

## **Fume Hood Maintenance Procedures**

**Summary/Purpose:** The Fume Hood Maintenance Procedures Policy details the minimum requirements and procedures to properly prepare to work on, or repair, a fume hood.

### **Fume Hood Maintenance Procedures**

The following safety procedures are recommended for any personnel performing maintenance on laboratory fume hoods and its exhaust components.

- Assume that the duct lining, fume hood lining and all internal exhaust components are potentially contaminated with chemical residues.
- Generally, maintenance personnel will not be working with the internal hood components.
- If potential contamination is suspected, maintenance personnel must contact Laboratory Services (LS) (915-5433) for assistance.
- The Lab Supervisor or Department Chair must be contacted and informed before maintenance is performed on their fume hood.
- The Lab workers will need time to contain or remove all hazardous materials from the fume hood.
- If work is to be performed on the portion of the fume hood within the lab, it may need to be decontaminated before work can begin.
- If radioactive materials are used in the hood, the maintenance personnel may request that LS (915-5433) perform a survey of the hood before maintenance work begins.
- On the day the work is to be performed, maintenance personnel must post the hood with the red "Attention--This Hood Is Being Repaired" notice and fill in the appropriate information.
- It is important that this notice is easily visible by all lab workers that may use the fume hood.
- Nitrile gloves, eye protection and chemical resistant coveralls (Tyvek™) may be necessary if contact with internal components is required.
- When working around sharp objects like sheet metal, wear appropriate outer work gloves in addition to inner Nitrile gloves.
- Eye protection is especially important when working on systems, which are in operation.
- Special care must be used when working on energized systems.
- Prior approval of your supervisor and special procedures may be needed before working on energized systems.
- Since other exhaust systems from the building may be operational, a chemical cartridge respirator should be worn during all roof top maintenance.
- Note: Before respirators are to be used, you must determine which type of respirator is needed and how it should be properly fitted.
- For help in respirator selection and use, please call LS (915-5433).

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- Workers should always wear protective eye wear (goggles) when working near operational hood exhaust vents.
  - After the work is completed, the Nitrile gloves should be discarded and hands should be washed with soap and water.
  - The Red Hood Repair Notice should be removed from the fume hood after the hood has been certified it is operating effectively.
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- If any assistance is needed in reviewing the hazards present in any fume hood, please call Laboratory Services (LS) (915-5433) for assistance.