

# INSPECTION SUPPORT SERVICES INC

## SYLLABUS: ISS-PD306 – Residential IAQ Investigator & Field Training

### INSTRUCTIONAL GOALS

The three-day Residential IAQ Investigator Course is the second step in the ISS Residential Investigator Training Program. Participants will already have taken a one-day introductory indoor air quality course such as the ***Let's Clear the Air or Build and Renovate to Avoid Mold***. After completion of the three-day course, participants will be invited into a field-training phase. Individuals who satisfactorily complete both the course and field training receive a diploma in recognition of their successful completion of the program and demonstrated competence. Graduates' names will be included in a referral listing of Canadian residential IAQ investigators.

The IAQ investigator course is comprehensive—with emphasis on residential indoor air quality. Over the three days, the course deals with the subject in-depth to give the participant a good understanding of the types of indoor pollution problems found in homes, the health impact of these problems and their solutions.

The course includes two site visits to houses, where participants will learn how to use the IAQ inspection protocol developed for residential inspections. Course participants learn how to prioritize remediation measures, how to advise homeowners and how to write reports. Participants will be expected to submit a written report for one of the two houses investigated. This report will be reviewed, marked and returned to the participant as the start of the field training process. The three-day session also includes discussion of client–investigator relationships, liabilities, conflicts of interest, professional fees, and codes of practice.

The field training enables the trainees to learn and improve their skills in conducting IAQ investigations. Each trainee investigates three problem houses that they find on their own. The trainees' reports on these houses are submitted for review and critiqued by qualified reviewers. This cost is also included in this course. The additional field investigations must be completed within 12 months from the date of the Investigator Course.

Performance is reviewed after completion of the three-day training in the classroom, then on an ongoing basis during the field training. Successful completion of the program is based on demonstration of competence. ISS reserves the right not to issue the training diploma or to remove the name of the individual from the listing, due to evidence of unsatisfactory performance, misrepresentation or violation of codes of practice agreed upon by the investigators.

**Prerequisite course: Let's Clear the Air or Build/Renovate to Avoid Mold**

**Class limit: 15 Participants**

### LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills and attitudes that a student is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the student will be able to:

- conduct in-depth, Indoor Air Quality house investigations
- apply accepted Residential IAQ Investigation Procedure(Protocol) to identify indoor air quality problems on two houses
- develop solutions for the problems
- prioritize the problems and the solutions
- write useful reports that can be used for follow-up work

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## COURSE CONTENT

- Understanding IAQ
- Introduction to the Investigation Protocol
- The Occupant Survey and Liability Waiver
- Preparation for Site Visit
- IAQ – Problems & Solutions
- Reporting & Prioritization
- Tools and Testing
- Moisture and Use of a Psychometric Chart
- Mechanical System Options
- Filtration and Ventilation Systems
- Radon
- Code of Ethics
- Practical Field Training

## NEEDS AND RESOURCES

### Required Background

To successfully complete this course, you must have a basic experience and knowledge in:

- Construction practices
- Residential construction
- Or – Related technical background

### Required Materials

- Course notes

### Online Resources

- Referenced technical papers specified in the course

## COURSE SCHEDULE

The first part is a 3 day course (approximately 24 hours). The second part, consisting of the field training, is completed at your own pace. However, it is important to complete the field training in a timely fashion while the knowledge you gained in the first part of the course is still fresh in your mind. The course fee includes for the instructors review and evaluation of the three “additional” investigations.

## POLICIES AND PROCEDURES

### General Rules:

It is expected that all work must be performed by the individual student. Any student having an academic concern or questioning an academic decision should first discuss the matter directly with their course instructor; if the issue is not resolved then with the ISS Program Coordinator. The ISS Program Coordinator's decision is final. Further information may be found on the Inspection Support Services webpage under Training and a link to ISS Education Policy.

### Grading:

**To complete the *ISS Residential Indoor Air Quality Investigator Program*, you should have:**

1. Completed the *Let's Clear the Air or Build and Renovate to Avoid Mold* seminar.

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2. Met the entry-level requirements for the program—experience or training in residential construction such as R-2000 training, eco-Energy training, ENERGY STAR for New Homes course and mechanical systems. Candidates to the program may take the required training after the three-day course but prior to the field training.
3. Taken the three-day Residential IAQ Investigator course and submitted the written report from one of the two houses investigated during the course.
4. Been formally admitted to the Field Training phase.
5. Successfully completed the investigation of three problem houses on your own and submitted the files and fees required. Each submission is reviewed and marked by a Reviewer.

**A diploma will be issued upon completion of all the above requirements and payment of the specified fees.**

1. After the three-day course, you complete and submit an investigation report for one of the two houses investigated by the class. You will receive a letter from the Program Coordinator with comments on the written report and information outlining requirements for the field training.
2. Contact the Program Coordinator to verify if there are any requirements, *i.e.* additional training, that you need to take. When you are given the go ahead, the Coordinator will send you the survey forms to use for your first investigation.
3. Find a house that is suspected to have indoor air quality problems to investigate. Conduct an IAQ investigation, following the procedure learned at the three-day course.
4. Send the fee and all the materials (survey forms, photographs and report) to the Program Coordinator for review. Include the report on a disk (in Microsoft Word or Word Perfect).
5. Your original materials will be returned to you, together with the reviewer's report. It takes several weeks from the time you submit your materials. **It is recommended that no report be sent to the occupant before the review process is complete.**
6. Implement the Reviewer's corrections. You may be asked to send your revised report back to the Reviewer.
7. Contact the Program Coordinator for the next house investigation. Please refer to —What You Need to Know About Field Training in the course notes.
8. Follow the same process until you have completed three house investigations.
9. Upon successful completion of the three house investigations, you will be issued a diploma, based on your field training performance.
10. The field training should be completed within 12 months from the date of the Investigator Course.

After completing the Residential IAQ Investigator Course and submitting the report for one of the houses investigated at the course, you will receive a letter from the Program Coordinator.

**Passing marks for the submissions are as follows:**

- 1st report 60%—for the report completed as part of the 3-day course
- 2nd report 65%
- 3rd report 70%
- 4th report 75%

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## ADDITIONAL INFORMATION

The information contained in this training program represents what is considered to be the most current and the best understanding of the subject at the time of the delivery of the program. Nevertheless, it is to be expected that new research may supersede some aspects of our current understanding. Neither ISS, nor the consultants can be held responsible for the costs or consequences of any claims or actions in contract or in negligence arising from applying any of the information.

This program has endeavoured to take every reasonable step to inform the trainees of the risks associated with exposure to indoor air pollutants in the process of evaluating residences. Recommendations have been made to minimize the risks. But neither ISS, nor the trainers will be responsible for any health condition experienced by the investigator that may be associated with exposure to dwellings visited by the investigator in his/her application of the information from this training program. The investigator shall assume full responsibility for any health risks attendant to himself/herself related to investigating houses.

Neither ISS nor the trainers will be held responsible for the consequences (financial costs, property damage, health risks, etc.) suffered by the occupants of dwellings that were evaluated by the investigator as a result of actions based on the recommendations of the investigator.

While every effort is made by the instructor to cover all content material listed in this outline, the order, **content and/or evaluation may change as a result of special circumstances (e.g. technology/equipment** problems and/or changes, etc). In any such case, every effort will be made to make appropriate adjustments to the course delivery.

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