

**PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS
FIRE DISTRICT No. 1
INDOOR AIR QUALITY PROGRAM**

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1. Policy and Administration

The Plainsboro Fire District has developed this Indoor Air Quality Program in accordance with the New Jersey Public Employees Occupational Safety and Health (PEOSH) Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13, May 21, 2007). Good indoor air quality is essential to people's health, comfort, and productivity. The Plainsboro Fire District has established this program to promote good indoor air quality for people in our building. The provisions of this program are in accordance with requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Indoor Air Quality Program applies to the Plainsboro Fire District offices located at 407 Plainsboro Road, Plainsboro, New Jersey 08536.

2. Designated Person

As required by New Jersey PEOSH IAQ Standard, a person has been designated as the one responsible for overseeing the implementation of the Plainsboro Fire District Indoor Air Quality Program. The designated person is:

The designated person has been given the responsibility by the Plainsboro Fire District to undertake measures necessary to implement the IAQ program. Such measures include making routine visual inspections, monitoring preventative maintenance programs, and maintaining required records. The designated person is also responsible for receiving indoor air quality concerns/ complaints, conducting basic investigations, recommending further investigations or repairs as necessary, reviewing the Indoor Air Quality Program annually, and updating the Program as necessary.

3. Responsibilities of Fire District/Fire Company members

Plainsboro Fire District employees and Plainsboro Fire Company members have a role in maintaining good indoor air quality in their workplace. Employees/members should not introduce unauthorized chemicals into the workplace. In addition, if employees/members observe situations which may lead to poor indoor air quality (e.g. inoperable windows, water leaks, visible mold) they should notify the Designated Person so that the situation can be addressed.

Plainsboro Fire District employees and Plainsboro Fire Company members should help in maintaining the function of ventilation systems by keeping louvers and diffusers clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

4. Indoor Air Quality Compliance Documents

The Plainsboro Fire District will make reasonable efforts to obtain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained at the

Plainsboro Fire District facility and will be available to PEOSH during an inspection. These documents include the following, when they are available:

1. As-build construction documents
2. HVAC system commissioning reports
3. HVAC system testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Operator training materials

5. Preventive Maintenance Schedules

Preventative maintenance schedules are in place for heating, ventilation, and air conditioning (HVAC) systems and exhaust ventilation systems in this workplace. Damaged and inoperable equipment and components will be repaired or replaced as appropriate.

6. Preventative Maintenance Recordkeeping

Documentation of ventilation equipment preventative maintenance and repairs will be maintained at the Plainsboro Fire District facility. The documentation will include a preventative maintenance log that includes the following information, where applicable:

- Date that preventative maintenance or repair was performed
- Person or company performing the work
- Documentation of:
 - Checking and/or changing air filters
 - Checking and/or changing belts
 - Lubrication of equipment parts
 - Checking the functioning of motors
 - Confirming that equipment is in operating order
 - Checking for microbial growth or standing water in condensate pans

Whenever preventive maintenance is performed by a service company, the service technician will update the preventative maintenance log. Work orders or receipts will be retained for all repairs made to the ventilation equipment. Records of preventative maintenance and repairs will be maintained at the Plainsboro Fire District facility for at least 3 years.

7. Maintaining Natural Ventilation in Areas Not Served By Mechanical Ventilation

Occupied areas that are not served by mechanical ventilation will be provided with means of natural ventilation such as windows. Periodic inspections will be conducted to ensure that the means of natural ventilation for ass such areas are operable and are kept clear of obstructions and contaminants.

8. Controlling Air Contaminants

Outdoor Air

The Designated Person will identify the location of outdoor air intakes and determine if there are any potential contamination sources nearby that may impact the ventilation system air. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. Inspections will be conducted at least quarterly. If a source of contamination that may impact an outdoor air intake is found, the Designated Person will report this to a Fire Chief so that appropriate remedial action can be taken. Such action may include eliminating the contaminant source or relocating the air intake.

Indoor Contaminant Sources

The Designated Person will identify sources of indoor air contaminants in the building. Local exhaust ventilation will be used where it is feasible and appropriate to capture and remove air contaminants from such sources. The local exhaust ventilation equipment will be inspected periodically to ensure that it is functioning properly and exhausting to areas located away from outdoor air intakes. These inspections are included in the ventilation systems preventive maintenance schedule.

9. Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (e.g., roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. Plainsboro Fire District employees and Plainsboro Fire Company members should routinely observe their work areas for evidence of water intrusion or fungal growth and they should notify the Designated Person if they observe such evidence so that corrective action can be taken. Materials that are not dried within 48 hours and materials that have been discolored by water intrusion will be inspected and cleaned or replaced if deemed necessary. Any visible microbial growth in the workplace or the ventilation equipment will be removed.

10. Response to Temperature and Carbon Dioxide

Temperature

If the air temperature is found to be outside the range of 68 to 79 degrees Fahrenheit in a building area served by a mechanical ventilation system that is capable of regulating the air temperature, the ventilation system will be checked to determine if it is operating properly. If not, measures will be taken to correct the operation. (The IAQ Standard does not require the installation of new equipment to achieve this temperature range.)

Carbon Dioxide

If carbon dioxide concentrations are found to exceed 1,000 parts per million (ppm) in an area served by mechanical ventilation, the ventilation system will be checked to determine if it is operating properly. If not, measures will be taken to correct the operation.

11. Housekeeping and Maintenance

If any housekeeping or maintenance activities are deemed to potentially result in hazardous chemical or particulate matter exposures above Permissible Exposure Limits (PELs), measures such as the use of ventilation will be implemented to reduce exposures. For housekeeping and maintenance activities that may result in chemical or particulate matter exposures at levels that may be a nuisance, but not above PELs, reasonable measures will be taken to reduce exposures.

