



Environmental Health & Safety

Policy & Procedure # 29

TITLE

CHEMICAL FUME HOODS

OBJECTIVE AND PURPOSE

To establish a policy to ensure the safe use of chemical fume hoods. This includes performance testing, reporting and responding to equipment failure, maintenance, guidelines for the safe use and repair of fume hoods, and the responsibilities of departments and individuals under this policy. This policy is intended to cover all aspects of chemical fume hood systems, including the fume hood itself, utilities provided to the hood, ductwork, baffles, dampers, phoenix valves, flow monitors, and exhaust fans. A problem with any component may cause adversely affect fume hood operation and result in unsafe conditions.

Under this policy Ductless Fume Hoods are specifically prohibited because of the potential for employee exposure through a “breakthrough” and/or desorption of vapors from the hood’s filters.

Perchloric acid solutions shall not be evaporated or heated in regular fume hoods, except in the case of infrequent small quantity use; in which, perchloric acid vapor shall be trapped and scrubbed prior to release in the hood.

RESPONSIBILITY

ACTION

ENVIRONMENTAL HEALTH AND SAFETY

- ◆ Provide information to users on safe operating procedures;
- ◆ Conduct annual face velocity measurements, and inspect sashes and airflow monitors;
- ◆ Appropriately label fume hoods that pass certification, and place warning labels on those that fail;
- ◆ Maintain chemical fume hood database;
- ◆ Submit work requests to Work Control for fume hoods needing repairs;
- ◆ Conduct follow-up face velocity measurements after any repair or service that may have affected airflow rates;
- ◆ Conduct periodic audits to ensure compliance with policies.

PRINCIPAL INVESTIGATORS / LAB MANAGERS

- ◆ Ensure that all laboratory personnel are properly trained;
- ◆ Ensure students and employees use proper procedures;
- ◆ Enforce general safety in laboratories;
- ◆ Contact EH&S to arrange for testing of fume hoods suspected of not operating properly.

ENGINEERING AND UTILITIES

- ◆ Perform repairs and maintenance to fume hood exhaust system components only (does not include fume hoods).
- ◆ Notify EH&S when fume hoods must be turned off for any kind of maintenance to the fume hood exhaust system. EH&S will coordinate with Users.
- ◆ Notify EH&S if repairs or maintenance will take longer than 10 working days.
- ◆ Notify EH&S when repairs or maintenance are complete so that EH&S may coordinate fume hood operation with User.

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APPROVED:	Vice President	Associate Vice President	Director

- ◆ Verify on new projects that proper identification per CCG has been included in project for fume hood exhaust fan (the purpose here is to protect maintenance workers or any others traveling on roof). Fan shall be painted red and labeled. Labeling shall be coordinated with EH&S.

PHYSICAL PLANT

- ◆ Perform repairs and maintenance to fume hoods upon request, other than exhaust system components.

FACILITIES PLANNING

- ◆ Project manager alerts EH&S, and others, on the Minor Project Preliminary Check-List as a Mechanical/Exhaust item, that there will be the addition to or change thereto in the Fume Hoods as part of this project. See FP Policy #20, Attachment "B".

REFERENCE

- ◆ FAU Chemical Hygiene Plan
- ◆ Presidential Memorandum #85 (University Safety Policy)
- ◆ ANSI/AIHA Z9.5-2003, American National Standard for Laboratory Ventilation.
- ◆ ANSI/ASHRAE 110-1995 Method of Testing Performance of Laboratory Fume Hoods.