

INDOOR AIR QUALITY

I. PURPOSE

- A. Missouri State University is committed to providing faculty, staff and students with a work environment free of recognized hazards.

II. BACKGROUND

- A. Missouri State University Facilities Management works proactively to maintain healthy indoor air quality in University facilities. Indoor air quality is maintained through a number of actions including regular maintenance of heating, ventilating, and air-conditioning equipment to ensure equipment is operating properly, filters and drain pans are clean, etc.; monitoring temperature and humidity in buildings and controlling fresh air ventilation via the campus-wide facility management system; maintaining the building envelope to reduce the chance of water intrusion; keeping buildings clean and utilizing low odor cleaning products in buildings whenever possible; and instructing Facilities Management building staff to monitor indoor air quality and take appropriate action to correct any issues that arise.

III. PROCEDURES

- A. Indoor air quality (IAQ) can be negatively impacted by a number of issues, including but not limited to:
 - 1. Temperature and humidity control issues
 - 2. Poor air circulation
 - 3. Dust of other airborne particulate
 - 4. Carbon monoxide/carbon dioxide
 - 5. Nitrogen sulfide (sewer gas)
 - 6. Mold
 - 7. Radon
 - 8. Miscellaneous odors
- B. Reports of IAQ issues
 - 1. Many air quality concerns are more nuisance issues than health concerns, but some can become health concerns if left unaddressed. Reports of indoor air quality issues are investigated by Facilities Management and Environmental Management on a case-by-case basis.
- C. IAQ concerns should be directed to respective Building Coordinator.
 - 1. The Building Coordinator will make the initial investigation request. The Building Coordinator will help to determine if a concern is localized or more widespread through the building. A list of Building Coordinators can be found on the Safety and Transportation Department's website.
- D. The IAQ investigative process is outlined below:
 - 1. Report IAQ concern to your respective supervisor.
 - 2. Area occupant(s) and supervisor complete and submit appropriate questionnaire to the Building Coordinator who will help determine if a concern is localized or more widespread throughout the building.

3. Building Coordinator will notify Facilities Management through the TMA work order system and forward the completed questionnaires to the Director of Facilities Management.
 4. An IAQ investigation will be initiated.
 5. If potential health concerns are identified, Facilities Management will notify the Director of Environmental Management to provide support during the evaluation.
- E. IAQ questionnaires can be accessed at the Facilities Management website.
1. The Supervisor Questionnaire is for the area supervisor to complete.
 2. The Occupant Questionnaire is for all affected area occupants to complete. This information will assist the Building Coordinator and Facilities Management/Environmental Management personnel to identify potential source(s) of the IAQ concern.
 3. **If there is an immediate health hazard, contact Safety and Transportation at 836-5509.**
- F. Initial IAQ investigations will generally consist of:
1. Review of the submitted questionnaires.
 2. Visual inspection of the affected area to identify probable sources (chemical use and storage, work activities, housekeeping, recent renovation, water intrusion, etc.).
 3. Review of area HVAC system.
- G. Results of the initial investigation will be communicated to the Building Coordinator. Subsequent investigation(s) will be determined by the results/observations from the initial review.
- H. Individual sensitivities to the IAQ issues can vary widely from person to person. There are few regulations that address IAQ and exposure standards are extremely limited, so common practices are used to identify, evaluate, and control IAQ issues. University personnel generally rely on recommendations from the United States Environmental Protection Agency (EPA), the Centers for Disease Control (CDC), and the American Industrial Hygiene Association (AIHA).
- I. There are limitations to IAQ investigations. As noted, individual sensitivities can cause some occupants to experience discomfort at exposure levels far below others or even at levels below occupational exposure standards. Also, mold sampling applications are limited, as mold exists at some level in virtually every environment, and there are no exposure standards to provide meaningful comparison. Mold issues will be addressed as appropriate for each particular situation, but in general the approach will be to simply remove visually-identifiable mold (rather than collect samples).