

INDOOR AIR QUALITY PROTOCOL:

Prior to beginning any work utilizing products containing VOCs or other potential irritants, the following steps must be followed:

1. Contractor to provide written notice to NRCM (via email) at least 48 hours in advance of performing work.
2. Written notice from Contractor to include product data sheets (specific to the product proposed for use) along with Safety Data Sheets (SDS) for the proposed product.
3. Written notice to NRCM to include a description of where the product is being proposed for use. The location must be specific. If work is taking place outside of the building, be specific about which areas of the building are adjacent or proximate to this work. Describe how the product is being applied (e.g. spray application; roller application; etc.). Describe how long the process will take.
4. NRCM to immediately forward the above information to Environmental Consultant/CIH for evaluation.
5. Environmental Consultant to evaluate product, and inform NRCM (cc: Contractor) if this product poses any potential of compromising indoor air quality (IAQ), along with recommendations for ensuring IAQ is maintained.
6. If Environmental Consultant determines that product use could compromise IAQ, the following steps must be taken:
 - a. Contractor to consult with Design Professional to determine if an alternative product is available
 - b. Contractor to describe protective measures that will be put in place to isolate work area from building occupants
 - c. NRCM to determine if building occupants can be relocated temporarily during proposed work activity
7. In the event that use of proposed product could compromise IAQ in spite of above steps, work must be rescheduled for a time when building occupants will not be effected.
8. NRCM to provide following information to Owner at least 24 hours in advance of proposed work activity:
 - a. Description of work activity (including when/where/how)
 - b. SDS sheets for proposed products
 - c. Description of protective measures, including requested relocation of occupants if applicable

PLEASE NOTE THAT THE ABOVE PROCESS MUST BE FOLLOWED. THE FURTHER IN ADVANCE THAT THIS INFORMATION IS PROVIDED, THE MORE PROACTIVE WE, AS A CONSTRUCTION TEAM, CAN BE. PRODUCT DATA AND SDS SHOULD BE PROVIDED AS FAR IN ADVANCE AS POSSIBLE, EVEN IF EXACT DATES/TIMES/LOCATIONS FOR PRODUCT USE ARE NOT KNOWN, IN ORDER TO PROVIDE MORE TIME FOR EVALUATION OF PROPOSED PRODUCT.

FAILURE TO ADHERE TO THIS PROCEDURE WILL RESULT IN "STOP WORK" NOTICES BEING ISSUED.