Book	Bylaws and Policies
Section	8000 Operations
Title	Environmental Health and Safety Issues - Indoor Air Quality, Animals in the Classroom, and Idling Vehicles on School Property
Number	8405
Status	Active
Legal	
Adopted	October 24, 2012

Indoor Air Quality (IAQ)

M.S.D. of Warren Township is committed to providing a work environment that is free of recognized hazards and to investigate complaints that may be related to poor indoor air quality (IAQ). Acceptable indoor air quality is air in which there are no known contaminants at harmful concentrations as determined by the Indiana State Department of Health (ISDH) and with which a substantial majority of people exposed do not express dissatisfaction.

Within our school district cases of Sick Building Syndrome or Building-Related illnesses are very rare, but occasionally IAQ complaints are received by building occupants. Most IAQ complaints are related to mucous membrane and/or respiratory irritation, headache, or fatigue. Office workers may report irritation of mucous membranes of the eye, nose, and throat. In such cases, eye symptoms include itching, redness, and irritation. Respiratory symptoms include nasal congestion, itching, coughing and runny nose. Throat symptoms include feelings of dryness and irritation. However, these symptoms are not unique to IAQ issues. In most cases there are no definitive signs or laboratory tests available to differentiate building air quality related symptoms from other causes.

Poor indoor air quality may be caused by vapors, dust generated in the work environment, materials infiltrating from outside sources (such as pollen or engine exhaust), contaminants associated with fungal growth, or deficiencies in the ventilation system. Unfortunately, due to scientific limitations and variations in individual sensitivity, M.S.D. of Warren Township is not always able to identify an indoor air quality problem when complaints or symptoms are reported.

Important Terms and Definitions
Probable Source of Suspected Contaminant

In some cases, the contaminant can be identified with reasonable certainty, such as when high carbon monoxide levels are found in an area where the occupants have corresponding symptoms. In other cases, a contaminant will be suspected but cannot be confirmed. For example, because respiratory problems can have many causes, mildew or other molds, even if present, may or may not be the cause of an occupant's symptoms. The wide variation in individual sensitivity to mold creates an additional uncertainty.

Mildew and other molds are often identified by visual observation. When not readily observed, probable mold sources include: dirty ventilation ducts, old air conditioner filters, fabrics in humid environments, and where water intrusion has occurred; affected carpets, walls, ceiling, and office furnishings.

Another consideration is the magnitude of the probable sources of the suspected contaminant. A small area of old carpeting is less likely to be a problematic mold source than a larger area where flooding had occurred.

Indoor Air Quality Coordinator

The M.S.D. of Warren Township IAQ Coordinator will act as the contact person and coordinator within the district to respond to and address IAQ issues and concerns. The IAQ Coordinator will be responsible for making sure all standards are met and will manage the school district's plan. Contact information for the IAQ Coordinator will be available to all employees, parents, students, school board members, and visitors. The Coordinator's contact information will be posted in each building and on the school district's web site.

Criteria for Schools

The M.S.D. of Warren Township IAQ Coordinator will investigate and record all IAQ issues and concerns. The appropriate parties will be informed and have access to the IAQ Coordinator's report. In cases where IAQ issues exist, the plan of corrective measures and the resolution of the identified concern will be included on a second report. This process will continue until the IAQ meets the Indiana State Department of Health (ISDH) Administrative Guideline **410 IAC 33**.

In order to maintain good IAQ, M.S.D. of Warren Township will meet ISDH required levels for the following, but not limited to, indoor air conditions:

1. **Carbon dioxide limits:** Outdoor air will be supplied to classrooms when occupied. All specialty rooms shall meet the default values for minimum ventilation rates in breathing zones as published in the American National Standards Institute (ANSI)/American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 62.1-2007 table 6-1. Carbon dioxide (CO_2) concentrations in the breathing zone will never exceed seven hundred (700) ppm over the outdoor CO_2 concentration. An example calculation is as follows:

   (outdoor CO_2 ppm) + 700 ppm = maximum CO_2

2. **Temperature and relative humidity:** Air conditioning systems will be capable of providing and will be operated to maintain a temperature not to exceed seventy-eight (78) degrees Fahrenheit (F) and sixty-five percent (65%) relative humidity during times of student occupancy. Heating facilities will be capable of and will be operated to maintain a temperature during periods of student occupancy not less than the following:

   A. Sixty-eight (68) degrees Fahrenheit (F) in all instructional rooms, offices, locker rooms, and cafeterias.
   B. Sixty-five (65) degrees Fahrenheit (F) in activity rooms and shops.
   C. Sixty (60) degrees Fahrenheit (F) in interior restrooms.

3. **HVAC:** Routine inspection, adjustment, and repair of systems through an on-line computerized preventative maintenance program will be available for review. Preventative Maintenance includes but is not limited to:

   A. Unobstructed supply and return air pathways in the ventilation system performing as required.
   B. HVAC coil cleaning schedule.
   C. Filter inspection and changing schedule.

   M.S.D. of Warren Township will maintain maintenance logs covering cleaning and filter changes of the HVAC systems for a minimum of three (3) years. The logs will be available for state inspector review. For new construction or renovation of the HVAC system, all air supplies and air returns will be ducted. Open return plenums above ceilings are not allowed.

4. **Allergens; irritants:** Ozone generators sold as air purifiers are not to be used in the classroom while students are present. Scented candles and air fresheners are not to be used in the classroom. When a water leak or intrusion is discovered, corrective action will be taken within forty-eight (48) hours. When

mold or mold-contaminated material is discovered, corrective action will be taken within forty-eight (48) hours. Carpet vacuums will meet HEPA filtrations levels by January 1, 2015.

5. **Animals:**

   A. No live animal will be allowed to stay in a classroom longer than a [semester] [grading period] or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought in to the classroom.

   B. When an animal is brought in to a classroom, the classroom teacher shall provide written notice to the students' parents. If known in advance the written notice will be provided at the beginning of the school year. The notice should include a reminder to parents to notify the classroom teacher if their child is allergic to the animal. Upon receiving such notice, the principal will confer with the teacher and determine what options are available. These options may include 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.

   C. If after an animal is brought in to the classroom, a parent finds his or her student is allergic to the animal, the school will work with the parent and teacher to resolve the issues. If necessary, custodial staff will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student. Exposure to animal allergens will be minimized by:

      1. Keep animals in cages as much as possible.
      2. Clean cages regularly, clean up excrement.
      3. Keep animals away from ventilation system vents to minimize the circulation of animal allergens.

   D. Educational Purposes Examples:

      1. Animals used in health class to demonstrate affects of different diets.
      2. Animals used in biology to show developmental changes or diversity.
      3. Eggs incubated to show development.

   E. Educational purposes where animals are in the classroom for one day or less:

      1. Pets or other animals brought in to the classroom to allow students exposure to a variety of species.
      2. Pets or other animals used to demonstrate obedience training.

   F. The School Board and administration support the idea that animals can provide a variety of productive learning experiences for students at almost every level. It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals. Teachers are encouraged to contact such organizations as the Site Veterinary Association, the National or State Wildlife Federation, etc. regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

      1. Students are to be instructed not to bring personal pets to school at any time without the approval of the principal.
      2. It is permissible for the class to have one or more animals as classroom pets under the following conditions:

         a. The animal is not venomous or vicious.
         b. None of the children is allergic to the particular animal.
         c. Proper immunization has been done by a veterinarian.

d. Arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment.
e. Arrangements have been made for the proper care of the animal when school is not in session.
f. Rules have been established and understood regarding when and how the animal is to be treated by the students.
g. The principal has approved the plan.

3. When animals are to be brought in to the school or classroom on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.

4. Except as set forth above and/or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

5. The corporation may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The Corporation is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.

