



**Open Range**  
S O F T W A R E

## **CTS User Manual**

# **IH – Ventilation and Local Exhaust Controls**

Last Edited: 21 September 2022

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## Introduction

The CTS Industrial Hygiene (IH) **Ventilation and Local Exhaust Controls Program** provides a user-friendly system to maintain your IH ventilation equipment inventory. Using this software correctly can help ensure fast, easy, and secure access to equipment inventory records.

With IH Ventilation and Local Exhaust Controls Program, your organization will be able to save time and money by reducing inventory control discrepancies. This program is designed to inventory and track the calibration or use status of equipment used as part of your exposure monitoring program.

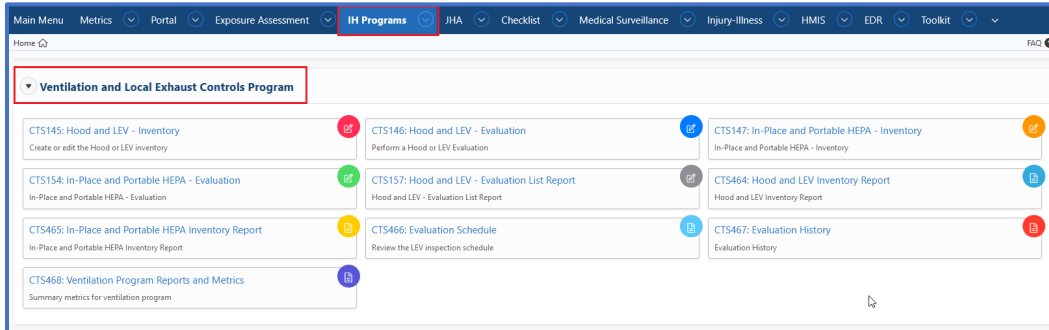
The *CTS Industrial Hygiene (IH) Ventilation and Local Exhaust Controls Program* consists of three main areas:

- Inventory
- Evaluation
- Reports

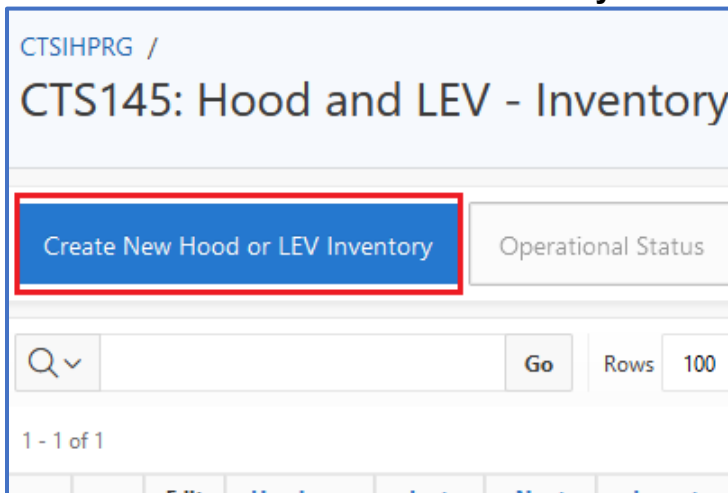
# Chapter 1 - CTS145: Hood and LEV - Inventory

## Create New Hood or LEV Inventory

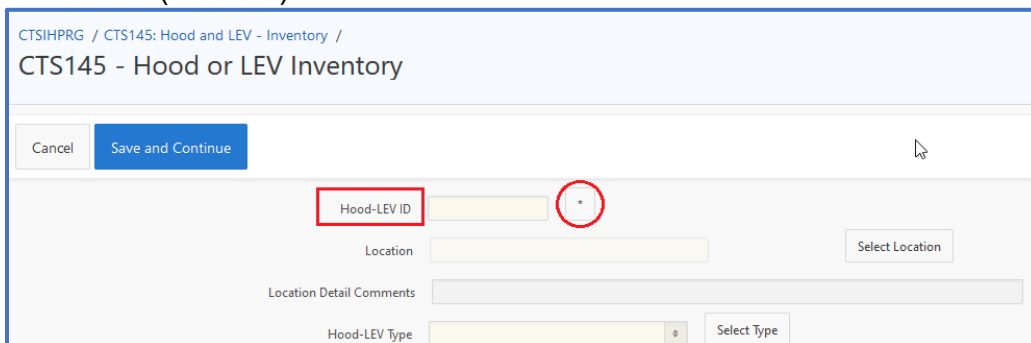
From **IH Programs** menu, click **CTS145: Hood and LEV - Inventory** button.



Click **Create New Hood or LEV Inventory** button.



Click the \* (asterisk) button next to the *Hood-LEV ID* field to autofill an ID.



Click **Select Location** button.

CTS145 - Hood or LEV Inventory

Cancel Save and Continue

Hood-LEV ID [input] \*

Location [input] **Select Location**

Location Detail Comments [input]

Hood-LEV Type [input] Select Type

Click the blue **Select** text to select a location.

	Location ↑	Loc-2	Loc-3	Location Name	Location Category	Code	Site	Company
<b>Select</b>	AREA 1	-	-	-	OFFICE AREA	F000004	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	-	-	OFFICE AREA	F000003	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	ROOM 1	-	OFFICE AREA	F000002	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	ROOM 2	-	OFFICE AREA	F000005	SITE	COMPANY

Click **Select Type** button.

CTS145 - Hood or LEV Inventory

Cancel Save and Continue

Hood-LEV ID [input] \*

Location [input] Select Location

Location Detail Comments [input]

Hood-LEV Type [input] **Select Type**

Measurement Type 1-CAV and Open Front Face Velocity Measurements

Inspection Checklist (default) HOOD CAV/NAV CHECKLIST

Click the blue **Select** text to select a type.

	Hood-LEV Type
<b>Select</b>	AUXILIARY AIR (FUME HOOD)
<b>Select</b>	CALIFORNIA HOOD
<b>Select</b>	CANOPY HOOD
<b>Select</b>	CONSTANT AIR VOLUME FUME HOOD (CAV)

Use pull-down menu to select *Measurement Type*.  
Use pull-down menu to select the *Inspection Checklist*.  
Enter text into *Facility Designation ID*, *Fan ID*, *Sash Height*, *Sash Width*, and *Current Operational Notes* text fields.

The screenshot shows a form with the following fields and their states:

- Hood-LEV Type:  Select Type
- Measurement Type:  1-CAV and Open Front Face Velocity Measurements
- Inspection Checklist (default):  HOOD CAV/VAV CHECKLIST
- Manufacturer-Model:  Select Manufacture-Model
- Organization:  Select Org
- Facility Designation ID:
- Fan ID:
- Sash Height:
- Sash Width:
- Current Operational Notes:

Use pulldown menu to select *Manufacturer-Model*.

The screenshot shows the Manufacturer-Model field with a red box around the label and a red circle around the dropdown arrow. The field is currently empty.

Click **Select Org** button.

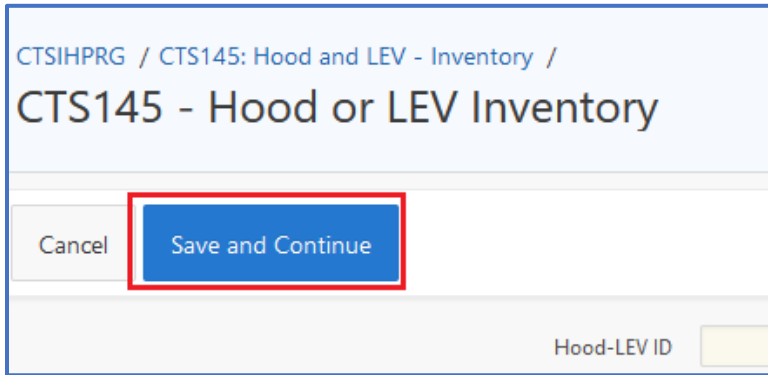
The screenshot shows a close-up of the Select Org button, which is highlighted with a red box. A mouse cursor is visible over the button.

Click blue **Select** text to select an organization.

	Org Description	Org IDL1	Org IDL2	Org IDL3	Org IDL4	Org IDL5	Org IDL6
<b>Select</b>	ADMIN	ADMIN	-	-	-	-	-
<b>Select</b>	IHSL1	IHSL1	-	-	-	-	-
<b>Select</b>	ITL1	ITL1	-	-	-	-	-
<b>Select</b>	MAINL1	MAINL1	-	-	-	-	-
<b>Select</b>	MEDICAL	MEDICAL	-	-	-	-	-
<b>Select</b>	OPL1	OPL1	-	-	-	-	-

1 - 6 of 6

Click **Save and Continue** button.

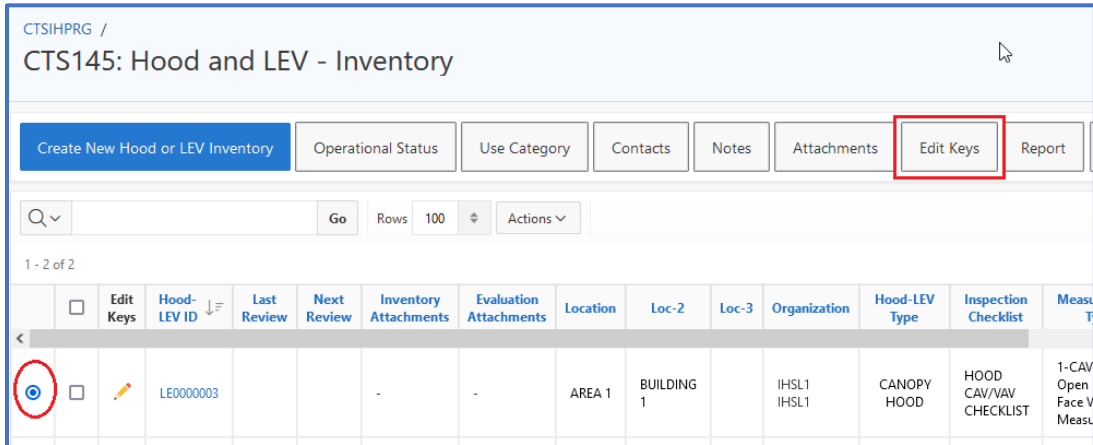


Field	Description
<i>Hood-LEV ID</i>	Auto generated ID number
<i>Location</i>	Location where inventory item is utilized
<i>Location Detail Comments</i>	Details about location
<i>Hood-LEV Type</i>	Type of hood/LEV
<i>Measurement Type</i>	Type of measurement
<i>Inspection Checklist (default)</i>	Inspection checklist type (Hood/LEV)
<i>Manufacturer-Model</i>	Inventory item manufacturer/model
<i>Organization</i>	Organization where inventory item is utilized
<i>Facility Designation ID</i>	Optional ID number
<i>Fan ID</i>	Optional ID number
<i>Sash Height</i>	Optional measurement
<i>Sash Width</i>	Optional measurement
<i>Current Operational Notes</i>	Optional, additional notes

### Edit Existing Inventory

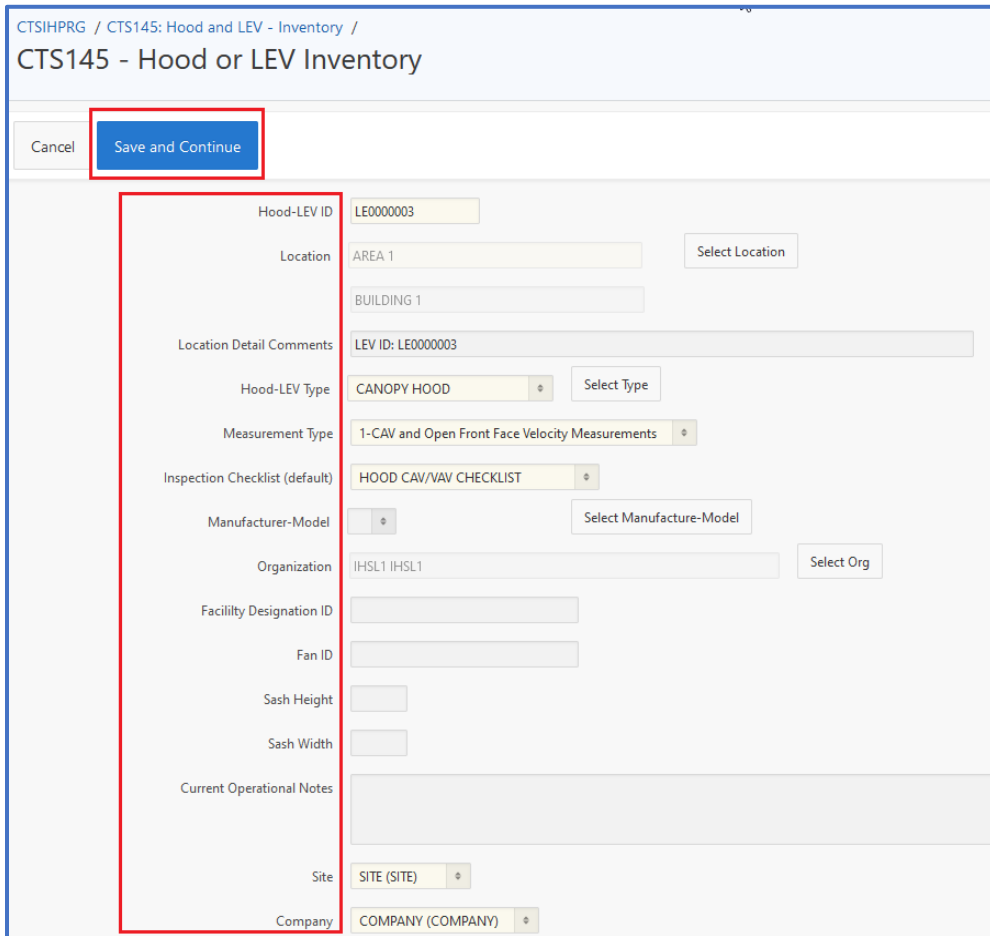
Use radio button to select an inventory item.

Click **Edit Keys** button.



Edit inventory item details.

Click **Save and Continue** button.





