

FORM CF-FHT | CHAPTER RECOMMENDATION FOR FIRM CERTIFICATION IN FUME HOOD PERFORMANCE TESTING



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 FHT 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Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision).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 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 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 FUME HOOD INSTRUMENTS - Procedural Standard 2009 First Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Linear Measuring Device	Min. 12' (3.6m) tape measure	Reading 1/16" (1.0mm) increments	NA	Mfr. / Model Number: Serial Number:	Calibration not required
Equipment Stand, laboratory ring stand	NA	NA	NA	Mfr. / Model Number: Serial Number:	Calibration not required
Digital Manometer with either a Pitot tube or an airfoil-type probe	-15.0 to +15.0 inches w.c. (IP) -3.7 to + 3.7 kPa (SI)	±1 % of reading and ± 0.005 inches	0.001 inch w.c. (0.25 Pa)	Mfr. / Model Number: Serial Number:	Calibration Date: 12 Month (Meter only)
Small Smoke Source	NA	NA	NA	Mfr. / Model Number: Serial Number:	Calibration not required
Large Smoke Source Generator	NA	NA	NA	Mfr. / Model Number: Serial Number:	Calibration not required
Detection Calibrator Instrument Dependent; information is required	NA	NA	NA	Mfr. / Model Number: Serial Number:	Calibration Date:
Ejector System w/critical orifice	NA	NA	NA	Mfr. / Model Number: Serial Number:	Calibration not required
Orifice Calibrator Mechanical Device	0 – 15 L/m	± 0.1 L/m	± 0.1 L/m	Mfr. / Model Number: Serial Number:	Calibration Date:
Orifice Calibrator Flow Meter; Initial flow verification is required for instrument	1 – 10 L/m	± 3%	± 0.5 L/m	Mfr. / Model Number: Serial Number:	Yearly calibration not required - Initial flow verification is required.

Firm Name: _____

REQUIRED FUME HOOD INSTRUMENTS - Procedural Standard 2009 First Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval: 12 Months
Tracer Gas	Sulfur Hexafluoride (SF6) Commercial grade (Minimum purity of 99%). Other acceptable gas may be used and should be approximately the same molecular weight, stability, and grade as SF6. Other acceptable gas shall be approved by the owner, designer, or AHJ. MSDA form required for current gas, verify purity, min 99% chemical grade.			NA	Calibration not required
Spectrophotometer, Infrared Analyzer	±15% of reading between five times minimum detectable concentration and the upper value range. Noise: Maximum of 0.004 absorbance units (AU) with 20.25 m path lengths at 12.0 µm wavelength and with AgBr lenses at 75°F (23° C) operating temperature.			Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Electron Capture Detector (Leak Meter)	0.01 ppm	±25% for readings between 0.05 ppm to 0.1 ppm and ± 10% for readings above 0.1 ppm	NA	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Hot-Wire Anemometer (Digital)	0 to 2500 FPM	± 3% or ± 3 FPM (whichever is greater)	1 FPM	Mfr. / Model Number:	Calibration Date: Depending on Instrument may require calibration on probe along with instrument
				Serial Number:	
Mannequin	A three-dimensional mannequin (torso) shall be fully clothed that would replicate a normal operator complete with laboratory coat. The height must be adjustable to meet the height requirements of the various hood configurations; i.e. standard bench hood, ADA height, walk, etc. Probe shall be placed in the normal breathing zone based on the various heights. At minimum: Torso, head and arms with lab coat and adjustable height.			NA	Calibration not required

1. Per Instrument Manufacturers recommendations

2. Requirements to conform Table 4-1, current edition of the NEBB Procedural Standards for the Measurement of Sound & Vibration

Instruments: Spectrophotometer, infrared and leak meter should all have same minimum of 0.01 ppm and 25% of readings as noted above.

**VERIFICATION OF INSTRUMENT RECORD – NEBB FUME HOOD PERFORMANCE TESTING
FORM CF- FHT 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 Fume Hood Performance 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 FHT 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)