



Indoor Air Quality Management Policy

The health, comfort, and working/learning environment of patrons and staff are important aspects of Sachem Public Library's mission. Working with EPA and their IAQ Tools for Schools Program, we developed an IAQ Management Plan that will help monitor and improve the quality of air in the library. The objectives of this IAQ Management Plan are:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and policies.
- Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.
- Respond to IAQ-related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.

Cleaning Procedures -Thorough cleaning is an important means for the removal of air pollutant sources. However, the use of cleaning products may also contribute to indoor air pollution. To ensure that cleaning practices remove pollutant sources while using cleaning products appropriately, guidelines have been created.

- Custodial staff shall only use cleaning agents approved by the Library for use. All products must be clearly labeled and stored in a secure area. Bottles of cleaning agents must be tightly closed when stored.
- All material safety data sheets should be stored in an area available to all staff, and the location of this information is discussed in the Employee Safety Manual.
- Ammonia-based cleaning agents and chlorine-containing cleaners (such as bleach) must never be mixed because this generates toxic gases.
- During routine operations, pollutant-releasing activities are restricted by time of day.
- Areas of frequent use should be cleaned more often than areas of infrequent use.
- Staff are not permitted to bring any cleaning products, pesticides, air fresheners, or other chemicals into the library.

Preventive Maintenance and Operations Preventive maintenance- Involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently.

- The library has upgraded and will continue to use the most effective filters for each HVAC unit.
- The HVAC systems are on a maintenance cleaning and filter replacement schedule.
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- All records of preventive maintenance are kept in administration for the relevant operating system for easy evaluation.

Construction and Renovation- If renovation projects must be performed during library hours, the return air from any area being renovated should be isolated from the main ventilation system. Engineering controls should be used to contain and minimize the distribution of dust and other contaminants produced by construction activities. Cleaning operations should be more frequent during and after renovation.

Microbial Management- Microbials, such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort. The easiest way to control microbial growth is to control moisture. Signs of water intrusion and microbial growth should be investigated during the walkthrough inspections, building system evaluations, and other efforts. The maintenance staff should be informed about damaged buildings systems and components that cause water leaks and water condensation. Materials damaged by water should be replaced when possible. Damp or wet materials must be dried within 48 hours (preferably within 24 hours). Materials contaminated with microbials should be promptly cleaned or replaced. Mold growth should be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by custodial staff will be contracted to a professional.

Pest Management- When a pesticide must be used to meet important management goals, the least hazardous material adequate to control the pest should be chosen and label directions should be followed exactly. The application of pesticides may be subject to library policies and procedures, the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), EPA regulations in 40 Code of Federal Regulations, OSHA regulations, and state and local regulations. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

- Prevent loss of or damage to school structures or property.
- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent pests from spreading into the community or to plant and animal populations beyond the site.
- Procedures will be used to determine when to control pests and whether to use mechanical, physical, chemical, or biological means.
- The decision to use a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control.
- Pesticide storage will be limited to the amount for use during the year.
- Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state regulations.

- Pesticides must be stored in an area inaccessible to patrons or unauthorized personnel.
- For pest management issues that cannot be handled by custodial staff will be contracted to a professional.

Staff Responsibility- All staff members are responsible for improving and maintaining good IAQ.

- Refrain from interfering with airflow from ventilators (e.g., do not stack books or other items on ventilators, cover vents with posters, or turn off the fan due to noise).
- Report any IAQ issues immediately to administration and custodial teams.
- If a hazard poses an immediate health threat to the patrons and staff, the affected building areas must be evacuated. All avenues of communication need to be utilized to warn and inform affected or interested parties in a prompt manner. See *Safety Manual for evacuations routes*.

Sachem Library encourages the reporting of IAQ concerns, regardless of how trivial the issue may seem. The prompt reporting and resolution of IAQ issues has the potential to prevent serious problems from developing, which will help to prevent potential health effects, discomfort, and unnecessary costs.

Adopted 6/2024

See also:

Smoke Free Workplace Policy

Vehicle Idling Policy

Safety Manual

Disaster Response Plan