<b>Field</b>	<b>Description</b>
<i>Hood-LEV ID</i>	Auto generated ID number
<i>Location</i>	Location where inventory item is utilized
<i>Location Detail Comments</i>	Details about location
<i>Hood-LEV Type</i>	Type of hood/LEV
<i>Measurement Type</i>	Type of measurement
<i>Inspection Checklist (default)</i>	Inspection checklist type (Hood/LEV)
<i>Manufacturer-Model</i>	Inventory item manufacturer/model
<i>Organization</i>	Organization where inventory item is utilized
<i>Facility Designation ID</i>	Optional ID number
<i>Fan ID</i>	Optional ID number
<i>Sash Height</i>	Optional measurement
<i>Sash Width</i>	Optional measurement
<i>Current Operational Notes</i>	Optional, additional notes

## Print Inventory Report

Click any *Hood-LEV ID* hot link to view its report in a new browser tab.

	<input type="checkbox"/>	Edit Keys	Hood-LEV ID	Last Review	Next Review	In Att
	<input checked="" type="checkbox"/>		<a href="#">LE0000003</a>			-
	<input type="checkbox"/>		<a href="#">LE0000002</a>			-

### LEV Inventory

Hood-LEV ID: **LE0000003**  
Location: **AREA 1 BUILDING 1**  
Site: **SITE**  
Site: **COMPANY**  
Location Detail  
Comment: **LEV ID: LE0000003**  
Hood-LEV Type: **CANOPY HOOD**  
Measurement Type: **1-CAV and Open Front Face Velocity Measurements**  
Inspection Checklist: **HOOD CAV/VAV CHECKLIST**  
Organization: **IHSL1 IHSL1**  
Inventory Status: **ACTIVE**

*Close browser tab when finished viewing report.*

## Inventory Details Edit

Click the radio button of an inventory item in the grid to select it.

Click **Operational Status**, **Use Category**, **Contacts**, **Notes**, or **Attachments** button. Clicking on the desired button which will display add/edit options.

CTSIHPRG /  
CTS145: Hood and LEV - Inventory

Create New Hood or LEV Inventory | Operational Status | Use Category | Contacts | Notes | Attachments | Edit Keys | Report | Hide Checked | Delete Checked

Q [ ] Go Rows 100 Actions [ ]

1 - 2 of 2

<input type="checkbox"/>	Edit Keys	Hood-LEV ID	Last Review	Next Review	Inventory Attachments	Evaluation Attachments	Location	Loc-2	Loc-3	Organization	Hood-LEV Type	Inspection Checklist	Measurement Type	Manufacturer and Model	Sash Height	Sash Width
<input checked="" type="checkbox"/>		LE0000003			-	-	AREA 1	BUILDING 1		IHSL1 IHSL1	CANOPY HOOD	HOOD CAV/VAV CHECKLIST	1-CAV and Open Front Face Velocity Measurements		-	-
<input type="checkbox"/>		LE0000002			-	-	AREA 1				AUXILIARY AIR (FUME HOOD)	HOOD CAV/VAV CHECKLIST	1-CAV and Open Front Face Velocity Measurements		-	-

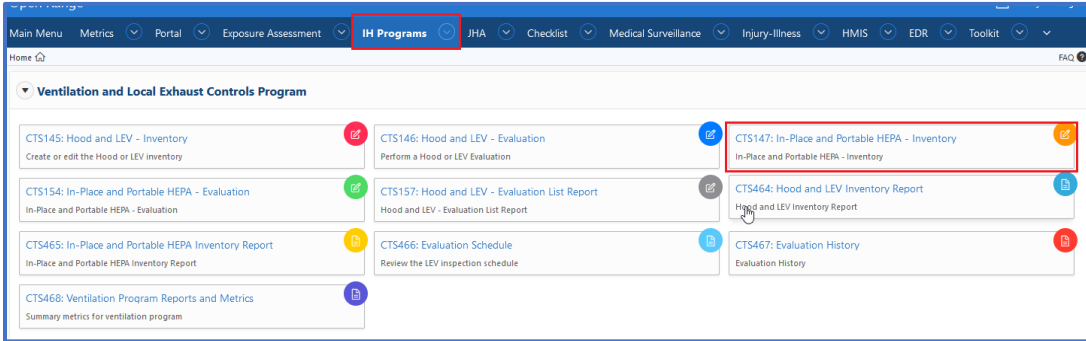
Click *CTSIHPRG /* breadcrumb to return to IH Programs menu.

CTSIHPRG /  
CTS145: Hood and LEV - Inventory

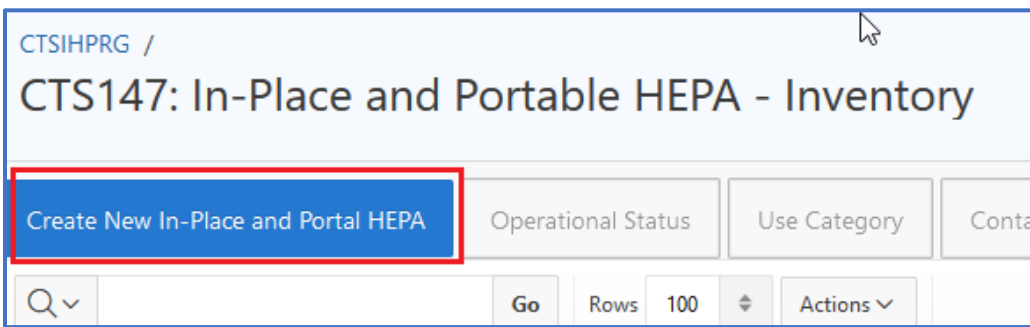
# Chapter 2 – CTS147: In-Place & Portable HEPA - Inventory

## Create New In-Place and Portable HEPA Inventory

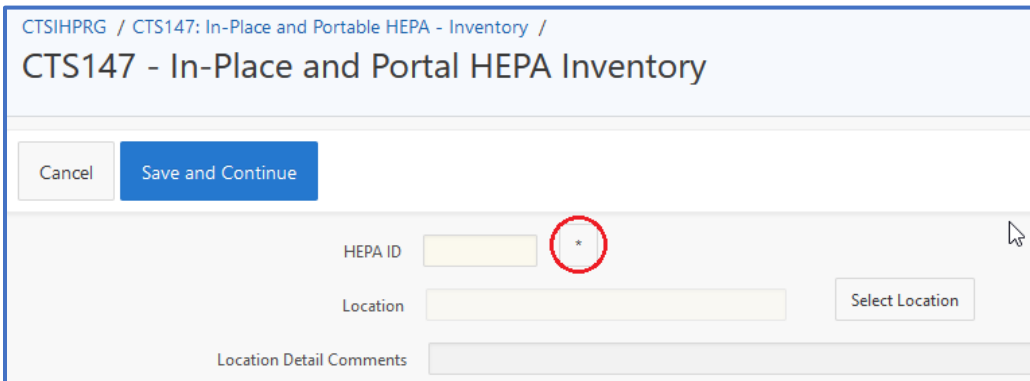
Click **CTS147: In-Place and Portable HEPA - Inventory** button.



Click **Create New In-Place and Portable HEPA** button.



Click the \* (asterisk) button next to the *Hood-LEV ID* field to autofill an ID.



Click **Select Location** button.

A screenshot of a web form. At the top, there is a 'HEPA ID' field with the value 'HP0000002' and a small asterisk icon. Below it are three stacked text input fields: 'Location' (containing 'AREA 1'), 'BUILDING 1', and 'ROOM 1'. To the right of the 'Location' field is a button labeled 'Select Location', which is highlighted with a red rectangular box. Below these fields is a 'Location Detail Comments' text area. Further down are three dropdown menus: 'HEPA Type' (set to 'IN-PLACE ENGINEERED'), 'Measurement Type' (set to '1-In-Place HEPA Inspection'), and 'Inspection Checklist (default)' (set to 'IN-PLACE HEPA SYSTEM CHECKLIST'). Each dropdown menu has a 'Select' button next to it.

Click the blue **Select** text to select a location.

	Location ↑≡	Loc-2	Loc-3	Location Name	Location Category	Code	Site	Company
<b>Select</b>	AREA 1	-	-	-	OFFICE AREA	F000004	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	-	-	OFFICE AREA	F000003	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	ROOM 1	-	OFFICE AREA	F000002	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	ROOM 2	-	OFFICE AREA	F000005	SITE	COMPANY

Click **Select Type** button.

A screenshot of a web form, similar to the one above. The 'Location' field is now filled with 'ROOM 1'. The 'Select Location' button is no longer present. The 'HEPA Type' dropdown menu is highlighted with a red rectangular box, and its 'Select Type' button is also highlighted with a red rectangular box. The other fields and dropdown menus remain the same as in the previous screenshot.

Click blue **Select** text to select HEPA Type.

	HEPA Type
Select	FUME EXTRACTOR
Select	IN-PLACE ENGINEERED
Select	IN-PLACE FIELD FABRICATED
Select	IN-PLACE PORTABLE ON BLOCKS

Use pull-down menu to select *Measurement Type*.

Use pull-down menu to select the *Inspection Checklist*.

Enter text into *Facility Designation ID*, *Fan ID*, *Sash Height*, *Sash Width*, and *Current Operational Notes* text fields.

Hood-LEV Type [dropdown] Select Type

Measurement Type [dropdown]

Inspection Checklist (default) [dropdown]

Manufacturer-Model [dropdown] Select Manufacture-Model

Organization [text] Select Org

Facility Designation ID [text]

Fan ID [text]

Sash Height [text]

Sash Width [text]

Current Operational Notes [text area]

Use pulldown menu to select *Manufacturer and Model*.

Location Detail Comments [text]

HEPA Type [dropdown] Select Type

Measurement Type [dropdown]

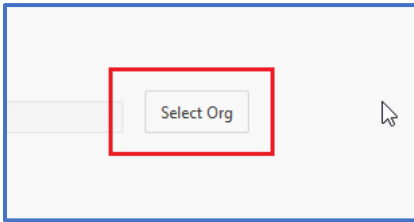
Inspection Checklist (default) [dropdown]

Manufacturer and Model [dropdown]

Organization [text] Select Org

Fan ID [text]

Click **Select Org** button.

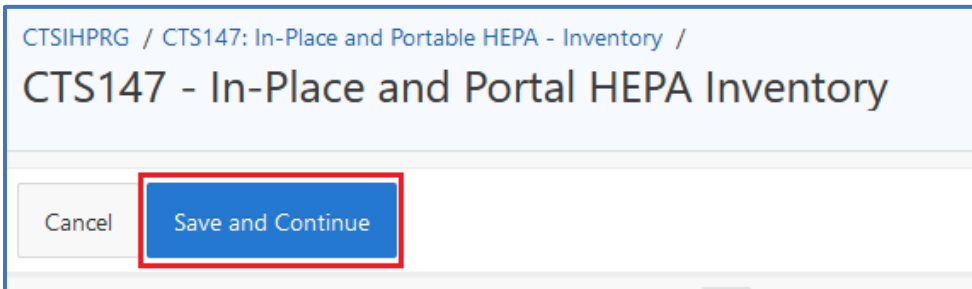


Click blue **Select** text to select an organization.

	Org Description	Org IDL1	Org IDL2	Org IDL3	Org IDL4	Org IDL5	Org IDL6
<b>Select</b>	ADMIN	ADMIN	-	-	-	-	-
<b>Select</b>	IHSL1	IHSL1	-	-	-	-	-
<b>Select</b>	ITL1	ITL1	-	-	-	-	-
<b>Select</b>	MAINL1	MAINL1	-	-	-	-	-
<b>Select</b>	MEDICAL	MEDICAL	-	-	-	-	-
<b>Select</b>	OPL1	OPL1	-	-	-	-	-

1 - 6 of 6

Click **Save and Continue** button.



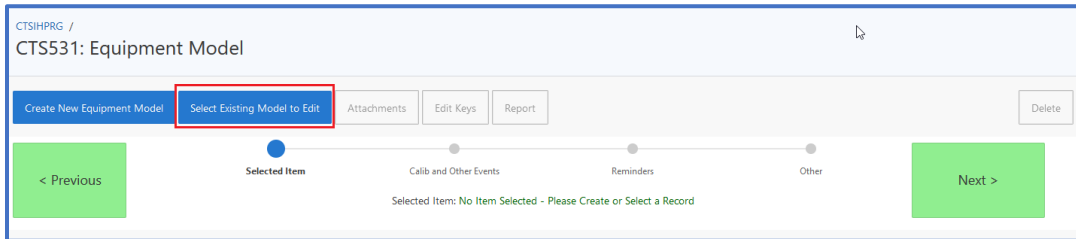
Field	Description
<i>HEPA ID</i>	Auto generated ID number
<i>Location</i>	Location where inventory item is utilized
<i>Location Detail Comments</i>	Details about location
<i>HEPA Type</i>	Type of HEPA
<i>Measurement Type</i>	In-place or portable

<i>Inspection Checklist (default)</i>	Inspection checklist type (In-place/portable)
<i>Manufacturer and Model</i>	Inventory item manufacturer/model
<i>Organization</i>	Organization where inventory item is utilized
<i>Fan ID</i>	Optional ID number
<i>Current Operational Notes</i>	Optional, additional notes

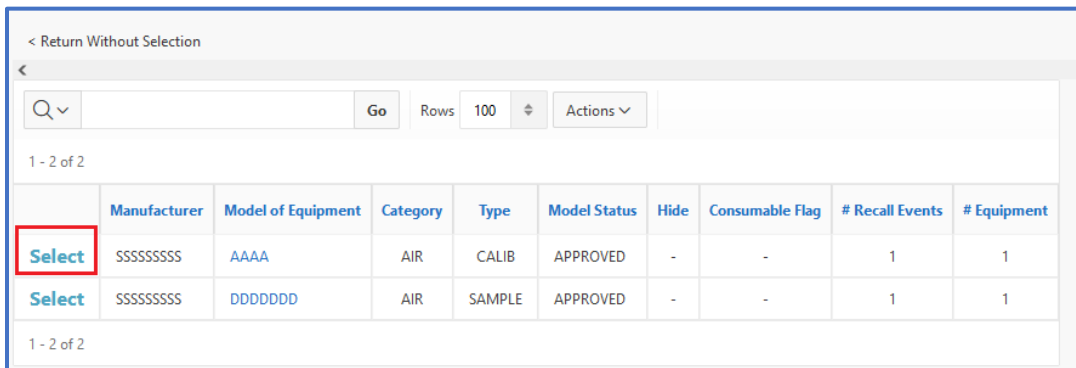
### Edit Existing Inventory

Click radio button to select an inventory item.

Click **Edit Keys** button.

