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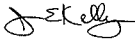
Safety

FORT JACKSON PROCEDURES FOR MOLD REMEDIATION

1. Change 1 to USATC&FJ Regulation 385-420 makes one change via page replacements/inserts. The change is to add a flow chart for actions taken by residents when mold is discovered in their family on-post housing unit.
2. Remove old pages 3 and 5, then insert new page 3 (Ch. 1), page 5 (Ch. 1), and add new page 11.
3. New pages to be inserted are attached.
4. File this transmittal sheet in front of the publication for reference purposes.

COMMANDER:

Official:



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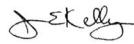
FJ Regulation 385-420

Date: 3 January 2023

Safety

FORT JACKSON PROCEDURES FOR MOLD REMEDIATION

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History. This is a new Fort Jackson regulation specifically for the use of the United States Army Training Center and Fort Jackson organizations and personnel.

Summary. This regulation outlines the requirements for prevention and remediation of mold at Fort Jackson, South Carolina and replaces the 25 January 2016 Standard Operating Procedure (Fort Jackson SOP 385-420). This publication impacts all personnel and organizations assigned to either United States Army Training Center or Fort Jackson itself.

Applicability. The guidance found within this regulation applies only to USATC and FJ publications and forms. All Army and TRADOC level publications and forms, in conflict with any USATC and FJ local publications or forms, supersede it.

Proponent and exception authority. The USATC Safety Director is the proponent of this regulation. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law, procedures, and/or regulations. The Senior Commander at Fort Jackson will endorse waiver requests and forward them to the policy proponent.

Distribution. The publication is available in electronic media only and is published at <https://intranet.tradoc.army.mil/sites/fjsc/SitePages/Fort%20Jackson%20Regulations.aspx>.

FJ REG 385-420: FORT JACKSON PROCEDURES FOR MOLD REMEDIATION

Summary of Changes.

- This regulation replaces FJ SOP 385-420 and updates two of the four references.
- The square footage area of mold is more clearly defined for remediation.
- The flow diagram is updated.
- Industrial Hygiene Indoor Environmental Quality (IEQ) Assessment Request form is included.

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Chapter 1` Introduction

1-1. Purpose

To provide guidelines for the prevention and remediation of mold in buildings on Fort Jackson.

1-2. References

- a. AR 420-1, Army Facilities Management; 3-47, e. & 3-54, g(3)(b), 24 August 2012.
- b. TG 277, Army Facilities Management Information Document on Mold Remediation Issues, February 2019.
- c. TG 278, Industrial Hygiene/Preventive Medicine Mold Assessment Guide, October 2018.
- d. U.S. Environmental Protection Agency, Mold Remediation in Schools and Commercial Buildings EPA 402-K-01-001, <http://www.epa.gov/iedmold1/table2.html>

1-3. Unit Responsibilities

- a. Concern about indoor exposure to mold is warranted and should be prioritized for quick clean-up as the exposure to mold can cause a variety of health effects and symptoms related to allergic reactions.
- b. Units are responsible for housekeeping; although, when the problem is bigger than the unit can cleanup itself, the unit will complete form IHS-FORM-001 v.1.0 to request an assessment from Industrial Hygiene (IH). Once the assessment has been completed, the unit will complete the recommended course of actions including submitting and tracking/follow-up of work orders. Department of Public Works (DPW) will identify how to remediate and/or repair the identified work order requirements based on the IH assessment.

