

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Procurement/Installation of Fume Hoods	5-007 FACILITY MANAGEMENT July 2009
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INTRODUCTION AND GENERAL STATEMENT

- 1.01 It is the University's responsibility to ensure that operating conditions do not exist that will endanger faculty, students, other staff and the building structures. Since all fume hoods involve the discharge of air from the building, therefore, appropriate design requires consideration of the source of air for the hoods and of the necessity to heat/cool the air. These factors influence the energy cost that is directly related to the operating cost of the system as a whole. The end result is that hood installations need to be carefully reviewed from an engineering and safety point of view before being placed in operation.

PURPOSE AND SCOPE

- 2.01 This regulation is established to assist all interested parties in obtaining needed fume hoods which meet all safety requirements and all engineering aspects related to cost effectiveness and sound operating conditions.

POLICY

- 3.01 Physical Plant Services is responsible for ensuring that fume hood installations do not result in hazardous operating conditions, that energy requirements are at the lowest feasible level, and that environmental conditions are optimum. These conditions can exist only when appropriate evaluations are made prior to the purchase and installation of a hood or prior to change of use of any existing hood.
- 3.02 All fume hood installations in existing buildings and changes-of-use in existing hoods will be engineered for safety, energy effectiveness, and environmental considerations by Physical Plant Services.
- 3.03 Fume hood requirements in new construction will be given the same engineered analysis, with the assistance of the Oklahoma State University-Stillwater Department of Architectural Services, as noted in 3.02 above.
- 3.04 Installation of additional hoods in existing buildings will be done by Physical Plant Services personnel or by an outside contract administered by Physical Plant Services.
- 3.05 The procurement of additional hoods will be done by Physical Plant Services after the engineering analysis has been made as noted above. If a hood is to be donated to the university, the analysis of its proposed use will be made before the hood is accepted and delivered to the campus.

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- 3.06 New or additional hood installations shall be supplied with separate duct work vented in accordance with applicable codes and university standards.

PROCEDURES

- 4.01 Requests for purchase and installation and for modifications of hoods will be forwarded to Physical Plant Services by use of a work-request form. A detailed list of the chemicals or other materials to be used in the hood, and a written justification for the hood, shall be attached to the request.
- 4.02 Physical Plant Services will obtain an engineering analysis for each hood. The analysis will be reviewed as appropriate with the requestor and will be the basis for the estimate of cost.
- 4.03 Oklahoma State University-Stillwater Department of Architectural Services and Oklahoma State University Institute of Technology Physical Plant Services will ensure all hood requirements under their jurisdictions are reviewed by the Campus Safety Coordinator. The energy and environmental considerations will be made by university staffs or by contract engineers as appropriate.

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