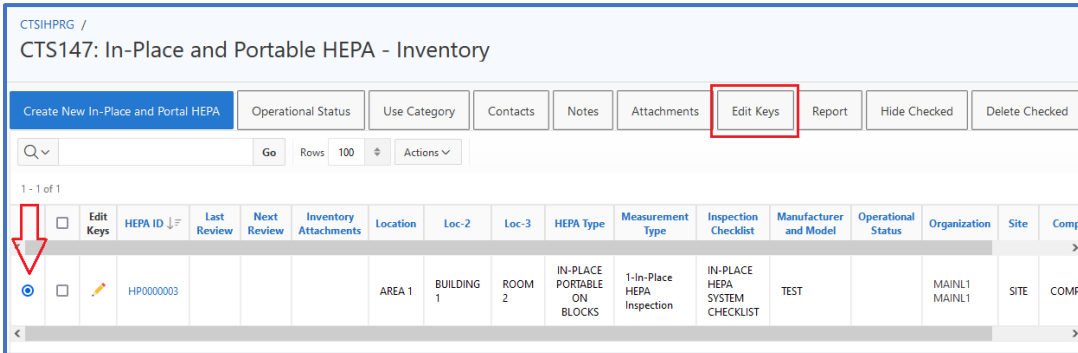


Click blue **Select** text to choose a model.



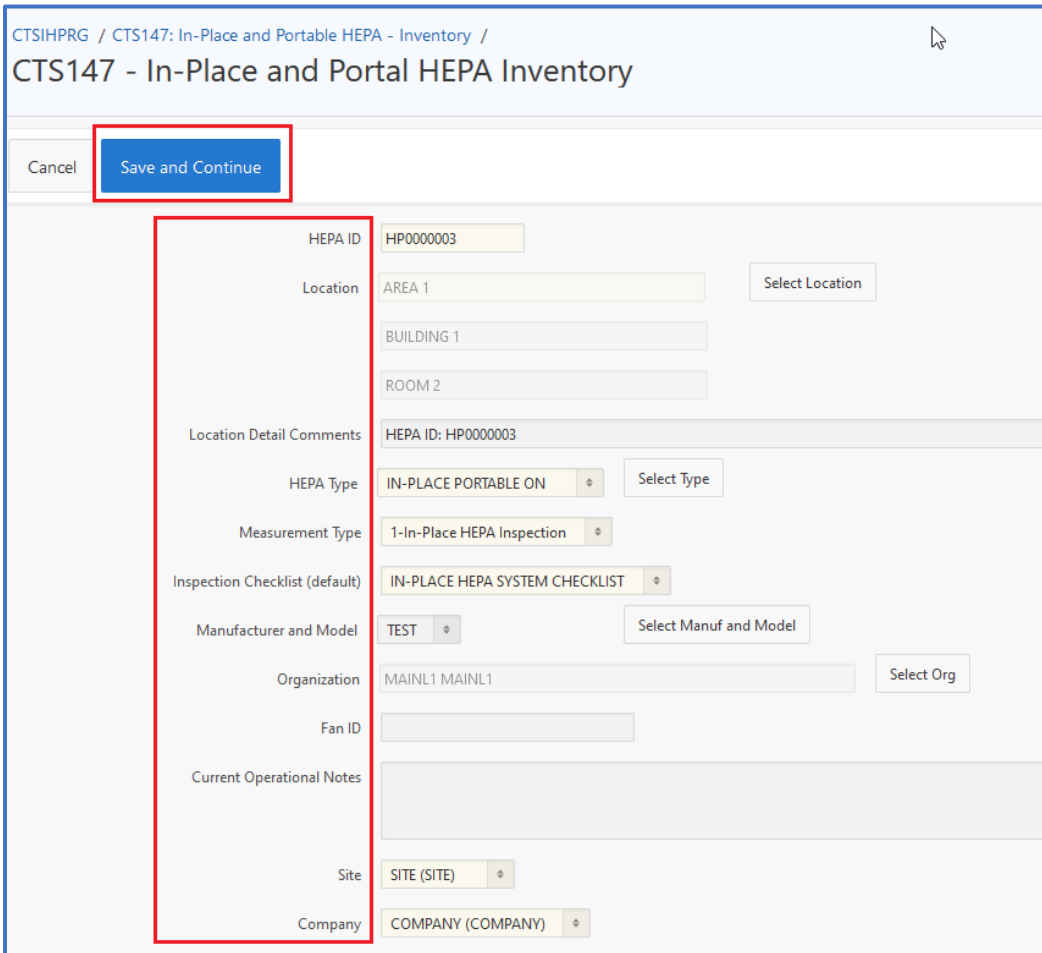


Click **Edit Keys** button.



Add/edit inventory details.

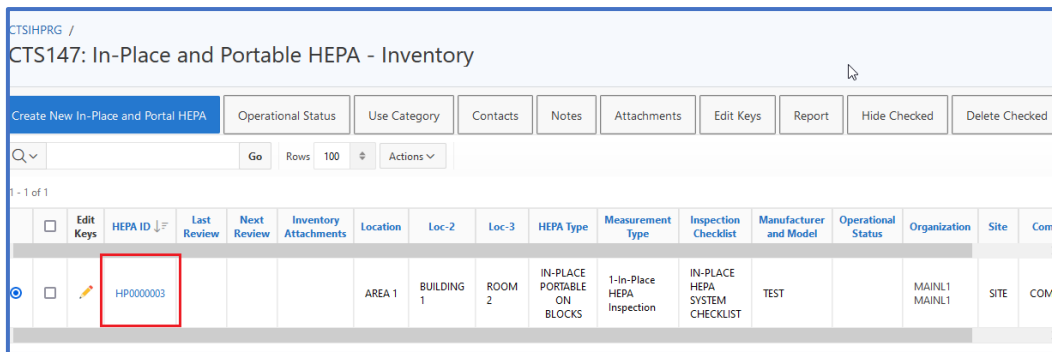
Click **Save and Continue** button.



Field	Description
<i>HEPA ID</i>	Auto generated ID number
<i>Location</i>	Location where inventory item is utilized
<i>Location Detail Comments</i>	Details about location
<i>HEPA Type</i>	Type of HEPA
<i>Measurement Type</i>	In-place or portable
<i>Inspection Checklist (default)</i>	Inspection checklist type (In-place/portable)
<i>Manufacturer and Model</i>	Inventory item manufacturer/model
<i>Organization</i>	Organization where inventory item is utilized
<i>Fan ID</i>	Optional ID number
<i>Current Operational Notes</i>	Optional, additional notes

### Print Inventory Report

Click any *HEPA ID* hot link to view its report in a new browser tab.



**HEPA Inventory Detail**

HEPA ID                    **HP0000003**

Location                    **AREA 1 BUILDING 1 ROOM 2**

Location Detail Comments **HEPA ID: HP0000003**

HEPA Type                    **IN-PLACE PORTABLE ON BLOCKS**

Measurement Type            **1-In-Place HEPA Inspection**

Inspection Checklist (default) **IN-PLACE HEPA SYSTEM CHECKLIST**

Manufacturer and Model    **TEST**

Organization                **MAINL1 MAINL1**

Inventory Status             **ACTIVE**

*Close browser tab when finished view report.*

### Inventory Details Edit

Click the radio button of an inventory item in the grid to select it. Click **Operational Status**, **Use Category**, **Contacts**, **Notes**, or **Attachments** button. Clicking on the desired button which will display add/edit options.

CTSIHPRG /  
CTS147: In-Place and Portable HEPA - Inventory

Create New In-Place and Portal HEPA    Operational Status    Use Category    Contacts    Notes    Attachments    Edit Keys    Report    Hide Checked    Delete Checked

Q     Go    Rows 100    Actions

1 - 1 of 1

<input type="checkbox"/>	Edit Keys	HEPA ID	Last Review	Next Review	Inventory Attachments	Location	Loc-2	Loc-3	HEPA Type	Measurement Type	Inspection Checklist	Manufacturer and Model	Operational Status	Organization	Site	Comp
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HP0000003				AREA 1	BUILDING 1	ROOM 2	IN-PLACE PORTABLE ON BLOCKS	1-In-Place HEPA Inspection	IN-PLACE HEPA SYSTEM CHECKLIST	TEST		MAINL1 MAINL1	SITE	COMP

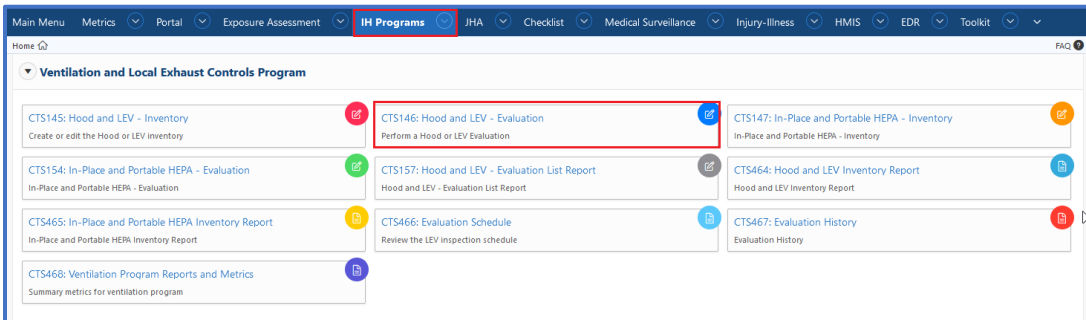
Click *CTSIHPRG /* breadcrumb to return to IH Programs menu.

CTSIHPRG /  
CTS147: In-Place and Portable HEPA - Inventory

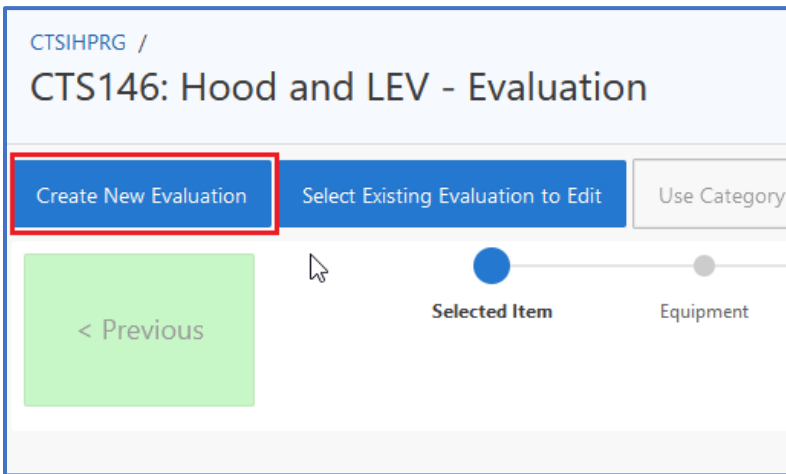
# Chapter 3 – CTS146: Hood and LEV - Evaluation

## Create New Equipment Entry

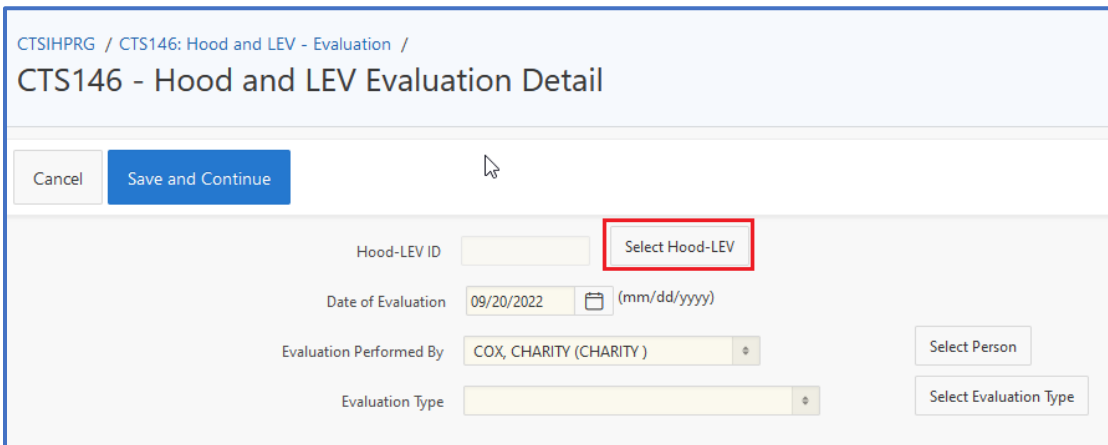
Click **CTS146: Hood and LEV - Evaluation** button.



Click **Create New Evaluation** button.



Click **Select Hood-LEV Item** button.



Click blue **Select** text to select an item.

The screenshot shows a table with columns: Hood-LEV ID, Last Review, Next Review, Last Measured Q Value CFM, Location, Loc-2, Loc-3, Hood-LEV Type, Manufacturer and Model, Inspection Checklist, Measurement Type, Organization, Site, and Company. Two rows are visible. The first row has 'Select' text in the first column, which is highlighted with a red box. The second row also has 'Select' text in the first column.

	Hood-LEV ID	Last Review	Next Review	Last Measured Q Value CFM	Location	Loc-2	Loc-3	Hood-LEV Type	Manufacturer and Model	Inspection Checklist	Measurement Type	Organization	Site	Company
Select	LE0000002	-		-	AREA 1	-	-	AUXILIARY AIR (FUME HOOD)	-	HOOD CAV/NAV CHECKLIST	1-CAV and Open Front Face Velocity Measurements	-	SITE	COMPANY
Select	LE0000003	-		-	AREA 1 BUILDING 1	-	-	CANOPY HOOD	-	HOOD CAV/NAV CHECKLIST	1-CAV and Open Front Face Velocity Measurements	IHSL1 IHSL1	SITE	COMPANY

Use calendar button to select *Date of Evaluation*.

Use pulldown menus to select *Evaluation Performed By* and *Evaluation Type*.

Click **Save and Continue** button.

