



Administration and Finance  
Operations Detail: **#20-01**

**FACILITIES PLANNING AND MANAGEMENT | ENVIRONMENTAL HEALTH AND SAFETY**  
Campus Guidelines on Deploying Portable Air Cleaners/Scrubbers (PACs)  
July 22, 2021

## **1.0 PURPOSE**

This document provides parameters for obtaining and deploying portable air cleaners/Scrubbers (PACs) on campus during the COVID-19 pandemic.

## **2.0 BACKGROUND**

The campus hired P2S Engineering who was tasked with surveying the existing air handling systems serving 91% of the square footage on campus. The purpose of the survey was to assess the existing condition of air handler systems and air filtration, and to offer recommendations to minimize the potential spread of the pandemic causing SARS-CoV-2 virus within the building HVAC systems.

Overall, approximately 64% of Cal Poly Pomona air handling and packaged units can be fitted with MERV 13 filters, but some systems will require modifications to accept the filters. Due to the potential risk of aerosols, any system serving multiple zones should be operated with MERV 13 filters or highest feasible filtration level supported by the mechanical systems. For spaces with multiple occupants and is served by a system that cannot accommodate MERV 13 filters, portable in room cleaners were recommended.

## **3.0 OVERVIEW**

In response to the P2S Inc. Engineering campus-wide survey to assess the existing air handling system and air filtration HVAC systems, recommendations to utilize air portable cleaners<sup>1</sup> in areas that cannot accommodate filter upgrades or increased ventilation due to physical limitations of existing equipment to reduce the overall transmission risk were noted.

However, these units only present one of several methods of reducing indoor air contaminants which include source control/removal and ventilation modifications. Based on data driven decisions and what is known through supporting epidemiological literature on airborne transmissions<sup>2,3,4</sup>, Facilities Planning and Management and Environmental Health & Safety recommend the following criteria for campus allocation of portable air cleaners with sensitivity to the expenditure impact of scarce budget resources.

## 4.0 CITATIONS

<sup>1</sup> EPA Air Cleaners, HVAC Filters, and Coronavirus (COVID-19)

<sup>2</sup>Goyal, Sagar M., et al. "Detection of viruses in used ventilation filters from two large public buildings." American journal of infection control 39.7 (2011): e30-e38.

<sup>3</sup> Xu, Pengcheng, et al. "Transmission routes of Covid-19 virus in the Diamond Princess Cruise ship." medRxiv (2020).

<sup>4</sup>Taylor Engineering Covid-19 White Paper, Oct. 17, 2020, <https://taylorengeers.com/taylor-engineering-covid-19-whitepaper> (July 21, 2021)

<sup>5</sup>California Air Resources Board, List of CARB Certified Air Cleaning Devices

## 5.0 PROCEDURES

### **Criteria for Receiving Portable Air Cleaning Units**

The following three methods will be used to determine the purchase and deployment of an appropriate portable air cleaner in specific locations on campus:

1. Recommended by P2S Engineering based on a campus-wide HVAC assessment where systems are not able to accommodate MERV-13 filters due to building/mechanical limitations.
2. Through Employee Labor Relations, ADA reasonable accommodations process, (contact Manuel Montilla, ADA Coordinator, at (909) 869-4095 or via e-mail at [adacoordinator@cpp.edu](mailto:adacoordinator@cpp.edu))
3. As approved through the [EH&S Workspace Readiness Assessments](#) with consideration on on high-traffic, multi-occupancy areas where filtration deficiency cannot be supported by other ventilation modifications, and/or source control cannot be implemented, and will not pose a safety hazard (i.e., trip, slips, falls, electrical overload, fire, etc.) in the workspace.

### **NOTE:**

It is the responsibility of the department to maintain the security of the Cal Poly Pomona provided asset. The department is responsible for notifying Facilities

Planning and Management Customer Service ([fmcustomer@cpp.edu](mailto:fmcustomer@cpp.edu) or (909) 869-3030) for any replacement of filters based on manufacturer recommendations.