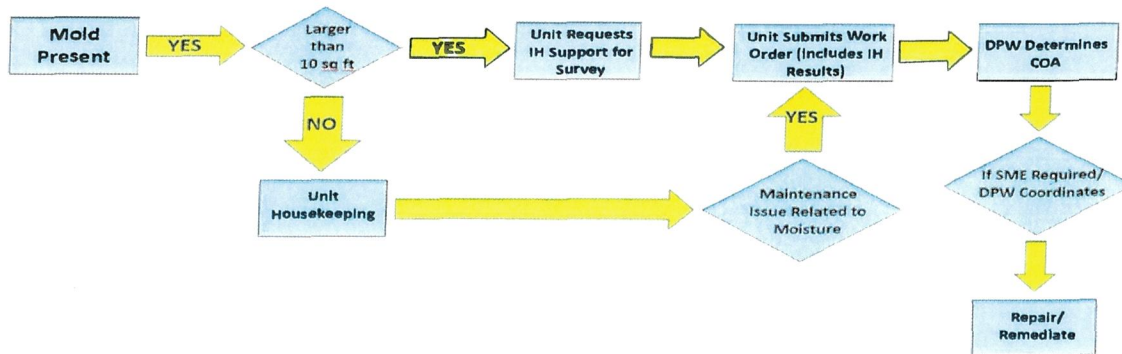
1-4. Overview and Responsibilities

- a. Prompt remediation must be the primary response to mold contamination in buildings. The simplest and most expedient remediation that properly and safely removes mold growth from buildings should be used by the occupants during daily housekeeping. Widespread contamination poses much larger problems that must be addressed on a case-by-case basis in consultation with DPW, IH, and Preventive Medicine representatives. Effective communication with building occupants is an essential component of all remedial efforts. Occupational Health can assist/document in

the civilian employee medical record when a federal employee on post has health concerns they believe are related to mold. However, both federal employees and other individuals on post (i.e., someone living in post housing, Soldiers living in the barracks, etc.) should be evaluated and treated, if necessary, by their primary care manager (PCM). All personnel/units should report through safety channels if working conditions have impacted the health/medical condition of an employee.

1-5. Mold Remediation Flow Chart

Mold Remediation Flow Chart for Units/Workspaces



Note: The Mold Remediation Flow Chart for on-post housing is in appendix B.

Chapter 2

Mold Prevention Tips

a. Fix leaky plumbing and leaks in the building envelope as soon as possible. Mold problems are inexplicably linked to sources of water/moisture. Mold cannot survive w/o water/moisture source. If we want to eliminate it and prevent it, water sources must be controlled.

b. Watch for condensation and wet spots. Eliminate source(s) of moisture problem(s) as soon as possible.

c. Prevent moisture due to condensation by increasing surface temperature or reducing the moisture level in air (humidity). To increase surface temperature, insulate or increase air circulation. To reduce the moisture level in air, repair leaks, increase ventilation (if outside air is cold and dry), or dehumidify (if outdoor air is warm and humid).

d. Keep heating, ventilating, and air-conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.

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- e. Vent moisture-generating appliances, such as dryers, to the outside.
- f. Maintain low indoor humidity, below 60% relative humidity (RH), ideally 30-50%, if possible.
- g. Perform regular building/HVAC inspections and maintenance as scheduled.
- h. Clean and dry wet or damp spots within 48 hours.
- i. Don't let foundations stay wet. Provide adequate drainage and slope the ground away from the foundation.

Chapter 3 **Scope**

- a. If the quantity of surface area affected by the mold contamination is:

(1) Less than 10 sq. ft. of continuous affected surface area and in a location under 7 feet from the walking surface, then remediation is performed by the tenant organization as part of the housekeeping function. Work must be performed in accordance with this SOP.

(2) Greater than 10 sq. ft. of continuous affected surface area or above 7 feet above the walking surface, then the unit will complete form IHS-FORM-001 v.1.0 to request an assessment from Industrial Hygiene (IH). Once the assessment has been completed, the unit will complete the recommended course of actions including submitting and following-up of work orders.

(3) DPW will contact additional subject matter experts as required for any mold remediation work greater than 100 square feet, that is located directly within an HVAC system, or if any materials are suspected of containing asbestos building materials.

- b. Remediation Levels; (Adapted from TG 277, Army Mold Remediation Guidance, February 2019.)

(1) Level I: Small Isolated Areas - Total surface area affected less than 10 sq. ft. of continuous surface area - e.g., ceiling tiles, small areas on walls. Unit personnel will conduct this level of remediation. Such persons should receive training on proper cleanup methods, personal protection, and potential health hazards from their Unit Safety Officer (USO). This training can be performed as part of a program to comply with the requirements of the OSHA Hazard Communication Standard (29 CFR 1910.1200). (Unit level)

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(2) Level II: Medium - Total Surface Area affected between 10 and 100 sq. ft. - e.g., several wallboard panels. (Unit submits a work order.)

(3) Level III: Large Area - Total Surface Area affected greater than 100 sq. ft. or potential for increased occupant or remediate exposure during remediation is estimated to be significant. (Unit submits a work order) Completely isolate the work area from occupied spaces using double layers of polyethylene plastic sheeting sealed with duct tape (including ventilation ducts/grills, fixtures, and any other openings).

(4) Level IV: Remediation of HVAC Systems - For a small area (<10 sq. ft.) follow Small Isolated Areas (Level I) guidance for PPE and containment, and for areas (>10 sq. ft.) follow Medium (Level II), or when greater than 100 sq. ft. follow Large Area (Level III) guidance for PPE and containment. The HVAC system should be shut down prior to any remedial activities.

