

A Quick Guide to Laboratory Fume Hood Use

Laboratory fume hoods are designed to protect the user from hazardous airborne contaminants that may be released in an experiment. Fume hoods are tested annually by EH&S, and each hood should have a sticker indicating approved sash height, face velocity, and date of inspection. If the inspection date on a hood is older than one year, contact EH&S to have the fume hood tested.

Here are some important guidelines for proper use of laboratory fume hoods:

- Confirm that the hood is working before you use it
- In case of hood failure, stop work in the hood, close the sash, and leave the area*
- Keep the sash at or below the level indicated by the arrows
- Keep all apparatus and materials at least six inches from the fume hood face
- Elevate apparatus off the hood work surface
- Keep slots in the back of the fume hood unobstructed
- Minimize storage of chemicals in the hood
- Keep the head and upper body out of the hood
- Minimize traffic crossing the hood face
- Approach the hood from the front
- Withdraw hands and arms slowly
- Open and close the sash slowly
- Keep the sash closed when not actively using the hood

* If there is a risk of harmful substances escaping the hood, notify co-workers so that they are not inadvertently exposed, and leave the area. In situations where a hood fails during a high hazard operation, it may be necessary to evacuate an entire building to ensure the safety of occupants. Report all fume hood malfunctions to Physical Plant.