

Reed College Industrial Hygiene Survey Program

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1.0 Purpose and Scope

It is the policy of Reed College to take precautions to eliminate potential hazards in the workplace by minimizing employee exposure to hazardous chemicals, hazardous environments, and indoor air contaminants in accordance with all relevant standards and recommended exposure limits.

This plan covers all employees, students, and visitors at Reed College. This program does not cover noise, water quality, asbestos, or radon as these are covered in other program documents.

2.0 Responsibilities of Positions

2.1 Environmental Health and Safety Department (EHS)

- Investigating complaints;
- Determining employee's exposure to any substance regulated by a standard which requires monitoring. For those hazardous chemicals and/or substances where no relevant standard exists or recommended limit has been established, the exposure shall be evaluated and limited to the lowest reasonably achievable limit;
- Monitoring for contaminants when deemed necessary;
- Recommending corrective action and control measures;
- Coordinating corrective actions with appropriate representatives;
- Stopping any process where an exposure is determined to be immediately dangerous to the health and safety of an employee or other individual(s) in the affected area; and
- Obtaining outside contractors, coordinating sampling scheme, managing work, and disseminating reports for any additional monitoring requested.

2.2 Facilities Services

- Providing requested information to representatives of Environmental Health and Safety upon request; and
- Correcting deficiencies identified by Environmental Health and Safety.

3.0 Indoor Air Quality

3.1 Phase I

Environmental Health and Safety or representative shall conduct a preliminary assessment of the area including an interview with building occupants who have the complaint. A walk-through inspection of the area shall be conducted by Environmental Health and Safety. During the walk-through, Environmental Health and Safety shall identify building ventilation systems and possible sources of contamination. Monitoring for carbon dioxide, carbon monoxide,



temperature, and relative humidity may be conducted. If the immediate cause or source cannot be determined, a Phase II assessment shall be required.

3.2 Phase II

Environmental Health and Safety may conduct monitoring for the following indoor air quality parameters: carbon dioxide, carbon monoxide, nitrogen dioxide, sulfur dioxide, formaldehyde, low class hydrocarbons, high class hydrocarbons, ozone, hydrogen sulfide, temperature, and relative humidity. If there is reason to believe that a particular contaminant is suspected, sampling for that contaminant may be conducted.

If a definitive cause for the symptoms is yet to be determined and the results from the aforementioned contaminants are below permissible exposure limits, additional monitoring for volatile organic compounds (VOC's), respirable dust, and/or total dust may be conducted when warranted.

4.0 Chemical Exposure Determination

4.1 Initial Monitoring

Initial exposure monitoring shall be conducted for employees and areas in which it is determined that exposures may be in excess of established limits or upon notification by an employee that a potential overexposure exists for a specific chemical.

4.2 Periodic Monitoring

If the employee's initial exposure determination has exceeded the action level or permissible exposure level, monitoring requirements of the measured contaminant shall be implemented in accordance with the appropriate standard.

4.3 Termination of Monitoring

Monitoring shall be terminated by Environmental Health and Safety in accordance with the relevant standard or in the absence of a standard when the lowest reasonably achievable exposure level has been obtained.

5.0 Microbial Contamination

If complaints and/or symptoms are consistent with that of exposure to microbial material, Environmental Health and Safety or representative shall conduct a walkthrough of the area to determine sources of moisture in the building and any visible microbial growth. If microbial growth is present, the source of the moisture shall be determined and corrected and Environmental Health and Safety will coordinate any remedial efforts. Because regulatory agencies have not determined acceptable/unacceptable levels of exposure and physical



reaction can vary from individual to individual based on sensitivity to microbial substances, monitoring for microbial contaminants rarely results in remedial determination.

6.0 References

- Occupational Safety and Health Administration (OSHA). 29 CFR 1910.1450, 29 CFR 1910.1200, 29 CFR 1910.1000

