



EAST TENNESSEE STATE
UNIVERSITY

Indoor Air Quality

Policy Name: Indoor Air Quality Policy

Policy Purpose

This policy specifies the indoor air quality environment requirements and procedures at East Tennessee State University (ETSU or University) - owned and leased facilities.

Applicability

This policy applies to all ETSU employees, students, visitors, and third-party vendors.

Responsible Official, Office, and Interpretation

The Director of Environmental Health and Safety is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Environmental Health and Safety. The Associate Vice President for Facilities Management, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

[N/A](#)

Policy

Indoor Air Quality (IAQ) covers a wide range of issues from ventilation system deficiencies, overcrowding, and microbiological contamination, to outside air pollutants and off gassing from mechanical equipment and materials in the office. ETSU will follow federal guidelines related to IAQ environment at all ETSU owned or leased facilities.

A complaint about IAQ should be filed with the Office of Environmental Health & Safety (EHS). EHS will begin an investigation of any IAQ complaint filed with its office within twenty-four (24) hours after the next business day of an initial complaint.

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Procedures

- To register an emergency indoor air quality complaint, contact Facilities Management at 423-439- 7900.
- For non-emergent requests, place a [Service Request/Work Order through the TMA system](#).

EHS will investigate by interviewing the affected occupant and completing a walk-through of the area with the occupant(s) to eliminate potential sources of contamination, if possible. This may include the use of monitors for IAQ parameters, including temperature, humidity, carbon dioxide, carbon monoxide, VOC's and gases. Additional expertise from Facilities Management, Disabilities Services, or an Occupational Health Physician may be utilized to help identify the source.

Applicable Forms and Websites

[Facilities Management Forms](#).

Authority and Revisions

Authority: TCA § 49-8-203, et Seq; Occupational Safety and Health Administration (OSHA)-General Duty Clause Act of 1970, section 5; American Society of Heating, Refrigeration and Air conditioning Engineers (ASHRAE) standard 62-1989 (Ventilation for Acceptable Indoor Air Quality); Environmental Protection Agency (EPA)-Building Air Quality.

Previous Policy: 700.35 – Indoor Air Quality

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of

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University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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