



Rutgers Environmental Health and Safety (REHS)

Program Name:	Indoor Air Quality Program		
Responsible Executive:	Executive Director of REHS		
Adopted:	January 1, 2007	Reviewed/Revised:	January 27, 2020

1. Program Statement

It is the policy of Rutgers University to provide a safe and healthful workplace, including ensuring acceptable air quality in Rutgers buildings.

2. Reason for Program

This program establishes procedures to ensure acceptable air quality in Rutgers buildings and is intended to comply with the following standard:

- *New Jersey Indoor Air Quality Standard (N.J.A.C. 12:100-13.1)*

3. Who Should Read this Program

This program applies to all Rutgers employees who work in Rutgers office buildings, whether they are owned or leased.

4. The Program

I. Roles and Responsibilities

A. Rutgers Environmental Health and Safety (REHS)

REHS provides program oversight and consultation to Rutgers departments regarding indoor air quality. REHS performs indoor air quality assessments and air monitoring as needed. REHS provides a written report of findings and maintains all records for a minimum of 3 years.

B. Institutional Planning & Operations (IP&O)

IP&O maintains heating, ventilation and air conditioning (HVAC) systems in a manner consistent with manufacturer’s recommendations to ensure good air quality. IP&O documents and retains preventive maintenance records for a minimum of 3 years.

IP&O assists REHS in investigating indoor air quality complaints as related to the operation and maintenance of HVAC systems. IP&O makes necessary repairs or corrects any deficiencies identified during indoor air quality assessments.

C. Occupational/Employee/Student Health Services

Employees or students who suffer adverse health effects from indoor air quality complaints will be referred to Occupational/Employee/Student Health Services for evaluation.

II. Definitions

<i>Air Contaminants</i>	Substances contained in the vapors from paint, cleaning chemicals, pesticides, solvents, particulates, outdoor air pollutants and other airborne substances which together may cause material impairment to employees working within the enclosed workplace.
<i>Designated Person</i>	A person who has been given the responsibility by the Rutgers to take necessary measures to assure compliance with the New Jersey Indoor Air Quality Standard.
<i>HVAC System</i>	The collective components of the heating, ventilation and air conditioning system including, but not limited to, filters and frames, cooling coil condensate drip pans and drainage piping, outside air dampers and actuators, humidifiers, air distribution ductwork, automatic temperature controls, and cooling towers.
<i>Office Building</i>	A building in which administrative, clerical or educational activities are conducted.
<i>Renovation and Remodeling</i>	Building modification involving activities that include but are not limited to: removal or replacement of walls, roofing, ceilings, floors, carpet, and components such as moldings, cabinets, doors, and windows; painting; decorating; demolition; surface refinishing; and removal or cleaning of ventilation ducts.

III. Procedures

A. Designated Person

The designated person is responsible for:

- 1) Having thorough knowledge of and ensure compliance with the New Jersey Indoor Air Quality Standard
- 2) Receiving and responding to employee complaints regarding indoor air quality
- 3) Communicating requirements of the standard to appropriate departments and the Rutgers community

The following is a list of designated persons along with their respective areas of control:

- 1) Rutgers University - New Brunswick
Boyd Moore, Senior Director, Mechanical Maintenance
Phone: 848-445-3708
Email: boyd.moore@rutgers.edu
- 2) Rutgers University - Housing Operations (New Brunswick)
Steven Dubiago, Senior Director, Mechanical Maintenance
Phone: 848-932-1002
Email: steve.dubiago@rutgers.edu
- 3) Rutgers Biomedical Health Science –New Brunswick
Christopher Pepsin, Director, Physical Plant
Phone: 732-235-4663
Email: christopher.pepsin@rutgers.edu
- 4) Rutgers Biomedical Health Science - Newark
James Campoli, Senior Director, Operations and Services
Phone: 973-972-7770
Email: james.campoli@rutgers.edu
- 5) Rutgers University - Newark
James Campoli, Senior Director, Operations and Services
Phone: 973-972-7770
Email: james.campoli@rutgers.edu
- 6) Rutgers University - Housing Operations (Newark)
George Matteo, Assistant Director, Facilities and Operations
Phone: 973.353.1415
Email: george.matteo@rutgers.edu
- 7) Rutgers University - Camden
Michael Fitzgerald, Associate Director, Facilities Maintenance
Phone: 856-225-2390
Email: mike.fitzgerald@rutgers.edu
- 8) Rutgers University - Dining Operations (New Brunswick)
Jack Schrum, Facilities Supervisor for Dining Services
Phone: 848-445-7200
Email: jschrum@dining.rutgers.edu
- 9) Rutgers University - Athletic Operations (New Brunswick)
Matt Colagiovanni, Sr. Associate Athletic Director for Facilities & Operations
Phone: 732-445-4223
Email: mattc@scarletknights.com
- 10) All off campus facilities operated and maintained by the University
Michael Manchello, Associate Vice President
Phone: 973-972-3413
Email: michael.manchello@rutgers.edu
- 11) All off campus facilities leased or operated by an outside agency
Mark McLane, Executive Director, Rutgers Environmental Health and Safety
Phone: 848-445-2550
Email: mark.mclane@rutgers.edu