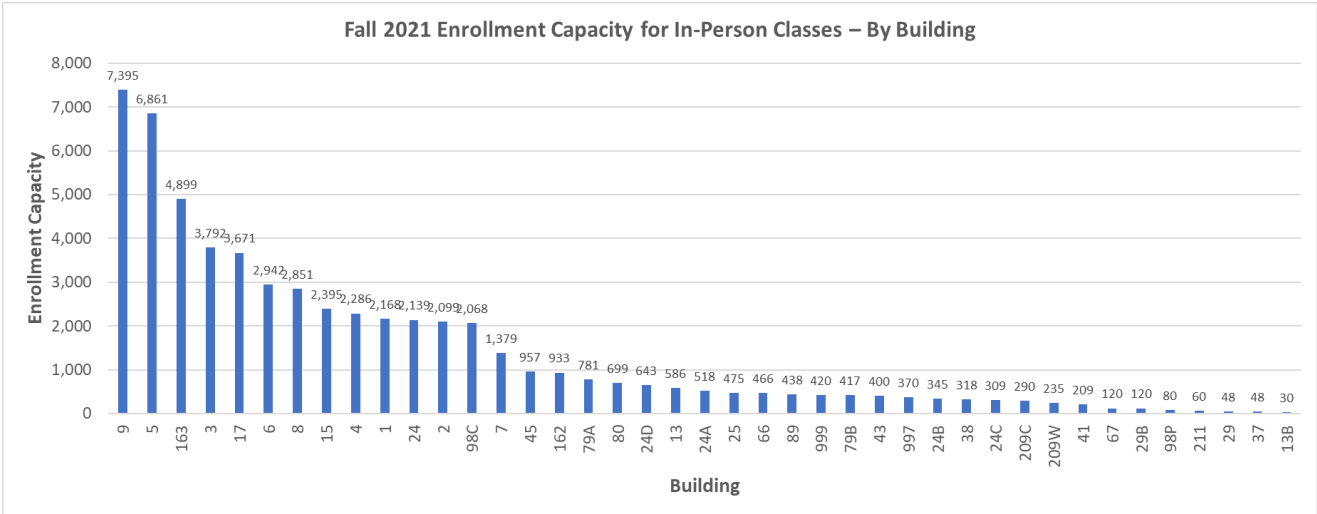
**Deviation from criteria:**

- Personally purchased portable air cleaners are **not** permitted due to the safety hazard risks of trips, slips, falls, electrical overload and fire.
- If the campus elects to permit independent purchases from departmental funding an EH&S Workplace Readiness Assessment will be required to ensure safety from the hazards of the proliferation of portable air scrubbers.
- FPM will install and maintain this equipment as an additional service.

**Portable Air Cleaning Unit Deployment Plan:**

With data provided by the Division of Academic Affairs, 3 tiers of academic buildings were prioritized, which was based on the building enrollment capacity and activities with higher respiratory risks. Campus has standardized two type of certified<sup>5</sup> air scrubber units based on their square footage of coverage and clean air delivery rates. FP&M will be purchasing air scrubbers for areas less than 465 sf and larger spaces less than 800 sf. For rooms larger than 800 sf, multiple scrubbers will be used.

- Tier 1 Buildings – No air scrubbers are needed.
- Tier 2 & 3 (15) Buildings – Approximately 60 units will be required.
- Non-Class Related State Buildings – Additional 107 units will be purchased for multi-occupant spaces not related to academic classes.
- Additional units will be in inventory for supporting criteria 2 & 3.



## 6.0 DEFINITIONS

**Portable Air Cleaners/Scrubbers:** Portable air cleaners/scrubbers (PACs) are transportable air cleaning units equipped with high efficiency particulate (HEPA) air filters typically used in multi-occupied spaces to reduce the concentration of airborne particles.

## 7.0 CONTACTS

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## 8.0 REVISION TRACKING

### Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised

### Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised