



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 75.31, Strange Odor Reporting Policy**

**PURPOSE:** 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 Operating Policy and Procedure (HSCEP OP) is design to assist TTUHSC El Paso faculty, staff, and students to report strange odors that might be detected in our facilities.

**REVIEW:** This HSCEP OP will be reviewed every two (2) years by the TTUHSC El Paso senior director of safety services, with recommendations and revisions forwarded through the managing director of physical plant and support services to the chief operating officer and vice president for operations.

### **PROCEDURE:**

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

#### **Notify:**

1. Department director and / or unit safety officer (USO).
2. TTUHSC El Paso – Department of Safety Services Office (915-215-4820)
3. Facilities Operations and Maintenance Department (915215-4500)

A work order should be submitted using the Maintenance Web TMA System in order to provide maintenance a formal way to track the concern.

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 director of safety services along with the Facilities Department designee, will notify:

1. The facilities operations and maintenance (FOM) director, who will notify the dean's office as needed
2. The chairman of the safety committee



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# 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. Department of Safety Services at 915-215-4820
  - You can submit an Air-Quality Report in the Safety Services web-site:  
<http://www.ttuhscc.edu/admin/safety/forms/AirQuality.aspx>
3. Facilities Operations and Maintenance Department at 915-215-4500
  - 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.
4. 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.

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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.