



### Indoor Air Quality Policy

Responsible Official: **Chief Operating Officer**

Responsible Office: **Environmental Health and Safety**

#### Policy Purpose

This policy specifies the indoor air quality obligations at ETSU owned and leased facilities.

#### Policy Statement

Indoor Air Quality (IAQ) covers a wide range of issues from ventilation system deficiencies, overcrowding, and microbiological contamination, to outside air pollutants and off gassing from mechanical equipment and materials in the office. ETSU will follow federal guidelines related to IAQ environment at all ETSU owned or leased facilities.

A complaint about IAQ should be filed with the Office of Environmental Health & Safety (EHS). EHS will begin an investigation of any IAQ complaint filed with its office within twenty-four (24) hours after the next business day of an initial complaint.

EHS will investigate: (1) by interviewing the affected occupant(s); and (2) completing a walk-through of the area with the occupant(s) to eliminate potential sources of contaminated areas, if possible. This may include the use of monitors for IAQ parameters, including temperature, humidity, carbon dioxide, carbon monoxide, VOC's and gases. Additional expertise from Facilities Management, Disabilities Services, or an Occupational Health Physician may be utilized to help identify the source.

Authority: TCA § 49-8-203 et. Seq; Occupational Safety and Health Administration (OSHA)-General Duty Clause Act of 1970, section 5; American Society of Heating, Refrigeration and Air conditioning Engineers (ASHRAE) standard 62-1989 (Ventilation for Acceptable Indoor Air Quality); Environmental Protection Agency (EPA)-Building Air Quality.

Previous Policy: Facilities Management (Unit) Policy 700.35 – Indoor Air Quality

#### Defined Terms

*A defined term has a special meaning within the context of this policy.*

## Policy History

Effective Date: May, 2011

Revision Date: February 28, 2022

## Procedure

To register an emergency indoor air quality complaint, contact Facilities Management at 423-439-7900. For non-emergent requests, place a Work Order through the [TMA system](#).

## Related Form(s)

[TMA system](#) work order.

## Scope and Applicability

Primary:

Secondary:

## Procedure History