

Policy Title	Effective Date	Revision Date	Created by	Approval Signature
FM Natural Gas/Propane Response	July 21, 2021	n/a	C.Wojtysiak E.Cuevas	J.Tuttle

## 1. Purpose

The purpose of this policy is to provide guidance on how to respond to odor complaints that may be natural gas or propane leaks.

## 2. Scope

Outlines the process for collecting relevant information from callers to make determinations on how to respond to odor complaints and then additional actions and responsibilities for responding to odors that may require emergency action and those that require internal investigation only.

## 3. Responsibility

Employees who receive calls or complaints for odors on campus as well as Facilities staff that would respond to odor complaints must be familiar with this policy. Decision making regarding internal and external response to issues that might be natural gas or propane related needs to occur quickly.

## 4. Definitions

*Mercaptan*- Is the general odor of rotten eggs that is added to natural gas and propane to make it a distinctive smell for detection purposes.

## 5. General Guidelines

<b>Notification by Activation of Building Gas Detection and Alarm System</b>
Bowdoin Security notifies 9-1-1 (BKFD), MNG* and initiates Facilities call tree (Priority I notifications)
Building evacuates by alarm
Bowdoin Security responds to assist with directing evacuated people and with access key/card for BKFD
Mechanical Services Staff report to site to determine if it is possible shut off the gas to the building. <i>There are valve wrenches on campus for BFD, MNG or trained Bowdoin Staff to shut off natural gas at the meter if MNG is delayed in their response. Must notify MNG of any valve operation.</i>
<b>Indoor Odor Complaint- Received by Facilities Staff- Call-In, Workorder, Radio</b>
Initiate the complaint investigation by asking the prescribed questions necessary to properly assess the event:
<ol style="list-style-type: none"><li>1. Building name, location of issue (floor, room #, etc)</li><li>2. Contact name and phone #</li><li>3. Duration of the odor/smell</li><li>4. Describe the odor/smell</li></ol>

<b>Odor described as rotten eggs (mercaptan) or inconclusive- assume a Natural Gas leak</b>	<b>Odor not like mercaptan-proceed with internal investigation</b>
<ul style="list-style-type: none"> <li>- Direct the caller to evacuate the building.</li> <li>- If outdoor, direct the caller to clear the area</li> </ul> <p><b>Relay to Communications Center (<i>if not with them already</i>).</b></p> <ul style="list-style-type: none"> <li>- Bowdoin Security will notify Brunswick Fire (9-1-1) and MNG Emergency contact (877-532-5636 or 1-877-LEAK-ODOR) of a suspected natural gas leak*</li> </ul> <p>*For propane leaks the contact would be Downeast Energy: 207-373-0465</p> <ul style="list-style-type: none"> <li>- Bowdoin Security will respond to the building and activate fire alarm if not already sounding. Security will assist with direction of evacuated people and to provide card or keys to the Fire Department when they respond.</li> <li>- For outdoor events, Bowdoin Security will provide perimeter control up to 500ft to ensure that no one enters the area of concern.</li> <li>- Standard notifications made to Facilities call tree</li> </ul>	<p>Relay information to Mechanical Services team:</p> <ul style="list-style-type: none"> <li>- Investigate using IAQ/CSE meters and site assessment</li> <li>- Communicate findings to EHS</li> </ul>