

Proper Use of Fume Hood

Standard Operating Procedure (SOP)

Type of SOP:
☒ Process/Equipment

☐ Hazardous Chemical

All personnel who are subject to these SOP requirements must review a completed SOP and sign the associated training record. The most current version of the SOPs is located in electronic form on the University's Share Drive. Follow the link below.

S:\University Info\General Information\Emergency Information\Standard Operating Procedures

In addition to the electronic copies, hard copies of the SOPs can be found inside the laboratory, if the SOP pertains to something within a laboratory.

Date SOP Written: 10/10/22	Approval Date: 1-11-2024
SOP Prepared By: Michi Dubes	
SOP Reviewed and Approved by CHO (signature): Rose Rakers	
☐ Department:	☒ Campus Wide ☒ Lisle ☒ Mesa
Principal Investigator (PI):	Phone:
Principal Investigator (PI):	Phone:
Chemical Hygiene Officer (CHO): Dr. Rose Rakers	Phone: 630-829-6571
Emergency Contact: Campus Safety Dispatch	Phone: 630-829-6122
Location(s) covered by SOP: Building and Room #(s): Birck, Scholl, MCHE	

1. HAZARD OVERVIEW (What are the hazards?) (i.e., hazards associated are chemicals, fire/explosion, electrical, ergonomic)

REQUIRED – Add a brief description of the process involving hazardous chemicals or equipment covered by this SOP.

Fume hoods should be used when working with any hazardous chemicals in the laboratory. A fume hood must, however, be used whenever particularly hazardous chemicals are being manipulated or when hazardous vapors, mists, aerosols or gases are being used or created during a procedure.

Fume hoods must be used according to manufacturer specifications. Some hazardous chemicals may require the use of a specialized or modified fume hood.

2. HAZARDOUS CHEMICAL(S)

REQUIRED – If the SOP is for a process involving a hazardous chemical(s), provide a list of those chemicals and important properties and signs/symptoms of exposure. List any expected by-products produced if this SOP covers a laboratory process.

N/A

3. WHAT ACTIVITIES COULD POSE A RISK?

Activities that could pose a health hazard include:

REQUIRED – Bullet any health hazards associated with the process this SOP is detailing.

- Electrical extension cords are not safe to use in a fume hood due to the danger of an explosion or fire.
- Never put your head inside a fume hood.

Activities that could pose a physical hazard include:

REQUIRED – Bullet any physical hazards associated with the process this SOP is detailing.

N/A

4. HOW CAN EXPOSURES BE MINIMIZED?

Elimination/Substitution – **REQUIRED** – If there is another chemical or piece of equipment that can be used which is a safer option but that would have a negative effect on the experiment detail why this is not an option.

N/A

Engineering Controls – **REQUIRED** – Insert descriptions of lab-specific engineering or ventilation controls used to reduce chemical exposures (i.e., fume hoods, glove boxes, biosafety cabinets, etc.) or specific equipment safety features. Refer to Section 7 and/or 8 of SDS for proper use.

When used correctly, a fume hood can help prevent exposure to hazardous chemicals; when it is not used within its manufacturer specifications and parameters, it may not provide adequate protection against exposure.

- Fume hoods must be certified annually by a licensed vendor. A certification label must be present on the front of the fume hood, including the date of the last certification;
- Majority of fume hoods should be functioning at a minimum of 100 linear feet per minute (fpm), though some high performance low-flow fume hoods also exist. The certification label will include a mark for the fume hood sash height at which this minimum face velocity is reached;
- When highly toxic or corrosive gas is being emitted in the fume hood, the face velocity should be maintained at 200 fpm;
- Fume hood light, alarm and sash should be fully functional at all times; and
- Do not use the fume hood as a chemical storage space.

Administrative Controls

The following elements are required:

1. Complete the Hazard Communication and/or Laboratory Safety training prior to working in the laboratory;
2. Complete laboratory-specific safety orientation and training on laboratory-specific safety equipment, procedures, and techniques to be used, including a review of the Chemical Hygiene Plan, prior to receiving unescorted access to the laboratory;
3. Sign off that you read and understand the Chemical Hygiene Plan and what is expected while working in the laboratory;
4. Be familiar with the location and content of any applicable Safety Data Sheets (SDSs) for the chemicals to be used;
5. Implement good laboratory practices, including good workspace hygiene;
6. Inspect all equipment and experimental set-ups prior to use;
7. Follow best practices for the movement, handling, and storage of hazardous chemicals. An appropriate spill clean-up kit should be located in the laboratory. Chemical and hazardous waste storage must follow an appropriate segregation scheme and include appropriate labeling. Hazardous chemical waste must be properly labelled, stored in closed containers, in secondary containment, and in a designated location;
8. Do not deviate from the instructions described in this SOP without prior discussion and approval from the PI and CHO; and
9. Notify the PI, CHO and Emergency Preparedness Manager of any accidents, incidents, near-misses, or upset conditions (i.e., unexpected rise or drop in temperature, color or phase change, evolution of gas) involving the process or hazardous chemical(s) described in this SOP.

REQUIRED – Add any additional administrative controls specifically related to the process, procedure, and restrictions, including controls that may be chemical-specific.

- Work in the fume hood must be performed with the sash at or below the mark at which the fume hood was certified;
- With a vertical sliding sash as we have in our labs, work should be performed with the sash at its lowest possible position, while still allowing for comfortable working conditions;
- To allow adequate airflow and protection against hazardous fumes, mists, vapors, dusts, etc., all work must be performed at least six (6) inches inside of the hood;
- Fume hood sash should be lowered completely when it is not in use, especially during unattended reactions;
- Do not store hazardous chemicals or other items inside of the fume hood, unless they require ventilated storage;
- The more objects present in the fume hood, the less effective the air flow is in protecting workers against hazardous chemicals. Items such as hot plates, shaker tables or other equipment required for the reaction should be placed on a stand to allow airflow underneath;
- If a fume hood alarm sounds, immediately discontinue work, close the sash and reset the alarm; verify the alarm settings; if the fume hood otherwise appears to be functioning properly contact the CHO to report issues.
- If a fume hood is not functioning properly (e.g. lighting malfunction, strange noises, face velocity is below 100 fpm, sash will not move properly, etc.) or is overdue for recertification, contact the CHO so the ventilation vendor can be scheduled to perform maintenance on the fume hood.

Personal Protective Equipment (PPE)

At a minimum, long pants (covered legs) and closed toe/closed heel shoes (covered feet) are required to enter a laboratory or technical area where hazardous chemicals are used or stored. In addition to the minimum attire required upon entering a laboratory, the following PPE is required for all work with hazardous chemicals:

- A. Eye Protection
 - a. Eye protection must be ANSI Z87.1 compliant.
 - b. At a minimum, safety glasses are necessary.
 - c. Splash goggles must be substituted for safety glasses in chemistry laboratories, and are required for processes where splashes are foreseeable or when generating aerosols.
- B. Body Protection: At a minimum, a chemically-compatible laboratory coat that fully extends to the wrist is necessary.
 - a. If a risk of fire exists, a flame-resistant laboratory coat that is NFPA 2112 compliant should be worn.
 - b. For chemicals that are corrosive and/or toxic by skin contact/absorption additional protective clothing (i.e., face shield, chemically-resistant apron, disposable sleeves, etc.) are required where splashes or skin contact is foreseeable as per the SDS.
- C. Hand Protection: Hand protection is needed for the activities described in this SOP. Define the type of glove to be used based on the following:
 - a. Chemical(s) being used;
 - b. Anticipated chemical contact;
 - c. Manufacturer' permeation/compatibility data; and
 - d. Whether a combination of different gloves is needed for any specific procedural step or task.

REQUIRED – Add any descriptions of PPE and hygiene practices used with each process or hazardous chemical(s), including any specialized PPE needed for a procedural step/task.

