

**Authority:**

Cal/OSHA standard §5154.1 Ventilation Requirements for Laboratory-Type Hood Operations requires that fume hoods be maintained and function properly.

Before using a fume hood:

- Make sure that you are trained and understand how the fume hood works.
 - Emergency exhaust, alarms, working sash height, gas/vacuum valves
- Know the hazards of the chemical(s) you are working with; refer to the chemical's Safety Data Sheet if you are unsure.
- Ensure that the hood is on and operational including checking the control panel.
- Make sure that the sash is open to the proper operating level, which is indicated by arrows on the frame.
- To visually check the air flow, a strip of paper or tissue may be taped to fume-hood sash.

The fume hood is often the primary control device for protecting laboratory workers when working with flammable and/or toxic chemicals.

When using a fume hood:

- Never allow your head to enter the plane of the hood opening.
- Use appropriate PPE including eye protection, lab coats, and nitrile gloves.
- Keep all materials inside the hood at least six inches from the sash opening.
- When not working in the hood, close the sash.
- Minimize storage of hazardous waste inside the hood.
- Do not use fume hoods to vent hazardous materials through air dilution.
- Do not use a hood if total containment (e.g., a glove box) is more in order.
- Reduce obstructions in the fume hood to improve its effectiveness.
- Use the sash as a safety shield when boiling materials or using reactive chemicals.
- Promptly report any fume hood that is not functioning properly to your supervisor and Facility Services. The sash should be closed and the hood "tagged" and taken out of service until repairs can be completed.

In Case of Emergency:

Shut sash, activate alarm, alert people in lab, use fire extinguisher if trained and able to. Notify lab supervisor. UPD (4567) should be notified of any emergency in the labs.