B. Preventive Maintenance (PM)

Facilities Maintenance personnel at all Rutgers campuses and satellite locations are responsible for maintaining HVAC and other building systems by:

- 1) Following their PM Standard Operating Procedure (SOPs) which includes visual inspections, replacement of components, and frequency of inspections that meet the manufacturer's recommendation or other established method.
- 2) Maintaining maintenance records for a minimum of 3 years to include: date of work, work performed, and person or outside company who performed the work.
- 3) Maintaining a work order system to track regularly scheduled PM work or employee generated requests.

C. Compliance Documents

Departments responsible for portions of this standard are required to maintain all documents for a period of 3 years or according to their records retention policy. This includes, but is not limited to:

- 1) Facilities Maintenance, Utilities, Facilities Project Administration (FPA)
 - PM work, repairs to building systems, operating manuals, and training materials.
 - Blueprints, schematics, and testing/balancing reports for HVAC systems.
 - Renovation and construction documents.
- 2) REHS
 - IAQ assessments, correspondence with regulatory agencies, and other pertinent IAQ compliance documents.
- 3) Occupational Health
 - Medical records.

Upon receipt of a written request by employees or their representatives, REHS will obtain and provide all documents required by the standard within 10 working days.

D. Investigating Complaints

Employees who have indoor air quality complaints can file a complaint with:

- 1) Facilities Maintenance for temperature and humidity complaints.
- 2) REHS for health concerns or other complaints.

Public Employees' Occupational Safety and Health (PEOSH) filed complaints:

- 1) REHS will be the liaison for all PEOSH complaints and will provide all necessary correspondence within the required 15 working days.

E. Control of Contaminants

Under normal operating conditions, it is not expected that contaminants would be above applicable exposure limits for indoor environments. However, if maintenance or

housekeeping activities introduce a contaminant above an applicable exposure limit, REHS will evaluate the activity and recommend appropriate control measures.

Facilities Maintenance is responsible for ensuring that windows, doors and vents are operable in occupied areas without mechanical ventilation.

Smoking is prohibited in all Rutgers buildings and automobiles. Please see the University Smoking Policy for additional details.

If the makeup air is contaminated by other sources such as vehicle exhaust, REHS will evaluate the source of contamination with Facilities Maintenance and/or other departments to determine adequate control methods.

Microbial growth shall be controlled by the following means:

- 1) Ensuring HVAC systems are functioning properly
- 2) Repairing/eliminating sources of moisture
- 3) Promptly drying materials damaged by water within 48 hours
- 4) Monitoring sources of moisture such as roof leaks until remediation and/or repair occurs
- 5) Conducting mold remediation according to Rutgers guidelines.

F. Air Quality During Renovation and Construction Projects

The project manager is responsible for ensuring that the contractor or department performing the work obtains appropriate permits and prevents the infiltration of dust, debris, odors, vapors, into the occupied areas of the building. This may be through the means of local ventilation, barriers or other protective devices.

Before the use of any chemicals or materials that may release chemical vapors, the contractor shall review the safety data sheets (SDS) to determine the best product to use (hazard, durability, etc.). Based on this review, the contractor must implement control methods meeting the requirements above.

If air contaminants will be introduced into the occupied areas, the project manager must coordinate notification to the building occupants through established internal procedures.

This notification must be made at least 24 hours in advance or promptly in the case of an emergency.

Prior to re-occupancy, the renovated or constructed area must be adequately cleaned and ventilated, as necessary.

G. Program Review

REHS will coordinate a review of the program at least annually to reflect changes in policies, procedures, responsibilities, and contact information.