



COURSE OVERVIEW HE1941 Industrial Hygiene Certification Program BOHS-M505: Control of Hazardous Substances

(Accredited by the British Occupational Hygiene Society - BOHS)

Course Title

Industrial Hygiene Certification Program: BOHS-M505: Control Hazardous of Substances (Accredited by the **British** Occupational Hygiene Society - BOHS)

(37 PDHS)

Course Date/Venue

please see page 3

Course Reference

HE1941

Course Duration

Five days/3.7 CEUs/37 PDHs



Course Description



This practical and highly-interactive course various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course aims to provide candidates with an understanding of how exposure to hazardous substances arises and where they may occur, in the workplace and introduce methods and technologies which are available to control exposures and help reduce risks to health.



On completing this course successfully, participants will be able to:-

- Describe how airborne contaminants generated by industrial processes, how this would impact on the control strategy, and how control solutions can be optimised
- Recognise the range of approaches to risk reduction embodied in the hierarchy of control appropriate strategies select implementation
- Describe the meaning of "adequate control" in relation to personal exposures
- Discuss the importance of design considerations in terms of the workplace, process, and plant, as a means of reducing occupational exposures





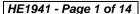
























- Describe the principal elements of a local exhaust ventilation system, give examples of typical installations, and know how to conduct the necessary measurements to assess whether a local exhaust ventilation system is effective and operating to the design specification
- Recognise the limitations of local exhaust hoods and enclosures and the means to optimise their effectiveness
- Describe how personal protective equipment programmes may be used in an effective manner
- Recognise the impact that control measures may have on other workplace hazards and understand the need to take a holistic approach to the design of control solutions

This course is designed to provide participants with a detailed and up-to-date overview of BOHS-M505: Control of Hazardous Substances. It covers the range of properties of airborne contaminants and the potential hazards they may present; develop an understanding of the approach to controlling exposure problems and how to select appropriate control strategies; the workplace control principles covering hierarchy of control, achieving effective control and the role of assessment (by all routes); the practical applications of the hierarchy of control and identifying effective control strategies, adopting the principles of reasonable practicability.

During this interactive course, participants will learn the design of equipment and workplace and apply prevention, elimination and substitution; the general ventilation systems and local exhaust ventilation (LEV) and apply proper measurement and testing of LEV systems; the personal protective equipment, respiratory protective equipment, chemical protective clothing (CPC), gloves and dermal care; and the various administrative elements.

The course will require at least 45 hours of study time, of which at least 37 hours will be taught (teaching and practical assessments) and 8 hours will be independent (in the candidates' own time).

Candidates for this course are expected to be aware of the general contents of the Control of Substances to Health (COSHH) regulations, HSE Guidance Note HSG193 COSHH Essentials Easy Steps to Control Chemicals, HSE Guidance Note HSG258 controlling Airborne Contaminants at Work and HSE Guidance Note HSG53 Respiratory Protection at Work.

Course Objectives

Upon the successful completion of this course, each participant will be able to:

- Achieve the BOHS Certificate in BOHS-M505: Control of Hazardous Substances
- Consider the range of properties of airborne contaminants and the potential hazards they may present
- Develop an understanding of the approach to controlling exposure problems and how to select appropriate control strategies
- Discuss the workplace control principles covering hierarchy of control, achieving effective control and the role of assessment (by all routes)
- Carryout practical applications of the hierarchy of control and identify effective control strategies, adopting the principles of reasonable practicability
- Describe the design of equipment and workplace and apply prevention, elimination and substitution















- Recognize general ventilation systems and local exhaust ventilation (LEV) and apply proper measurement and testing of LEV systems
- Use personal protective equipment, respiratory protective equipment, chemical protective clothing (CPC), gloves and dermal care as well as identify the various administrative elements

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of control of hazardous substances for technicians and technologists who conduct measurements and testing in workplaces.

Exam Eligibility & Structure

There are no prerequisites required for this qualification.

Suggested References and Further Reading

- WHO Guidelines on the prevention of toxic exposures
- ACGIH Industrial Ventilation A Manual of Recommended Practice (2)
- ACGIH Guidelines on Selection of Chemical Protective Clothing (3)
- (4) Controlling airborne contaminants at work HSE books HSG258
- Respiratory Protection at Work HSE Books HSG53 (5)
- ISO 16900 series standards on Respiratory Protective Devices
- ISO 16602 Protective Clothing for Protection against Chemicals Classification, labelling and performance requirements
- NIOSH guide to industrial respiratory protection (8)
- NIOSH A guide for assessing the performance of protective clothing
- (10) Controlling Skin Exposure to Chemicals and Wet-Work

Course Date/Venue

Session(s)	Date	Venue
1	February 16-20, 2025	Boardroom, Warwick Hotel Doha, Doha, Qatar
2	May 04-08, 2025	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
3	June 15-19, 2025	Slaysel 02 Meeting Room, Movenpick Hotel & Resort Al Bida'a Kuwait, City of Kuwait
4	August 31-September 04, 2025	Club B Meeting Room, Ramada Plaza by Wyndham Istanbul City Center, Istanbul, Turkey
5	October 05-09, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
6	December 08-12, 2025	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

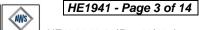




















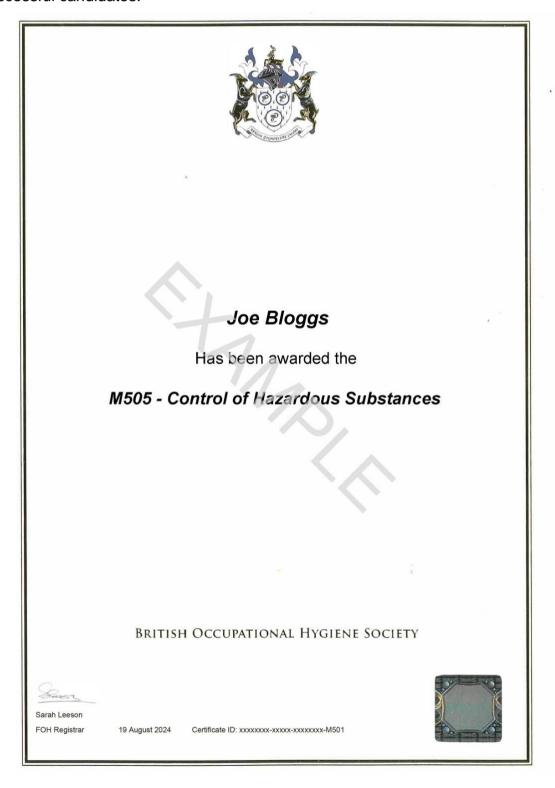


Course Certificate(s)

(1) BOHS-M505 – Control of Hazardous Substances will be awarded to participants who have successfully completed the course and passed all the parts (A and B) within 12 months.

BOHS Certificate(s)

The following certificate is a sample of the BOHS certificates that will be issued to successful candidates:-



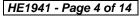


























(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



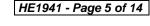
























Certificate Accreditations

Haward Technology is accredited by the following international accreditation organizations:-



The British Occupational Hygiene Society (BOHS)

Haward Technology is an Approved Training Partner of the British Occupational Hygiene Society (BOHS) for the M201 and M500 series modules, which are designed to maintain a high standard of occupational hygiene education.

Together with BOHS, Haward Technology supports hygiene professionals in their mission to create safe working environments globally and is committed to advancing the practice of occupational hygiene to promote healthier workplaces worldwide.



British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

• The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.7 CEUs** (Continuing Education Units) or **37 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.







Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Peter Jacobs. is a Senior HSE Consultant with almost 25 years of extensive experience within Oil & Gas, Refinery and Petrochemical industries. His wide experience covers in the areas of OHTA Modules (Measurement of Hazardous Substances, Thermal Environment, Noise Measurement & Its Effects, Asbestos & Other Fibers, Control of Hazardous Substances, Ergonomics Essentials, Health Effects of Hazardous Substances), Advanced Industrial Hygiene, Incident Command & Report Writing, HAZOP, HAZMAT, HAZID, Health Risk

Assessment, Modern Safety Risk Management, Process Risk Management, Root **Analysis** Techniques. HSE Management System Development Implementation, SAESI Hazardous Materials for the First Responder Operations (NFPA 472), Industrial Safety & Housekeeping, Job Safety & Hazard Analysis, Hazardous Substances Measurement, Workplace Control, Physical Agents, Emergency Response, Chemical & Biological Operations, Basic Safety & Loss Prevention, Safety in Chemical Laboratory, Confined Space Safety, Industrial Hygiene, Occupational Health & Hygiene, Ergonomics, Biological Assessment, Radiation with Radon/Thoron Assessment, Radiation Protection Safety, Radiation Monitoring, Natural Radiation Sources, Nuclear Regulatory Act, Ventilation, Air Pollution Dispersion Modelling, Basic Clandestine Drug Laboratory Investigation, Chemical Engineering, Fire Safety & Evacuation, Evacuation Safety, Safety Orientation, Hand & Power Tools Safety, Isokinetic Stack Sampling, Dust Exposure, Quantifying Workplace Stressors, Noise & Airborne Pollutants, Thermal Stress, Illumination, Mine Health & Safety, Statistical Method Validation, Legal Audit Compliance, Riot & Crowd Control, ISO 14000, OHSAS 18000, ISO 17025 and ISO 9000.

During his career life, Mr. Jacobs has gained his practical and field experiences through his various significant positions and dedication as the Forensic Science Laboratory Manager, Occupational Hygienist, Radiation Protection Officer, Lead Practitioner, Safety, Health & Environmental (SHE) Specialist, First Responder, OHS Inspector, Ambulance Assistant and LPG Distributor Auditor from various international companies like the Sedulitas, Richards Bay Minerals, Sasol and South African Police Service.

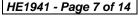
Mr. Jacobs has a Master's degree in Public Health - Occupational Hygiene, a National Diploma in Purchasing Management and an Intermediate Certificate in Mine Environmental Control an Accredited South African Emergency Services Institute (SAESI). Further, he is a Certified Instructor/Trainer, an Appointed Commissioned Officer, a SAIOH/ IOHA President, an Assessor/Moderator of Health & Welfare SETA, a Registered Occupational Hygienist of the Southern African Institute for Occupational Hygiene, awarded as a SAIOH Occupational Hygienist of the Year Award and a well-regarded member of the British Occupational Hygiene Society (BOHS), Mine Ventilation Society of South Africa (MVSSA) and South African Radiological Protection Association (SARPA). He has further delivered numerous trainings, courses, seminars, workshops and conferences worldwide.























Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

Al Khobar	US\$ 7,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day
Kuwait	US\$ 7,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day
Istanbul	US\$ 8,000 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	US\$ 7,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day
Abu Dhabi	US\$ 7,500 per Delegate + VAT . This rate includes H-STK [®] (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day

Exam Fee

US\$ 175 per Delegate + VAT

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 - 0745	Registration & Coffee
0745 - 0800	Welcome & Introduction
0800 - 0815	PRE-TEST
	Hazardous Substances Uses & Processes
0815 - 0930	Consider the Range of Properties of Airborne Contaminants (Dusts – Aerosols –
	Vapours – Gases) & the Potential Hazards They May Present
0930 - 0945	Break
	Hazardous Substances Uses & Processes (cont'd)
	Using a Series of Short Case Studies, Provide an Overview of the Health Hazards
0945 - 1130	& Risks & the Sources & Factors Affecting Emission of Airborne Contaminants,
	in Order to Develop an Understanding of the Approach to Controlling Exposure
	Problems & How to Select Appropriate Control Strategies. These should Include
	such Processes as in the Use of Rotary Tools (e.g. Circular Saws, Rotary Sanders)
	Other Directional Processes (e.g. Paint Spraying) & Fume Yielding Processes (e.g.
	Welding & Soldering)

















	Hazardous Substances Uses & Processes (cont'd) Using a Series of Short Case Studies, Provide an Overview of the Health Hazards St. Pielos St. the Sources St. Factors Affecting Projectors of Airbornes Conteminants
1130 - 1230	& Risks & the Sources & Factors Affecting Emission of Airborne Contaminants, in Order to Develop an Understanding of the Approach to Controlling Exposure Problems & How to Select Appropriate Control Strategies. These should Include such Processes as in the Use of Rotary Tools (e.g. Circular Saws, Rotary Sanders)
	Other Directional Processes (e.g. Paint Spraying) & Fume Yielding Processes (e.g. Welding & Soldering) (cont'd)
1230 - 1330	Lunch
	Hazardous Substances Uses & Processes (cont'd)
1330 - 1415	The Principles of Containment & Control Techniques for Common Process such as
1550 - 1415	Weighing & Dispensing Solids & Liquids from Containers to Process Equipment
	should be Considered for a Range of Materials from Low to High Hazard
	Workplace Control Principles: Hierarchy of Control
	Principles of Identifying Hazards & Risks in the Workplace • Hierarchy of Control
1415 - 1500	& Its Underlying Principles - Work Procedures, Process Engineering Control,
	Ventilation & PPE. (Practicable Programmes May Involve a Combination of Measures)
1500 – 1515	Break
1500 - 1515	Workplace Control Principles: Achieving Effective Control
	The Meaning of Adequate Control including the Use of Occupational Exposure
1515 - 1620	Limits, Other Published & In-House Standards (Including those for Carcinogens,
	Asthmagens & Biological Agents)
	Recap
1620 - 1630	Using this Course Overview, the Instructor(s) will Brief Participants about the
	Topics that were Discussed Today & Advise them of the Topics to be Discussed
	Tomorrow
1630	End of Day One

Day 2

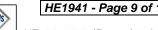
Day Z	
0730 - 0930	Workplace Control Principles: The Role of Assessment (By All Routes) Identify Exposures, Confirm Compliance & Achieve Adequate Control • Identify Risks at the Design Stage & in Existing Facilities to Identify Risks from Normal
	Operations & During Non-Routine or Maintenance Activities
0930 - 0945	Break
0945 - 1030	Workplace Control Principles: The Practical Application of the Hierarchy
0943 - 1030	of Control e.g. Use of a Combination of Measures, Stepwise Approach
1030 - 1115	Workplace Control Principles: Identifying Effective Control Strategies, Adopting the Principles of Reasonable Practicability (Including COSHH
	Essentials/ILO Toolbox)
1115 - 1230	Process Design & Principles: Design of Equipment & Workplace General Design of Equipment & Workplace Layout & How This Influences Exposure
1230 – 1330	Lunch
1330 - 1530	Process Design & Principles: Design of Equipment & Workplace (cont'd) The Effects of Automation & Robotics
1530 - 1545	Break

























1545 - 1620	Process Design & Principles: Prevention, Elimination & Substitution Prevention of Exposure by Good Process Design, including Containment, Elimination or Substitution of Hazardous Substances & Activities	
1620 - 1630	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise them of the Topics to be Discussed Tomorrow	
1630	End of Day Two	

Day 3

	Process Design & Principles: Prevention, Elimination & Substitution (cont'd)
0730 - 0900	Examples of Industrial Processes Where Hazards May be Minimised by Changes
	to Substance or Form (e.g. Reduction of Volatile Constituents, Granulation of
	Dusty Powders)
0900 - 0915	Break
0915 - 1130	Ventilation Systems: Types of System General Ventilation Systems, Local Exhaust Ventilation (LEV)
	Ventilation Systems: Principles
1130 - 1230	Basic Principles of System Design- Fans, Ducts, Air Cleaners & Discharges • Fan Types & their Typical Applications • Duct Sizing, Configuration & Duct
	Materials 37 78
1230 - 1330	Lunch
	Ventilation Systems: Principles (cont'd)
	Principles of System Balancing • Facilities for Thorough Examination,
1330 - 1500	Maintenance, Examination & Testing. • Air Cleaners -Types (Gravity &
1500 1515	
1500 – 1515	
1515 - 1620	
1010 1020	
1620 - 1630	
	Tomorrow
1330 - 1500 1500 - 1515 1515 - 1620	Ventilation Systems: Principles (cont'd) Principles of System Balancing • Facilities for Thorough Examination Maintenance, Examination & Testing. • Air Cleaners -Types (Gravity Centrifugal Col Lectors, Dry Fabric, Electrostatic, Wet Methods, Absorpti Types) & Their Performance Break Ventilation Systems: General Ventilation Systems Use as a Means of Controlling Airborne Exposures • Principles of Natur Ventilation & Infiltration • Mechanical Ventilation, Dilution or Displacement including Methods of Delivery & Distribution Recap Using this Course Overview, the Instructor(s) will Brief Participants about to Topics that were Discussed Today & Advise Them of the Topics to be Discussed.

Day 4

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0730 – 0930	Ventilation Systems: General Ventilation Systems (cont'd) Determination & Calculation of Ventilation Requirements • Application & Limitations of General Ventilation
0930 - 0945	Break
0945 – 1230	Ventilation Systems: Local Exhaust Ventilation (LEV) Design Features • Lev Hoods; Enclosing Hoods, Receiving Hoods & Capturing Hoods. • Capture Velocities, Face Velocity, Transport Velocities • Fletcher & Garrison Methods of Predicting Air Flows, Velocity Contours & Effects of Flanges • Application of Hoods of All Types & Use of Partial & Total Enclosures in Industrial Situations • Limitations of Lev • Supply Air, (Importance of Location & Direction) Use of Treated Recycled Air • Safe Discharge Arrangements. (Treatment Before Discharge & Location of Discharge)

























1230 - 1330	Lunch
1330 - 1500	Ventilation Systems: Measurement & Testing of LEV Systems Measurement of Performance & Relation to Attainment of Control of Exposure Calculations for Volume Flows from Pressure & Velocity Measurements
1500 – 1515	Break
1515 - 1600	Ventilation Systems: Measurement & Testing of LEV Systems (cont'd) Maintenance Examination & Test; Periodic Checks & Inspections Thorough Examinations & Testing • Continued Satisfactory Performance Indication
1600 - 1620	Personal Protective Equipment: General Types of Personal Protective Equipment (PPE) including Respiratory Protective Equipment (RPE) Protective Gloves & Chemical Protective Clothing • Limitations of Use • Definition of Suitability • Importance of Selection, Training, Maintenance & Proper Use in the Development of a PPE Programme
1620 - 1630	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise Them of the Topics to be Discussed Tomorrow
1630	End of Day Three

Day 5	
0730 - 0930	Personal Protective Equipment: Respiratory Protective Equipment
	Types of RPE & Their Limitations E.G. Dust Respirators; High Efficiency,
	Powered, Ventilated Visors, Disposables, Ori-Nasal, Breathing Apparatus
0930 - 0945	Break
	Personal Protective Equipment: Respiratory Protective Equipment (cont'd)
0945 - 1100	Respirators for Organic Vapours & Inorganic Gases. • Selection, Use &
	Maintenance of RPE. Face Fit Testing
	Personal Protective Equipment: Chemical Protective Clothing (CPC)
1100 - 1230	Types of CPC • Performance Criteria • Testing Effectiveness • Application,
1100 1200	Limitations • Storage Arrangements, Laundering Arrangements, Role in
1220 1220	Prevention of Spread of Contamination • Suitability for Use & Integrity
1230 - 1330	Lunch
	Personal Protective Equipment: Gloves & Dermal Care
1330 - 1415	Basic Dermal Exposure Assessment Techniques & Principles of Dermal Exposure
	Risk Management • Types of Gloves & Their Performance Data • Permeation &
1415 1420	Breakthrough • Glove Selection, Maintenance & Training in Use Break
1415 - 1430	
	Administrative Elements
	Reducing Periods of Exposure • Exclusion of Non-Essential Personnel, Personal
1430 - 1545	Hygiene Arrangements • Co-Ordinated Approach to Control, Training,
1430 - 1343	Supervision • Control of Access to Hazardous Areas • the Role of Assessment, Measurement, Monitoring & Health Surveillance in Initiating Control Measures
	• Role of Written Operating Procedures, Permits to Work Etc. • Role of
	Occupational Hygiene Programmes in Continuing Control
1545 - 1600	POST-TEST
1600 - 1615	Course Conclusion
1615 - 1630	Presentation of Course Certificates
1630	End of Course























MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Examinations & Assessment

Candidates are required to pass all of the following parts (A and B below) to be awarded this qualification.

(A) Practical Assessment

The practical assessment will be conducted by the Tutor during relevant parts of the course for all candidates. This is to ensure that every candidate can demonstrate their individual ability and correct method.

The practical exercises will involve:

- Visualisation of air flows as a means to test control (smoke tubes, smoke generators and dust lamps) on at least two typical ventilation systems
- Measurements in relation to a selection of extract points (e.g. face velocity or capture velocity) using thermal and vane anemometers and show a basic understanding of requirements for a selection of tasks.

Full details of the practical requirements and individual candidate reporting can be found in the Practical Evaluation Report which is available from www.bohs.org

(B) Written Examination

This is an open-book examination comprising of 40 (160 marks) short-answer questions illustrated by photographs and diagrams as appropriate to be answered in 2 hours. Each question is worth 4 marks

The examination covers all sections of the syllabus and is overseen by an invigilator.

The pass mark for this examination is 50 %



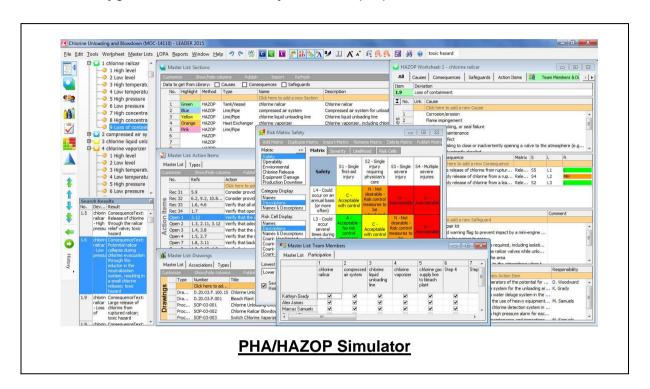


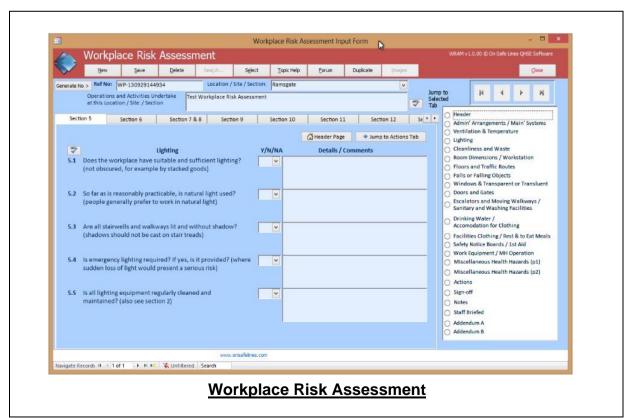




Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art "PHA/HAZOP", "Workplace Risk Assessment" "Industrial Hygiene Virtual Laboratory" and "CIHprep V9.0" simulators.















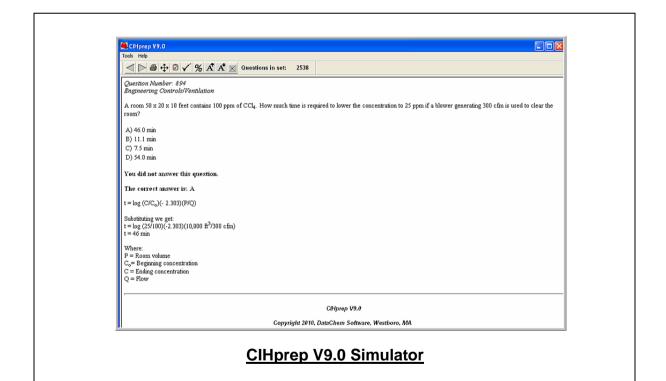








Industrial Hygiene Virtual Laboratory Simulator



Course Coordinator

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