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GUIDELINES FOR REPORTING INDOOR AIR QUALITY CONCERNS

1.0 Introduction

Indoor Air Quality (IAQ) refers to the air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Understanding and controlling common pollutants indoors can help reduce your risk of indoor health concerns. IAQ is influenced by a variety of factors, including but not limited to:

- Temperature and humidity;
- Insufficient outside air being introduced and circulated by the Heating, Ventilation, and Air Conditioning (HVAC) system; and
- Odors from outside sources being introduced into the system.

A typical IAQ investigation consists of building occupants completing the IAQ questionnaire, the Environmental Health and Safety Office (EHSO) interviewing building occupants, and EHSO and/or Campus Services (University) or Facilities or Safety Management (Healthcare) conducting a building survey. These steps assist in determining an appropriate remediation strategy.

Investigation and remediation of IAQ concerns is a joint effort between EHSO, Campus Services (University) or Healthcare Facilities or Safety Management (Healthcare), and the individual(s) reporting the problem. Most concerns can be addressed quickly. However, complex situations such as situations that involve an entire building or that have multiple factors involved, may take more time to investigate and reach a resolution. In each case, EHSO and Campus Services/ Healthcare Facilities or Safety Management make it a point to keep building occupants informed of progress in addressing the situation.

2.0 How to Minimize IAQ Problems

You can help minimize IAQ problems in your work area by observing the following:

- Do not block or shut vents or building returns.
- Do not block thermostats with equipment.
- Observe the Emory's NO SMOKING Policy,
- Dispose of food waste daily in recycling receptacles that are emptied daily.
- Do not over water plants and do not allow mold growth to occur in the dirt.
- Clean up water spills promptly.
- Report water intrusion and sewage problems IMMEDIATELY to:
 - University - Campus Services at (404) 727-7463
 - Healthcare – applicable Facilities Management office
- Avoid concentrating electronic office equipment within small, unventilated areas.
- Do not burn candles or have other scent-producing materials in the work area.

3.0 How to Conduct a Survey of the Area

If you have indoor air quality concerns, an important step you can take is to identify potential sources of your concern by conducting a basic survey. Survey your area for chemicals stored in open containers (i.e., cleaners, paints, etc.), mold growth, odors caused by outside activities (e.g., cigarette smoke, construction activities, engine exhausts, garbage, etc.), or anything that likely could be the cause of your IAQ concern. It is helpful to keep a log about the nature of the problem, surrounding condition, and times that you may observe the order. Be sure to describe any pattern or other aspects that will help

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uncover the cause of the IAQ problem. This information is very helpful in identifying problems and can help expedite a solution.

4.0 Who to Contact

If you have an IAQ concern, contact:

- University - Campus Services at (404)727-7463 and report the problem.
- Healthcare – applicable Facilities Management and report the problem.

If Campus Services/ Healthcare Facilities Management is unable to identify and resolve the problem, either Campus Services/ Healthcare Facilities or Safety Management, or the complainant should contact EHSO at **(404) 727-5922**.