

## South Texas College

### Indoor Environmental Quality (IEQ) Procedure

Indoor Environmental Quality (IEQ) can cause significant and harmful health effects such as health problems, affecting basic comfort and performance. South Texas College (STC) takes the health and safety of all faculty, staff, students and visitors very serious. For this, STC follows American Society Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards to meet good Indoor Environmental Quality. STC accomplishes IEQ assessments using school staff to perform a limited and well-defined inspection. However, some actions may require specialized expertise. The following procedures will be followed:

#### Reporting the concern

- Any indoor environmental quality concern by faculty, staff or students can be reported through the STC [Environmental, Health, and Safety \(EHS\) webpage](#). Under the “Environmental and Occupational Safety” tab, click on the [Indoor Environmental Quality Request Form](#) and begin the submission process.
- Ensure that all necessary details are filled out before submitting the request.

#### IAQ Procedures

- Check for any Indoor Air Quality (IAQ) request in the EHS email.
- Identify the location where the suspected IAQ problem exist.
- Verify room temperature and humidity level, to determine if it is in comfort values.
- Interview employees on the reported concern.
- Proceed to make a visual inspection of the room/area.
- Look for sources of indoor contaminants such as office machines, cleaning products, perfumes and sources of microbial growth.
- If the room area has carpet check the condition if it looks well maintained/clean.
- Inspect HVAC duct condition, if dust and debris is present inside ducts.
- Use testing tools to perform indoor air quality analysis which will help identify areas of concern.
- Complete an indoor environmental quality report to provide the EHS investigator with a guide of a consistent IEQ investigation. This report is focused in the evaluation of the work area (housekeeping, water infiltration, odors, pest issues, windows) and the ventilation system (outside air intake, ducts, air filters, evaporator condition, supply fans, condensation drip pans).

- If initial interviews and investigation lead to collect air samples for a more detailed chemical sampling, a request will be submitted to perform an air quality test through a certified environmental consultant.
- Once the results have been received, we will review the results and provide recommendations for remediation, if necessary.

#### Closing Request

- Once the concern has been corrected an email will be sent to the requestor informing them of the closed request and the completion of the inspection.
- If the requestor is in need of more information and details of the conducted inspection, they can request a copy of the IAQ report through our EHS email.