



Fume Hood Survey and Repair Notification Procedures

1. **(EH&S)** Survey campus fume hoods annually according to the following schedule:

Building	Month
Thimann	January
Thimann II Lecture Hall	January
Social Science 1	January
Natural Sciences II	February
Physical Sciences Building	March
Earth and Marine Sciences	April
Agro Ecology Farm	May
Hazardous Waste Facility	May
Long Marine Laboratories	May
Sinsheimer Laboratories	June
Natural Sciences Wood Shop	July
Center for Ocean Health	July
Jack Baskin Engineering	October

2. **(EH&S)** Certify and post all fume hoods according to the following criteria:
 - 95-130, no reading <70 fpm = Pass
 - 65 - 94 fpm = Use Hood with Caution, Low Air Velocity
 - 131 - 200 fpm = Use Hood with Caution, High Air Velocity
 - >200 fpm = Do Not Use Hood, Extremely High Air Velocity
 - <65 fpm = Do Not Use Hood, Extremely Low Air Velocity
3. **(EH&S)** Inspect and note:
 - Excessive chemical and equipment storage in the fume hood
 - Broken or damaged fume hood sashes
 - Burned out fume hood lights
 - Equipment or chemicals stored within 6in. of the hood opening
4. **(EH&S)** Notify the Physical Plant Work Order desk of all fume hoods requiring service. Post deficiency notification form on all fume hoods requiring service.
5. **(HVAC)** Adjust and repair all hoods with a face velocity outside the acceptable range. Initial adjustments will be made without entering the fume hood enclosure.
6. **(HVAC)** Notify EH&S of any repairs requiring access inside the fume hood enclosure.
7. **(EH&S)** Coordinate fume hood clean out and repair times with lab personnel. Notify HVAC Shop of scheduled times.
8. **(HVAC)** Access cleaned out fume hoods and make necessary repairs at scheduled times.
9. **(HVAC)** Return all completed deficiency notification forms to EH&S.
10. **(EH&S)** Post final fume hood certification and survey stickers