Title:	Mold Prevention, Assessment, and Remediation Procedure
Effective Date:	November 2005
Revision Date:	January 13, 2017
Issuing Authority:	VP, Facilities and Construction Management
Responsible Officer:	Director Environmental Health and Safety

PURPOSE OF THE PROCEDURE

The purpose of the Mold Prevention, Assessment and Remediation Procedure is twofold: 1) to protect employees, students, and visitors from exposure to mold, and 2) to address concerns about mold in a manner that is consistent with the New York City's Guidelines on Assessment and Remediation of Fungi in Indoor Environments.

SCOPE OF THIS PROCEDURE

Mold is ubiquitous in the environment and does not generally pose a hazard to the healthy individuals. However, mold exposure can lead to or worsen allergies, and cause more serious health effects in sensitive populations such as immune compromised individuals.

There are no regulations that specifically apply to mold found in New York City Buildings. However, the New York City Department of Health and Mental Hygiene (NYC DOHM) has developed comprehensive guidelines, entitled Guidelines on Assessment and Remediation of Fungi in Indoor Environments. These guidelines are used and referenced by organizations around the country. In addition, the NY State Department of Labor has promulgated the Mold Program which requires training and licensing of mold remediation contractors in the state of NY.

More information about mold prevention and how to deal with mold when it is discovered can be found on the Environmental Health & Safety Website in the quick tips section under IAQ (Indoor Air Quality).

WHO NEEDS TO KNOW THIS PROCEDURE

All New York University academic, commercial and residential facilities.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety

1. Developing the Mold Prevention, Assessment and Remediation Program;
2. Coordinating investigations of employee concerns about mold;
3. Developing specifications for mold remediation projects;
4. Maintaining a list of approved consultants and mold remediation contractors;
5. Coordinating mold remediation projects with consultants and remediation contractors;
6. On request, coordinating training for Facilities & Construction Management (F&CM) staff on mold remediation procedures; and
7. Periodically evaluating the Program and updating it as needed.

Directors or Department Chairs

1. Training subordinates to report concerns about mold to EH&S;
2. Immediately reporting leaks or other conditions that cause mold growth to Capital Projects & Facilities;
3. Providing access when an investigation and/or remediation is needed;
4. Ensuring subordinates vacate a remediation area prior to start of remediation; and
5. Prior to the start of remediation, arranging for the removal of furniture, equipment, and other movable objects out of the remediation area, and for the covering of non-moveable objects.

Facilities Manager, Department Manager, Construction Manager and Supervisors

The Building or Facility Manager (FM) or his/her designees has overall responsibility for minimizing and eliminating mold in NYU Washington Square Campus facilities. The FM is responsible for:

1. Maintaining the building infrastructure in a manner that minimizes the possibility of water damage and moisture build-up;
2. When mold is identified, fixing the underlying cause(s) of water incursion and/or leaks prior to removal and replacement of mold-damaged materials;
3. Prior to the start of a mold remediation project, coordinating with the necessary departments to prepare the area for the project. For example, arranging for the removal and re-installation of phone jacks by ITS, and shut down of powered electrical outlets by Capital Projects & Facilities;
4. Scheduling the removal of mold damaged materials with EH&S; scheduling the restoration with Capital Projects & Facilities employees and/or contractors;
5. Coordinating cleaning of the ventilation system as needed;
6. Ensuring that Capital Projects & Facilities staff receive training on the Program as needed; and
7. Ensuring that Capital Projects & Facilities staff and contractors comply with the Program.
8. Contacting EH&S after leak or flooding is discovered.

Student Health Center (SHC) is responsible for:

On a case-by-case basis, providing recommendations regarding the need to relocate employees who work in space where there is mold contamination.

All employees are responsible for:

1. Notifying their supervisors of suspected or visible mold problems; and
2. Reporting to Student Health Center if they experience health symptoms they attribute to mold exposure at work.

Maintenance and Housekeeping Personnel

In many cases maintenance and housekeeping staff will be asked to clean visible mold from surfaces. A 10% bleach solution can be used to clean the vast majority of visible mold from hard surfaces. For those allergic to mold they can utilize a N95 dust mask or ask for accommodation.

Medical Relocation

The following groups may be at risk for developing health problems following exposure to certain molds: infants (less than 12 months old); individuals recovering from recent surgery; and individuals with immune suppression, asthma, hypersensitivity pneumonitis, severe allergies, sinusitis, or other chronic inflammatory lung diseases.

