

 UNIVERSITY OF TORONTO MISSISSAUGA	Chemical and Physical Sciences Department	SOP #	005
		Revision #	01
		Implementation Date	2019-09-12
Page #	1 of 3	Last Reviewed/Update Date	2019-09-12
SOP Owner	Grace Flock	Approval	Grace Flock

Standard Operating Procedure: Fume Hood Use

1. **Purpose:** Safe use of Fume Hoods

2. **Scope:** Applies to all users

3. **Prerequisites:** H&S training (WHMIS, Laboratory Safety) and Chemistry Laboratory Davis Building - Specific-Training

4. **Responsibilities:** it is everybody's responsibility to follow the SOP and to report any Fume Hood's misuse and/or deficiency to Facilities by placing a work order @ <https://uoft.service-now.com/utm>

5. **Personal Protection Equipment (PPE):**



**Gloves to be compatible with chemicals used*

6. **Procedure: See video (click Fume Hood Safety link below)**

Link: [Fume Hood Safety](#)

1. Check Fume Hood face velocity (Davis Building): should never be below 80 fpm (if low flow; DO NOT USE). Report low flow immediately. Place a work order with Facilities at <https://uoft.service-now.com/utm> indicating: supervisor name, building, room and Fume Hood number.
2. Always position the sash at the proper working height



3. Keep inside the Fume Hood ONLY what you need for your experimental protocol
4. Remove unnecessary items
5. Work at least 6" into the Fume Hood
6. Do not block opening or back baffle
7. **DO NOT EVER MUTE** the airflow alarm
8. Never remove the air foil or modify the Fume Hood in any way
9. Avoid unnecessary pedestrian traffic near a working Fume Hood
10. Never put your head into the hood
11. Move slowly in the hood
12. Do not open the sash rapidly
13. When you finish your work, remove **everything** from the Fume Hood (if applicable)
14. Fire alarm: Stop work and pull sash down. Proceed as per Fire Response SOP

If Fume Hood alarm goes off or no apparent exhaust is available:

- 1) Stop work in the hood (turn off equipment)
- 2) Close chemicals that may be inside the Fume Hood
- 3) Close sash
- 4) Post a sign warning that the Fume Hood is not operational (available on page 4)

- 5) Place a work order with Facilities at <https://uoft.service-now.com/utm> indicating: supervisor name, building, room and Fume Hood number.

Don't use Fume Hoods as storage for waste or unused equipment.



Do keep Fume Hoods as clear of obstacles as possible allowing for proper air flow and containment.



References: *Prepared by Grace Flock, Director of Operations & Technical Services (DOTS). Department of Chemistry, University of Toronto, St George Campus*
Video: prepared by Environmental Health & Safety, Ryerson University
Reviewed and approved by Geoffrey Shirtliff-Hindsf & Christine Weidner;
Environmental Health & Safety, University of Toronto. Edited by Lindy Chung & Jeannie Pak.

CAUTION

DO NOT USE THIS FUME HOOD UNTIL REPAIRS ARE
MADE AND PROPER FUNCTION IS VERIFIED

DATE:.....

- CLOSE CHEMICALS & STORE THEM AWAY
- CLOSE SASH
- IF AN EXPERIMENT IS IN PROGRESS, KEEP THE SASH CLOSED

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