

From: Gary Carter/RTP/USEPA/US

To: ORD-NHEERL-EPHD Feds and NonFeds, ORD-NHEERL-IO Feds, ORD-NHEERL-ISTD Feds and NonFeds,
ORD-NHEERL-TAD Feds and NonFeds

Cc: Marshall Gray, John Archer/RTP/USEPA/US@EPA, Dan Stout/RTP/USEPA/US@EPA, Maryann Warner/RTP/USEPA/US@EPA, Shawn Lafferty/RTP/USEPA/US@EPA

Date: 10/28/2010 12:22 PM

Subject: PLEASE READ: Indoor Air Quality Safety, Health, and Communication

MEMORANDUM

FROM: Gary Carter, MPH, CIH, Safety, Health and Environmental Management Program Manager, EPA-RTP NHEERL

TO: NHEERL RTP Employees

SUBJECT: Indoor Air Quality Safety, Health, and Communication

Recently there has been an increase in concern regarding the indoor air quality (IAQ) within our facilities. The following factors have contributed to the increased concern: 1) recent documented health symptoms among some of our people; 2) visible mold growth; 3) moisture incursion into building spaces from recent rains and other sources such as condensation, and; 4) a history of heating, ventilation, and air conditioning (HVAC) problems in our facilities. While IAQ problems in large buildings are common, the approach to resolving those problems and communicating those resolutions to building occupants is important in ensuring that not only the physical health of occupants is protected, but that their concerns and fears are taken seriously.

The Office of Administration and Resources Management (OARM) holds the responsibility for addressing building-related problems and continues to be vigilant in responding to and resolving those problems to the best of their ability. For IAQ problems in particular, they have established the IAQ Management Plan and the Water Damage Protocol, found on the EPA intranet, here: <http://intranet.epa.gov/rtp/orgs/hssd/info.htm>.

Regarding improvements in communication, the following actions are already being taken:

- An initial meeting has been scheduled between representatives of the building occupants, OARM management, and safety and health managers to discuss strategies for improving communication;
- Monthly email updates will be sent out from me regarding all aspects of IAQ including OARM timelines for building-related repairs, improvements, and new issues such as water leaks, and;
- The RTP Safety and Health Committee is continuing to address IAQ issues and has begun exploring strategies to effect better communication among all interested parties.

While communication alone will not solve specific health issues, it has been proven to be a valuable tool in the ultimate resolution of IAQ challenges. As your Safety and Health Manager I am charged with advocating for your safety, health, and overall well-being and will, therefore, communicate your needs directly to whomever necessary in an effort to resolve your safety and health issues to your highest possible satisfaction. Please consider me your point-of-contact for any safety and health issue that you would like me to be involved with and feel free to contact me as needed.

I speak for all parties involved when I say that we do care about your health and well-being and will take all necessary actions to ensure the highest levels of your safety and comfort.

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