



**SARNIA REFINERY  
INDOOR AIR QUALITY**

Issue Date: 07/08/2019

Revision #: 1

Document Owner: Manager, EH&S

**STANDARD**

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Next Review Date: 04/08/2024

Document Contact: Hygienist

**SCOPE AND PURPOSE:**

This standard defines a specific approach to proactively monitor indoor air quality within office work areas.

**RISK ASSESSMENT:**

All building occupants are accountable to report indoor air quality concerns and/or adverse health effects experienced that may be related to their work environment to their Supervisor and to provide information, as necessary, to support indoor air quality investigations.

The Occupational Hygienist will conduct indoor air quality assessments in accordance with industry-accepted methods and protocols. Assessments will include visual inspection of common indoor air quality problem indicators and monitoring of the following standard indoor air quality parameters:

| Sampled Areas                               | Primary IAQ Parameters          |                                   |                      |                    | Secondary IAQ Parameters |                                   |       |       |
|---|---------------------------------|-----------------------------------|----------------------|--------------------|--------------------------|-----------------------------------|-------|-------|
|   | Temperature & Relative Humidity | Carbon Dioxide (CO <sub>2</sub> ) | Carbon Monoxide (CO) | Particulate Matter | Formaldehyde             | Volatile Organic Compounds (VOCs) | Ozone | Mould |
| Office Areas<br>File rooms<br>Control rooms | HC                              | ✓                                 | ✓                    | ✓                  | ✓                        | ✓                                 |       | C     |
| Copier/Fax Areas                            |                                 |                                   |                      |                    |                          | ✓                                 | ✓     |       |
| Laboratory Areas                            | HC                              | ✓                                 | ✓                    | ✓                  |                          | ✓                                 |       | C     |

HC – Baseline sampling will be conducted during both the heating and cooling seasons

C – Baseline sampling will be conducted during the cooling season

✓ – Baseline sampling will be conducted during the heating or cooling season

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Baseline sampling will be conducted during the appropriate season(s). Subsequent sampling may be prompted by:


- Problem indicators during the baseline sampling survey;
- Substantial occupancy changes (i.e., people, equipment, furniture arrangement);
- Completion of renovations involving significant changes to the ventilation system; and/or
- Reported indoor air quality concerns.

The Joint Health and Safety Committee is invited to participate in and/or review indoor air quality assessments.

**RISK CONTROL**

Recommendations will be made by the Occupational Hygienist, as necessary, for the protection of worker health. Area owners are accountable to respond to such recommendations in a timely manner.

**END OF STANDARD**

|  |          | <u>REVISION LOG</u> |   |
|---|----------|---------------------|---|
| Date  | Revision | Section             | Comment   |
| MM/DD/YYYY  |          |                     |   |
| 02/04/09  | 0        |                     | Original issue of Sarnia Refinery Indoor Air Quality Standard.            |
| 06/21/2012  | 1        | All                 | Updated format and placed into new template, but content was NOT altered. |
| 07/24/2013  | -        | Header              | Document Owner & Contact Updated. NO content change. (L. Lebert)          |
| 11/28/2014  | -        | -                   | Document reviewed. No change to content.                                  |
| 07/08/2019  | -        | -                   | Document was reviewed with no changes made.                               |

**INDOOR AIR QUALITY**



The following individuals have approved and signed this document.

UserName: Todd Murray (toddmurray)

Title: Mgr EH&S Sarnia Refinery

Date: Wednesday, 10 July 2019, 07:56 AM Mountain Time

Meaning:

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