

Oklahoma State University Policy and Procedures

PROCUREMENT AND INSTALLATION OF FUME HOODS	3-0842 ADMINISTRATION & FINANCE Public Safety January 2022
---	---

INTRODUCTION AND GENERAL STATEMENT

1.01 Fume hoods present some special problems. Many involve the use of hazardous material. It is the University's responsibility to ensure operating conditions do not exist, which will endanger faculty, students, other staff, and building structures. All hoods involve the discharge of air from a building. Therefore, the appropriate design requires consideration of the source of air for the hoods and of the necessity to heat/cool the air. These factors influence energy cost, which is directly related to the operating cost of the system as a whole. Hood installations must be carefully reviewed from an engineering and a safety point of view prior to placement.

1.02 The objective of the University is to ensure hoods are installed to operate safely and cost-effectively.

PURPOSE AND SCOPE

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

POLICY

3.01 Environmental Health and Safety (EHS), Facilities Management (FM), and Long Range Facilities Planning (LRFP) have the responsibility to ensure fume hood installations do not result in hazardous operating conditions. Energy Services, in FM, has the responsibility to ensure energy requirements are at the lowest feasible level and environmental conditions are optimum. These conditions can only exist when appropriate evaluations are made prior to the purchase and installation of any new hood or prior to the 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 EHS and FM.

3.03 Fume hood requirements in new construction will be given the same engineered analysis under the responsibility of LRFP in coordination with EHS and FM, as noted in 3.02 above.

3.04 Installation of additional hoods in existing buildings will be done by FM personnel or by outside contract administered by FM or LRFP (see Policy & Procedures 1-0109).

3.05 The procurement of additional hoods will be done by FM 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 ductwork vented through the building roof in accordance with applicable codes and University standards.

PROCEDURES

4.01 Requests for purchase, installation, and modification of hoods will be forwarded to FM through the AiM work order system. 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 work order.

4.02 FM and LRFP will prepare 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 Engineering analysis reports will be reviewed by EHS.

4.04 Design services are provided by outside professional service contracts overseen by for FM and LRFP.

Revised:
January 2022

Approved:
E-Team, February 2022