G. Maintenance and Authority

1. The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal in to the classroom.
2. Cages shall be cleaned by the teacher in charge of the animal and not any student on a routine basis 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.
3. When appropriate, teachers may allow students to handle and/or feed the animals.

6. **Chemicals:** Student exposure to chemicals will be kept to a minimum. When evaluating student exposures, the more stringent of National Institute for Occupational Safety and Health (NIOSH) limits or Occupational Safety and Health Administration (OSHA) limits must be used. In classes where chemicals are used, such as, but not limited to, chemistry, biology, and shop classes, appropriate ventilation will be used to limit student and staff exposure to chemicals. **Material Safety Data Sheets (MSDS) will be available at the Porter Service Center. The MSDS books are to be updated annually and as new chemicals are purchased.**

A. Inventory: Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

B. Purchasing: 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.

a. Department heads will be responsible for all chemical ordering.
b. Donated items such as hand sanitizers and ay products employees want to bring in to the school must be approved by school administration.

2. First in, first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased. [Add a list of banned chemicals here]

C. Use

1. 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.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide notifications).
5. Required notification procedures will be followed (i.e. pesticide notifications).

D. Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

E. Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.

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

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

1. Call direct supervisor and/or building leader.
2. Call 911.
3. Call Indiana Poison Control Center at 1-800-222-1222.

7. **Furniture:** Classroom furniture will be maintained to prevent the accumulation or growth of allergens.

8. **Construction:** In order to ensure that pollutants from building renovation or additions do not enter the occupied spaces in the building the following basic steps may include, but are not limited to:

A. Selecting products and materials with minimal off-gassing.

B. Keeping the occupied spaces under positive pressure in relation to the work areas.

C. Filtration.

D. Limiting certain activities to times of no occupancy.

E. Temporary partitions.

F. Increasing housekeeping activities.

G. Ventilating the area prior to occupancy to reduce airborne contaminants due to construction activities.

H. Other appropriate actions.

I. For new construction, carpet is prohibited on walls.

9. **Vehicle Idling:** Indoor air quality can also be affected by exhaust from idling or running vehicles. To prevent infiltration of vehicle exhaust in to the school building, vehicles at loading docks and parking lots and/or within one hundred (100) feet of the school building will not be allowed to idle or remain running.

A. 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 bud headlights or flasher warning lights for safety or visibility purposes.
e. For other safety or emergency issues.

2. Hot or Cold Weather

a. If bus drivers are at a location more than 15 minutes, a waiting area should be provided for their use after turning off the bus engine.
b. If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle:

i. If outdoor temperatures are 32 degrees or above; 5 minutes of warm-up.
ii. If outdoor temperatures are 20-32 degrees; 15 minutes of warm-up.
iii. If outdoor temperatures are 20 degrees and below; 30 minutes of warm-up (or until front windows are defrosted and all safety equipment is operable.

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.)

B. Anti-Idling: In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses, all bus drivers shall adhere to the following procedures:

1. Limit idling time during early morning and/or afternoon warm-up to the maximum time recommended by the manufacturer.

2. Turn off buses upon arrival at the unloading/loading area at any school and do not start them until it is time to depart from the unloading/loading area.

3. Adhere to the preceding procedures not only at the school when transporting students on field trips, but also at the site of the field trip.

C. Smart Driving Procedures: In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses, the Transportation Director shall adhere to the following procedures:

1. Assign the buses that have the cleanest emission rating to the longest trips.

2. Remind bus drivers regularly that following other diesel vehicles too closely, either on regular runs or field trips, can contribute to higher concentrations of diesel exhaust inside and outside the bus.

3. Include the most stringent emission control standards recommended by the E.P.A. when developing specifications for new buses.

4. Change circuit configurations so that the flashing lights are powered by the battery and do not require the engine to be running to be operational.

D. Indoor air quality can also be affected by exhaust from idling or running vehicles. To prevent infiltration of vehicle exhaust in to the school building, vehicles at loading docks and parking lots and/or within on hundred (100) feet of the school building will not be allowed to idle or remain running.