



UC San Diego

Policy & Procedure Manual

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ENVIRONMENT, HEALTH & SAFETY

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INDOOR ENVIRONMENTAL QUALITY

I. REFERENCES

- A. California Code of Regulations, Title 8, General Industry Safety Orders
- B. American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
Ventilation for Acceptable Indoor Air Quality, ASHRAE 62-2001
Thermal Environmental Conditions for Human Occupancy, ASHRAE 55-2004
- C. UCSD Facilities Design Guidelines, Volume 4; Ventilation and HVAC Design Standards, Appendix 2
- D. Environmental Protection Agency, Building Air Quality - A Guide for Building Owners and Facility Managers, NIOSH Publication # 91-114, December 1991 and Building Air Quality Action Plan, EPA 402-K-98-001, June 1998.
- E. UCSD Blink Website "Indoor Environment Concerns: How to Get Assistance"

II. POLICY

It is the University's policy to ensure that buildings with heating and air conditioning ventilation systems meet the guidelines and standards set forth by the references listed above.

Indoor Environmental Quality (IEQ) complaints may result from inadequate ventilation, building renovation, new furnishings, or occupant activities which can affect the comfort or health of the occupants. All complaints relating to building systems ventilation or comfort issues (temperature) should be reported to Facilities Management (FM); health related problems should be reported to Environment, Health and Safety (EH&S). See the UCSD Blink Website "Indoor Environment Concerns: How to Get Assistance" for further details.

III. PROCEDURES

IEQ concerns can arise from: 1) specific building related illnesses or 2) non-specific symptoms of discomfort and/or ill health associated with occupancy in a building.

When such occasions occur, the employee should report the problem to their supervisor and notify EH&S. Depending on the circumstances of each case, EH&S will contact FM and/or the appropriate department for assistance in addressing the problem.

IV. RESPONSIBILITIES

A. Supervisor

1. Ensure that his/her operations, processes, or other functions do not adversely impact the quality of indoor air and environment.
2. Ensure that each employee is aware of his/her responsibility to minimize IEQ incidents and to inform management of IEQ issues.
3. Notify EH&S, FM, or the designated individual if the problem cannot be resolved by his/her department.
4. Implement recommendations for controlling IEQ problems where appropriate.

B. Employee

1. Notify supervisor of any IEQ concerns (ie: water leaks, poor lighting, gas leaks, etc.).
2. Practice good hygiene, housekeeping and assist in maintaining a clean and safe environment.

C. Facilities Management

1. Ensure that there is an effective preventive maintenance program in place to avoid IEQ problems.
2. Provide assistance in correcting IEQ problems in the building.
3. Work with EH&S, the building contact person, and/or designated individuals in addressing IEQ problems.
4. Ensure all records pertaining to the operation and maintenance of the HVAC system are maintained.

D. Facilities Design and Construction (FD&C)

1. Design buildings to prevent reoccurring IEQ problems and apply The Leadership in Energy and Environmental Design (LEED) Green Building Rating System.
2. Select building and interior furnishing materials with low-emitting volatile organic compounds that are approved by the Environmental Protection Agency.
3. Ensure compliance with applicable Federal, State, and County codes and regulations and design standards, especially the ASHRAE 62-2001 guidelines.

E. Environment, Health and Safety

1. Investigate IEQ problems in conjunction with FM and FD&C and/or other appropriate personnel.
2. Assist in defining appropriate control measures to alleviate and prevent IEQ problems.
3. Maintain IEQ documents that require on site data collection and assessment for three years.
4. EH&S has the authority to issue cease and desist orders for unsafe operations where the quality of air and work environment is adversely impacted.