



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
Operating Policy and Procedure

Title: <b>Strange Odor – Report Policy</b>	Policy Number: <b>Policy 75.31</b>
Regulation: Reference:	Original Approval Date: 06-2009  Revised Date: March 2018

**Policy Statement:**

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Texas Tech University Health Sciences Center El Paso (TTUHSC EL PASO) is committed to providing a work environment that is free from recognized hazards and to investigate complaints that may be related to poor indoor air quality (IAQ). Acceptable indoor air quality is air in which there are no known contaminants.

This policy is design to assist TTUHSC EL PASO Faculty, Staff, and Students to report strange odors that might be detected in our facilities.

**Scope and Distribution:**

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This Policy will be reviewed every two (2) years by the TTUHSC EL PASO Sr. Director, with recommendations and revisions forward through the Managing Director for Physical Plant and Support Services to the Chief Operating Officer and Vice President for Operations.

**Procedure:**

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Follow procedure in attachment “A”. Post a copy and review with department personnel.

If you detect a strange odor coming from the ventilation system or from an unknown location in any of our buildings, immediately follow this procedure.

Notify:

1. Your Department Director and / or Unit Safety Officer (USO).
2. TTUHSC EL PASO - Safety Services Office at their number 215-4820
3. Facilities Operations and Maintenance Department – office number 215-4500

You can also submit a work order using the Maintenance Web TMA System. This will provide Maintenance a formal way to track the concern.

If necessary LEAVE the area, if the smell is overwhelming or causing any type of physical symptom such as coughing, watery eyes, burning of the nose and throat, etc.

In addition to investigating the issue the Safety Services Department Manager along with the Facilities Department designee, will notify:

1. The Facilities Operations and Maintenance Director (FOM).
2. FOM Sr. Director will notify the Dean’s Office is needed, and
3. The Chairman of the Safety Committee



# STRANGE ODORS ?

If you detect a strange odor coming from the ventilation system or from an unknown location in any of our buildings, IMMEDIATELY follow this procedure:

Notify -

1. Your Department Director and/or Unit Safety Officer.
2. Contact Department of Safety Services 215-4820
3. You can submit an Air-Quality Report in the Safety Services web-site:  
<http://www.ttuhscc.edu/admin/safety/forms/AirQuality.aspx>
4. Facilities Operations and Maintenance Department – 215-4500
5. Submit a work order to the Maintenance Department through their work order system TMA. This will provide Maintenance a formal way to track the concern.
6. LEAVE the area if necessary - If the smell is overwhelming or causing any type of physical symptom such as coughing, watery eyes, burning of the nose and throat, etc.

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In addition to investigating the issue, Department of Safety Services and Facilities Department Designee, will notify:

1. Director of Facilities Operations and Maintenance. He will notify the Dean's Office if needed.
2. Others will be notified as deemed necessary.