

	<b>Procedures for Responding to Indoor Environmental Quality (IEQ) Incidents in Student Housing</b>		
<i>EOSMS-403A</i>	<i>Effective Date: 04/15/2022</i>	<i>SOP_EHS_01</i>	<i>Page 1 of 5</i>

## **1. Purpose**

To provide a standardized procedure for responding to Indoor Environmental Quality (IEQ) incidents on Kennesaw State University's (KSU's) Student Housing facilities.

## **2. Scope**

This program applies to all IEQ-related incidences in all Housing properties owned, leased, or controlled by KSU and its affiliates.

## **3. Responsibilities**

### **A. Housing**

- Maintain a team of personnel, with appropriate equipment and training, for responding to minor IEQ events.
- Respond in a timely manner to reported IEQ incidents and take immediate appropriate actions to contain the situation to minimize damage, including identify and eliminate the source of the water intrusion or mold.
- Promptly report significant IEQ incident to Environmental Health and Safety (EHS) in accordance with this procedure.
- Retain the services a qualified remediation contractor to respond to water incursion event or mold problem, when necessary.
- Communicating with the affected student(s) and or their parents regarding the incident.

### **B. Environmental Health and Safety and Risk Management**

- Evaluate the extent of the water incursion or microbial growth, recommend the appropriate course of action, and provide instruction as appropriate.
- Ensure effectiveness of remediation work by conducting pre- and post-remediation assessments, including overseeing the work of the remediation contractor(s).
- Advise Housing leadership on safety protocols necessary to ensure safety of the students and KSU personnel.
- Manage the insurance process associated with the incidents to ensure claims are appropriately and consistently recorded and settled, in the best interest of the University.
- Update this procedure as necessary.

### **C. Remediation Contractors**

- Furnish all labor, materials, facilities, equipment, services, insurance, licenses, and incidentals necessary to perform the remediation work.
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- Establish barricades, post warning signs, and contain the project area.
- Appropriately coordinate with the Housing representative to plan and schedule the work activities to minimize the impact of the remediation work on Housing's activities.
- Ensure proper disposal of any contaminated materials and other debris resulting from the remediation work, including proper disposal of all water-damaged materials that are unsalvageable.
- Document the response measures including providing before and after reports.

## **4. Procedure**

### **A. Notifications**

All Housing-related IEQ incidents requiring EHS assistance should be promptly reported to EHS through [Reliance](#) in accordance with [KSU procedure for incident report](#). Incidents should be

Table 1