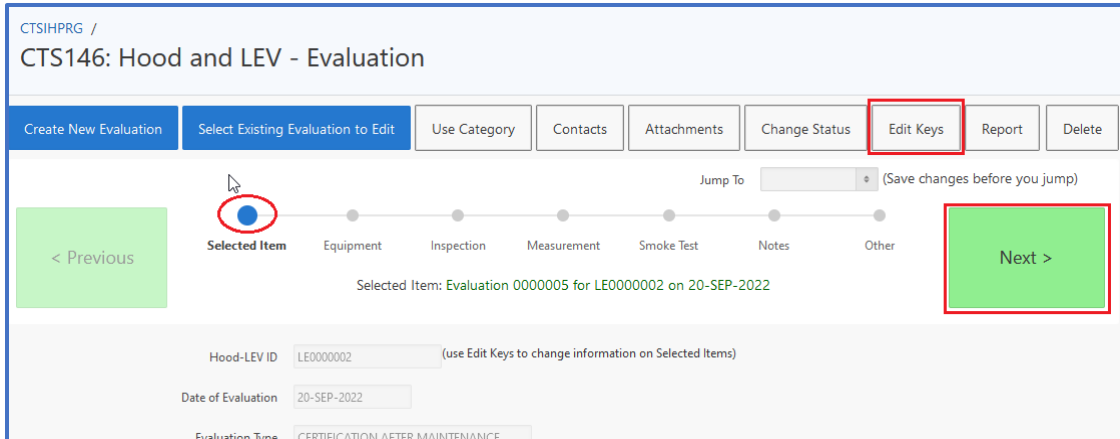
The screenshot shows a form titled 'CTS146 - Hood and LEV Evaluation Detail'. At the top, there are navigation links: 'CTSIHPRG / CTS146: Hood and LEV - Evaluation /'. Below the title, there are two buttons: 'Cancel' and 'Save and Continue', with 'Save and Continue' highlighted in a red box. The form fields include: Hood-LEV ID (LE0000002) with a 'Select Hood-LEV' button; a text field containing 'ASDF'; Date of Evaluation (09/20/2022) with a calendar icon and '(mm/dd/yyyy)' label; Evaluation Performed By (COX, CHARITY (CHARITY)) with a dropdown arrow; and Evaluation Type (CERTIFICATION AFTER MAINTENANCE) with a dropdown arrow. There are also 'Select Person' and 'Select Evaluation Type' buttons.

Field	Description
<i>Hood-LEV ID</i>	Auto generated ID number
<i>Date of Evaluation</i>	Evaluation date
<i>Evaluation Performed By</i>	Person who performed evaluation
<i>Evaluation Type</i>	Type of evaluation

### Selected Item

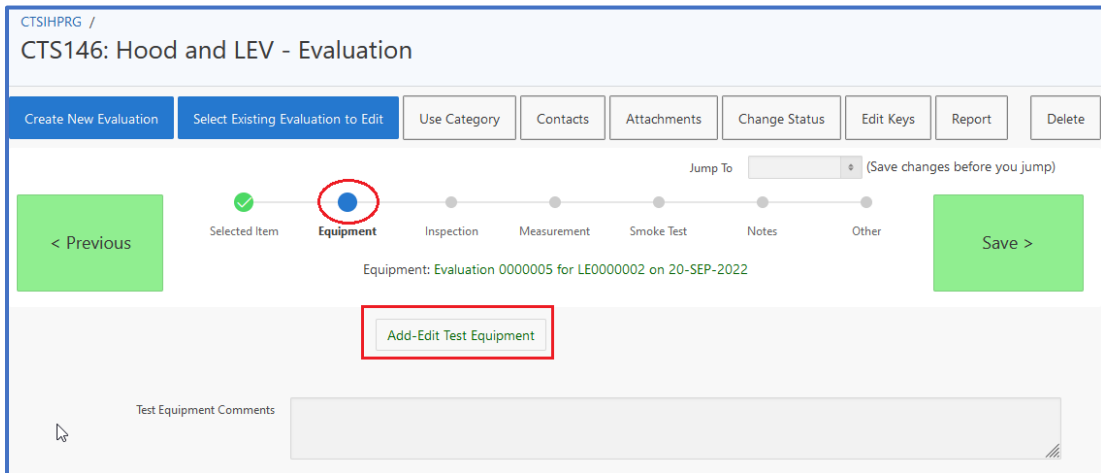
Click **Edit Keys** button to edit evaluation details shown on *Selected Item* screen.

Otherwise, click **Next** button.

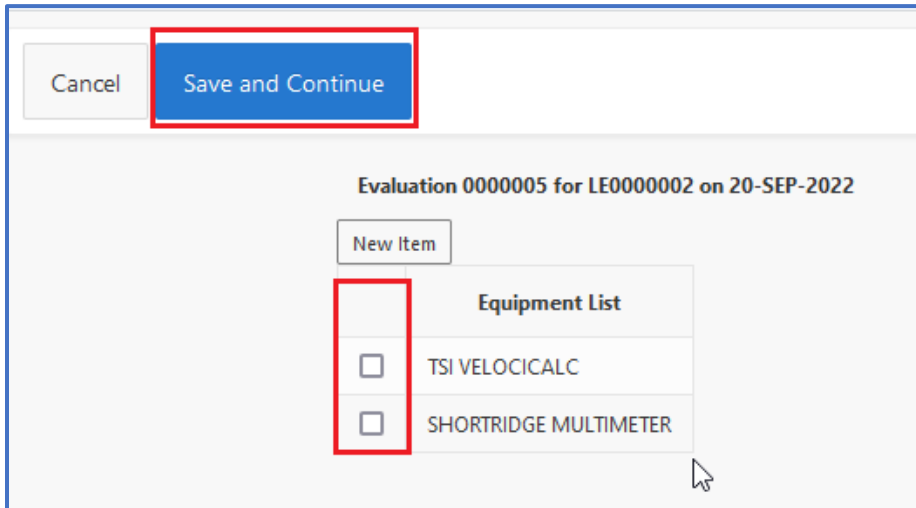


### Equipment

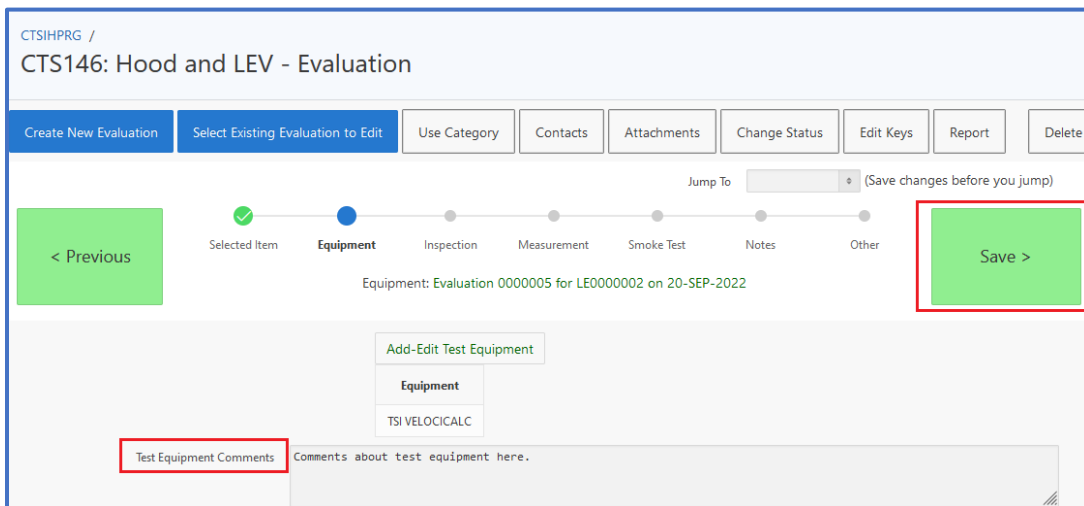
On Equipment screen, click **Add-Edit Test Equipment** button.



Click checkbox(es) to select equipment to add.  
Click **Save and Continue** button.



Enter text into *Test Equipment Comments* text area.  
Click **Save** button.



### Inspection

Click arrow to expand section 01.

Answer inspection questions.

Click **Save** button.

CTSIHPRG / CTS146: Hood and LEV - Evaluation

Create New Evaluation | Select Existing Evaluation to Edit | Use Category | Contacts | Attachments | Change Status | Edit Keys | Report | Delete

Jump To [ ] (Save changes before you jump)

< Previous | Selected Item | Equipment | **Inspection** | Measurement | Smoke Test | Notes | Other | Save >

Inspection: Evaluation 0000005 for LE0000002 on 20-SEP-2022

Change Checklist

01 CAV/VAV INSPECTION

Set All Answers to Yes

ID	Question or Requirement	Answer	Add/Edit Detail	Unsat Reason	Severity	Status
01.01	Is the area in and around the hood clean (e.g., no boxes, equipment, spills)?	Unanswered		-	-	-
01.02	Is the area free of obvious fire hazards?	Unanswered		-	-	-
01.03	Is the area free of obvious tripping hazards?	Unanswered		-	-	-
01.04	Is the area free of any unusual smells or sounds?	Unanswered		-	-	-
01.05	Does the ductwork above the hood appear to be in good shape?	Unanswered		-	-	-
01.06	Does the lighting in and around the hood appear to be adequate?	Unanswered		-	-	-
	Are external air streams (e.g. fans, returns)					

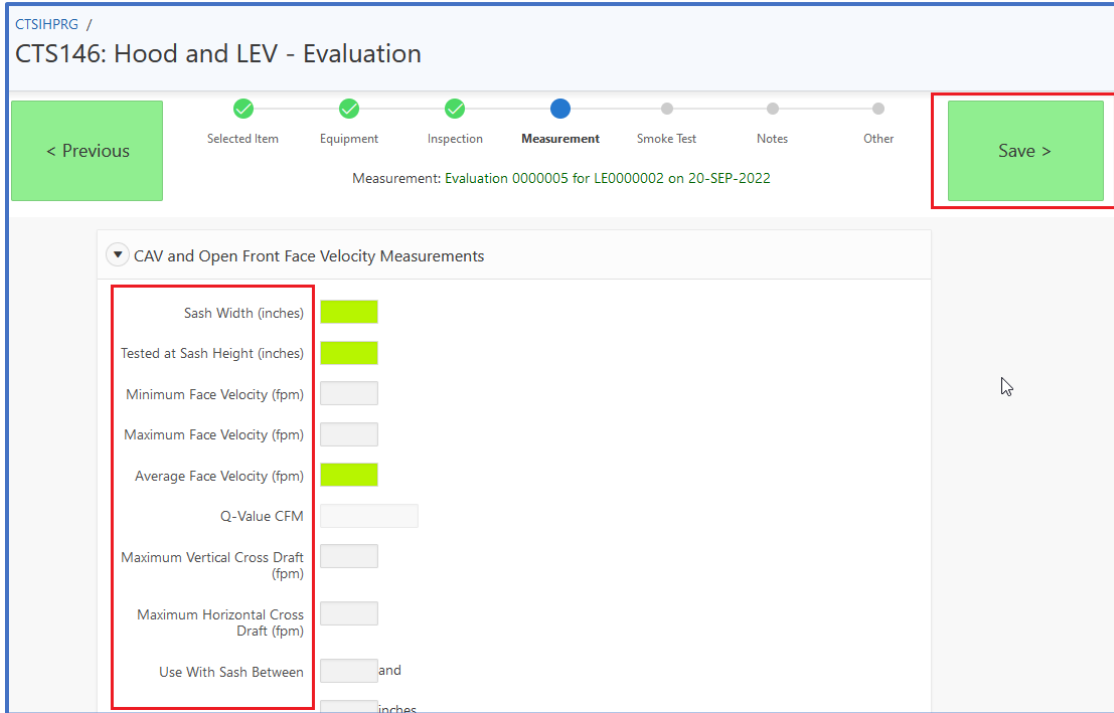


### Measurement

Click arrow to expand CAV and Open Front Face Velocity Measurements section.

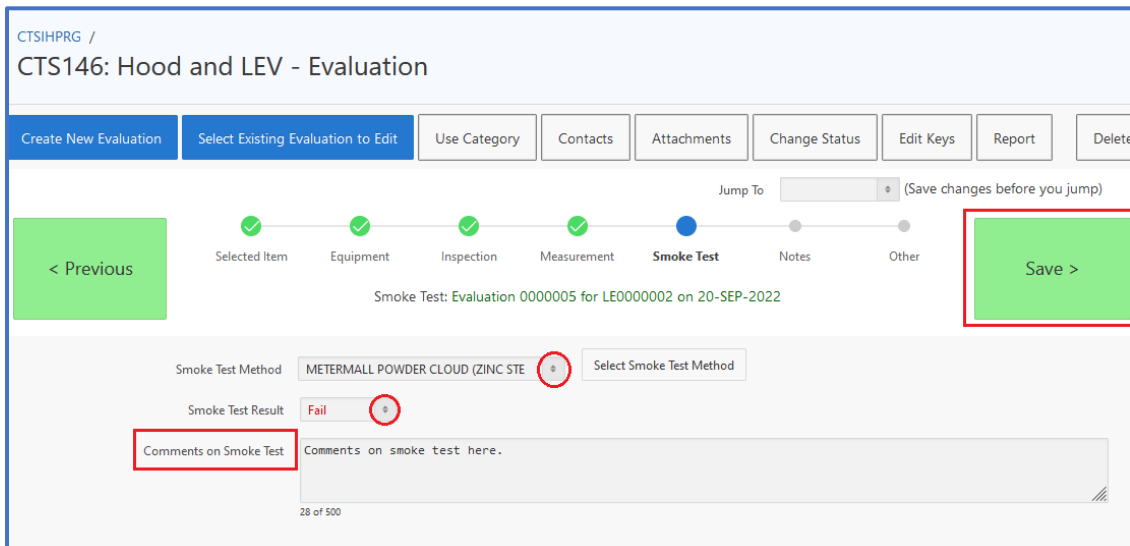
Enter measurement details into text boxes.

Click **Save** button.