12. Notification of Work to be Performed

The Designated Person will arrange for notification of Plainsboro Fire District employees and Plainsboro Fire Company members and organizations using the building at least 24 hours in advance of work to be performed that may introduce air contaminants into office and meeting areas. Notification will be made as promptly as possible in emergency situations. The notification to Plainsboro Fire District employees and Plainsboro Fire Company members will be in writing and will identify the planned project and the start date. The Designated Person will maintain records of such notifications for compliance recordkeeping purposes.

13 Maintaining Indoor Air Quality During Renovation and Construction Projects

When renovation work or new construction projects have the potential to result in the migration of dust or potentially harmful substances into occupied areas, measures will be taken to minimize the exposure of building occupants. Such measures include the following:

- Obtaining material safety data sheets (MSDS) for products to be utilized on the project and maintaining the MSDA on site throughout the duration of the project.
- Choosing the least toxic products that are technically and economically feasible.
- Considering performing the renovation/construction project when building is least occupied.
- Notifying potentially affected Plainsboro Fire District employees and Plainsboro Fire Company members, in writing, at least 24 hours prior to commencement of chemical use or dust generation.

- Isolating work areas from occupied areas.
- Using mechanical ventilation where feasible to limit air transfer between the work areas and occupied areas.

Before selection and use of paints, adhesives, sealants, or solvents, and before installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials for renovation or construction, information from product labels, MSDS, and manufactures will be reviewed to determine if the materials contain potentially hazardous substances that may be emitted during use. This information will be used to select the least hazardous products and to determine if additional measures should be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

Temporary barriers will be used to provide physical barriers between construction areas and occupied areas of the building. Dust and debris will be confined to the renovation or construction areas. Mechanical ventilation will be used when feasible to limit the movement of air from work areas to occupied areas.

If work is being performed by an outside contractor, the Designated Person will maintain communication with contractor personnel regarding their compliance with the requirements of the PEOH IAQ standard. Plainsboro Fire District employees and Plainsboro Fire Company members who have special concerns about potential exposures during or after renovation/construction/repair work should consult with a Chief or the Designated Person so that their concerns can be assessed and investigated if deemed appropriate.

14. Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)

Permits for renovation and construction work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23.) All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. (Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards (www.state.nj.us/dca/codes), 609-984-7606.

15. Investigating Complaints

If Plainsboro Fire District employees or Plainsboro Fire Company members experience health symptoms that they believe are related to poor indoor air quality, or if they become aware of conditions that may adversely affect indoor air quality, they are to notify the Designated Person so that their concerns can be investigated. The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases complaints can be resolved by the Designated Person. If investigation beyond that which can be performed by the Designated Person is deemed

necessary, the Plainsboro Fire District will arrange for further investigation by appropriate professionals.

16. Responding to Signed Employee Complaints to PEOSH

If Plainsboro Fire District receives a written notification from PEOSH that a signed complaint has been filed with PEOSH, an inquiry into the allegations will be conducted. The findings of the initial inquiry and any planned actions, including a timetable for completion, will be provided in a written response to PEOSH within 15 working days of the receipt of the notification. If further investigation or remediation is performed, a written report of the investigation or remedial action will be submitted to PEOSH within 15 days of completion. Copies of all responses to PEOSH will be maintained by the Designated Person.

17. Program Periodic Review and Updating

The Plainsboro Fire District Indoor Air Quality Program will be reviewed at least annually and updated as needed to reflect changes in policies, procedures, and responsibilities.

Program Revision

Revision Number	Revision Date
Rev. 0	August 2011

Program Review

Review Date	Reviewed By
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**PLAINABORO FIRE DISTRICT
IAQ PROGRAM
ATTACHMENTS**

**ATTACHMENT 1
VENTILATION SYSTEMS**

Identification of Each Ventilation System and the Area Served

**ATTACHMENT 2
VENTILATION OUTDOOR AIR INTAKE
LOCATIONS AND INSPECTIONS**

OUTDOOR AIR INTAKE LOCATIONS

Identification of the outdoor air intake location for each ventilation system

ATTACHMENT 3
INDOOR AIR CONTAMINANT SOURCES

Source

Control Measure

Identify each source and briefly state the measure used to control air contaminants from the source.

ATTACHMENT 4
VENTILATION SYSTEM PREVENTIVE MAINTENANCE

ROUTINE HVAC PREVENTIVE MAINTENANCE

Routine HVAC preventive maintenance will be performed at least once each quarter

Routine HVAC preventive maintenance includes at least the following:

- Checking and /or changing air filters
- Checking and/or changing belts
- Lubricating equipment parts
- Checking the function of motors
- Confirming that equipment is in operating order
- Checking for microbial growth or standing water in condensate pans

ROUTINE TRUCK EXHAUST VENTILATION PREVENTIVE MAINTENANCE

Routine truck exhaust preventive maintenance will be performed at least once each quarter.

Routine truck exhaust preventive maintenance includes at least the following:

- Checking and/or changing belts
- Lubricating equipment parts
- Checking the functioning of motors
- Confirming that equipment is in operating order

HVAC Preventive Maintenance (PM) Log

Facility Name: Plainsboro Fire District

Air Handling Unit _____

Area Served _____

Date	PM Action	Initials

Note: N.J.A.C. 12:100-13.6 requires that this maintenance log be maintained on site by the employer's
Designed Person for 3 years and must be made available to PEOSH, employees, and employee
representatives upon request