

Chemical Fume Hoods

A UCSC Users' Guide



The fume hood is often the primary control device for protecting laboratory workers when working with flammable and/or toxic chemicals.

A fume hood should be used in the following situations:

- When working with significant inhalation hazards, such as hazardous chemical vapors, volatile radioactive materials, toxic gases or respirable toxic powders
- When carrying out procedures that could explode or generate high pressure
- When chemical vapors generated could cause a fire hazard
- When working with compounds that have an offensive odor

Before using a fume hood:

- Receive training on proper hood use.
- Understand how the hood works.
- Know the hazards of the chemical(s) you are using; refer to SOPs or Safety Data Sheet(s) if you are unsure.
- Verify that the hood is on and alarm is functioning.
- Make sure that the sash is open no higher than the proper operating level, as indicated by arrows on the frame.
- Make sure that the air gauge indicates that the airflow is within the required range.

Fume hood work practices:

- Keep the sash between you and your work. Never allow your head to enter the plane of the hood opening. For example, for vertical rising sashes, keep the sash below your face; for horizontal sliding sashes, keep the sash positioned in front of you and work around the side of the sash.
- Use appropriate eye protection.
- Be sure that nothing blocks the airflow through the baffles or through the baffle exhaust slots.
- Elevate large equipment (e.g., a centrifuge) at least two inches off the base of the hood interior to allow air flow underneath.
- Keep all materials inside the hood at least six inches from the sash opening.
- When not working in the hood, close the sash.
- Do not permanently store any chemicals inside the hood.
- Promptly report any hood that is not functioning properly (e.g., continuous low flow < 100 fpm while working – let's discuss this). The sash should be closed and the hood "tagged" and taken out of service until repairs can be completed. *Note: If the hood goes into alarm inappropriately due to sash height – Call it in via 9-4444. Do not wedge the mute button to silence the alarm instead of reporting the malfunction.*
- When using extremely hazardous chemicals, alert others working in the area and understand your laboratory's action plan in case an emergency, such as a power failure, occurs.

To capture vapors adequately, a fume hood should provide an average face velocity of at least 100 feet



per minute (fpm) through the work opening. UCSC checks campus fume hoods once a year to verify that the inward air velocity at the work opening is within an acceptable range. The air velocity measurements are noted on a tag on the hood. If the hood is found to be operating unsatisfactorily with a face velocity below 100 fpm, a warning label will be posted on the sash of the fume hood and Physical Plant will be notified to correct the problem.

The fume hood is powered by exhaust fans on the roof that draw air up from the fume hoods through ducts and push the hood air out the exhaust stack. The exhaust ducting from several hoods is often connected together before exhausting through the stack. The hood exhaust fan is typically driven by an electric motor and a fan belt.

Just like any mechanical system, a fan or motor can break, which prevents airflow from exhausting properly. Low exhaust airflow can create a hazard for the hood user, so it is important that hood users frequently check the airflow and report any problem.

In an electrical power outage, the laboratory ventilation will not work properly. The fans are cut to half or less and the sashes must be closed during outages. Occupancy of most labs will not be possible during outages as the ventilation is insufficient to protect the occupants.

Verify Proper Hood Airflow. All hoods should have an airflow indicator that informs the user if the hood is working properly. This may give an audible alarm when the airflow is not satisfactory. If the airflow monitor is not working, promptly report this or any hood that is not functioning properly (e.g., continuous low flow < 100 fpm while working). The sash should be closed and the hood “tagged” and taken out of service until repairs can be completed.

Note: If the hood goes into alarm or otherwise indicates it is not properly functioning – alert Campus Facilities via the Work Order Desk (459-4444; <wodesk@ucsc.edu>). Do not wedge the mute button to silence the alarm without first reporting it, then follow up to ensure repair.

On the other hand, with airflow velocities that are too high, turbulence can bring airborne contaminants back toward the user.

Adjust the Sash to Protect You. Fume hoods have glass sashes that slide horizontally or vertically. Position sashes at or below the sash stop arrows to ensure proper airflow velocities through the work opening. Adjust the sash to shield yourself from splashes or flying objects. Horizontally sliding sashes can be used as a body shield by wrapping your arms around the sash panel as you work to protect yourself from explosive reactions or splashes of hazardous materials.

Turn the fume hood light ON before working with hazardous materials. If the hood light is not working, request that the light be repaired. It is important to be able to see properly when working with hazardous materials.

Variable air volume (VAV) Some hoods have controls that vary the airflow depending on the position of the sash, but keep the face velocity constant. When the sash on a VAV hood is closed, the volume of air exhausted is decreased. Closing the sash when it is not being used is generally safer because it isolates chemical hazards that are in the hood. When the hood is VAV controlled it will save energy when the sash is closed, and it may be quieter.

Preparation for Repairs In the event that the hood system needs repairs, the lab group will need to clear out and clean the hood to prepare it for the HVAC Mechanic or contractor who will make the repairs. This includes clearing the hood of all apparatus, chemical reagents and waste, as well as wiping down any gross contamination or recognizable hazardous substances and ensuring the hood is free from other recognizable hazards (radiation, biohazards, etc.).

Non-Conforming Use. No matter how well a system is designed or maintained, no matter what lengths an institution has gone to for the sake of safety and energy conservation, if laboratory personnel do not use the equipment properly, individual users can defeat these efforts with their own behaviors.

Laboratory personnel who insist on working at the edge of the laboratory chemical hood, raise the sash above its maximum operating height, defeat alarms, disable sash closures, do not move a snorkel hood close to the source, block baffles, use loose materials in the chemical hood and clog the ductwork, leave the sash open when not working at the chemical hood, or fail to report a malfunction reduce safety and sustainability efforts. Sometimes these actions are due to lack of consideration; sometimes personnel may simply not understand the implications; but it is everyone's responsibility to ensure proper hood use.

All Laboratory Personnel Should Receive Training that Includes:

- How to use the fume hood
- Consequences of improper use
- What to do in the event of system failure
- What to do in the event of a power outage
- Special considerations or rules for particular uses, materials or apparatus
- Significance of signage and postings
- Reminder to lower the sash when not in use

Training is achieved through completion of the online "Introduction to Lab Safety" course, one-on-one discussion, review of the online UCSC Lab Safety Manual (<http://ehs.ucsc.edu/lab-safety-manual>), and review of this document and any other relevant operational documents. Use the formats that best fit the culture and needs of the laboratory, but some form of direct mentoring and documentation are to be included.

Users Must Identify:

- Correct sash position for laboratory chemical hoods
- Quantitative airflow indicator function
- Meaning of any audible or visual alarms and appropriate response
- Occupancy sensors function (e.g., set back mode tied to light switch), and
- Equipment/Apparatus-specific measures to protect the users, their colleagues and the service personnel who may be affected by hood contamination.

Documentation of Training (signature of all users is required)

- Prior to conducting work within the Chemical Fume Hood, the PI or designee must provide training to his/her laboratory personnel regarding the specific requirements involved in working within the hood, work area maintenance and decontamination, and the lab's specific emergency procedures (location of safety shower and eyewash, etc.)
- The Principal Investigator must provide his/her laboratory personnel with a copy of this fact sheet and the training necessary for working safely in the hood.
- The Principal Investigator must ensure that his/her laboratory personnel have attended appropriate laboratory safety training and completed the lab-specific training checklist.

I have read and understand the content of this Chemical Fume Hood Users' Guide:

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