ST. STANISLAUS SCHOOL
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Indoor Air Quality Policy

IAQ Coordinator: Jim Zmuda jzmuda@ststansec.org

School requirements:

1) Indoor Air Coordinator: Schools must designate an individual as their IAQ Coordinator. This individual is to be the point of contact for IAQ issues. They do not have to be an expert on IAQ but have the ability to ensure any complaints or issues are addressed in a timely manner.

2) Fresh air must be continuously supplied to classrooms when students are present. Maximum carbon dioxide level in classrooms is 700 ppm (parts per million) over the outdoor concentration.

3) Min. Temp in classrooms is 68 deg., Max temp. and humidity if facility has AC is 78 deg 65% humidity. There is no max if the facility does not have AC.

4) Have written procedure for routine maintenance of HVAC system.

5) Maintain 3 years of maintenance logs for HVAC system.

6) Ozone generators sold as air purifiers are not to be used in classrooms when students are present.

7) Scented candles and air fresheners are not to be used in classrooms.

8) Corrective action must be taken within 48 hrs of discovery of water intrusion or mold.

9) Schools must have written policies for the following:

a. Animals in classrooms

b. Student and staff exposure to chemicals (Chemical Hygiene plan)

c. Campus wide, vehicle idling.

10) Furniture in classrooms shall be properly cleaned and maintained.

11) During renovation or construction activities steps must be taken to keep pollutants out of occupied areas.

12) By Jan. 1 2015 all carpet vacuums must meet HEPA filtration levels.

Live Animals in Schools

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into the classrooms. When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be done at the beginning of the school year. It is up to the parents to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the Principal will confer with the Teacher and determine what options are available including having the student transferred to a different classroom without animals or changing to a different species with no allergy problems, or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping will clean all surfaces in the classroom to remove

any animal dander that may still cause an allergic reaction by the student. Food and animal bedding shall be stored in appropriate sealable containers to avoid attracting pests.

Examples of educational purposes where animals would be in the classroom for an extended period are:

1) Animals used in health class to demonstrate effects of different diets.

2) Animals used in biology to show developmental changes or diversity.

3) Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

1) Pets/animals brought into the classroom to allow students exposure to a variety of species.

2) Pets/animals used to demonstrate obedience training.

This is not a comprehensive list of appropriate uses. The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom. Cleaning: Cages shall be cleaned by the teacher in charge of the animal (not students) on a routine basis as to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed. When appropriate, teachers may allow students to handle and/or feed the animals.

Chemical Management Policy

A. Purpose:

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

B. Applicability:

This policy applies to all chemicals purchased for use in child occupied school buildings.

C. Steps:

1. Inventory

a) Each year, the school corporation conducts a site-wide chemical inventory.

Each department will conduct their own inventory and report this to the IAQ Coordinator, who will maintain the master inventory and SDS list.

These departments include but are not limited to the following.

- Facilities/Housekeeping
- Science Department
- Art Department
- Cafeteria

During the inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed.

2. Purchasing

a) Chemical purchases shall adhere to the following protocol:

1) This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:

i. Staff may purchase chemicals through gaining approval of the chemical via our Head of Maintenance: Sandy Markovich and then consulting with the principal regarding expenses.

ii. Donated items such as hand sanitizers and any products staff want to bring into the school must be approved by school administration.

a. First in first out policy is followed. (over purchasing and stock piling are not permitted.)

b. The least toxic chemical that is still effective for the job is selected. (Safety Data Sheets are reviewed to make this determination). This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.

c. This school will not purchase banned chemicals.

b) Safety Data Sheets (SDS) will be available at St. Stanislaus School – in the office of the Head of Maintenance. The SDS books are updated annually and as new chemicals are purchased.

3. Use

a) Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.

b) When possible, use of cleaning products should be performed when students are not present.

c) Areas where chemicals are being used will be properly ventilated.

d) Only properly trained staff may use hazardous chemicals.

e) Required notification procedures will be followed (i.e., pesticide notifications)

4. Storage

a) Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.

b) Storage areas will be properly ventilated.

c) Storage areas will be compatible with the chemicals being stored in them.

d) Reactive chemicals will not be stored near each other.

e) Hazardous chemicals will be stored in locked areas at all times.

f) All original containers will be labeled with the date received

5. Disposal

a) Unwanted, unused, and outdated chemicals should be identified as soon as possible, and no less than annually. They should be marked for disposal.

b) Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

c) The school has a budget for proper disposal of hazardous waste.

6. Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

a) School – Outline steps staff should take in the event of one of these emergencies and include contact numbers

b) Call 911

c) Call Indiana Poison Center at 1-800-222-1222

HVAC Maintenance

IAC 33-4-5 requires schools to establish and maintain a written procedure for routine maintenance of HVAC systems.

1. Unit Ventilators – routine maintenance should include the following

a. Clean intake and exhaust vents

b. Clean drip pan and condensate drain line

c. Clean coils

d. Clean all accessible areas of interior of unit

e. Ensure fresh air damper linkage is functioning

f. Clean air intake on exterior of building

g. If intake on ground level, check for pooling water along building.

h. Change filter (we suggest at minimum use a good quality pleated filter)

i. Noise level should not be disruptive to students and teacher

j. With fresh air damper at lowest setting, supply sufficient outside air to maintain a maximum of 700 ppm carbon dioxide over the outdoor measurement (ASHRAE recommends 15 CFM outside air/person for classrooms)

k. All cleaning residue that causes irritation or respiratory distress should be flushed from system prior to students returning to classroom

2. Central systems- routine maintenance should include the following

a. Clean intake and exhaust vents in rooms

b. Examine ductwork behind supply and return vents for accumulated dust and or mold

c. Clean coils.

d. Clean drip pan and condensate drain line

e. Ensure dampers are functioning properly

f. On automatic systems, with damper set at lowest setting, ensure minimum outside air to maintain maximum of 700 ppm carbon dioxide over the 18 outside measurement (ASHRAE recommends 15 CFM outside air/person for classrooms).

g. Check that fresh air intake is not blocked and no standing water or mold near intake. Do not allow birds to roost or nest on vents

h. Ensure individual thermostats are working

i. Ensure individual room dampers are functioning properly

j. Clean or replace filters (use good grade of filter)

k. Systems should have been balanced to ensure minimum movement of odors from one area to another and minimum fresh air requirement is met for all rooms

l. Examine outside air intakes for cleanliness and ensure no standing water near the intake m. All cleaning residue that causes irritation or respiratory distress should be flushed from system prior to students returning to classroom n. Check integrity of ductwork

3. All systems

a. Check to see area in front of air intakes is unobstructed (keep shrubs a minimum of 3 feet from air intakes)

b. Check to ensure there is no standing water near air intakes

c. Use air filters that have an acceptable minimum efficiency rating.

d. Locate waste containers (both indoor and outdoor) away from any air intakes or air return vents

e. On new construction or renovations, air intakes and exhausts should be located so as to minimize the possibility of re-entrainment of exhaust gasses, car exhausts, or other outdoor pollutants

Policy to Limit Vehicle Idling

A: Purpose – This policy is to limit vehicle emissions that might be brought into school buildings as mandated by 410 IAC 33-4-3. This will improve the health of students and staff through reduced exposure to these emissions.

B: Applicability – This policy applies to all public and private vehicles on the school campus.

C: Idling

1. Posting

a) The school shall post signs in areas where idling is prohibited

2. Requirements

a) Drivers of vehicles are to turn off the engine if the vehicle is to be stopped more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed)

b) Teachers and school staff shall be informed of this policy at the start of each school year.

c) During student / parent orientations, parents, and all students shall be informed of this policy.

d) Any complaints of non-compliance are to be filed with the Superintendent's office.

e) Any complaints of non-compliance will be reviewed, and action taken as necessary.

D: Exemptions

1. Safety of Children or Emergencies

a) Use of lift equipment during loading or unloading of individuals with special needs.

b) Use of heater or air conditioning during loading or unloading of individuals with special needs.

c) Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns.

d) Use of bus headlights or flasher warning lights for safety or visibility purposes.

e) For other safety or emergency issues.

2. Hot or Cold Weather

a) If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.

3. Maintenance Operations

a) (When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms.) Buses may idle as necessary as part of a pre-trip safety inspection.

b) If necessary to make emergency repairs to vehicles. (for example, jump starting another vehicle)