



Standard Operating Procedures

- Confirm that the hood is operational. If fitted with a local on/off switch, make sure the switch is in the "on" position; check the air flow gauge if so equipped. In the absence of a gauge, you can tape an inch wide strip of tissue to the lower corner of the sash. Air flow can be visually assessed by noting that the tissue is pulled gently into the hood. The most recent hood test data and optimum sash height are indicated on the yellow sticker affixed to the hood face. Never work with a malfunctioning hood; report problem hoods to FD&O Service Desk at 924-1990.
- Maintain operations at least 6" inside the hood face. Barricade tape can be attached to the work surface to serve as a visual reminder.
- Lower sash to optimum height. Optimum height is the sash height at which air flow is maximized without creating turbulence, generally 100 feet per minute. A sticker placed on the hood face indicates the most recently recommended sash height. With unattended or potentially explosive processes, conduct the operation behind a lowered sash or safety shield.
- Keep head out of hood except when installing and dismantling equipment.
- Keep hood storage to an absolute minimum. Keep only items needed for the ongoing operation inside the hood. Keep the back bottom slot clear at all times as it serves as an exhaust port for fumes generated near the work surface. Raise large objects at least two inches off the hood surface to minimize air flow disruption.
- Minimize foot traffic around the fume hood. A person walking past a fume hood can create competing currents at the hood face, causing vapors to flow out. Other sources of competing air currents such as open windows and fans should also be avoided while using a fume hood.
- Use extreme caution with ignition sources inside a fume hood. Ignition sources such as electrical connections and open flame can be used inside a fume hood as long as there are no operations involving flammable or explosive vapors. If possible, ignition sources should remain outside the hood at all times.
- Replace hood components prior to use. Every component of a fume hood, whether airfoil, baffle, or sash, plays a vital role in preventing the escape of hazardous materials from the hood. Any hood components removed to conduct maintenance or repair activities, or to set up experimental apparatus must be replaced prior to using the hood for contaminant control.