

UNIVERSITY OF TOLEDO

SUBJECT: LABORATORY FUME HOODS

Policy No: S-08-031

POLICY

Laboratory hoods shall be maintained and shall be utilized for all hazardous procedures which have the potential to release harmful airborne contaminants.

PURPOSE

These hoods are intended to minimize employee exposures to harmful agents in the laboratory. Hoods must be maintained and used appropriately for employee protection to be provided.

PROCEDURE

I. Fume Hoods

A. Facilities Aspects

1. Fume hood systems shall be inspected at least annually by the Safety and Health Department, following the guidelines of the most recent American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) and ANZI Laboratory Ventilation Guideline. Standard documentation of fume hood performance will be maintained.
2. Monitoring and securing maintenance of glove boxes is the responsibility of the Laboratory Director. Glove boxes shall be maintained as a closed system.
3. Maintenance or inspection activities that may alter a fume hood's protective capabilities should be preceded by a notification to the Laboratory Director or applicable Departmental Office as expeditiously as possible. When these activities are remotely located from the fume hood, the hood face will be posted with a warning sign indicating "DO NOT USE" by maintenance staff. Safety & Health should be notified of all such activities.

B. Laboratory Aspects

1. Storage of chemicals and equipment inside the hood be kept to a minimum.
2. Keep the sash of the hood at or below the maximum operating height indicated on the hood, except when adjustments are being made inside the hood. At these times, maintain the sash height as low as possible.
3. Locate apparatus toward the back of the work surface of the hood to prevent contaminants from escaping.

Source: Safety & Health Committee

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