-related information.