

**Washington State Department of Health
School Indoor Air Quality
Monitoring Station Loan Program**

Roles and Responsibilities

DOH

DOH is sponsoring the IAQ Monitoring Station Loan Program, and will provide a station(s) to participating hosts. DOH will be responsible for the following:

- Handle equipment problems that should arise.
- Conduct periodic equipment calibration.
- Provide technical support.
- Develop/maintain a website that will contain information about the IAQ Monitoring Station Loan Program.

IAQ Monitoring Station Host

DOH is loaning one or more IAQ Monitoring Stations to hosts throughout the state. Hosts are primarily local health jurisdictions (LHJs) or Educational Service Districts (ESDs). Hosts will be responsible for the following:

- Serve as the coordinator and primary point of contact for their monitoring station(s) within their respective ESD or LHJ.
- Work cooperatively with their school, school district, and other borrowing entities to share and implement monitoring station(s) within their ESD or health district.
- Obtain a signed loan agreement form from each equipment user and provide a copy to DOH.
- If the host will also be an equipment user, comply with the Station User responsibilities.
- Return the equipment provided under the loan agreement to DOH on the agreed upon scheduled date or upon request.

IAQ Monitoring Station User

Equipment users will typically be school or school district Facilities or Maintenance personnel. In some cases, the user may be a teacher or another school or district official. Equipment users will be responsible for the following:

- Provide an electronic copy of the collected data to DOH once a week.
- Take responsibility for and implement necessary precautions, consistent with your policies, to protect the equipment from damage or theft.
- Check the IAQ monitoring station at least once in the morning and once in the afternoon to make sure the meters are functioning properly, and that the station is in its intended location.
- Notify DOH of any equipment problems as soon as they arise.

Monitoring Data Submittal Requirement

One of the conditions of using a monitoring station is that all collected data must be submitted to DOH. DOH is requiring that equipment users submit their Fluke monitoring data electronically to DOH at the end of each week's monitoring period. School monitoring data submitted to DOH will not identify the school, school district, or county. Equipment users must save their electronic and/or hard copy versions of their monitoring and room information data for their own use. DOH will not be able to retrieve school or district specific monitoring data.