



The Stockton University
Indoor Air Quality Program

Reviewed and Revised
February 20, 2023

Policy and Administration

This notice is to inform employees that Stockton University complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13) (2007), which was proposed on December 18, 2006 and adopted on May 21, 2007.

We recognize that good indoor air quality is essential to employee's health and productivity. We have established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Indoor Air Quality Program applies to all University buildings and locations on the main campus and off campus.

Designated Person(s)

As required by the New Jersey PEOSH Indoor Air Quality Standard, three people have been designated as the responsible parties for Stockton University's compliance with the standard. This designated people are:

*Matt Gettings, Plant Management/HVAC
Engineer in Charge of Maintenance 2
Telephone 609-652-4375
Email: Matthew.Gettings@stockton.edu*

*Amber Berry, Manager of Environmental Health and Safety
Telephone 609-626-6126
Email: Amber.Berry@Stockton.edu*

*Megan Fielding, Environmental, Health and Safety Specialist
Telephone 609-626-3603
Email: Megan.Fielding@stockton.edu*

The designated Person(s) is someone who has been trained and given the responsibility by Stockton University to oversee routine visual inspections, oversee preventive maintenance programs, and to oversee that required records are maintained in order to ensure compliance with the IAQ Standard. The designated Person(s) is also assigned to receive employee concerns and complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and update the written program annually.

Preventive Maintenance

Preventive maintenance that follows manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems at the University. The University's preventive maintenance system is referred to as Asset Essentials. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Recordkeeping

Documentation of preventive maintenance, work orders, and repairs to the ventilation system are retained for at least 3 years and can include both electronic and hard copies. Historic records are maintained in DocuSave Records Retention and electronically on computer hard drives.

Indoor Air Quality Compliance Documents

Stockton University will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person(s) and will be available to PEOSH during an inspection. These documents include:

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 logs
6. Operator training materials
7. IAQ reports

Investigating Complaints

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify Plant Management so that a Designated Person(s) can be informed, and their concerns can be investigated.

The Designated Person(s) has 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(s).

The Designated Person(s) will send the affected employee an Occupant Interview document, prior to the site visit, which will be filled out and send back. This document will be used during the investigation and kept on file with Plant Management. See pages 8-9 for example of document.

Responding to Signed Employee Complaints to PEOSH

If the University receives a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, the University 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(s).

Notification of Employees

The Designated Person(s), or his designee, will notify University employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on 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 on how to access Safety Data Sheets (SDS) or other hazard information. The Designated Person(s) will maintain records of this notification for compliance 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 University employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). The employees should notify Plant Management 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 may be removed as directed by the Designated Person(s) or his designee.

Controlling Air Contaminants

Outside air

The Designated Person(s) will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle and nearby exhaust stacks. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person(s) will eliminate the contaminant source or make arrangements to relocate the intake.

Point Source Contaminants

The Designated Person(s) 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 ensure that 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, HVAC Personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person(s) should be contacted. The Designated Person(s) 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(s) should ensure that 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(s) will conduct an inspection to ensure that 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(s) will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain 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.
- 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(s), or his

designee, 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(s) will maintain records of this evaluation for compliance recordkeeping purposes.

Plant Management Personnel, and the Designated Person(s), 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 shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Designated Person(s) will maintain communication with contractor Personnel to ensure 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 should consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to their immediate supervisor so that they can be accurately assessed and investigated when indicated.

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, 609-984-7609)

Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person(s), or his designee, will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these

systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

Employee Responsibilities

All employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that 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. inoperable windows, water leaks, visible mold) they should notify the following Designated Person(s) so that the situation can be addressed promptly.

*Matt Gettings, Plant Management/HVAC
Engineer in Charge of Maintenance 2
Telephone 609-652-4375
Email: Matthew.Gettings@stockton.edu*

*Amber Berry, Manager of Environmental
Health and Safety
Telephone 609-626-6126
Email: Amber.Berry@Stockton.edu*

*Megan Fielding, Environmental, Health and Safety Specialist
Telephone 609-626-3603
Email: Megan.Fielding@stockton.edu*

Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that 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. This plan will be reviewed prior to April 1 of each year.

Certifications:

Reviewed and Approved:

Matt Gettings
Designated Person(s)

2/28/2023

Matt Gettings

Amber Berry
Designated Person(s)

2/28/2023

Amber Berry

Megan Fielding
Designated Person(s)

2/28/2023

Megan Fielding

Occupant Interview

Building Name: _____ File Number: _____

Address: _____

Occupant Name: _____ Work Location: _____

Completed by: _____ Title: _____ Date: _____

Sections 4 discusses collecting and interpreting information from occupants.

Symptoms/Patterns

What kind of symptoms or discomfort are you experiencing?

Are you aware of other people with similar symptoms or concerns? Yes _____ No _____

If so, what are their names and locations? _____

Do you have any health conditions that may make you particularly susceptible to environmental problems?

- contact lenses chronic cardiovascular disease allergies
- undergoing chemo or rad therapy chronic respiratory disease
- chronic neurological problems
- immune system suppressed by disease or other causes

Timing Patterns

When did your symptoms start?

When are they generally worst?

Do they go away? If so, when?

Have you noticed any other events (such as weather events, temperature or humidity changes, or activities in the building) that tend to occur around the same time as your symptoms?

Spatial Patterns

Where are you when you experience symptoms or discomfort?

Where do you spend most of your time in the building?

Additional Information

Do you have any observations about building conditions that might need attention or might help explain your symptoms (e.g., temperature, humidity, drafts, stagnant air, odors)?

Have you sought medical attention for your symptoms?

Do you have any additional comments?