

Division of Safety (DS) Guidance for Resolution of Airflow Issues

If your ducted BSC/Fume Hood/LEV airflow needs to be adjusted for any reason (e.g., failed DS certification, etc.), you will need to contact ORF to resolve the problem since they control building ventilation. Here are the steps to follow:

1. Submit a [maintenance service request](#).
 - a. If you do not hear back from ORF within 3 days, use the maintenance service ticket number and **call the ORF service desk at 301-435-8000** to ask for a status update on your ticket.
 - b. For further escalation, **contact on-duty supervisor and/or ORF Facility Team Chief**. This information should be provided by ORF service desk.

(Note: For any questions or additional information, please contact the Primary Barrier Team at PrimaryBarrier@mail.nih.gov or 301-496-3457).

2. Please **do not use** the equipment in the meantime since users will not be protected from exposure.
3. Once ORF has adjusted the airflow, please submit a [service request](#) to DS (“**Recertification after ORF adjusted the airflow**”) and the contractor will verify the airflow to ensure it is safe for users to work.