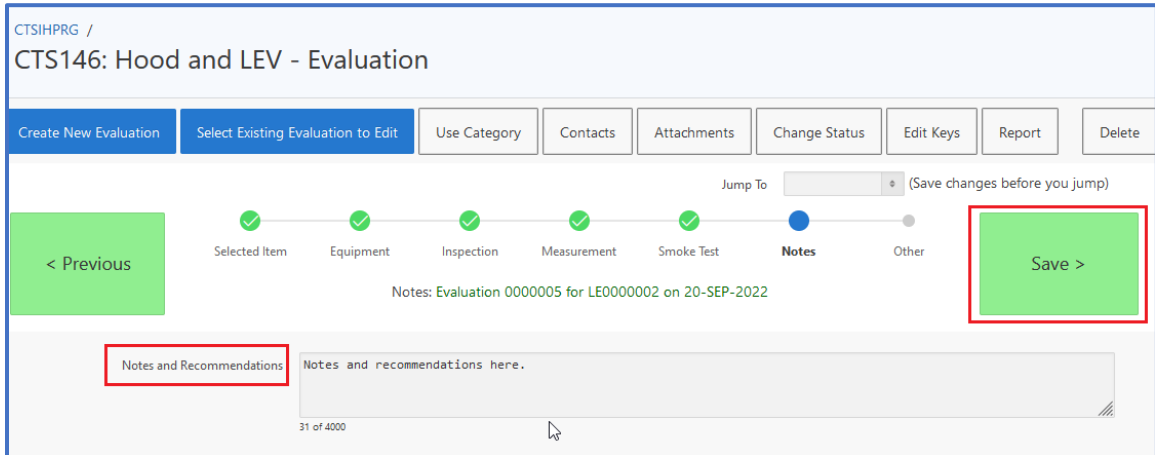
### Smoke Test

Use pulldown menus to select *Smoke Test Method* and *Smoke Test Result*. Enter *Comments on Smoke Test*.



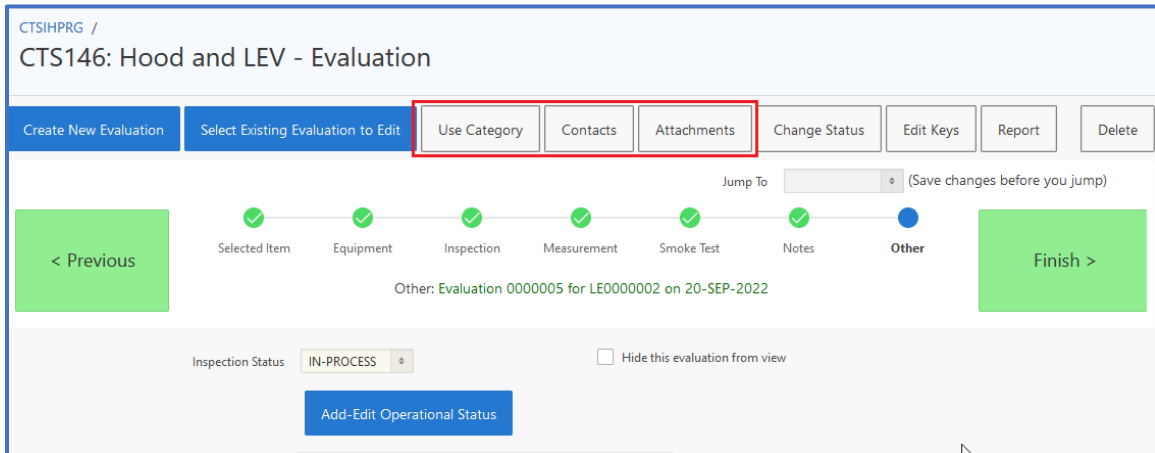
### Notes

Enter any notes or recommendations in text area.  
Click **Save** button.



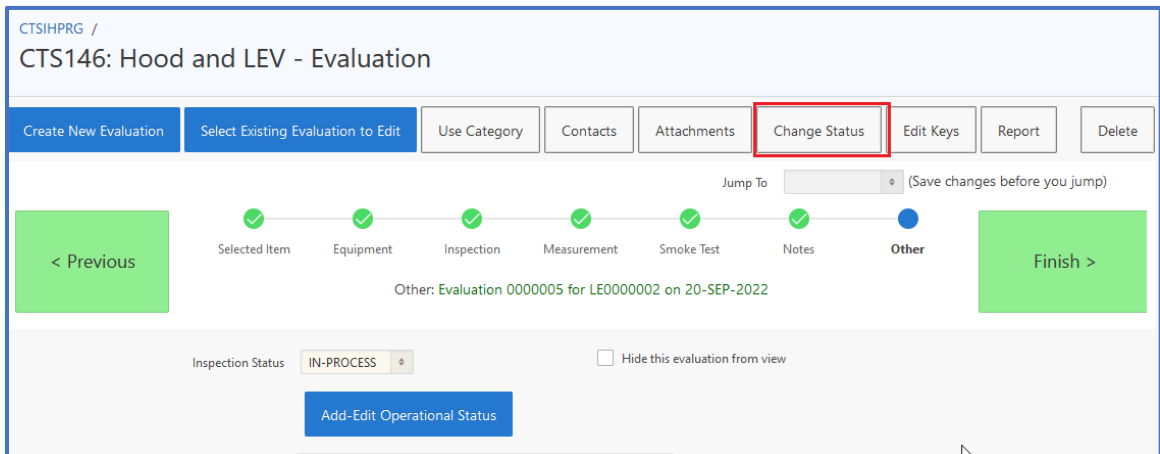
### Review Fields

**NOTE:** Before you close your evaluation, review the **Use Category**, **Contacts**, and **Attachments** for the inventory item you have selected.



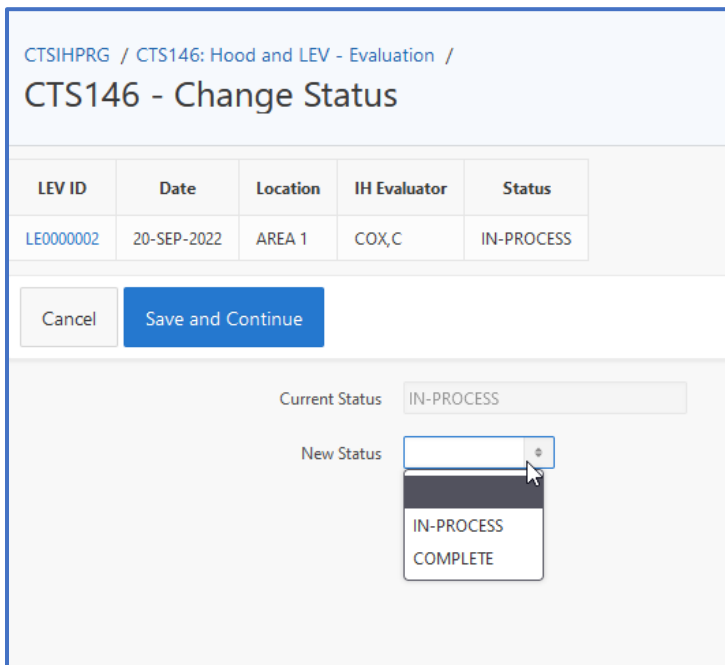
### Change Status

**BEFORE YOU CLICK THE FINISH BUTTON**, you need to change the status of your evaluation. Click the **Change Status** button.



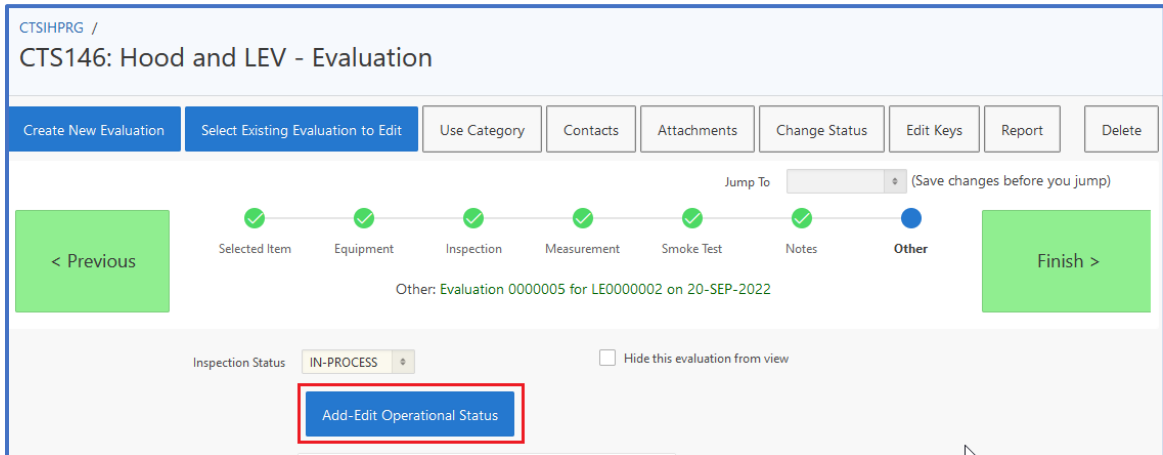
Use pulldown menu to change *New Status* from IN-PROCESS to COMPLETE.

Click **Save and Continue** button.



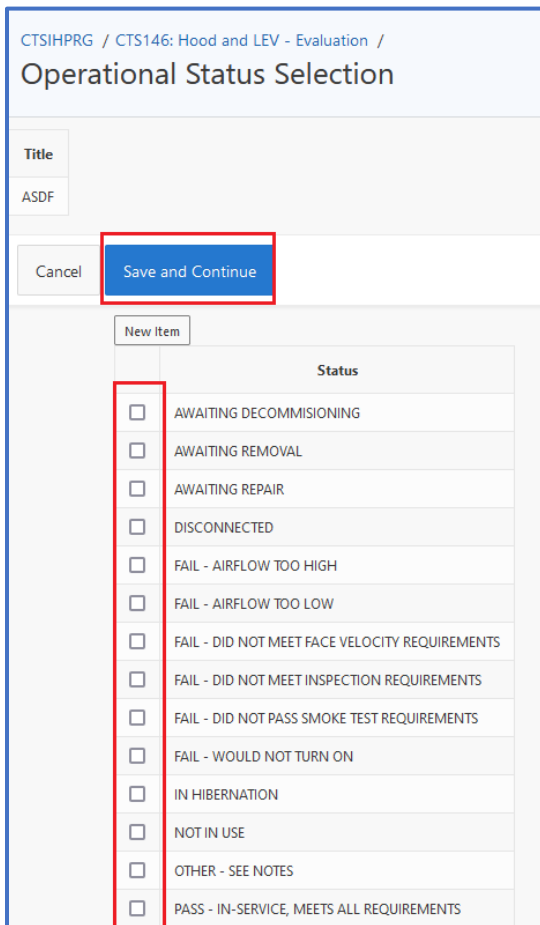
### Other

Click the **Add-Edit Operational Status** button.



Click checkbox(es) to select *Status*.

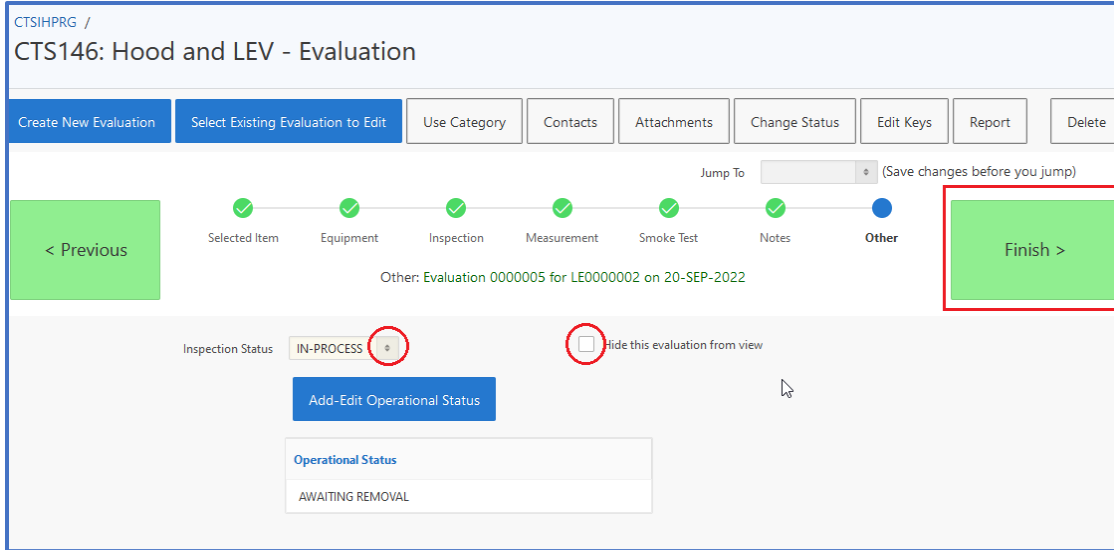
Click **Save and Continue** button.



Use pulldown menu to toggle *Inspection Status* from **In-Process** to **Complete**.

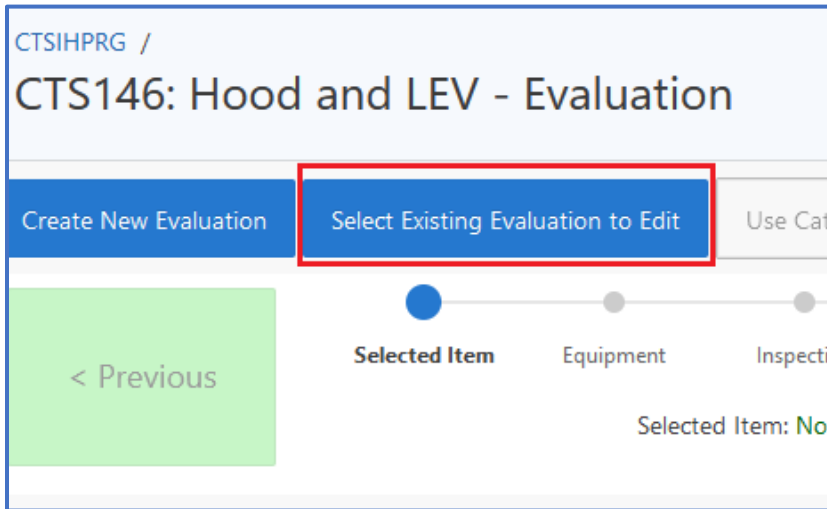
Optional: *Click checkbox to Hide this evaluation from view.*

Otherwise, click **Finish** button.



### Edit Existing Evaluation

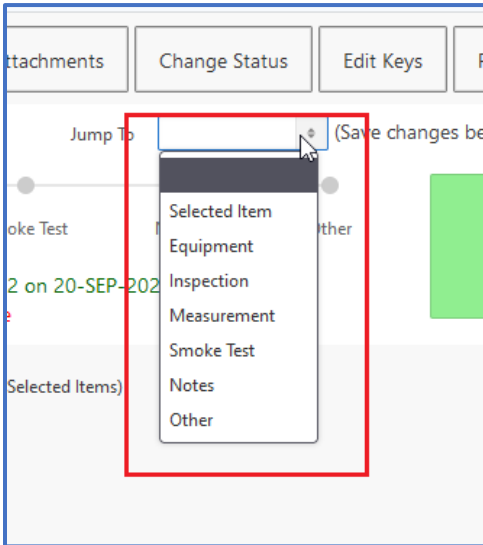
Click **Select Existing Evaluation to Edit** button.



