PLANNED FUME HOOD SHUTDOWN PROCEDURES

Fume hoods are the primary engineering control when working with hazardous materials in laboratories. Fume hoods operate 24 hours/day, year round and require regular maintenance by Facilities Management. During maintenance or as part of an HVAC project, fume hoods may require a temporary shutdown for Facilities Management staff or contractors to safely work on the fume hood ventilation system. In most cases, fume hood shutdowns are scheduled and advance notice is provided; however, in special cases fume hoods may need to be shut down quickly in an emergency if there is a critical HVAC system issue. Please note, these procedures are for planned shutdowns and not fume hood failure scenarios due to unexpected loss of airflow, power outage or otherwise.

Below are notification procedures for scheduled and urgent (less than 24 hours notice) fume hood shutdowns and fume hood alarm silencing to ensure the safety of personnel who may be working in a laboratory.

1. Scheduled shutdown

- Requires a minimum of 2 weeks notice*
- Facilities Management to email notice of scheduled fume hood shutdown to department/unit administrators, and Department to include safety instructions for users as indicated below.
- Department Administrator
  - Forward notice to all affected lab researchers or supervisors and post fume hood shutdown notice on affected lab hallway doors
  - If there any concerns with the scheduled shutdown date, the department administrator to contact FMGT to discuss.

Safety Instructions to Users for Scheduled Fume Hood Shutdown
(Department to include with Notice)

1. Plan to wrap up experiments prior to scheduled shutdown
2. Remove any hazardous chemicals from the fume hood
3. Turn off all gas connections
4. Close the fume hood sash
5. Do not use fume hood until advised safe to resume operation by FMGT or OHSE

* If fume hood shutdown is scheduled with less than 2 weeks notice, Department Administrators must be consulted to determine if the shutdown can be accommodated or not.

2. **Urgent shutdown** - less than 24 hours notice

- Regular business hours (M-F)
  - Facilities Management to call Department Administrators
  - Department Administrators
    - Send email notification and call out to department to inform and include safety instructions for users indicated above.
    - Visit labs/rooms affected, and notify directly the occupants within affected rooms
    - Post fume hood shutdown warning sign on affected lab hallway doors
    - Contact Campus Security for assistance if needed to affix signs

- Non-business hours (evenings and weekends)
    - Prior to shutdown, Facilities Management to contact Campus Security and request assistance to visit affected laboratories and notify directly any lab occupants present.
    - Campus Security to post fume hood shutdown warning sign on affected lab hallway doors.
    - Campus Security to contact Department Administrators to contact PIs or lab managers

3. **Fume hood alarm silencing** - any time FMGT required to silence fume hood alarms but the fume hoods are still confirmed safe to use

- Regular business hours (M-F)
  - Facilities Management to email notice of fume hood alarm silencing to department/unit administrators
  - Department Administrator
    - Forward notice to all affected lab researchers or supervisors
    - Post fume hood alarm silenced caution sign on affected lab hallway doors

- Non-business hours (evenings and weekends)
  - Facilities Management to contact Campus Security for assistance.
  - Campus Security to post fume hood alarm silenced caution sign on affected lab hallway doors.
  - Campus Security to contact Department Administrators to contact PIs or lab managers

⚠ WARNING

Fume Hood Shutdown

DO NOT USE FUME HOODS UNTIL SIGN IS REMOVED

Safety Instructions to Users for Fume Hood Shutdown

1. Plan to wrap up experiments prior to shutdown
2. Remove any hazardous chemicals from the fume hood
3. Turn off all gas connections
4. Close the fume hood sash
5. Do not use fume hood until advised safe to resume operation by FMGT or OHSE

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Contact Department Administrators for more information or questions

⚠ CAUTION

Fume Hood Alarms Silenced

Fume hoods are operational and safe for use,
but **will not alarm** if air exhaust fails

Always follow fume hood sash best practices:

1. Ensure sash does not exceed maximum working sash height
2. Check airflow indicator ribbon to ensure air is flowing into the hood (airflow indicator is angled away from you)
3. If air is not flowing into the hood, secure chemicals and experiments, turn off gas connections, close the sash and leave the lab.

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Contact Department Administrators for more information or questions