

# FORM CF-CPT | CHAPTER RECOMMENDATION FOR FIRM CERTIFICATION IN CERTIFIED TESTING OF CLEANROOMS



FIRM

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

Street Address: \_\_\_\_\_

City
State
Country
Zip/Postal Code

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

CERTIFIED PROFESSIONAL

Designated CP Name: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City
State
Country
Zip/Postal Code

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date submitted to Chapter for review: \_\_\_\_\_

NEBB Chapter: \_\_\_\_\_

**The Chapter has verified that the Firm:**

- Has maintained a reputation for responsible performance       Has paid applicable fee
- Possess the current edition of the CPT Procedural Standard       Is in good standing with the local chapter

**This recommendation is submitted on behalf of the Chapter Board of Directors by:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Chapter Technical Committee Chairman)

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

**FOR NEBB USE ONLY**

Date Received: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Notes: \_\_\_\_\_ Firm Cert: \_\_\_\_\_



# 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Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision).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 furthers 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 PURPOSED OF JURSDICTION, THE FIRM CONSENTS TO PERSONAL JURSDICTION AND VENUE IN THE UNITED STATE DISTRICT COURT FO THE DISCTRICK 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 IRREVOBALY 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 CLEANROOM PERFORMANCE TESTING INSTRUMENTS - Procedural Standard 2009 Third Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Electronic Thermometer	40 to 100° F (US) 4.5 to 38° C (SI)	± 1% of reading	0.2° F (US) 0.1° C (SI)	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Electronic Hygrometer/Thermo hygrometer	10 to 90% RH	±2% RH	1% RH	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Electronic Manometer	0-0.5" w.g. (IP) 0-125 Pa (SI)	2% of reading	0.01 in.w.g. <1 in.w.g. (IP) 2.5 Pa ≤ 250 Pa (SI) 0.1 in.w.g. >1 in.w.g. (IP) 25 Pa > 250 Pa (SI)	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Optical Particle Counter	A light scattering instrument with display or recording means to count and size discrete particles in air, as defined by ASTM F50-69. Instruments of this type shall provide for a minimum sampling flow rate of 28.3 L/min (1.0 cfm) and a threshold size discrimination of a minimum of 0.3 micrometer (microns) in size.			Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Flow Measuring Hood	100-2000 cfm (IP) 50-1000 L/s (SI)	± 5% of reading ± 5 cfm (US) 2.5 l/s (SI)	(Digital): 1.0 cfm (0.5 L/s) (Analog): 5.0 cfm (2.5 L/s)	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Aerosol Photometer	The instrument shall have a threshold sensitivity of 10-3 micrograms per liter of challenge aerosol particles and be capable of measuring concentrations over a range of 105 times the threshold sensitivity. Sample flow rate shall be 28.3 L/min (1 cfm). Readout shall be either linear or logarithmic with an accuracy of 1% of full scale of the selected range.			Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Aerosol Generator	A device that can aerosolize either a polydispersed or a monodispersed artificial particle medium for filter integrity testing, including Laskin nozzle type, thermal generator, atomizer, etc.			Mfr. / Model Number:	Calibration Date:
				Serial Number:	

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

Minimum Required CPT Instrumentation - Procedural Standard 2009 Third Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Diluter	A device used with the scanning particle counter to sample the aerosol challenge upstream of a filter under test. The resulting counts after dilution should not exceed 100,000 particles.			Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Data Recorder-Temperature and Humidity/Dew Point	Electronic thermometers and temperature sensors with readout devices capable of meeting the following requirements: Range: 4.5°C - 38°C, (40°F - 100°F) Accuracy: ± 0.05°C, (±0.1°F) Resolution: ± 0.05°C. (±0.1°F)  Humidity measuring instruments and sensors used with readout devices capable meeting the following requirements: Range: 10% - 90%, Accuracy: ±3.0%, Resolution: ±0.1%  Instruments shall be capable of recording temperature and humidity or dew point at specified time intervals and time periods.			Mfr. / Model Number:	Calibration Date:
				Serial Number:	

**Notes:**

*Instrumentation with multiple capabilities shall be accepted for more than one function when submitting documentation for a firm's certification, providing that each separate function meets NEBB requirements.*

*The capability to test filters with either a photometer or a particle counter must be met. Equipment for testing using one fo the two test methods is required.*

**VERIFICATION OF INSTRUMENT RECORD – NEBB CERTIFIED TESTING OF CLEANROOMS  
FORM CF-CPT 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 Certified Testing of Cleanrooms*. Calibration of instruments as required by NEBB has been accomplished in accordance with that document.
- c. Has in its employ a designated NEBB Certified CPT 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)