

 CSN Procedure	Facilities Management
Category: Environmental Health and Safety	Effective Date: 06/11/2024
Mold Contamination Procedure	

I. PURPOSE

The purpose of this procedure is to establish guidelines for the prevention and remediation of mold at the College of Southern Nevada (CSN). This procedure aims to create a safe and healthy environment for students, faculty, and staff by identifying potential mold issues, taking preventive measures, and effectively addressing mold problems when they arise.

II. SCOPE

This procedure applies to all CSN campuses, buildings, and facilities, including administrative offices, classrooms, laboratories, and common areas. It covers prevention strategies, reporting mechanisms, cleaning, containment, and remediation procedures for mold issues. The procedure is applicable to all CSN employees, students, contractors, and visitors who may encounter mold-related concerns on CSN premises.

III. OVERVIEW

Mold spores are found almost everywhere, and mold will grow on virtually any organic substance if moisture, oxygen, and certain temperature ranges are present. It can grow on wood, paper, carpet, food, and insulation. When excessive moisture accumulates in buildings or on building materials, mold growth will often occur, particularly if the moisture problem remains undiscovered or unaddressed. It is impossible to eliminate all mold and mold spores from the indoor environment. However, mold growth can be controlled indoors by controlling moisture. Since mold requires water to grow, it is important to prevent moisture problems in buildings.

IV. DEFINITIONS

Containment - A component or enclosure designed or intended to control the release of mold or mold-containing dust or materials into surrounding areas in the building.

Indoor air - Air within the envelope of a building, including air in spaces normally occupied by persons in the building but excluding air in attics and crawl spaces that are vented to the outside of the building.

Indoor mold - Mold contamination that was not purposely grown or brought into a building and that has the potential to affect the indoor air quality of the building.

Mold - Any living or dead fungi or related products or parts, including spores, hyphae, and mycotoxins.

Mold remediation - The removal, cleaning, sanitizing, demolition, or other treatment, including preventive activities, of mold or mold-contaminated matter that was not purposely grown at a location. Preventive activities include those intended to prevent future mold contamination of a remediated area, including applying biocides or anti-microbial compounds.

Mold sampling - The examination of a sample collected during a mold assessment for the purpose of determining the presence and/or amount of mold.

V. PROCEDURE

A. Responsibilities

Unless otherwise specified at the beginning of this procedure, printed copies of this procedure are UNCONTROLLED. Always ensure prior to use you are using the most current copy.

1. Environmental Health & Safety (EHS)
 - Ensure administration of this procedure; conduct periodic reviews and updates.
 - Respond immediately to any reports of mold and take steps to limit exposure to employees and the public.
 - Provide guidance to Facilities Maintenance, building occupants on evaluating and remediating mold contaminated areas.
 - Evaluate areas suspected to be contaminated by mold growth and provide recommendations to Facilities Management for remediation.
 - Assist Facilities Maintenance in identifying the underlying causes of mold growth and developing the appropriate response(s) to prevent recurrence.
 - Manage licensed contractors on the remediation of mold contaminated areas.
 - Assess conditions for occupancy after mold remediation activities are complete.
2. Facilities Maintenance
 - Conduct routine inspections of all CSN facilities to identify potential moisture sources and areas prone to mold growth.
 - Notify EHS immediately when an area of suspected mold contamination is discovered.
 - Identify and address any water leaks, intrusions, or roof damage promptly.
 - Clean or replace materials damaged by water and coordinate the drying affected spaces to prevent mold amplification.
3. Employees
 - Notify EHS of visible mold contamination or suspect the presence of mold contamination as soon as it is discovered and communicate with EHS regarding any affected property.

B. Procedures

Mold growth within an occupied building is indicative of a water problem. The cause of the water problem must be investigated and resolved to avoid the promotion of mold growth. Likewise, the affected area must be dried as soon as possible (within 24-48 hours). If the quantity of surface area affected by the mold contamination is:

- Typically, less than 10 square feet: Cleaning and/or remediation may be performed by properly trained in-house staff. Work must be performed in accordance with this procedure.
- Typically, greater than 10 square feet: Remediation may be performed by a licensed contractor. EHS will assess the affected area to determine if contractors are needed.

1. Reporting

- Upon finding visible mold contamination or suspect the presence of mold contamination make one or more of the following notifications:
 - a. Contact EHS at 702-651-7445
 - b. Email EHS at ehs@csn.edu, or
 - c. Submit a work request through iService at: <http://iservicedesk.csn.edu/home.html>

2. Investigation

- Upon receiving a report of mold contamination, EHS, with the assistance of Facilities Maintenance, will initiate an investigation to determine the extent of the issue.
- Verify that the underlying cause of the mold issue and ensure that it is corrected.
- If mold contamination directly affects any HVAC system, qualified professionals, such as certified mold inspectors, may be engaged to assess the situation.

3. Containment

- If possible, close all doors and restrict general access to areas where mold contamination is

found.

- Shut down HVAC systems and/or blank of HVAC returns where applicable.
- Dry the affected area as soon as possible (within 24-48 hours) to avoid the promotion of mold growth.
- For areas contaminated with mold greater than 10 square feet, isolate affected areas using plastic sheeting and provide a HEPA air scrubbing unit to negatively pressurize the containment area and remove any air born contaminants.

4. Cleaning Methods

- Once the source of water problem is identified and eliminated, the following methods for cleaning visible mold contamination are possible. Small areas (typically less than 10 square feet) can be cleaned using the following methods. However, each situation will dictate which method is most appropriate:
 - Non-porous materials (e.g., metals, glass, and hard plastic surfaces) and semi-porous (e.g., wood, and concrete) materials that are structurally sound can be cleaned and reused.
 - Non-porous and semi-porous materials can be cleaned using a damp wipe with plain water or with water/detergent solution, scrub as necessary.
 - If a biocide or other cleaning agent is used, only those that have been reviewed and approved by EHS shall be used.
 - Carpets and upholstery affected by mold may be cleaned using vacuum-steam cleaning as an alternative to removal and disposal.
 - All materials that will be reused shall be dry and visibly free from mold.
 - Porous materials such as ceiling tiles, insulation, and gypsum board contaminated with mold should be removed and disposed of using a well-sealed plastic bag.
 - Removal of moldy materials and the source of moisture that allowed growth may be sufficient to prevent recurrence of mold growth.
- Use personal protective equipment (PPE) while cleaning and removing contaminated materials, include safety glasses/goggles, and disposable coveralls and gloves. An N95 respirator mask may also be worn on a voluntary basis.

5. Remediation

- For areas contaminated by mold greater than 10 square feet, cleaning and remediation activities should be done by a licensed mold contractor approved by EHS.
- Oversight of activities at CSN Campuses and facilities that involve the sampling and removing of mold will be the responsibility of the EHS Department.

6. Disposal

- Once mold contaminated materials have been removed and sealed in plastic bags, waste can be disposed of as regular trash. No special labeling or disposal requirements are necessary.

C. Training

Annual Personal Protective Equipment (PPE) and Hazard Communication training will address personal protection and potential health hazards. CSN staff will also receive training on proper clean-up methods before engaging in mold cleaning or remediation work. Employees should refer to the Safety Data Sheet (SDS) provided for each cleaning chemical to determine the necessary PPE. Additionally, CSN staff who voluntarily wear an N95 respirator for cleaning work fall under the CSN Voluntary Use of Air-Purifying Respirators procedure and must adhere to all its requirements.

D. Records

1. The CSN EH&S Department will maintain all mold sampling and remediation records and all training records related to this program.