



Issued:	October 21, 2002
Revised:	May 14, 2015

FUME HOOD USER STANDARDS AND GUIDELINES

1. Fume hoods are designed to control one's exposure to hazardous chemicals, and should be used for all processes involving chemicals.
2. Only use a fume hood for its intended use (e.g. do not use perchloric acid in a fume hood not designed for perchloric acid work.)
3. Prior to using a fume hood, assess the level of personal protective equipment (PPE) required for the intended action.
4. Before each use, ensure the fume hood is on and operational. If your fume hood is not working, please contact Physical Plant and refer to the [Fume Hood Repair and Servicing by Physical Plant](#) document.
5. Do not at any time put your head inside the hood.
6. Ensure all apparatuses, glassware, or equipment is at least 6 inches (15.2 cm) away from the sash (front of fume hood) and damper (back of fume hood) for proper air flow. A painted stripe or tape can be used to make a line as a good reminder.
7. Apparatus' and equipment assembled in the fume hood should be placed on lab jacks at least 1 ½ inches above the work surface to allow for adequate air flow.
8. All work performed in the fume hood shall be done to ensure an effective flow rate is achieved. On older hoods, sashes shall be no higher than the maximum working sash height, as indicated by a sticker. For newer hoods, refer to the digital face velocity meter, whereby operational flow rates are between 90 – 120 fpm.
9. For fume hoods equipped with an alarm, if the alarm sounds stop work immediately and close your fume hood sash. Follow the guideline [here](#) to have your fume hood serviced.
10. Fume hoods are for chemical manipulation, not storage. All chemicals shall be properly stored in designated chemical storage cabinets when not in use. This includes hazardous waste. Items such as glassware shall be stored appropriately when not in use.
11. Refrain from evaporating solvents directly into the atmosphere of the fume hood. When evaporating solvents, the apparatus used should be fitted with condensers, traps or scrubbers to contain and collect waste solvents, toxic vapors or dusts.
12. To maintain optimal fume hood air flow, minimize all forms of potential air drafts around the fume hood. This includes reducing foot traffic in front of the fume hood, and ensuring items such as windows and doors are closed when fume hoods are in use.
13. Keep electrical equipment and other ignition sources out of the fume hood when flammable solvents, vapors, and gases may be present.
14. When not conducting experimental work, please ensure fume hood sash is lowered or closed.

