Safe Operating Procedures for Fume Hoods

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- Always locate equipment at least 6 to 8 inches beyond (inside) the plane of the sash.
- Equipment shall **never** extend beyond (outside) the plane of the sash or restrict the sash from closing.
- Elevate equipment 2 to 3 inches above the work surface to provide flow beneath and around the equipment. Ensure the elevated equipment is stable. Plexiglas or stainless steel slotted shelves can be used to elevate equipment and apparatus. Slotted or perforated shelves minimize

50% of the work surface.

create thermal drafts, which increase the face velocity through the bottom of the fume hood opening and cause the face velocities to lower at the top of the fume hood opening.

- Due to reverse airflow and vortices that typically exist in the top of the hood and behind the sash panels, **avoid generating large quantities of effluent** at the top of the hood or just inside the sash.
- Hood users should always be aware of the locations within the hood where
 concentrations of contaminates can accumulate. Never allow your head to break
 the plane of the sash during operations since this can allow contaminated air to
 pass through the area of your breathing zone.
- Never change or modify the fume hood or cabinetry. Do not remove panels, drill holes, attach hold opens on the sash or in any manner change the original design of the hood.
- When materials are being generated in the hood, ensure that you slowly approach
 and withdraw from the hood. The wake zone created by the movement near the
 face of the hood can change the airflow patterns and cause materials to withdraw
 from the hood through the sash.
- Rapid arm and body movements near the sash and front of the hood must

be avoided. High concentrations can develop near the edge of the sash panels regardless of the location of the materials within the hoods working surface. Rapid movements near the sash edge or turbulence resulting from cross drafts could cause contaminated air to escape.

• When you are working in the fume hood the sash height should be kept as low as possible, but never exceeding the marked height for normal operations. When the hood is not being used, the sash must be closed.

Report any problem with fume hoods immediately to your laboratory supervisor and to EOHS at x-6866 (or after hours or on weekends/holidays to University emergency dispatch at x-7123). These include but are not limited to: broken sashes, deteriorated gaskets, fans not working properly, and airflow alarms activated.

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