APPENDIX B – MOLD INVESTIGATION GUIDELINES

The investigation and removal of mold in the workplace needs to be conducted in a thorough and consistent manner to avoid releasing mold spores into an occupied environment. Mold has been identified as a source of indoor air pollution and a health risk to all people and especially, susceptible individuals of the population. Health effects range from mild irritation, to severe life threatening illnesses such as asthma attacks or fungal infections. The actual effects are based on many factors, such as: the type of mold, amount of mold contamination, accessibility of the mold to air currents and the human population, and sensitivity of the exposed individuals.

In order to reduce the effects that mold has on building occupants, procedures regarding the investigation and removal of mold are necessary. Facility Services and/or the Physical Plant (FS/PP) for each respective campus and Indiana University Environmental Health and Safety (IUEHS) will work jointly to ensure that all complaints regarding mold and mold contaminated materials are handled in a manner that results in minimal release of mold spores within the building. OSHA and the US EPA have published guidelines that should be followed when appropriate.

Procedures

While routine mold abatement associated with visible mold or moldy odors will generally be addressed by FS/PP for the respective campus, all other complaints or requests for investigation shall be referred to the IUEHS department for the respective campus.

Routine facilities mold remediation will generally involve HVAC systems and may remove and/or remediate mold contamination if materials being removed are:

- Ceiling tiles of 25 square feet or less; or
- Dry wall or other wall surface of 10 square feet or less.

Greater quantities of mold will often be remediated by a mold remediation contractor using established guidelines such as EPA guidance or ANSI/IICRC S520: Standard and Reference Guide for professional Mold Remediation.

The following procedures shall be followed for the investigation of mold concerns:

1. IUEHS personnel will investigate, in a timely manner, and report their findings to the originating party and to FS/PP for the respective campus;
2. If appropriate, the University Architect’s Office (UAO) or FS/PP Renovations shall be notified;
3. When the amount of affected area is beyond the exempted amount listed above or if there are concerns regarding building occupant exposures, IUEHS will investigate and prepare a plan for remediation as necessary;
4. Remediation methods will be based on the size of the affected area, sensitivity of the potentially exposed population and established guidelines.
5. Appropriate personnel from Facility Services, Physical Plant, or University Architects Office (UAO) will coordinate the remediation of the mold with the IUEHS Asbestos Program Manager or qualified remediation contractor;
6. IUEHS will provide oversight or advice if requested or if the project size warrants.

Guidelines for Removal of Small Areas of Mold Contamination

These guidelines are designed to minimize the release of mold spores into an office, laboratory or similar environment. Other types of occupancies or extenuating circumstances may require more or less stringent procedures. If there is any doubt as to whether these procedures are appropriate, contact IUEHS for the respective campus for recommendations.
As a general rule, simply killing the mold with a biocide is not effective to eliminate the hazard. The mold must be removed, since the chemicals and proteins, which can cause a reaction in humans, are still present in non-viable mold.

**Non-Porous Surfaces**
Mold can generally be removed from nonporous surfaces by wiping or scrubbing with water and detergent. It is important to begin drying dry these surfaces, within 24-hours, to discourage further mold growth. Instructions for cleaning surfaces, as listed on product labels, should always be read and followed.  Materials that are not completely dried within 72 hours should be considered for removal.

**Non-Salvageable Items**
Building materials and furnishings contaminated with mold growth that cannot be cleaned and decontaminated should be placed in sealed impermeable bags while in the remediation area. These materials can usually be discarded as ordinary solid waste. It is important to contain mold-contaminated materials in this fashion to minimize the dispersion of mold spores into the building space.

The work area where mold removal is occurring should not be occupied. Removing people from spaces adjacent to the work area is not necessary, but is recommended for infants (less than 12 months old), persons recovering from recent surgery, immune-suppressed people, or people with chronic inflammatory lung diseases (e.g., asthma, hypersensitivity pneumonitis, and severe allergies).

Containment of the work area is not always necessary but return airs should be blanked off and the room should be isolated from the building occupants, doors shut etc... Dust suppression methods, such as misting (not soaking) surfaces prior to remediation, are recommended.

The work area and areas used by remediation workers for egress should be cleaned with a damp cloth or mop and a detergent solution as necessary.

All areas should be left dry and visibly free from contamination and debris.

**Personal Protective Equipment**
Respiratory protection, such as an N-95 disposable respirator is required.

Gloves and eye protection should be worn are required. Appropriate personal protective equipment shall be worn and obtained from the area supervisor.

If upholstered or other soft material is contaminated, IUEHS and the FS/PP shall be consulted to determine the appropriate method of remediation.