Chapter 4 Roles/Responsibilities

a. Commanders/Directors:

(1) Ensure housekeeping schedules are established and executed to standard in order to prevent conditions that enable mold growth.

(2) Identify and fix the source(s) of water leak(s) or intrusion.

(3) Notify DPW immediately when an area of suspected mold growth is discovered, in excess of 10 square feet of continuous affected surface area, or is located within HVAC equipment, or any contaminated materials are suspected to be asbestos containing.

b. DPW/Facility Maintenance:

(1) Promptly fix the source(s) of water leak(s) or intrusion reported by organizations as a priority work order.

(2) Arrange and manage contract services for water removal and restorative drying of affected structure.

(3) Include the roles/responsibilities identified in paragraph c. below in the Statement of Work or Performance Work Statement for all contracted services.

(4) Contact the preventative medicine section when subject matter expertise (SME) is required.

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c. Preventive Medicine:

(1) Serve as the subject matter expert (SME) consulting and providing guidance specific to water damage restoration and mold assessment, and remediation for buildings, equipment, or materials suspected of or confirmed mold growth. Provide recommendations to DPW/Facilities Management for remediation.

(2) Assist DPW/facilities Management in identifying the underlying causes of water intrusion and mold growth and develop the appropriate response(s) to prevent recurrence.

(3) Assess conditions for occupancy after water restoration or mold remediation activities.

Chapter 5 Procedure for Mold Remediation

a. Mold growth within an occupied building is indicative of a water problem. The cause of the water problem must be investigated and resolved to prevent remediating the same site multiple times. Likewise, when water is introduced into the indoor environment the affected area must be dried as soon as possible (within 24-48 hours) to avoid the promotion of mold growth.

b. Once the source of water problem is identified and eliminated, several methods for remediating visible mold growth are possible. Each situation will dictate which method is most appropriate.

c. Units will only clean visible surface areas and shall not remove or disturb any building materials or components that could likely contain asbestos.

Chapter 6 Methods

a. Method 1: Wet vacuum- steam cleaning may be an alternative for carpets and upholstery. Wet vacuum - use vacuum designed to collect water/moisture. This method not intended for porous surfaces.

b. Method 2: Damp wipe with plain water/bleach solution (3 to 1), scrub as necessary. Works well on non-porous surfaces only. Never mix bleach and ammonia. Toxic fumes may be produced.

c. Method 3: HEPA vacuum on thoroughly dry surfaces. Dispose of HEPA contents in a well-sealed plastic bag.

d. Method 4: Remove and discard contaminated material in a sealed plastic bag. HEPA vacuum area after material has been removed and then dispose of HEPA contents in a well-sealed plastic bag.

Chapter 7 Personal Protective Equipment (PPE)

Personnel engaging in the abatement of mold shall have the following PPE available for their use: safety glasses/goggles, N95 respirator, disposable coveralls, and gloves.

Chapter 8 Disposal

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

Appendix A

Indoor Environmental Quality (IEQ) Assessment Request, IHS-FORM-001, example is provided (this form is used by units to request Industrial Hygienist to conduct an air quality assessment/survey which shall be included with DPW work requests for mold remediation).

INDOOR ENVIRONMENTAL QUALITY ASSESSMENT REQUEST

Use this form to report problems related to indoor air quality. Indoor air quality problems can include, but are not limited to, concerns with temperature, humidity, ventilation, odors, or air pollutants that may be causing adverse health effects or discomfort. Any personal information provided will remain confidential.

Section A: General Information		
Last Name	First Name	Position
DOD Civilian <input type="checkbox"/>	Military <input type="checkbox"/>	Contractor <input type="checkbox"/>
Other <input type="checkbox"/>	Work Phone Number	
Organization	Department	UIC
		E-mail Address
Section B: Location & Description of Problem		
Worksite Characterization	Industrial <input type="checkbox"/>	Administrative <input type="checkbox"/>
	Retail <input type="checkbox"/>	Institutional <input type="checkbox"/>
	Military <input type="checkbox"/>	
Where	Building	
	Floor & Room	
Is the problem localized in one area or does it extend to more than one location? If yes, where are these other locations?		
What is the nature of the problem?		
Are you experiencing any symptoms of health problems?		YES <input type="checkbox"/>
		NO <input type="checkbox"/>
If yes, describe your symptoms.		
When	Date of Event (MM/DD/YYYY)	
	Date the problem was first experienced? (MM/DD/YYYY)	
When does the problem occur or when is it more pronounced (time of day, day of the week, season, etc.)?		
Section C: Actions taken		
Has Directorate of Public Works (DPW) been advised?		YES <input type="checkbox"/>
		NO <input type="checkbox"/>
If yes,	When (date) (MM/DD/YYYY)	
	Work Order Number:	
Has the Building Director been advised?		YES <input type="checkbox"/>
		NO <input type="checkbox"/>
Has your supervisor been advised?		YES <input type="checkbox"/>
		NO <input type="checkbox"/>
Have you notified the Safety Office?		YES <input type="checkbox"/>
		NO <input type="checkbox"/>
Signature		Date