1. SHS provides recommendations, on a case-by-case basis, on the need to relocate employees who work in space where there is mold contamination.

Selection of Building Materials

1. Consideration is given to minimizing the use of carpeting, sheetrock, and other building materials that can support mold in areas with a history a frequent flooding or with a high potential for leaks, for example, around water sources.

2. Consideration is given to avoiding installation of materials that promote mold growth because they act as vapor barriers such as wallpaper.

Prevention of Mold following Leaks and Floods

1. Capital Projects & Facilities coordinates the institutional response to leaks and floods. Any initial water infiltration must be stopped and cleaned immediately. An immediate response (within 24 to 48 hours) and thorough clean up, drying, and/or removal of water damaged materials prevents or limits mold growth.

2. Methods
    a. Water extraction: Excess water is removed from surfaces by mopping or with a wet vacuum. Standing water >1" is removed by pump.
    b. Dehumidification: Water vapor is removed from the air using dehumidifiers.
    c. Evaporation: Fans are used to increase air circulation and thereby increase the rate of evaporation.
    d. Structural drying:
        i. Building materials, such as vinyl wallpaper and cove base, which act as vapor barriers are removed immediately to facilitate drying.
        ii. Air gaps may be created to prevent capillary action from the floor to the walls. For example, an inch may be removed from the bottom of sheetrock walls to allow the wall cavity to dry. This approach may not be suitable for patient areas due to infection control standards.

Environmental Assessment

1. EH&S coordinates investigations of concerns about mold. Trained inspectors conduct the investigations. A visual inspection is the most important component of each investigation. As a rule, sampling is not necessary if there is visible mold growth
    a. Visual inspection: The inspector visually assesses the extent of water damage and mold growth. If appropriate, the inspector uses a moisture meter to detect moisture in building materials, or a boroscope to view spaces in ductwork or behind walls.
    b. Bulk / surface sampling: The inspector determines the need for bulk or surface sampling, for example, because information on specific fungal contaminants is important to the investigation. An individual trained in appropriate sampling methodology collects samples.
    c. Air monitoring: The inspector does not routinely use air sampling to assess mold unless to confirm appropriate remediation of contaminated building materials.
    d. Analysis of environmental samples: The inspector sends samples to laboratories that are currently accredited by the Environmental Microbiology Laboratory Accreditation Program.

Remediation of Water Source

1. Capital Projects & Facilities identifies and remediates all underlying causes of water incursion or leaks prior to the start of remediation. The emphasis is on ensuring proper repairs to the building infrastructure, so that water damage and moisture buildup will not recur.

Removal and Restoration of Mold Damaged Materials

1. Capital Projects & Facilities has overall responsibility for coordinating the removal and restoration of mold damaged materials. Capital Projects & Facilities can include M&O, Real Estate, Housing, and Law School Housing.
    a. Capital Projects & Facilities schedules the work with departments who occupy the spaces.
    b. Capital Projects & Facilities informs EH&S of the date(s) when mold-damaged material can be removed.
    c. Capital Projects & Facilities schedules and coordinates restoration.
    d. Capital Projects & Facilities arranges for Building Manager or EH&S to conduct terminal cleaning as needed following abatement and/or restoration.

2. EH&S coordinates the removal of mold-damaged materials.
    a. The goal of remediation is to remove or clean contaminated materials in a way that prevents mold and dust contaminated with mold from leaving a work area and entering an occupied or non-abatement area, while protecting the health of workers performing the abatement.
    b. EH&S or a qualified consultant develops specifications for remediation. The specifications are derived from and consistent with the NYC Guidelines on Assessment and Remediation of Fungi in Indoor Environments.
        i. On a case-by-case basis, EH&S evaluates the need to specify cleaning of the ventilation system, for example, disinfection of vents in the work area, cleaning of ductwork, and replacement of filters. Such cleaning may be needed in sensitive areas, such as patient care areas or clinics.
    c. EH&S obtains bids from approved contractors, and selects the abatement contractor.
    d. EH&S retains consultants as needed to provide proper oversight of remediation projects, for example in patient care areas.
    e. Capital Projects & Facilities coordinates the replacement of mold-damaged materials. As a rule, this is done immediately following mold removal.

RELATED POLICIES
NYU Environmental Health and Safety Policy