

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Procurement/Installation of Fume Hoods

**5-007
FACILITY MANAGEMENT
March 2014**

INTRODUCTION AND GENERAL STATEMENT

- 1.01 Fume hoods present some special problems. Many of them involve the use of hazardous material. It is the university's responsibility to ensure that operating conditions do not exist which will endanger faculty, students, other staff and the building structures. All 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 which 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 into operation.
- 1.02 In certain situations, a fume hood may not be warranted. A thorough review of the operation of the facility, and whether or not administrative measures can be used to eliminate the need for a fan, will be taken into consideration.
- 1.03 The objective of the university is to ensure that hoods are installed to operate in a safe and cost-effective manner.

PURPOSE AND SCOPE

- 2.01 This policy and procedure 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.

UNIVERSITY POLICY

- 3.01 The OSU Institute of Technology (OSUIT) Safety Manager has the responsibility to ensure that fume hood installations do not result in hazardous operating conditions. He/she also has the responsibility to ensure 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 any new 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 and the OSU Fire Marshall.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 3.03 Fume hood requirements in new construction will be given the same engineered analysis with Physical Plant 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 outside contract administered by Physical Plant Services (OSUIT or Stillwater), or Long Range Facilities Planning.
- 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.
- 3.06 New or additional hood installations shall be supplied with separate duct work vented through the building roof in accordance with applicable codes and university standards.
- 3.07 Any hoods required in buildings maintained by Student Services will receive the same type of analysis as outlined above. Student Services will purchase and install hoods within its area of responsibility.

PROCEDURES

- 4.01 Requests for purchase and installation and for modifications of hoods will be forwarded to Physical Plant Services by use of a Project 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 forwarded with the campus work order.
- 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.

Approved: March 2006
Revised: July 2009
Revised: March 2014