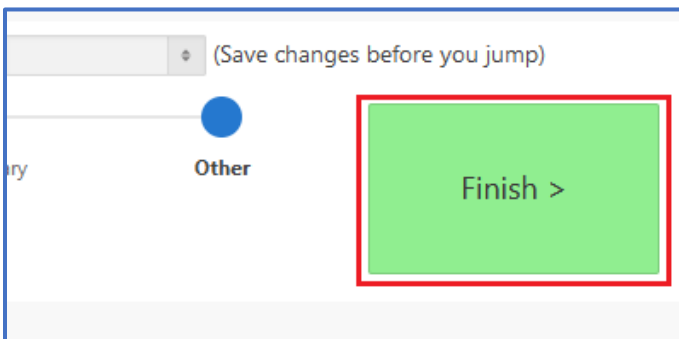
Click blue **Select** text to select an evaluation.

	Eval ID	Date	IH Evaluator	Badge	Evaluation Status	Hood-LEV ID	Hood-LEV Type	Location	Manufacturer and Model	Measurement Type	Operational Status	Evaluation Type
<b>Select</b>	0000005	20-SEP-2022	COX,C	CHARITY	COMPLETE	LE0000002	AUXILIARY AIR (FUME HOOD)	AREA 1	-	1-CAV and Open Front Face Velocity Measurements	AWAITING REMOVAL	CERTIFICATION AFTER MAINTENANCE

Use pulldown to navigate tabs via *Jump To* menu.



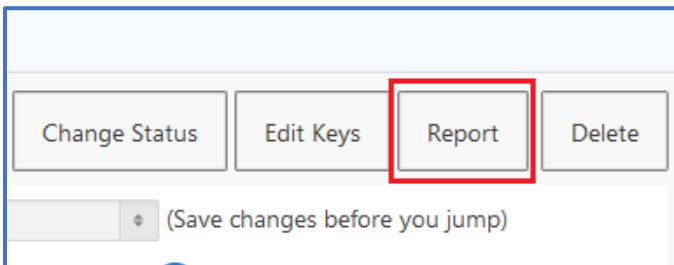
Edit evaluation. Jump to *Other* screen. Click **Finish** button.



### Print Evaluation Report

Select an existing evaluation.

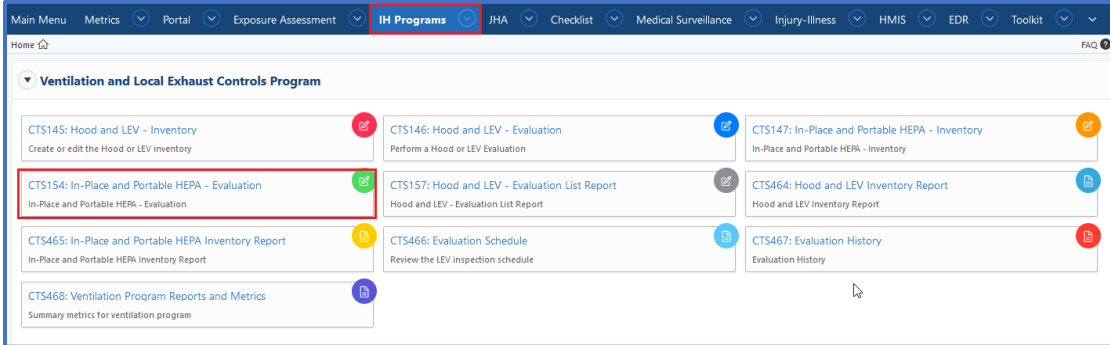
Click **Report** button to view an evaluation report in a new browser tab.



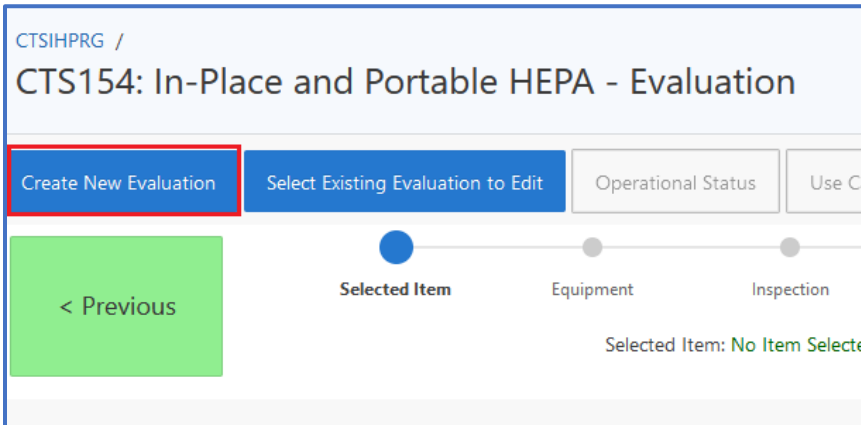
# Chapter 4 – CTS154: In-Place and Portable HEPA - Evaluation

## Create New Equipment Entry

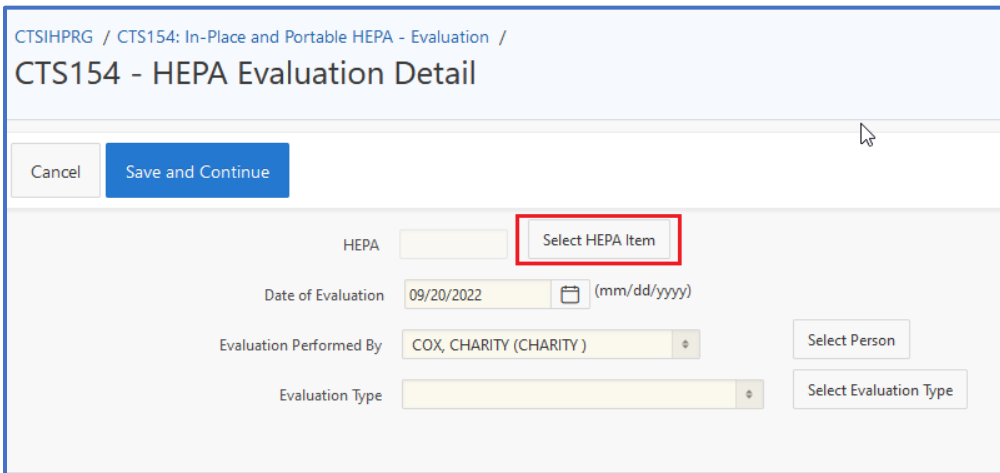
Click **CTS154: In-Place and Portable HEPA - Evaluation** button.



Click **Create New Evaluation** button.



Click **Select HEPA Item** button.



Click blue **Select** text to select an item.

The screenshot shows a table with columns: ID, Location, Loc-2, Loc-3, HEPA Type, Manufacturer and Model, Inspection Checklist, Measurement Type, Last Review, Next Review, Organization, Site, and Company. The first row contains data: HP0000003, AREA 1, BUILDING 1, ROOM 2, IN-PLACE PORTABLE ON BLOCKS, TEST, IN-PLACE HEPA SYSTEM CHECKLIST, 1-In-Place HEPA Inspection, -, -, MAIN1 MAIN1, SITE, COMPANY. A red box highlights the word "Select" in the first column of the first row.

Use calendar button to select *Date of Evaluation*.

Use pulldown menus to select *Evaluation Performed By* and *Evaluation Type*.

The screenshot shows the 'CTS154 - HEPA Evaluation Detail' form. It includes a 'Cancel' button and a 'Save and Continue' button (highlighted with a red box). Below these are several input fields: 'HEPA' with value 'HP0000003' and a 'Select HEPA Item' button; 'Date of Evaluation' with value '09/20/2022' and a calendar icon (circled in red); 'Evaluation Performed By' with value 'COX, CHARITY (CHARITY)' and a dropdown arrow (circled in red); and 'Evaluation Type' with a dropdown arrow (circled in red). There are also 'Select Person' and 'Select Evaluation Type' buttons.

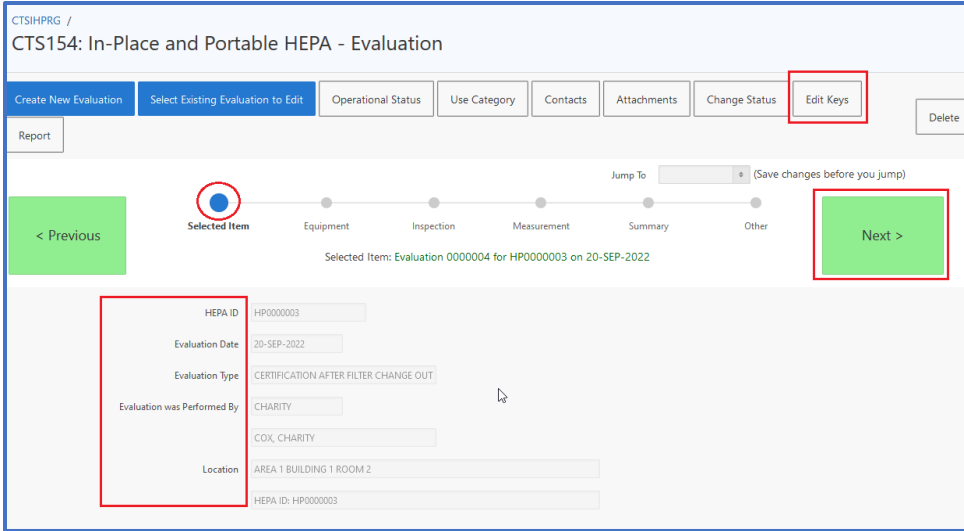
Field	Description
<i>HEPA</i>	Select HEPA Item
<i>Date of Evaluation</i>	Evaluation date
<i>Evaluation Performed By</i>	Person performing evaluation
<i>Evaluation Type</i>	Type of evaluation



### Selected Item

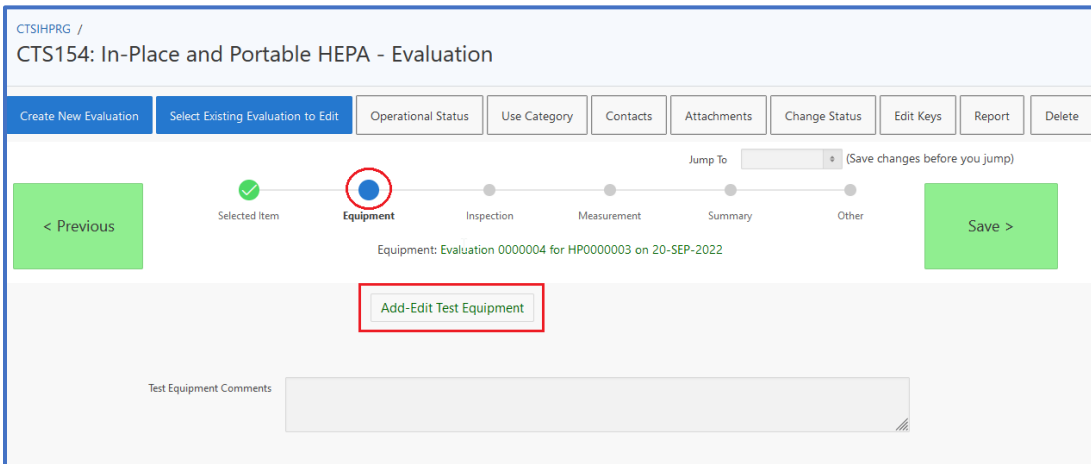
Click **Edit Keys** button to edit evaluation details shown on *Selected Item* screen.

Otherwise, click **Next** button.

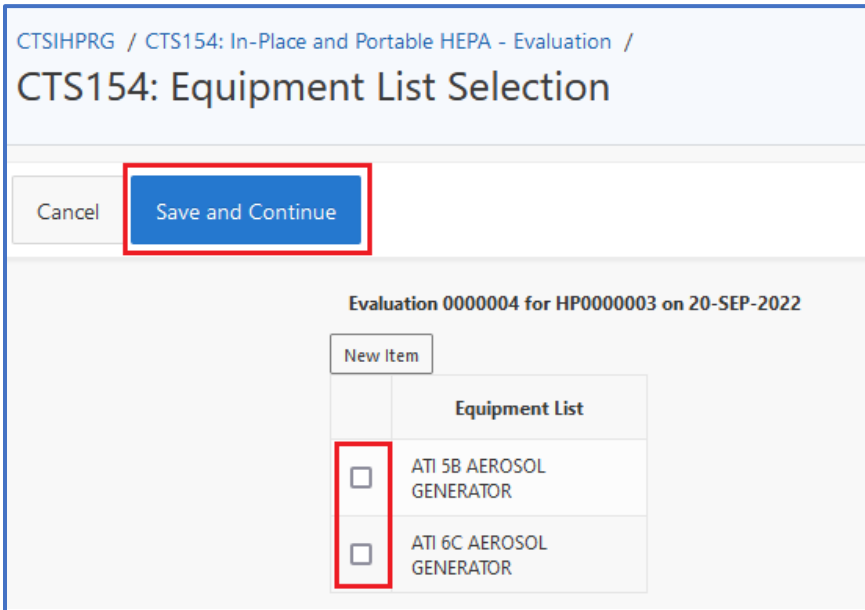


### Equipment

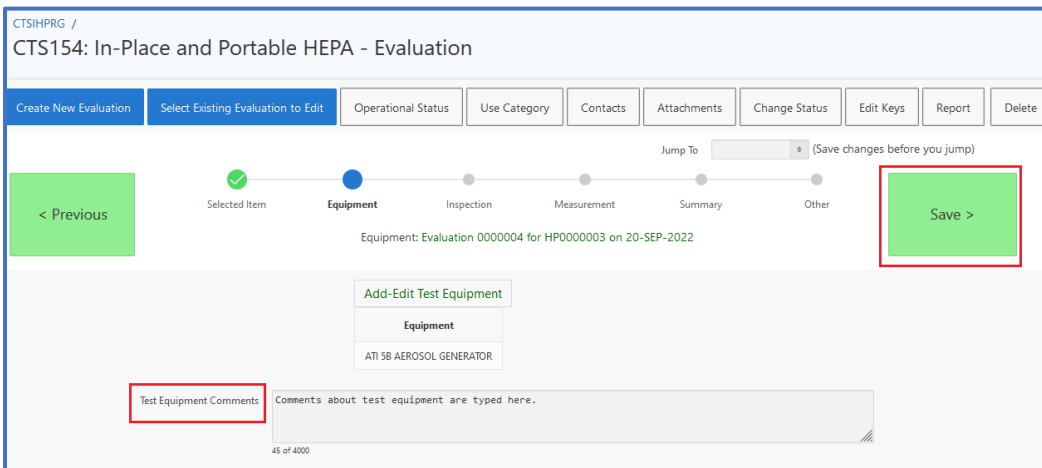
On Equipment screen, click **Add-Edit Test Equipment** button.



