



Dear School Official:

Thank you for helping to improve the indoor air quality in your school. The U.S. Environmental Protection Agency (EPA) would like to present the revised *Indoor Air Quality Tools for Schools (IAQ TFS)* Kit. Since the voluntary kit was first issued in 1996, 13.5 million students, staff, and faculty in 25,000 schools throughout the United States are experiencing good IAQ in accordance with EPA guidelines. Approximately 54 percent of these schools have reported improved workplace satisfaction, 33 percent reported a decrease in asthma episodes, 29 percent reported fewer visits to the school nurse or health office, and 27 percent reported an increase in attendance.

We based the revisions to the kit on lessons learned, feedback from stakeholders, as well as the latest indoor air quality science information. The original goal remains unchanged for the *IAQ TFS* Kit: to show schools how to carry out a practical plan of action to improve indoor air problems at little to no cost using straightforward activities and in-house staff. We recognize that successful IAQ management programs developed through the use of the kit are supported by the school administration and implemented by an IAQ coordinator. Therefore, this revision includes information for implementing the kit on a district-wide level. Components of the revised kit include:

- Updated checklists for all school employees;
- Clear, concise Coordinator's Guide with information for implementing the kit district wide;
- Comprehensive Reference Guide;
- Informative, one-page descriptions of the *IAQ TFS* Awards Program and district level implementation of the kit; and
- The popular Problem Solving Wheel, asthma booklet, and two videos ("The *IAQ Tools for Schools* Walkthrough" and "Taking Action & Ventilation Basics").

Additional resources for improving indoor air quality in schools can be found at: www.epa.gov/iaq/schools. As with the previous version of the kit, this guidance is voluntary and can be followed or modified depending on the schools' needs and desires.

– *The U.S. EPA Indoor Air Quality Tools for Schools Team*