Thanks for joining us! Today’s presentation will begin shortly.

If you have questions or want to report any technical issues, contact us at info@dhpsny.org or (215) 545- 0613 ext. 334
Stories From the Field

Mold at RPI

October 19, 2020

Jenifer Monger
Assistant Institute Archivist

Tammy Gobert
Preservation and Access Archivist

Institute Archives and Special Collections, Rensselaer Libraries
Aerial view of RPI campus, circa 1980s

- Folsom Library
- Computing Center
Aerial view of RPI campus, circa 1950s

Troy University, current site of Folsom Library

St. Joseph's Chapel, now the Voorhees Computing Center

Connector Building
Above: Looking North - Folsom Library on the left, with entrance to Voorhees Computing Center on the right, open outdoor plaza between.

Below: Drainage grates for the outdoor plaza.
Storage rooms under the open plaza between Folsom Library and Voorhees Computing Center (aka the Chapel).

Theses & Dissertation Storage

Archives & Special Collections Storage (aka “The Cage”)

Voorhees Computing Center Spaces – off limits to Library staff

Entrance to storage from 1st floor of Folsom Library

Exit next to VCC
Left: Thesis and dissertation storage room.
Above: Institute Archives and Special Collections, “The Cage” storage area.
Early issues

Water infiltration from below...

... and from above!
Mitigation Efforts

Plastic sheeting used for protection from an HVAC leak.

Sealed plaza grate

Pressure valve in Cage floor
Ongoing Problems

Rusted plaza drainage pipe that leaked into the Cage. Water damage in the Archives art and artifacts section.
Predecessor for the Libraries’ Disaster Preparedness Plan

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Brings cultural heritage and emergency management professionals together at the local level.

- Encourage institutions to complete disaster plans and train for emergencies;
- Create cooperative disaster assistance networks;
- Raise awareness about cultural heritage in communities;
- Influence official emergency policies and plans.

Rensselaer Libraries staff meeting, 2017
Alliance for Response Webinar Series

• “Working with Volunteers”
  • Chandra Fox, Region 10 President, International Association of Emergency Managers

• “Exercise Without Leaving Your Seat: Practicing the Incident Command System at the Institutional Level”
  • David Carmicheal, State Archivist, Commonwealth of Pennsylvania

• “Crisis Communications”
  • Mike Smith, Chair and Associate Professor of Communication, LaSalle University
Disaster Planning Goals
- Establish authority
- Form a team
- Purchase supplies
- Educate & Train

Disaster Plan Content
- Pocket Plan
- Immediate Response
- Locations of Emergency Systems
- Insurance information
- Collections salvage priorities list

Institutional Attachments
- Emergency and evacuation procedures
- Floor Plans
- Risk Assessment contacts
- Contracts with recovery services
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Size</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasive (dry cleaning sponge)</td>
<td>1</td>
<td>1.75 x 3.75 x 7&quot;</td>
<td>Can be cut into small pieces</td>
</tr>
<tr>
<td>Aprons</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bamboo Make brushes</td>
<td>1</td>
<td>9 shafts each</td>
<td></td>
</tr>
<tr>
<td>Binder clips</td>
<td>4</td>
<td>4 large, 4 medium</td>
<td></td>
</tr>
<tr>
<td>Blotter Paper</td>
<td>25</td>
<td>30&quot; x 40&quot;</td>
<td>Map Case C, Dr. 17 – Archives Cage</td>
</tr>
<tr>
<td>Bucket with lid</td>
<td>1</td>
<td>5 gal.</td>
<td></td>
</tr>
<tr>
<td>Caution tape</td>
<td>1</td>
<td>3&quot; x 1000&quot;</td>
<td></td>
</tr>
<tr>
<td>Clothesline (nylon)</td>
<td>1</td>
<td>100'</td>
<td></td>
</tr>
<tr>
<td>Clothespins (plastic)</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension cord (heavy duty)</td>
<td>1</td>
<td>50'</td>
<td></td>
</tr>
<tr>
<td>Folding tables</td>
<td>2</td>
<td>30&quot; x 72&quot; x 29&quot; H1</td>
<td>Staff Lounge closet only</td>
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<tr>
<td>Freezer paper</td>
<td>1</td>
<td>roll</td>
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<tr>
<td>Garbage can with lid</td>
<td>1</td>
<td>32 gal.</td>
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<tr>
<td>Gloves (nitrile)</td>
<td>100</td>
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<tr>
<td>Hardhat</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labels (waterproof)</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Micro-sparsa (stainless steel)</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Milk crate (plastic)</td>
<td>1</td>
<td>10.5 x 13.5 x 10.5&quot;</td>
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</tr>
<tr>
<td>N95 respirator</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsprint paper (white)</td>
<td>22&quot; x 39&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper towels</td>
<td>900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pens (waterproof)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic sheathing (rolled)</td>
<td>1</td>
<td>10&quot; x 10', 6 MIL</td>
<td></td>
</tr>
<tr>
<td>Plastic sheathing (folded)</td>
<td>20</td>
<td></td>
<td>Map sizes</td>
</tr>
<tr>
<td>Rags (white cotton)</td>
<td>4 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scissors</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponge (easy grip)</td>
<td>1</td>
<td>1 - jumbo size</td>
<td></td>
</tr>
<tr>
<td>Trash bags</td>
<td>10+ - 30 gal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility knife (retractable)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility knife blades</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Practicing the Incident Command System and best practices for salvaging wet materials.
Remaining Plans

- Finalize documents based on the AFR templates
- Establish a permanent disaster preparedness committee
- Make the plan accessible to the rest of the staff
- Organize and participate in additional staff training
- And set up a review process to regularly update the plan
Competing Priorities
Cracked pipe area above shelves

Institute Archives & Special Collections Storage (The Cage)

Theses & Dissertation Storage
Bound volumes on compact shelving after removal from affected shelving in storage area.