N/A

5. ADDITIONAL GUIDANCE

Spill and Emergency Procedures

Follow the guidance for chemical spill clean-up from the SDS, unless specialized clean-up procedures are described in detail below.

INSERT – Descriptions of any specialized spill clean-up procedures for the hazardous chemicals used in this SOP. Additional details of lab-specific spill clean-up should be provided.

Clean all spills immediately. Do not allow spilled liquid chemicals to evaporate.

Disposal and Decontamination Procedures

Hazardous waste must be properly labeled and removed from your laboratory within six (6) months of the accumulation start date. Hazardous waste should be brought down to the Chemical Stockroom. Speak with the CHO prior to bringing the waste.

REQUIRED – Add descriptions of laboratory-specific information on the waste streams generated, storage location, and any special handling/storage requirements.

N/A

REQUIRED – Add descriptions of decontamination procedures for equipment, glassware, and controlled areas (i.e., glove boxes, fume hood).

N/A

Upon completion of work with hazardous chemicals and/or decontamination of equipment, remove gloves and/or PPE to wash hands and arms with soap and water. Additionally, upon leaving a designed hazardous chemical work area remove all PPE worn and wash hands, forearms, face and neck as needed. Contaminated clothing or PPE should not be worn outside the lab. Grossly contaminated clothing/PPE and disposable glove must not be reused.

Shipping and Transportation

Follow the Shipping Hazardous Materials policy found at **S:\University Info\General Information\Emergency Information**.

Fires

INSERT – Add descriptions of what to do in case of a fire as described by the process mentioned in this SOP.

If a fire occurs inside the fume hood, immediately close the sash and activate the fire alarm, exit the room, close the door and from a safe area, contact Campus Safety to report a chemical fire.
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Exposure Requiring the Use of Emergency Shower and/or Eyewash/Drench Hose

- Have someone call 911 (report the building name, street address (located near the door to the room on the Emergency Procedures sheet) and room number.
- Contact Campus Safety at 630-829-6122 to report the incident and let them know you called 911.
- Have someone obtain the SDS for the material and provide it to the first responders upon arrival.
- Assist the affected individual to position their head over the eyewash/drench hose located in the laboratory and activate it if the eyes or face are affected. If the exposure is on the body assist the affected individual to the emergency shower in the hallway and activate it. The activation of either the eyewash or shower located in the hallway will trigger an alarm notifying Campus Safety. Ensure your own safety before helping others. Only help if it is safe for you to do so.
- Instruct the affected individual to open their eyes and roll them around while the water is flowing or to stand under the shower with the affected area being covered in water.
- Flush the affected area for 15 minutes with water.
- Notify the Emergency Preparedness Manager as soon as possible and complete the [Accident/Incident Form](#).

6. TRAINING

To teach and learn inside a laboratory, certain training must take place. All individuals must take a Laboratory Safety online course. If your laboratory involves chemicals for chemistry or biology, individuals must also take the Hazard Communication online course. These two online courses are set up with the Emergency Preparedness Manager.

Refresher training for the Hazard Communication course will be taken if the individual completed the full three-part course within six (6) months. If it has been close to or over one (1) year, the full three-part course will need to be repeated. The Laboratory Safety course will be repeated if the individual completed the course over one (1) year prior.

In addition to the online courses, students are required to complete laboratory-specific training to be able to stay in the laboratory.

7. SOURCES AND ADDITIONAL RESOURCES

List all sources and additional resources that contributed to the creation of this SOP.

University of Arizona https://research.arizona.edu/sites/default/files/cs-proper_use_of_a_chemical_fume_hood_usop_0_0.pdf

Stony Brook University <https://ehs.stonybrook.edu/programs/laboratory-safety/chemical-safety/chemical-fume-hoods.php>

All personnel shall read and fully adhere to and acknowledge the contents, requirements, and responsibilities outlined in this SOP.

☐ I have read and acknowledge the contents, requirements, and responsibilities outlined in this SOP.

Print Name:	Signature:
BenU ID:	Date: