



15. Fume Hood Use

BACKGROUND

This document outlines the safe use of fume hoods located within this lab, including general use rules. It outlines what the purpose is of each fume hood, and which procedures must be conducted in a fume hood. Post the attached document near every fume hood.

LAB SPECIFIC USE

Choose one:

- ☐ This laboratory does not have a fume hood. If you need to use a fume hood, the following laboratory has permitted us to borrow their fume hood:
- ☐ This lab has at least 1 fume hood present. The details of use are presented below. Mark special use fume hoods.

Fume hood number	Use (choose 1):	Specific Procedures
	<input type="checkbox"/> General Chemicals <input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Perchloric Acids <input type="checkbox"/> Waste <input type="checkbox"/> Other: _____	
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SAFE PRACTICES WHEN USING A FUME HOOD

- Ensure that gauges indicate that the fume hood is running on high before use.
- Check flow by taping a tissue/paper to the sash to view it being pulled into the hood.
- (Do **not** allow it to be sucked into the mechanism)
- Ensure sash height is at or below the marked sash height on the side when in use. The fume hood will **not** protect you or the lab if it is above the sash height.
- Do **not** store waste bottles in a fume hood with active experimentation. Waste bottles related to the current work at hand are permitted.
- Minimize fire hazard – limit the use of fire, spark or heat within the fume hood. Never leave a heating element, or fire unattended.
- Clear the clutter – avoid crowding and extra materials in the fume hood. Flow patterns may be disturbed by items within the fume hood.
- Avoid drafts – rapid movements or strong drafts in front of a fume hood can upset the flow of air and allow fumes to escape the fume hood.
- Use fume hoods for volatile, explosive, flammable or hazardous chemicals.
- Check the certification date to ensure that the fume hood has been certified in the last 12 months. Contact HSE if your fume hood certification has expired.

In addition to the general rules outlined above, the principal investigator for this lab has indicated that the following rules should also be followed:

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In this laboratory the following procedures must be conducted in the fume hood:

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- :
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- :

FUME HOOD CLEARANCE FOR POWER OUTAGES

During a power outage, a fume hood must be cleared of active experimentation and other potential hazards. Please use the process below to ensure that the fume hood is cleared:

- Close the sash and raise it only to remove items for clean-up.
- Cap all chemicals and store them in an appropriate location.
- Remove all dirty glassware in the fume hood and clean them.
- Remove all wastes from the fume hood.
- Clean-up any spilled materials.
- Turn off empty fume hoods.