

Dear Building Occupant:

Your building, like most of the older structures on campus have been renovated to comply with more rigorous federal and state environmental regulations than were in place when your new office space was built.

We anticipate you will enjoy your new location and want to inform you about a few things to be aware of so your new office remains a GREEN, safe and healthy place to work.

Asbestos

Most building constructed before 1985 contain asbestos. There's nothing to worry about because UNT has renovated the building to either remove or encapsulate materials that contain asbestos. You'll be relieved to know that asbestos becomes a health hazard only when it is released into the air, which cannot occur unless the walls, floor tiles (if there are any in your space), or space above the ceiling tiles are seriously disturbed. In order to keep your space safe and healthy, you must **NOT** nail into the walls or break any floor tile in order to hang pictures or secure furniture; or work in the space above the ceiling tile. This will ensure that any of these surfaces that may contain asbestos material will only be disturbed by trained personnel who have special equipment that collects any potential dust and keeps it out of the air.

So, please contact Facilities Work Control at 940-565-2700 if you need to hang pictures, secure furniture or work in the space above the ceiling tiles. This will keep you **SAFE! HEALTHY!** And, it's UNT **POLICY!**



Indoor Air Quality (IAQ)

The North Texas area has one of the highest levels of pollen, mold spore and dust particle counts in the United States. Therefore, it's not surprising that many individuals in the area have allergic reactions due to the outside air quality, which often contains 100 to 1000 times more particles than the air inside your building. The air conditioning system in UNT buildings are designed to filter out much of the pollen, mold spores and dust found in outside air.



Mold also affects air quality. The presence of mold has to be quite extensive before it becomes a health hazard – more than 25 continuous feet on a surface. If mold is discovered inside of a building, the university tests the indoor air quality whether you or your office colleagues have any allergies or allergic reaction. You can detect the presence of mold by a distinct change in the odor in the office.

If you detect any change in the way your office smells, contact **Facilities Work Control**. And, if you would like more information about indoor air quality at UNT, contact Jamey Finch at 940-369-8089 or at

IAQ@unt.edu. You'll learn what you and your department can do with HEPA filters to further reduce chemical vapors and particulate counts and help with allergens in the North Texas area.

Buildings Containing Chemicals & Radiation

UNT is a research university. Therefore, some buildings on campus have laboratories that use a wide range of chemicals and equipment that generates radiation. Obviously, the presence of chemicals and radiation can present a health and safety hazard. Therefore, it's important for you to be familiar with certain symbols you may see and follow the appropriate guidelines.



UNT uses the nationally-recognized signage created by the National Fire Protection Association (NFPA) to designate areas where chemicals are located. The Blue diamond tells you the health risk; the Red diamond shows you the fire danger; and the Yellow diamond alerts you to the reactivity the chemical presents. Diamonds projecting from the Yellow Diamonds shows that the explosion hazard will project fragments during the explosion (dangerous reactivity).

Federal and state law require **all** employees, including faculty and student-employees, complete training that includes how to read chemical labels and other general information about chemical hazards and safety. You can contact Risk Management Services (RMS) at 940-565-2109 or at IAQ@unt.edu for more information about the required training or for answers to questions you may have about chemical and radiation safety.

Reporting Environmental Spills, Incidents and Violations

The Risk Management Services Environmental Management is the sole department at UNT responsible for disposing of hazardous waste and cleaning up hazardous spills. You should immediately call 940-565-2109 if you need to dispose of or clean up hazardous waste, including chemicals used for routine custodial cleaning.

If you observe unhealthy or unsafe chemical, radiation or hazardous waste practices, you are encouraged to call 940-565-2109 or Institutional Compliance at (940) 565-4142. You also can report violations anonymously on the UNT Hotline at <http://compliance.untsystem.edu/content/hotline>.

Remember to read all UNT health and safety related policies; complete required chemical safety training; report violations of health and safety laws and policies; and be **GREEN!**