Mold growth on inside covers and spine of a thesis.
Additional mold found on volumes on the affected shelving in storage area.

Affected shelving area in thesis storage.
Fun Facts About Mold...

Mold: Prevention, Detection, and Response - Gillian Marcus, Preservation Specialist, DHPSNY

- Mold disseminates large numbers of conidia which travel through air, land on surfaces and germinate
- Mold loves cultural heritage materials!
- Mold sensitivities can develop very suddenly and can be severe

NEDCC, 3.8 Emergency Salvage of Moldy Books and Paper

- While it is actively growing and reproducing, mold excretes digestive enzymes that alter, weaken, and stain paper, cloth, or leather.
- Factors that will contribute to mold growth in the presence of moisture are high temperatures, stagnant air, and the location of storage.
Colleagues from the New York State Archives assisting with discovery and assessment.

Shelving in affected area - bound volumes had been sitting in pools of water.
This photograph speaks for itself!

Mold growing under a plastic sleeve with a black & white photograph.

Photographs drying inside the plastic sleeves...sort of!
Volumes on compact shelving - fanning, drying, separating, and reassessing each volume in unique ways.
Volumes on the affected shelves - fuzzy white and dark colored mold on the undersides. These remained on shelving until a professional remediation contractor could handle them.
Renewed Momentum

- Establish a formal committee – The Disaster and Emergency Preparedness Team (DEPTeam)
- Finalize an emergency and preparedness plan
- Identify salvage priorities
- Share information with our colleagues
- Create and distribute Pocket Response Plans (PReP)
Remediation: Preparation

- Respiratory Protection Program training
- Research mold specialists
- Assessment and plan of work developed by an industrial hygienist
- Get bids for abatement
- Select a contractor and get approval from Procurement
- Coordinate with library & risk management staff
- Decide what to do with severely damaged items
- Schedule abatement
Remediation: The Process

The containment chamber

Sanitizing within the chamber
Remediation: The Process

Cleaning and sanitizing *every* surface

Post-remediation air quality testing unit used by the industrial hygienist

Testing within the airlock chamber
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Post-Remediation Follow-ups
March 15, 2020: RPI Announced Work From Home Mandate

Expanded Social Distancing: Working Remotely

MARCH 15, 2020
From: Curtis N. Powell, Vice President for Human Resources

This past week, due to the growing public health crisis, the World Health Organization declared the coronavirus (COVID-19) outbreak a pandemic; the President of the United States declared a national emergency; and the Governor of the State of New York declared a state of emergency.

Effective Wednesday, March 18 through Tuesday, March 31, only faculty and staff whose work is deemed "essential" to current operations will be expected to report to work on campus. Faculty and staff who have not been designated as "essential" are not required to report to campus. These individuals will work remotely, with the expectation of fulfilling all assigned duties and responsibilities, on their assigned work schedule. Portfolio leaders will inform faculty and staff members if they must report to campus, and will provide further information regarding work assignments.
August 4th 2020, 8 a.m.

Water dripping from the elbow of the pipe

"the pipe"

Original affected area
WET IS ONE THING! MOLD IS ANOTHER!

It takes only 24 hours for mold to germinate and grown spores if there is a high temperature in conjunction with high relative humidity.
Plastic covering the shelving unit across from the affected area

Homemade plastic funnel

Large trash container

Water found in the garbage can the next day – our funnel worked!
Drying, fanning, checking – during a pandemic
Institute archives and Special Collections storage area (aka cage) underneath the plaza.
New Observations

• Oversights and omissions
• More clarification on steps and workflows
• Future discussions and refinement of plans
• Understanding that stressors (especially now) are an ongoing presence.
Where We Are Now

Stop the spread of COVID-19!

Wash Hands Often
with soap and warm water for at least 20 seconds. If not available, use hand sanitizer!

Wear a Face Mask
at all times in public spaces and avoid touching your mouth, nose, and eyes to stop the spread of germs.

Clean and Disinfect
frequently used surfaces.

Cover Coughs and Sneezes
with a tissue and then dispose of the tissue and wash your hands.

If you feel sick, stay home.
Contact your doctor or the Student Health Center if you think you have COVID-19.

For more information, visit covid19.rpi.edu
Take Aways!

• Safety
• Supplies
• Training
• Disaster team
• Communication
• Be aware of limitations
• Seek help
• Stay positive
• Have a written plan!
Mold and Disaster Preparedness Resources

Alliance for Response (AFR)
https://www.culturalheritage.org/resources/emergencies/alliance-for-response

Conservation Center for Art & Historic Artifacts (CCAHA): Managing a Mold Infestation

Documentary Heritage and Preservation Services for New York (DHPSNY)
https://dhpsny.org/

Northeast Document Conservation Center (NEDCC) Preservation Leaflets
https://www.nedcc.org/free-resources/preservation-leaflets/overview

NYS Program for the Conservation and Preservation of Library Research Materials
http://www.nysl.nysed.gov/libdev/cp/
Questions?
DHPSNY staff is available to answer your questions. Contact us at info@dhpsny.org or (215) 545-0613.

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