

INTERNAL/DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Air Quality and Unknown Substances

EFFECTIVE DATE: May 23, 2024

CANCELLATION: BAA-Y03 (10/4/17)

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Risk Management/Safety/Compliance (Y)

RESPONSIBLE DEPARTMENT: Safety and Risk Management Office

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To promulgate the College's procedures for preventing exposure and mitigating potentially harmful air quality and unknown substances on Delgado Community College campuses and sites.

2. Scope and Applicability

This policy applies to students, employees, visitors, and persons using College facilities.

3. Responsibilities

In accordance with the College's [Comprehensive Safety Program policy](#), Delgado is committed to providing a safe environment on all campuses and sites, and this policy is intended to mitigate risk of contact with potentially harmful substances. The Office of Facilities and Planning is responsible for managing environmental issues and has designated the College's Safety and Risk Manager responsibility to these oversee standing operating procedures. The responsibilities are outlined as follows:

A. The *Safety and Risk Manager*:

1. Oversees implementation of occupational and environmental rules and procedures relating to potentially harmful substances as part of a continuing prevention effort according to the College's [Work Environment Safety Program](#) policy.
2. Serves as the point of contact to ensure compliance with Louisiana Office of Risk Management, Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the Louisiana Department of Environmental Quality (DEQ).
3. Provides harmful substance awareness information and training upon request.

- B. *The Office of Facilities and Planning:*
 1. Maintains the College’s Harmful Substance Operation and Maintenance Plan, including periodic surveillance.
 2. Provides for a crew to conduct small scale removal as needed.
 3. Ensures that harmful substance removal workers, inspectors, and planners are trained and certified.
 4. Maintains all harmful substance and indoor air quality inspection documentation.

- C. *Employees and Building Occupants:*
 1. Are responsible for fostering an awareness of potentially harmful substances hazards.
 2. Report concerns of harmful substances immediately to their supervisors and the Safety and Risk Management Officer.
 3. Do not undertake a job or activity that may involve direct contact with a known harmful substance, such as asbestos.
 4. Have a right to view inspection documentation for their work area or location, which is available in the Office of Facilities and Planning.

4. **Air Quality/ Unknown Substances**

- A. The Safety and Risk Manager oversees the indoor air quality program across the College’s facilities. Routine air quality inspections are conducted in all College facilities to reduce the potential for air quality challenges.
- B. Indoor air quality and unknown substance concerns are responded to quickly and a condition assessment is performed immediately.
- C. A determination of the cause of the indoor air quality issue or the nature of the unknown substance is made, and necessary corrective action to eliminate the problem is taken as applicable. This may include remediation to remove the substance and cleaning or removal of contaminated building materials, based on the determination.
- D. If air quality and/or unknown substances are of concern, the employee or building occupant reports the matter to the Safety and Risk Manager. Employees and occupants have the right to view air quality and unknown substance inspection documentation for their work area or location, which is available in the Office of Facilities and Planning.

Reference:

Delgado Community College [Comprehensive Safety Program policy](#)

Review Process:

Ad Hoc Committee on Air Quality and Unknown Substances Policy 3/25/24
 Business & Administrative Affairs Council 5/22/24

Approval:

Vice Chancellor for Business and Administrative Affairs 5/23/24