



FUMEHOOD GUIDELINES

- 1) Before using a fume hood, ensure you will be provided with an appropriate level of protection and that the fume hood is appropriate for your work. Always wear the required personal protective equipment and adjust the sash to a position that protects your face and upper body.
 - a) All operations, which generate airborne chemical contaminants, must be performed in a fume hood. Radioisotopes must be used in fume hood designated exclusively for its use.
 - b) Perchloric acid must be used in a hood designated exclusively for its use, having appropriate wash down capabilities.
 - c) Biohazardous materials must be used in a certified biological safety cabinet.
- 2) Keep all apparatus at least 15cm (6 in) from the front face of the fume hood and the back damper to ensure air is adequately drawn into the hood. Items stored at the back of the fume hood and larger items should be elevated on a shelf.
- 3) Fume hoods fit for use will have the maximum working sash height clearly labeled. Always keep the sash at or below this level, since increasing the sash height reduces the air flow at the face of the hood.
- 4) All fume hoods should have an “Air Flow Indicator” attached to the sash or an electronic monitor with alarm. Prior to starting work in a fume hood, check the ribbon or monitor to make sure air is flowing into the hood (the ribbon should be angled away from you).
- 5) To prevent a reduction in airflow at the face of the hood, limit the number of individuals standing close to the fume hood. If cross drafts are noticed to be reducing fume hood capture then doors and windows must be closed to eliminate cross drafts.
- 6) Clearly WHMIS label all chemicals and long-term experiments including the user’s name and date.
- 7) A fume hood is for working with chemicals. Storage of chemicals should be in a dedicated storage cabinet.
- 8) If a power outage occurs, fume hood function will likely be compromised. In this situation, take precautions to ensure adequate protection. For example, to prevent the build-up of vapors and fumes cover all chemicals, turn off natural gas, secure your experiment, and close the sash.
- 9) Ensure that you are aware of the nearest emergency eyewash and shower. A lab coat, gloves, eye protection and appropriate footwear must be worn.
- 10) Fume hoods equipped with a flow control switch should be in the high flow on position with sufficient time allowed for the flow to stabilize before starting your work. Chemicals should be secured and the sash closed before the fume hood is placed in setback mode.
- 11) Keep electrical apparatus and other ignition sources out of the fume hood when flammable vapours or gases are present in the hood.

Sash height instructions for safe use:

1. Before starting your work, lower or adjust the sash to a position that protects your face and upper body
2. Never raise the sash above the “maximum sash height”, except for hood set-up
3. Close the sash completely whenever the hood is unattended




Hood with vertical rising sash *Hood with horizontal sliding sash*


If you suspect a loss of air flow:

1. Close the fume hood sash completely
2. Report to OHSE at 250-721-8971
3. After hours report to Campus Security at 250-721-7599

Do not use hood until authorized by OHSE



Maximum Sash Height



Only raise sash above for hood set-up

Average Intake Velocity

_____ m/s

_____ cm