**MOLD SAFETY PROGRAM**

**Purpose, Application, and Scope**

The purpose of this program is to maintain a safe and healthy work environment for students, staff, contractors and visitors. The Mold Safety Program is to provide guidelines for remediating materials contaminated with mold based on EPA guidelines and accepted best practices. It is the intent of Wichita State University (WSU) that all mold remediation be conducted as safely as possible.

**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.

**Fungi ---** Neither animals nor plants, fungi are classified in their own kingdom. The fungi kingdom includes a very large group of organisms, including molds, yeasts, mushrooms, and puffballs. There are more than 100,000 accepted fungal species—but current estimates range up to 10 million species.

**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.

**Mycotoxins ---** Compounds produced by toxigenic fungi that are toxic to humans or animals.

**Spore ---** General term for a reproductive structure in fungi, bacteria, and some plants. In fungi, the spore is the structure that may be used for dissemination and may be resistant to adverse environmental conditions.

**Toxic Mold ---** This has no scientific meaning, since mold itself is not toxic. The metabolic byproducts of some molds may be toxic (see Mycotoxins).

**Toxigenic Fungi ---** Fungi that can produce mycotoxins.

**Roles and Responsibilities**

**EHS Department** is responsible for the following:

* Ensures that a written program is in place
* Reviews the program periodically and monitors to ensure compliance with this program
* Ensures that employees receive appropriate training, and that training is documented
* Respond to reported potential mold related events when requested
* Assess affected area to determine if the remediation work can be handled internally or if a contractor is needed
* Manage mold remediation contractor during remediation, if applicable
* Assess conditions for re-occupancy after water restoration or mold remediation activities are completed

**Manager/Supervisor** is responsible for the following:

* Notify EHS department when an area of suspected mold growth is greater than ten square feet or impacting suspected asbestos containing materials
* Ensures that employees comply with the guidelines established by this program
* Ensures that employees complete required training, and that training is documented
* Provide appropriate personal protective equipment (PPE) to employees responding to mold remediation
* Schedule and coordinate remediation activities, as necessary for areas smaller than ten square feet
* Follow recommendations provided by EHS

**Employees** are responsible for the following:

* Complies with this program
* Completes required training
* Assist with mold remediation activities, when needed
* Clean and remove mold in affected areas less than 10 square feet according to this program
* Notifies the supervisor/manager/ EHS when an area of suspected mold growth discovered is greater than ten square feet of impacting suspected asbestos containing materials
* Wear proper PPE
* Follow recommendations provided by EHS

**Implementation**

The following defines four categories of mold (incidental, minimal, moderate, and major) and provides information regarding remediation for each category.

Air, surface, or bulk sampling is not necessary. If visible mold is present, then it should be remediated regardless of mold species present. However, for minimal mold situations where building materials may require removal, asbestos bulk sampling may be necessary.

**Categories of Mold**

1. Incidental Mold

* Limited visible contamination
* Not resulting from unexpected water or moisture intrusion
* Examples include surface contamination that might be present in a naturally moist environment such as a residential bath or shower, greenhouse, etc.
* Surfaces can easily be cleaned in place

2. Minimal Mold

* Visible contamination less than 10 square feet (< sq. ft.)
* Visible growth scattered in a small colony or colonies
* Growth is on easy to access surfaces
* Most surfaces with growth can be easily cleaned in place
* Small items can be easily removed and bagged without significant release of contaminants

3. Moderate Mold

* Contamination area between 10 and 100 square feet (10 sq. ft. to 100 sq. ft.)
* Visible growth on porous or semi-porous materials and is light and spotty
* Non-porous materials are 50% covered with mold colonies
* There is the possibility of hidden contamination

4. Major Mold

* Visibly contaminated areas are over 100 square feet (>100 sq. ft.)
* Heavy distribution of visible mold on any type of surface
* Likely hidden contamination
* Contamination may be well established (long-term water or moisture problem)
* Aggressive force needed to clean or remove contaminated surfaces

**Procedures**

Mold has the potential to grow when water is introduced into the environment and is left unresolved for an extended amount of time. To avoid mold growth, the area affected by water must be dried as soon as possible (within 24-48 hours). Prior to beginning mold remediation activities, the source of the water intrusion must be identified and resolved.

1. Incidental Mold

* Clean using standard custodial practices.
* Select appropriate cleaner for surface mold.
* Follow usage instructions on the cleaner, generally spraying the surface, allowing it to sit, and damp wiping clean.
* Use PPE recommended on the Safety Data Sheet (SDS) associated with the selected cleaner.

2. Minimal Mold

* Contamination can be addressed internally by appropriately trained personnel who are approved to wear the required protective equipment (PPE). Or, WSU may acquire the services of a remediation contractor.
* Respiratory protection is required.
* Area containment is not required. However, consider vacating nearby areas in consideration of personal who may have mold allergies, who may have compromised immune systems, or who may have chronic respiratory concerns.
* Utilize PPE in accordance with the chemical cleaner SDS as well as gloves, goggles, and N95 filtering face piece respirator.
* Remediation shall be completed using the following cleanup methods:
  + Wet vacuum
  + Damp wipe
  + HEPA vacuum
  + Removal of damaged materials sealed in plastic bags. Waste can be disposed as ordinary refuse.

3. Moderate Mold

* WSU will acquire the services of a remediation contractor.

4. Major Mold

* WSU will acquire the services of a remediation contractor.

**Personal Protective Equipment (PPE)**

Employees engaging in mold remediation activities shall have the following PPE, at minimum, available for their use:

* Safety glasses/goggles
* N95 Respirator
* Disposable coveralls
* Glove

If an employee has questions concerning the appropriate PPE, they should contact EHS.

**Work Area Containment**

All mold remediation projects involving Moderate or Major mold will be handled by outside contractors and require general isolation practices including, but not limited to:

* Close all doors and restrict general access to the workplace while actual remediation is being performed.
* Perform work during hours of minimal building occupancy is possible.
* Shut down HVAC systems in the immediate area of the work and/or cover the HVAC returns where applicable.
* Close windows in the work place and turn off any portable fans.

**Disposal**

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

**Annual Review**

The Mold Safety Program will be reviewed by the EHS Department. The review will include current training and any documents associated with this program. When new tasks, procedures, and/or positions are added or modified/revised which affect the Mold Safety Program, it will be updated to reflect these changes.