





## NEBB ARBITRATION AGREEMENT

**An Authorized Officer of the Firm shall read and agree to the Arbitration Agreement stated below.**

Agrees that, if the firm fails to attain certification or, if certified, certification is subsequently suspended or terminated, all claims, controversies or disputes of any kind whatsoever arising from such failure, suspension or termination shall be resolved and settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including its Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision). The firm further agrees that an interim or final order or judgement on any order or award rendered pursuant to those Rules may be entered in any court having jurisdiction to do so (FOR PURPOSES OF JURISDICTION, THE FIRM CONSENTS TO PERSONAL JURISDICTION AND VENUE IN THE UNITED STATE DISTRICT COURT FO THE DISCTRICT OF MARYLAND OR THE CIRCUIT COURT FOR MONTGOMERY COUNTY MARYLAND). The arbitration shall be conducted and decided by a single arbitrator. The locale of the arbitration shall be in Washington, D.C. or its metropolitan area. Any judicial proceeding that the firm or NEBB institutes, in aid of arbitration or otherwise, shall be instituted in the United States District Court for the District of Maryland or the Circuit Court for Montgomery County, Maryland. The firm further agrees that all claims, controversies or disputes shall be submitted to arbitration as provided for herein no later than thirty (30) days after the firm has been notified of said failure, suspension or termination (which such notification shall be deemed to have been made as of the date on which it was delivered to the firm by certified U.S. mail, email or facsimile transmission). If the firm does not submit any claim, controversy or dispute that this provision covers to arbitration within said thirty (30) days, the firm hereby acknowledges that is HAS IRREVOBALLY WAIVED, ABANDONED AND RELEASED ANY SUCH CLAIM, and CONTROVERSY OR DISPUTE.

**Firm Name:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Position

\_\_\_\_\_  
Date



# NEBB CODE OF BUSINESS ETHICS

*This form needs to be completed by an Authorized Representative of the Firm **and** the Designated Certified Professional*

Each NEBB Certified Firm and designated NEBB Certified Professional shall not act in any manner that detracts from the reputation of NEBB for certifying Firms and certifying Professionals who provide quality service, in accordance with NEBB Standards, in a timely and professional manner or in any other such manner that is, likewise, not in the best interest of NEBB.

The designated NEBB Certified Professional shall ensure that the NEBB Certified Firm only performs work, which that person can adequately supervise, and the designated NEBB Certified Professional must have the authority to manage all aspects of a Firm’s work, ensure quality work is performed on a timely basis.

- I. NEBB Certified Firms and the designated NEBB Certified Professional shall:
  - a. perform their work in accordance with the current NEBB Procedural Standards.
  - b. prepare details reports, which are accurate and reliable and which are prepared under the direct supervision of a NEBB Certified Professional and in accordance with the appropriate and current NEBB Procedural Standards
  - c. report all equipment and system deficiencies, which prevent them from completing their work and preparing a final report, specifically and expressly noting in any preliminary report that it is preliminary and not final and not sealing any such report
  - d. report and address problems, if encountered, and when a problem exists, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions
  - e. perform their services professionally and with respect for the client’s property and personnel
  
- II. Certification of a NEBB Certified Firm and certification of the designated NEBB Certified Professional may, in accordance with provisions and procedures set forth in NEBB’s Operational Procedures, be suspended or terminated for, among other, the following reasons:
  - a. failure to pay annual fees and/or recertify, as provided, in the NEBB Bylaws and Operational Procedures
  - b. failure to abide by the provisions of NEBB’s Bylaws and its Operational Procedures
  - c. conduct by a NEBB Certified Firm or NEBB Certified Professional, which, as found by the NEBB Board of Directors, is not in the best interest of NEBB
  
- III. No person who is a local chapter or national official, officer or committee member shall use information gained in that capacity for any purpose other than performing the responsibilities of that person’s position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person and, in circumstances where such use is done with the knowledge of an owner, directly or indirectly, of a NEBB Certified Firm, for suspension or termination of that Firm’s certification.

The undersigned, by their signatures below, acknowledge having read the foregoing NEBB Code of Business Ethics, acknowledge that they fully understand its content and agree to follow the NEBB Operational Procedures and the Code of Business Ethics.

\_\_\_\_\_  
Signature of designated NEBB Certified Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Firm Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Firm Name: \_\_\_\_\_

REQUIRED BUILDING ENCLOSURE TESTING INSTRUMENTS - Procedural Standard 2015 First Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Absolute (Barometric) Pressure Measurement	14 in Hg to 40 in Hg	± 2% of reading	0.01 in Hg	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Airflow Measuring System	NA	± 4% of reading	NA	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Door Pressure Assembly	300 to 6,300 CFM	± 5 % of reading	0.004 inches WG	Mfr. / Model Number:	Calibration Date: (Ref Note 1)
				Serial Number:	
Manometer (Analog/Digital)	0 to 0.5 inches WG	± 2 % of reading	0.001 inches WG ≤ 1 inches WG 0.05 inches WG > 1 in WG	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Test Fan w/ digital pressure/flow measurement system	NA	± 4 % of reading	1.0 Pa	Mfr. / Model Number:	Calibration Date: (Orifice Plate or Flow Nozzle reference Note 1)
				Serial Number:	
Thermal Imaging Camera (Digital)	Min. focus distance: 18 inches Standard Infrared lens type:  Field of view: 23° x 17°  Spatial resolution (IFOV): 1.25 mRad  Min. focus dist: 15 cm (approx. 6 inches)	Temperature Measurement Accuracy:  ± 2 or 2% (at 25C nominal, whichever is greater)	Thermal Sensitivity: ≤ 0.05C at 30° C target temp. (50 mK)  Infrared Spectral Band: 7.5 µm to 14 µm (long wave)	Mfr. / Model Number:	Calibration Date: (Ref Note 1)
				Serial Number:	

Firm Name: \_\_\_\_\_

REQUIRED BUILDING ENCLOSURE TESTING INSTRUMENTS - Procedural Standard 2015 First Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Thermometer (Digital)	- 40° F to 240° F	2° F	0.2° F	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
<b>Wind Velocity Measurement (One of the following)</b>					
Thermal Anemometer (Digital)	0 to 1,000 FPM	± 3 % or ± 3 FPM (whichever is greater)	1 FPM	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Rotating Vane Anemometer (Digital) <i>(Reference Note 1)</i>	60 to 5,000 FPM	± 3% or ± 3 FPM	1 FPM	Mfr. / Model Number:	Calibration Date:
				Serial Number:	

**Notes:**

1. Follow Instrument Manufacturers recommendations

**VERIFICATION OF INSTRUMENT RECORD – NEBB BUILDING ENCLOSURE TESTING  
FORM CF-BET FIRM CERTIFICATION**

I certify that the firm (name): \_\_\_\_\_

- a. Owns all balancing instruments required for NEBB Certification, including those listed on this form.
- b. Has a sustained calibration and maintenance plan that conforms to NEBB guidelines, described in the current edition of the NEBB *Procedural Standards for Building Enclosure Testing*. Calibration of instruments as required by NEBB has been accomplished in accordance with that document.
- c. Has in its employ a designated NEBB Certified BET Professional who has previously met the NEBB requirements for qualification.

Name Printed: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative of Firm)

**CHAPTER TECHNICAL COMMITTEE CONFIRMATION**

The required instrumentation as listed on this form were verified by me on: \_\_\_\_\_  
(date)

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_  
(Chapter Technical Committee Representative)