

ADMINISTRATIVE REGULATIONS FOR INDOOR AIR QUALITY MANAGEMENT

Reporting IAQ Problems

Employees responsible for monitoring the physical plant of each campus or building, such as custodians, must promptly complete a Maintenance Department work order to report any signs of moisture in any building. In addition to reporting IAQ problems via the work order system, any employee, student, or parent may report a complaint about indoor air quality (IAQ) by completing an IAQ Complaint Report Form which is available in the Insurance Department or online at www.lpssonline.com/iaq.

Response to Report of Problems

Within five days of receipt of an IAQ complaint, designated members of the IAQ Team shall complete a site visit to the location where the complaint originates and complete an initial visual inspection. The initial inspection may be followed by as many inspections as necessary to identify the source of the complaint and to plan a resolution to the problem.

If the site visit reveals excess moisture, the IAQ Team shall identify the source of the problem and develop a plan of action to resolve it. Concurrently, the IAQ Team shall assess the size of the affected area and the size of the area which requires mold remediation. The size of the remediation project shall be defined as

Small: total surface area affected less than 10 square feet

Medium: total surface area affected between 10 and 100 square feet

Large: total surface area affected greater than 100 square feet or potential exists for a significant increase in exposure for building occupants or for those completing the remediation

The IAQ Team shall follow the recommendations published in the Environmental Protection Agency's publication entitled "Mold Remediation in Schools and Commercial Buildings" (EPA's "Mold Remediation").

Once the moisture problem has been fixed, the IAQ Team must develop the repair plan. Clean-up methods, personal protective equipment required, containment, and other details of the repair plan shall follow the guidelines stated in the EPA's "Mold Remediation." If the scope of the project is small or medium, the IAQ Team shall make every attempt to complete the project using resources within the school system and to complete the project within two to five days. In cases where the project is large, the IAQ Team may recommend to the Superintendent that outside professionals be engaged to complete the repair and remediation. If the Superintendent concurs with the recommendation, he shall secure any required board approval to proceed with the project.

Throughout the remediation process, the IAQ Team shall consult with health professionals, as appropriate, and shall communicate with building occupants, the Superintendent, and the board.

In cases where the remediation project involves large areas of contamination, the remediation plan may include temporary relocation of some or all of the building occupants. The IAQ Team shall assist the school administration in communicating with parents. The decision-making process to relocate building occupants should consider the following:

1. Is the affected area highly used by the building occupants or can it be sealed off and its use discontinued until remediation is complete?
2. What percentage of the building is affected?
3. What health effects have been reported by the occupants? How many of the occupants have reported health effects?
4. Can remediation be completed without contaminating the HVAC system?
5. Will the accumulation of debris from the process present any health risks?
6. Is there a recommendation from a health expert or an IAQ expert that occupants relocate?

The Superintendent in consultation with the IAQ Team shall make the recommendation of whether or not to evacuate based upon the evaluation of these criteria.

Sampling, or testing, for the presence of microbials in school district buildings shall be conducted in the instances listed below. The HVAC Supervisor shall determine the type of sampling to be completed, such as surface samples and/or air samples, as appropriate.

1. Sampling shall be used to identify a visible substance that cannot be ruled out as a microbial by visual inspection alone.
2. Sampling shall be completed when the source of the mold problem cannot be identified.
3. Sampling shall be completed when the IAQ Coordinator has received health complaints from 10% or more of the building occupants.
4. Following the discovery of moisture, when the IAQ Team suspects there may be hidden mold, sampling will be completed.
5. In cases where occupants have been evacuated, we will test after remediation to ensure that the clean-up has been adequate.
6. Sampling shall be completed in cases where an employee's physician ascribes an employee's disability under workers' compensation to be the result of an exposure to mold.
7. Sampling shall be completed in specific cases where litigation has been filed.

Sample analyses shall follow the sampling methods recommended by the American Industrial Hygiene Association and the American Conference of Governmental Industrial Hygienists.

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Lafayette Parish Public Schools, Louisiana