

# UNIVERSITY OF TOLEDO

SUBJECT: LABORATORY/ HAZARDOUS LOCAL EXHAUST

Procedure No: S-08-031

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## PROCEDURE STATEMENT

Laboratory hoods and hazardous exhaust shall be maintained and shall be utilized for all hazardous procedures which have the potential to release harmful airborne contaminants.

## PURPOSE OF PROCEDURE

These hoods/exhaust are intended to minimize employee exposures to harmful agents in the laboratory and other specialty locations. Hoods/exhaust must be maintained and used appropriately for employee protection.

## PROCEDURE

### I. Local Exhaust (aka Fume Hoods)

#### A. Facilities Aspects

1. Local Exhaust hood systems shall be inspected at least annually by the Environmental Health and Radiation Safety Department, following the guidelines of the most recent American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) and ANSI Laboratory Ventilation Guideline. Standard documentation of fume hood performance will be maintained.
2. Monitoring and securing maintenance of glove boxes is the responsibility of the Laboratory Director. Glove boxes shall be maintained as a closed system.
3. Maintenance or inspection activities that may alter a local exhaust hood's protective capabilities should be preceded by a notification to the Laboratory Director or applicable Departmental Office as expeditiously as possible. When these activities are remotely located from the fume hood, the hood face will be posted with a warning sign indicating "DO NOT USE".

#### B. Laboratory Aspects

1. Storage of chemicals and equipment inside the hood be kept to a minimum.
2. Keep the sash of the hood at the operating height indicated on the hood, except when adjustments are being made inside the hood. At these times, maintain the sash height as low as possible. At all other times, the hood sash should remain closed.
3. Locate apparatus toward the back of the work surface of the hood to prevent contaminants from escaping.

#### C. Certification Process

1. Local Exhaust hood systems shall be certified by the usage of stickers providing the average feet per minute, initials of inspector, and date of sampling.
  - 1a. If the average velocity is not safe for use, a certification sticker will not be provided.
  - 1b. If the average velocity is not safe for use, appropriate signage will be posted.
  - 1c. Out of service/Do not use signs are not to only be removed after receiving permission from EHRS.

Source: Safety & Health Committee

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