**Office: Environmental Safety, Health and Risk**

**Procedure Contact: Russell Deen**

**Related Policy or Policies: FAD.084**

**Revision History**

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| **Revision Number:** | **Change:** | **Date:** |
| IR | Initial Release | 07/20/2021 |
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1. **Purpose**

To give guidance for the testing of buildings on campus during normal business hours.

1. **Definitions**

Wildfire can impact the air quality that building occupants are exposed to. To identify the buildings with air quality challenges. Air testing can be performed when the air quality levels outside exceed the air quality index of 101 which is unhealthy for sensitive groups.

**C. Procedures**

When the outdoor air quality exceeds 101um an advisory email will be sent to the Vice President of Administration and supervisors and/or managers that have personnel that are exposed to outdoor air quality for more than 15 minutes, on or before 8:00 am.

If the air quality is tested in the Southern Oregon University buildings the location of the testing will be performed in the approximate center buildings and/or athletic gyms. The testing will be completed using an Extech VPC300 that is within its annual calibration requirements, sampling will be conducted for 10 seconds. The sampling will be conducted after 8:00 am due to the building air systems being engaged at or before 7:00 am. The results of the 2.5um will be calculated with the division of 5 to account for the cubic air space being tested.

The results that are 101um or above will be forwarded to FMP Utilities for action with closing exterior dampers or other actions as necessary. SOU HR and Utilities will be informed when buildings that are tested with results over 201um. The decision will be made to close the building if air quality levels are unable to be reduced to healthy levels.