

## How Do I Buy or Handle...

### Electrical Equipment Approval Services

**Description:**

All equipment/material shall conform to the latest issue of all standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) listed with the US Department of Labor.

**Policies:**

[2012 Virginia Uniform Statewide Building Code](#)

[2012 and 2009 Building and Trade Codes](#)

[2015 Virginia Construction and Trade Codes](#)

**Procedures:**

The University Building Official has established these criteria for accepting equipment not listed or labeled by Underwriters Laboratory, Inc. Therefore, departments must follow the guidelines below:

**1. Department Assessment:**

- a. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.
- b. If electrical equipment is not listed or labeled the using department shall have a review of the equipment be done for conformance with the National Electrical Code (NEC) and any standards by:
  - i. a testing laboratory
  - ii. licensed electrical engineer
  - iii. comparable authority, or licensed electrician for simpler systems
- c. Such reviews are to be performed under NFPA 791 and NEC section 110.



- d. Any deficiencies identified during this review must be corrected before the equipment is placed in service.

## 2. Department Documentation:

A written certification or test report that the equipment is safe to operate must be obtained and maintained by the department.

## 3. Department Communication Requirements:

### a. Facilities:

To assure that the necessary building alterations/requirements will be in place when your equipment arrives, submit an Interdepartmental Service Request (ISR) in HokieMart as soon as possible.

- i. Choose VT Facilities Services
- ii. The cost is \$1.00
- iii. Explain your new equipment purchase, any special needs, expected location, and anticipated delivery date
- iv. Attach a copy of the quotation
- v. Share the Pre-Installation Guide

### b. Environmental Health and Safety (EHS):

If the equipment is plug-and-cord connected, a copy is to be provided to Environmental Health and Safety, Zachary Adams, Phone 540-231-5985

### c. University Building Official (UBO):

If the equipment will be hard-wired to the building electrical system, a copy shall be provided to the Interim University Building Official, Elaine Gall; Phone 540-231-4678.

#### 4. Department Process If Electrical Equipment Approval Services Are Needed:

- a. Review [UL's Equipment Evaluation Overview](#)
- b. Review attached [Field Evaluation \(FE\) Services](#)
- c. Complete [Field Evaluation Request Form](#) to be best of your ability
  - i. Remember to attach photos of the equipment and attach technical documents related to the equipment, such as BOM (Bill of Materials), schematics, diagrams, etc.
- d. Submit a requisition in HokieMart for the Field Evaluation (FE) Services; use 'Best Vendor' and attach the Field Evaluation Request Form, so a purchase order can be issued for approval services. Estimate \$2,500 for the service.

This estimate will change as the vendor evaluates the actual service required.

- i. Note that for services that result in the authorization of a certification mark, follow-up or surveillance services may be required and additional fees may apply and will be charged separately.
- ii. All costs associated with testing and inspections are the responsibility of the using department.

#### For more information contact:

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)