Click checkbox(es) to select equipment to add.  
Click **Save and Continue** button.



Enter text into *Test Equipment Comments* text area.  
Click **Save** button.



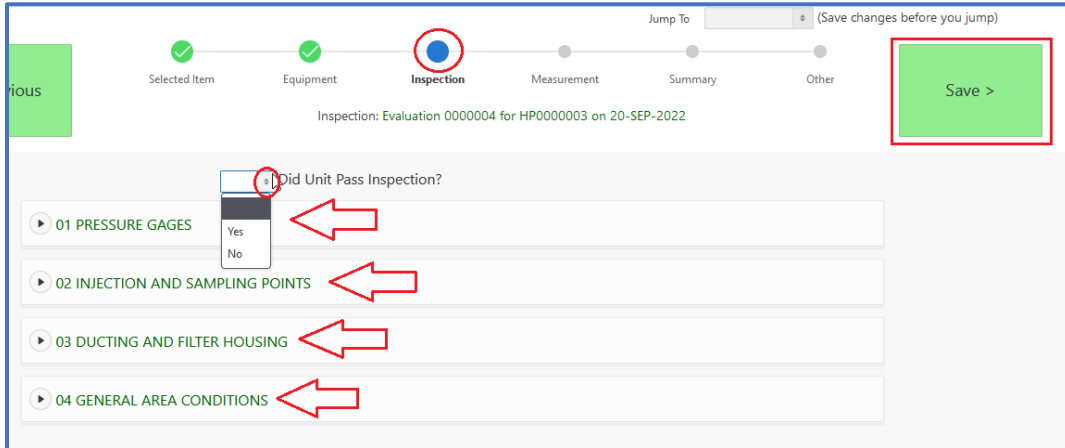
### Inspection

Use pull-down menu to answer Yes/No to “Did Unit Pass Inspection?”.

Click arrows to expand sections 01 – 04.

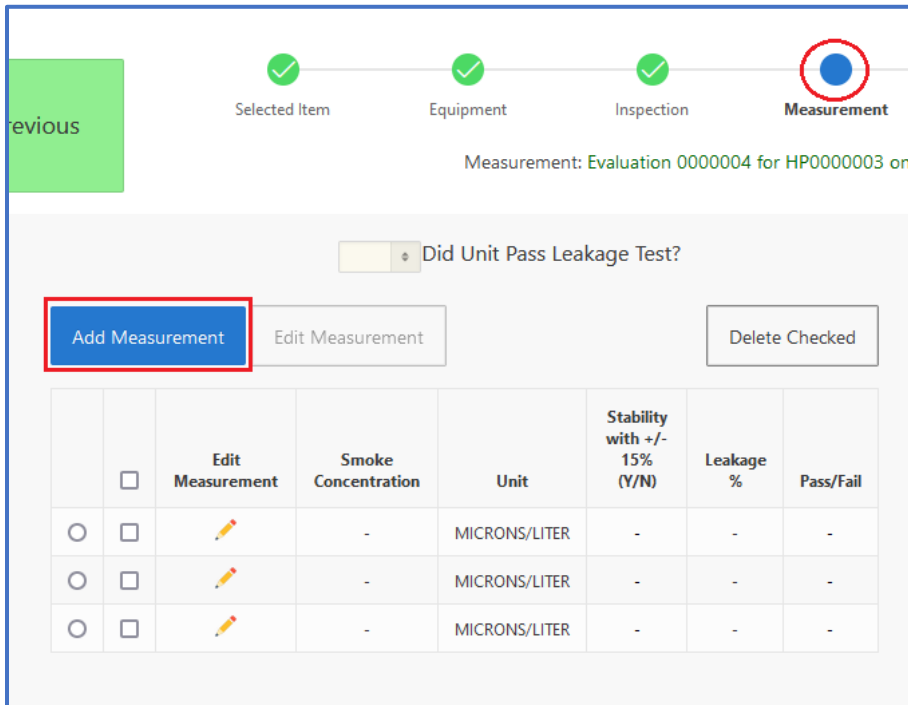
Use pull-down menus to answer questions.

Click **Save** button.



### Measurement

Click **Add Measurement** button.



Enter text into *Smoke Concentration Level* and *Leakage %* text fields.  
Use pull-down menu to select *Concentration Stability* and *Test Pass or Fail*.  
Click **Save and Continue** button.

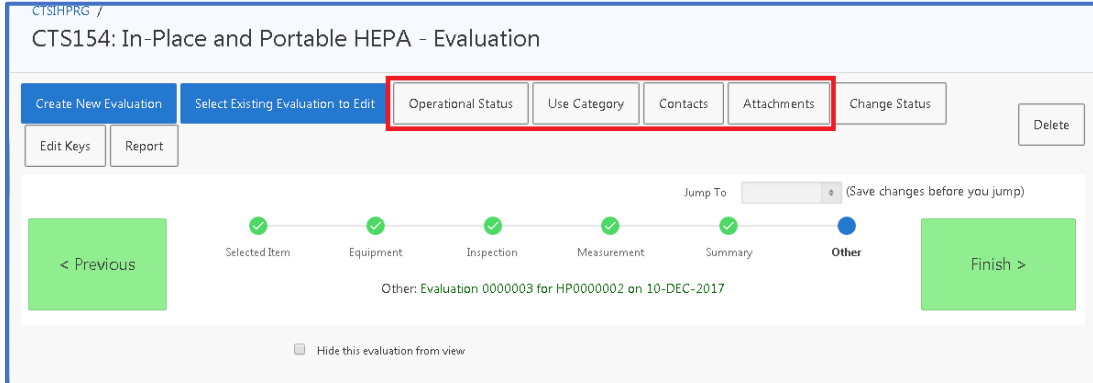
Use pull-down menu to answer Yes/No to “Did Unit Pass Leakage Test?”.  
Click **Save** button.

### Summary

Enter text into *Comments on the Overall Certification Results* text field.  
Click **Save** button.

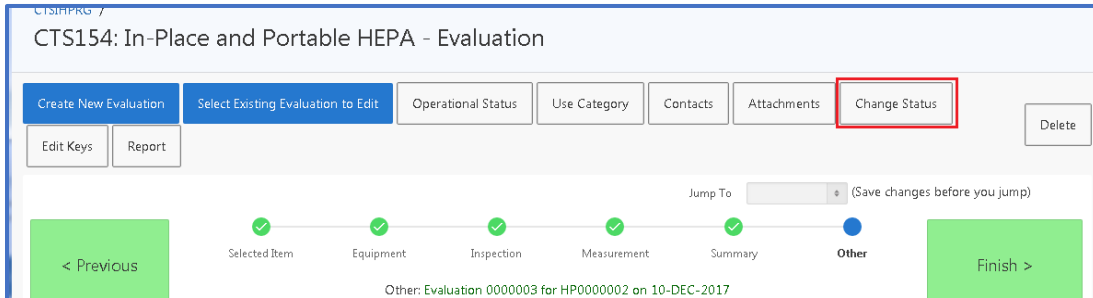
### Review Fields

NOTE: **Before you close your evaluation**, review the **Operational Status**, **Use Category**, **Contacts** and **Attachments** for the inventory item you have selected.



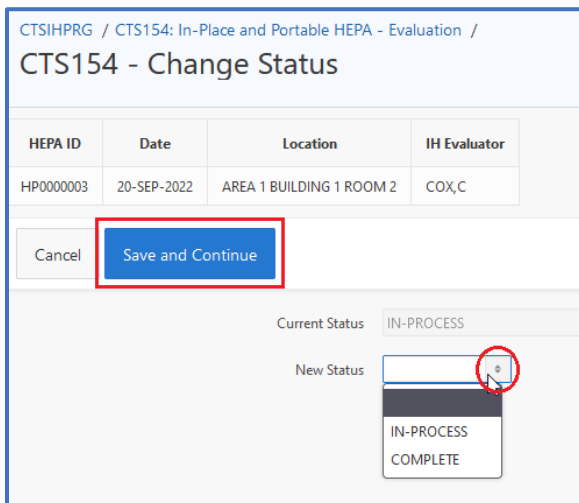
### Change Status

**BEFORE YOU CLICK THE FINISH BUTTON**, you need to change the status of your evaluation. Click the **Change Status** button.



Use pulldown menu to change *New Status* from IN-PROCESS to COMPLETE.

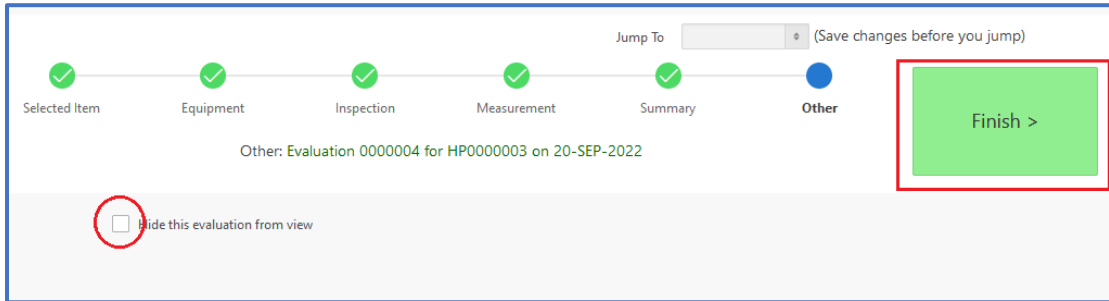
Click **Save and Continue** button.



### Other

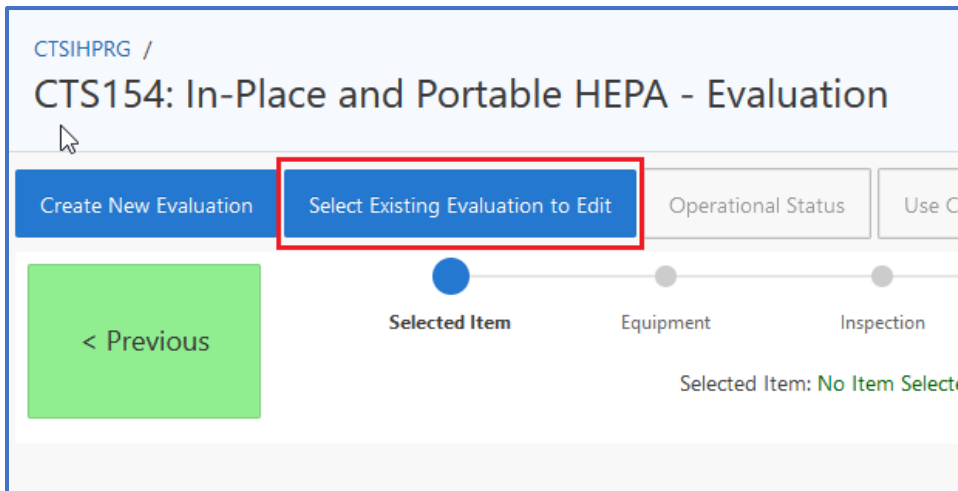
Optional: *Click checkbox to Hide this evaluation from view.*

Otherwise, click **Finish** button.



### Edit Existing Evaluation

Click **Select Existing Evaluation to Edit** button.

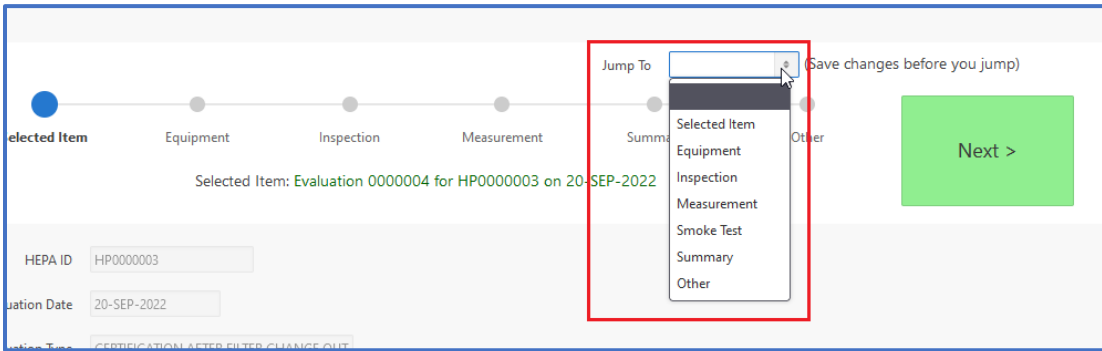


Click blue **Select** text to select an evaluation.

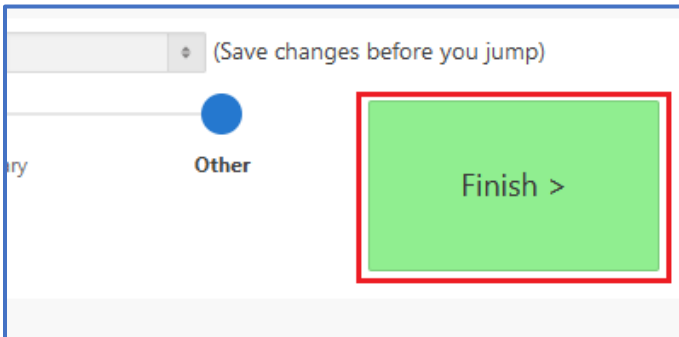
	Eval ID	Location	HEPA ID	IH Evaluator	Status	Date	Location Detail	Manufacturer	Type
<b>Select</b>	0000004	AREA 1 BUILDING 1 ROOM 2	HP0000003	COX,C	IN-PROCESS	20-SEP-2022	HEPA ID: HP0000003	TEST	IN-PLACE PORTABLE ON BLOCKS

Use pulldown to navigate tabs via *Jump To* menu.

