

BUILDING AIR QUALITY PROGRAM

Program Element

[R2-10-207\(10\)\(i\)](#)

The overall Industrial Hygiene Program shall include a Building Air Quality element when applicable.

Building Indoor Air Quality (IAQ) is “a constantly changing interaction of complex factors that affect the types, levels, and importance of irritants in indoor environments” (EPA).

Development and implementation of IAQ policies and procedures will help mitigate IAQ issues before they become a concern in the work environment. It is the responsibility of each agency to ensure employees are provided a safe and healthy work environment. Coordination with the landlord, custodians, supervisors, maintenance personnel, contractors, facility managers, loss prevention coordinators (LPCs), and building occupants is necessary to accomplish this. Each entity must understand what is expected of them and how they can impact IAQ issues within the workplace. Timely response to IAQ concerns is necessary to minimize exposures and help assure safe and healthy work environments.

Definition:	An IAQ Program will establish policies and procedures to prevent poor indoor air quality which could contribute to building occupants experiencing headaches, dizziness, nausea, respiratory irritation, itching eyes, coughing, sneezing, congestion, fatigue, difficulty concentrating, and discomforts or reactions to various odors.
Why do I need this program?	An agency IAQ Program establishes protocol for preventing, identifying, and resolving IAQ issues. It is important to respond quickly and effectively to IAQ issues to prevent adverse health problems. Health effects from IAQ issues may surface immediately or years later. (OSHA, 2011)
How do I know if this program applies to my agency and my specific job hazards?	<p>Building tenants are to comply with the building management’s policies and report any concerns once they have eliminated any sources introduced themselves.</p> <p>Agencies that own or manage buildings should have a program assessing IAQ through the evaluation of emission sources, ventilation system efficiency, building condition, and maintenance schedules.</p> <p>Evaluation forms are available from:</p> <ul style="list-style-type: none">• EPA I-BEAM• OSHA Indoor Air Quality in Commercial and Institutional Buildings

What are the minimum required elements and/or best practices for an Building Air Quality (IAQ) Program?

The components of an IAQ Program are essential to an overall safety and health program approach including:

- Management commitment,
- Training,
- Employee involvement,
- Hazard identification and control, and
- Program audit

Starting a new IAQ Program seems overwhelming, however, a systematic approach is needed to begin and maintain a program. The [EPA Building Air Quality Action Plan](#) recommends the following eight steps:

1. Designate an IAQ manager
2. Develop an IAQ profile of your building
 - a. Identify and review existing records
 - b. Conduct a walkthrough to assess the current IAQ situation
3. Address existing and potential IAQ problems
4. Educate building personnel about IAQ
5. Develop and implement a plan for facility operations and maintenance, including:
 - a. HVAC operations
 - b. Housekeeping
 - c. Preventative maintenance
 - d. Unscheduled maintenance
6. Manage processes with potentially significant pollutant sources including:
 - a. Remodeling and renovation
 - b. Painting
 - c. Pest Control
 - d. Shipping and receiving
 - e. Smoking
7. Communicate with tenants and occupants about their role in maintaining good IAQ
8. Establish procedures for responding to IAQ complaints

<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>IAQ training should be conducted with building staff and contractors.</p> <p>The following training topics should be considered:</p> <ul style="list-style-type: none"> ● Indoor air pollution sources and their health effects, ● How buildings operate, ● Guidelines available to identify indoor air quality hazard levels, and ● Recommended approaches to prevention, diagnosis and mitigation <p>Building occupants should be provided with information about the sources and effects of pollutants under their control, and proper operation of the ventilation system.</p>
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>All training should be documented either in paper format, electronic means or via the State of Arizona Learning Management System.</p> <p>Program documents, training materials, and attendance rosters should be maintained in accordance with AZ Library, Archives and Public Records general retention schedules, LAPR - Retention Schedules.</p>
<p>Are there any resources available that can assist me in putting together an IAQ Program?</p>	<p>Yes. Loss Prevention Consultants are available who can assist managers and supervisors in identifying potential hazards, and guide agencies on the establishment of program elements.</p> <p>For assistance contact State Risk Management, Loss Prevention at rmdlossprevention@azdoa.gov.</p> <p>Other Resources:</p> <ul style="list-style-type: none"> ● EPA, Building Air Quality Guide: A Guide for Building Owners and Facility Manager ● Summary of the Clean Air Act US EPA ● IAQA, Indoor Air Quality Association ● AIHA, Indoor Air Quality ● OSHA (2011) Indoor Air Quality in Commercial and Institutional Buildings, 3430-04. Retrieved from https://www.osha.gov/Publications/3430indoor-air-quality-sm.pdf. ● Indoor Air Quality - Overview Occupational Safety and Health Administration