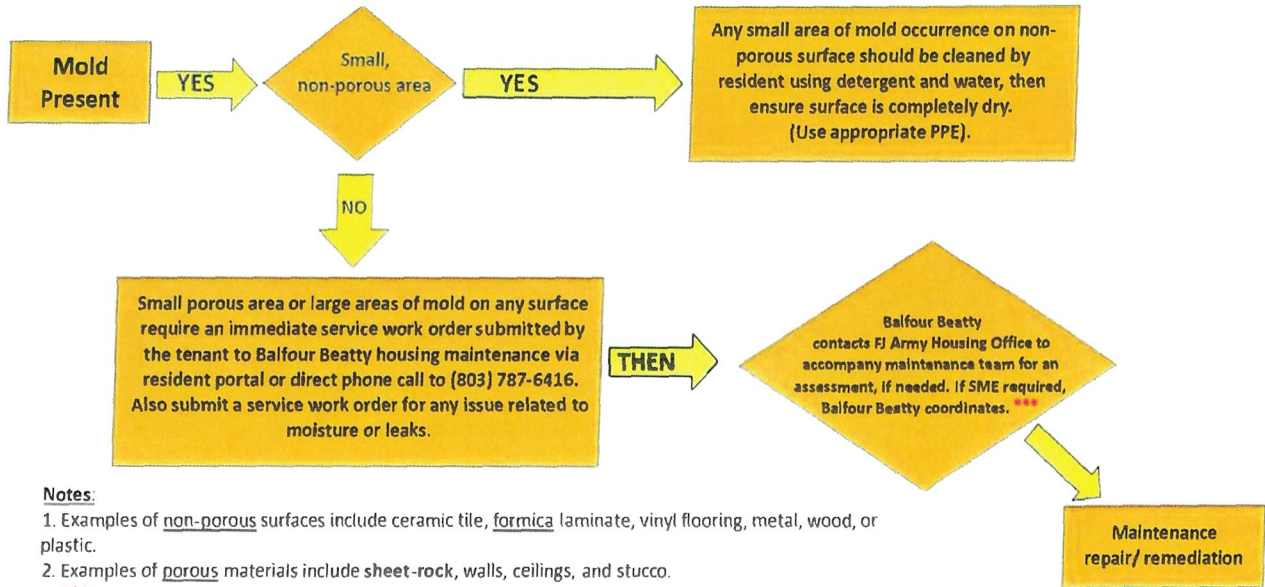
Submit completed form to Department of Preventive, Industrial Hygiene Section

Department of Preventive Medicine
 Industrial Hygiene Services
 4500 Stuart Street, Fort Jackson, SC 29207

Appendix B

Fort Jackson Post Family Housing Mold Remediation Flow Chart

Fort Jackson housing has a MOLD INFORMATION AND PREVENTION ADDENDUM in housing lease agreements. Preventing mold begins with the tenant. Keep your dwelling clean; remove visible moisture accumulation on windows, walls, ceilings, floors, and other surfaces; promptly notify Balfour Beatty in writing about any air conditioning or heating system problems; and promptly notify Balfour Beatty in writing about any signs of water leaks, water infiltration, or mold.



Notes:

1. Examples of non-porous surfaces include ceramic tile, formica laminate, vinyl flooring, metal, wood, or plastic.
2. Examples of porous materials include sheet-rock, walls, ceilings, and stucco.
3. *** Per the Housing Maintenance Quality Assurance & Environmental Hazard Oversight Program, the Fort Jackson Housing Office will conduct regular mold assessments or specifically identified mold assessments, and coordinate with Fort Jackson industrial hygiene as required, then Balfour Beatty for repair/remediation.