

## 1.0 Purpose and Applicability

- 1.1 This policy is designed to provide University employees a workplace free of recognized indoor environmental quality hazards.
- 1.2 This policy applies to University of Pennsylvania faculty, students and staff.

## 2.0 Definitions

- 2.1 Indoor Environmental Quality (IEQ) Hazard is a building condition that has the potential to adversely impact the health of building occupants. It includes exposures to chemicals, biological agents and physical conditions that may cause irritation, illness or exacerbate existing health conditions. IEQ does not include thermal comfort unless conditions place occupants at risk from heat or cold stress. IEQ also does not include the presence of occasional odors.
- 2.2 Indoor Environmental Quality (IEQ) Response Events are situations that can result in the development of an IEQ hazard and require the prompt correction by Facilities Services and notification of EHRS. IEQ response events include large (>15 gallons) water releases from any source (potable, sewage, roof leak, equipment release); water retention outside the drain pan in air handlers; retention of water, leaves or other debris at outside air intakes; the use of volatile or hazardous materials in the renovation or maintenance of a building.

## 3.0 Roles and Responsibilities:

- 3.1 Building Administrators must notify EHRS in the event of an *IEQ Response Event* or if building occupants express concerns regarding suspected IEQ hazards.
- 3.2 Facilities Services Staff (both management and mechanics) are responsible to ensure that routine maintenance is performed in buildings so that the decreased performance of building systems or lack of repairs does not adversely impact IEQ. They must also notify EHRS of *IEQ Response Events* and respond appropriately to correct them. EHRS also must be notified if building occupants express concerns regarding suspected IEQ hazards.

- 3.3 Project Management Staff are responsible for ensuring that new construction and renovations are designed and completed such that building mechanical systems are adequate to provide acceptable IEQ. They also must make certain that renovations in occupied buildings are performed in a manner that does not adversely impact IEQ. They must notify EHRS of *IEQ Response Events* that occur during construction.
- 3.4 All university personnel involved in leasing space are responsible to see that lease contracts explicitly require the lessee to provide leased space that is free of recognized IEQ hazards and to notify EHRS of *IEQ Response Events*. Lease contracts shall also include a release clause allowing the University to break leases where recognized IEQ hazards are documented and not corrected within 60 days.
- 3.5 EHRS Industrial Hygiene staff are responsible for evaluating complaints and performing investigations as deemed appropriate.
- 3.6 Occupational Medicine is responsible for evaluating employees who believe that IEQ has affected their health.
- 3.7 Student Health Services is responsible for evaluating students who believe that IEQ has affected their health.
- 4.0 **Procedures**
- 4.1 IEQ concerns should be reported to EHRS at (215)898-4453 or emailed to [ehrs@ehrs.upenn.edu](mailto:ehrs@ehrs.upenn.edu)
- 4.2 EHRS Industrial Hygiene staff will investigate complaints, provide recommendations to Facilities Services for corrective action and keep concerned building occupants informed regarding findings.
- 5.0 **Key References**
- A Guide to Indoor Air Quality, EPA.  
<http://www.epa.gov/iaq/pubs/insidest.html#Intro>
  - ASHRAE Standard 62, Ventilation for Acceptable Air Quality
  - IICRC S500 - Standard and Reference Guide for Professional Water Damage Restoration
  - Bioaerosols Assessment and Control, ACGIH