**Note:** Always save changes before jumping to another screen.



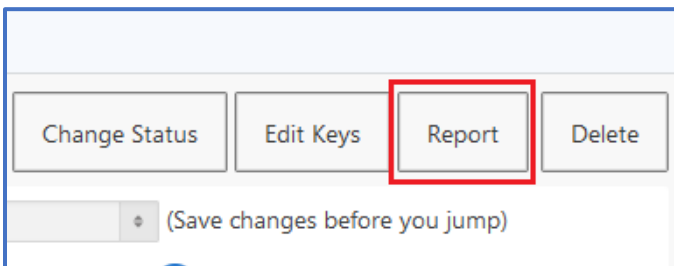
Edit evaluation. Jump to *Other* screen. Click **Finish** button.



### Print Evaluation Report

Select an existing evaluation.

Click **Report** button to view an evaluation report in a new browser tab.



**HEPA Evaluation Detail**

Evaluation ID: 0000004  
 Evaluation Status: **IN-PROCESS**  
 HEPA ID: HP0000003  
 Evaluation Date: 20-SEP-2022  
 Evaluation Type: CERTIFICATION AFTER FILTER CHANGE OUT  
 Evaluation was Performed by: COX, C (CHARITY)  
 HEPA Type: IN-PLACE PORTABLE ON BLOCKS  
 Manufacturer and Model: TEST  
 Location: AREA 1 BUILDING 1 ROOM 2  
 HEPA ID: HP0000003

**The unit passes both the inspection and the filter leakages tests**

---

**Description of Evaluation and Equipment Used**

**Equipment List**

Equipment
ATI 5B AEROSOL GENERATOR

Comments about test equipment are typed here.

---

**Inspection**

Did Unit Pass Inspection? **Yes**

**01 PRESSURE GAGES**

ID	Question or Requirement	Answer	Unsat Reason	Severity	Status
01.01	Are pressure gage the readings stable? (i.e., do not jump more than ±0.1 inch w.g.)?	Unanswered			
01.02	Do the gages appear to be properly installed and working properly?	Unanswered			

---

**04 GENERAL AREA CONDITIONS**

ID	Question or Requirement	Answer	Unsat Reason	Severity	Status
04.01	Area around the filter plenum is free of clutter and easily accessible?	Unanswered			
04.02	Area around the sample ports is free of clutter and easily accessible?	Unanswered			
04.03	Area around the injection port is free of clutter and easily accessible?	Unanswered			
04.04	The facility lighting around the plenum, injection and sampling ports is good?	Unanswered			
04.05	There are no hazards in the area that prevents the test from being performed?	Unanswered			

---

**Measurements**

Did Unit Pass Leakage Test? **Yes**

HEPA Measurements

**HEPA Measurements**

Smoke Concentration	Unit	Stability with +/- 15% (Y/N)	Leakage %	Pass/Fail
5	MICRONS/LITER	Yes	.03	Pass
-	MICRONS/LITER			
-	MICRONS/LITER			
-	MICRONS/LITER			

---

**Summary**

Comments on results are typed here.

*Close browser tab when finishing viewing report.*

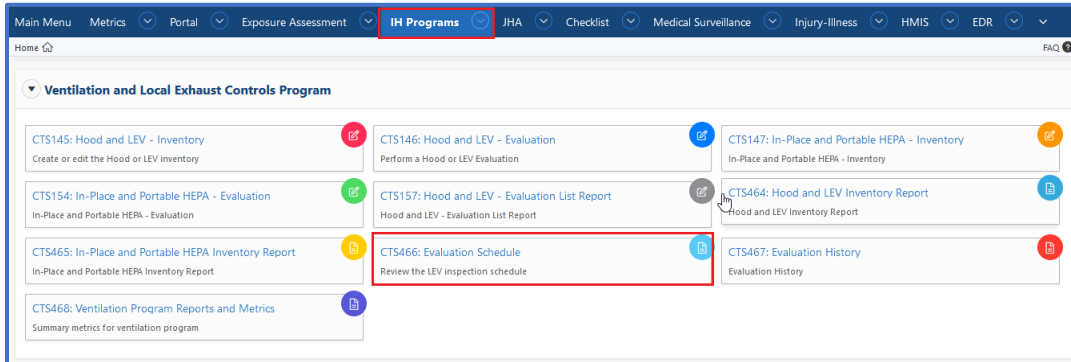


# Chapter 4 – Tools and Reports

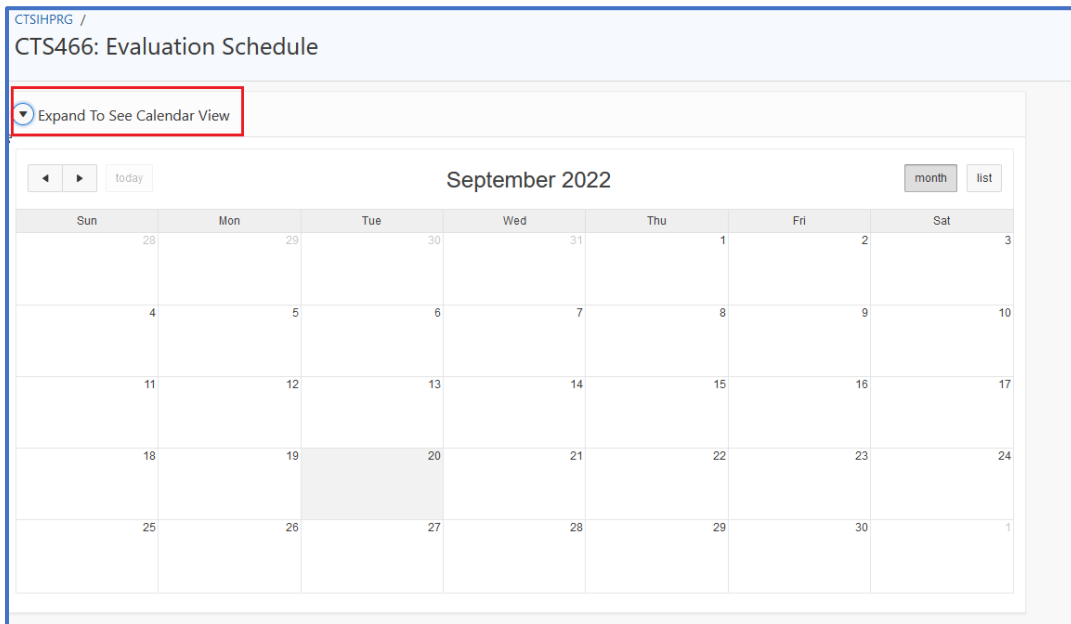
## CTS466: Evaluation Schedule

As evaluations are created, they are added to the evaluation schedule.

Click **CTS466: Evaluation Schedule** button.



### Expand To See Calendar View



### Evaluation Schedule (list view)

CTS466: Evaluation Schedule (if you move dates on calendar above please refresh the screen or click the Go button below)

Go Rows 100 Actions

1 - 1 of 1

Next Review	Inventory ID	Location	Loc-2	Loc-3	Manufacturer	Type	Attachments	Evaluation Attachments
30-SEP-2023	HP0000003	AREA 1	BUILDING 1	ROOM 2	TEST	IN-PLACE PORTABLE ON BLOCKS	-	-

1 - 1 of 1

### Contacts For Email Notification

Contacts for Email Notification

Add Contact

People to Email

## CTS467: Evaluation History

Summary metrics for inventory and evaluations are available for viewing.

Click **CTS467: Evaluation History** button.

Main Menu Metrics Portal Exposure Assessment **IH Programs** JHA Checklist Medical Surveillance Injury-Illness HMIS EDR

Home

Ventilation and Local Exhaust Controls Program

- CTS145: Hood and LEV - Inventory  
Create or edit the Hood or LEV inventory
- CTS146: Hood and LEV - Evaluation  
Perform a Hood or LEV Evaluation
- CTS147: In-Place and Portable HEPA - Inventory  
In-Place and Portable HEPA - Inventory
- CTS154: In-Place and Portable HEPA - Evaluation  
In-Place and Portable HEPA - Evaluation
- CTS157: Hood and LEV - Evaluation List Report  
Hood and LEV - Evaluation List Report
- CTS464: Hood and LEV Inventory Report  
Hood and LEV Inventory Report
- CTS465: In-Place and Portable HEPA Inventory Report  
In-Place and Portable HEPA Inventory Report
- CTS466: Evaluation Schedule  
Review the LEV inspection schedule
- CTS467: Evaluation History**  
Evaluation History
- CTS468: Ventilation Program Reports and Metrics  
Summary metrics for ventilation program

Evaluation History displays evaluation details such as *Date of Evaluation*, *Eval ID*, *Inventory ID* and location specifics.

CTS467: Evaluation History

Start: 09/20/2020 (mm/dd/yyyy) End: 09/20/2022 (mm/dd/yyyy) [Click to refresh Evaluations with start/stop date](#)

Go Rows: 100 Actions

1 - 1 of 1

Date of Evaluation	Eval ID	IH Evaluator	Evaluation Status	Badge	Evaluation Type	Evaluation Attachments	Inventory Attachments	Inventory ID	Type	Location	Loc-2	Loc-3	Manufacturer and Model
20-SEP-2022	0000004	COX,C	IN-PROCESS	CHARITY	CERTIFICATION AFTER FILTER CHANGE OUT	-	-	HP0000003	IN-PLACE PORTABLE ON BLOCKS	AREA 1	BUILDING 1	ROOM 2	TEST

### CTS464: Hood and LEV Inventory Report

Click **CTS464: Hood and LEV Inventory Report** button.

Main Menu Metrics Portal Exposure Assessment **IH Programs** JHA Checklist Medical Surveillance Injury-Illness HMIS EDR

Home

Ventilation and Local Exhaust Controls Program

- CTS145: Hood and LEV - Inventory (Create or edit the Hood or LEV inventory)
- CTS146: Hood and LEV - Evaluation (Perform a Hood or LEV Evaluation)
- CTS147: In-Place and Portable HEPA - Inventory (In-Place and Portable HEPA - Inventory)
- CTS154: In-Place and Portable HEPA - Evaluation (In-Place and Portable HEPA - Evaluation)
- CTS157: Hood and LEV - Evaluation List Report (Hood and LEV - Evaluation List Report)
- CTS464: Hood and LEV Inventory Report (Hood and LEV Inventory Report)**
- CTS465: In-Place and Portable HEPA Inventory Report (In-Place and Portable HEPA Inventory Report)
- CTS466: Evaluation Schedule (Review the LEV inspection schedule)
- CTS467: Evaluation History (Evaluation History)
- CTS468: Ventilation Program Reports and Metrics (Summary metrics for ventilation program)

A grid of Hood and LEV details are displayed.

Click any **Hood-LEV ID** hotlink to view the report in a new browser tab.

CTS464: Hood and LEV Inventory Report

Go Rows: 100 Actions

1 - 2 of 2

Hood-LEV ID	Next Review	Last Review	Attachments	Evaluation Attachments	Hood-LEV Type	Location	Loc-2	Loc-3	Use Category	Manufacturer	Sash Height Inches	Sash Width Inches
<a href="#">LE0000003</a>	-	-	-	-	CANOPY HOOD	AREA 1	BUILDING 1	-	-	-	-	-
LE0000002	-	-	-	-	AUXILIARY AIR (FUME HOOD)	AREA 1	-	-	-	-	-	-

1 - 2 of 2

### LEV Inventory

Hood-LEV ID: **LE0000003**  
Location: **AREA 1 BUILDING 1**  
Site: **SITE**  
Site: **COMPANY**  
Location Detail Comment: **LEV ID: LE0000003**  
Hood-LEV Type: **CANOPY HOOD**  
Measurement Type: **1-CAV and Open Front Face Velocity Measurements**  
Inspection Checklist: **HOOD CAV/VAV CHECKLIST**  
Organization: **IHSL1 IHSL1**  
Inventory Status: **ACTIVE**

Close browser tab when finished viewing report.

## CTS465: In-Place and Portable HEPA Inventory Report

Click **CTS465: In-Place and Portable HEPA Inventory Report** button.

The screenshot shows the 'IH Programs' dropdown menu. The option 'CTS465: In-Place and Portable HEPA Inventory Report' is highlighted with a red box. Other visible options include CTS145: Hood and LEV - Inventory, CTS146: Hood and LEV - Evaluation, CTS147: In-Place and Portable HEPA - Inventory, CTS154: In-Place and Portable HEPA - Evaluation, CTS157: Hood and LEV - Evaluation List Report, CTS464: Hood and LEV Inventory Report, CTS466: Evaluation Schedule, CTS467: Evaluation History, and CTS468: Ventilation Program Reports and Metrics.

A grid of In-Place and Portable HEPA Inventory is displayed.

Click any **HEPA ID** hotlink to view its report in a new browser tab.

HEPA ID	Last Review	Next Review	Inventory Attachments	Evaluation Attachments	Location	Loc-2	Loc-3	Hood-LEV Type	Location Detail Comments	Use Category	Manufacturer	Current Operational Notes	Site	Company
<a href="#">HP0000003</a>	20-SEP-2022	30-SEP-2023	-	-	AREA 1	BUILDING 1	ROOM 2	IN-PLACE PORTABLE ON BLOCKS	HEPA ID: HP0000003	-	TEST		SITE	COMPANY

HEPA Inventory Detail

HEPA ID: HP0000003  
Location: AREA 1 BUILDING 1 ROOM 2  
Location Detail Comments: HEPA ID: HP0000003  
HEPA Type: IN-PLACE PORTABLE ON BLOCKS  
Measurement Type: 1-In-Place HEPA Inspection  
Inspection Checklist (default): IN-PLACE HEPA SYSTEM CHECKLIST  
Manufacturer and Model: TEST  
Organization: MAINL1 MAINL1  
Inventory Status: ACTIVE

**In-Place and Portable HEPA Evaluation**

Date of Evaluation	Eval ID	IH Evaluator	Evaluation Status	Inventory ID	Type	Location	Manufacturer and Model
20-SEP-2022	0000004	COX.C	IN-PROCESS	HP0000003	IN-PLACE PORTABLE ON BLOCKS	AREA 1 BUILDING 1 ROOM 2	TEST

*Close browser tab when finished viewing report.*