Chemistry UNIVERSITY OF TORONTO	**The Department of Chemistry Lash Miller**	**SOP #**	**005**
		Revision #	01
		Implementation Date	2019-04-11
Page #	1 of 3	Last Reviewed/Update Date	2019-04-12
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 Lash Miller Lab-Specific-Training (LM-LST)

4. ***Responsibilities:*** it is everybody's responsibility to follow the SOP and to report any Fume Hood's misuse and/or deficiency to the Director of Operations & Technical Services (DOTS) and to your supervisor.

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




**Gloves to be compatible with chemicals used*

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

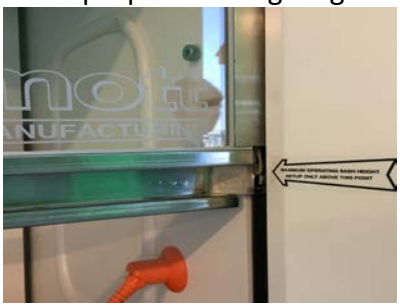
Link: Fume Hood Safety

1. Check Fume Hood face velocity (LM): should never be below 76 fpm (if low flow; DO NOT USE). Report low flow immediately by sending an email to the DOTS (grace.flock@utoronto.ca) indicating group name, room and Fume Hood number. After hours, call 8-3000 (416-978-3000) and email the DOTS

Lash Miller Wing

Davenport Wing

1) Always position the sash at the proper working height



2. Keep inside the Fume Hood ONLY what you need for your experimental protocol
3. Remove unnecessary items
4. Work at least 6” into the Fume Hood
5. Do not block opening or back baffle
6. **DO NOT EVER MUTE** the airflow alarm
7. Never remove the air foil or modify the Fume Hood in any way
8. Avoid unnecessary pedestrian traffic near a working Fume Hood
9. Never put your head into the hood
10. Move slowly in the hood
11. Do not open the sash rapidly
12. When you finish your work, remove **everything** from the Fume Hood (if applicable)
13. 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) Report event immediately (email the DOTS,grace.flock@utoronto.ca) (indicate group name, room and Fume Hood #). **After hours, call 8-3000 (indicate that it is an urgent health & safety matter) and email the DOTS**

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.

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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**
- **CALL 8-3000 & "ALWAYS" CONTACT THE DOTS: grace.flock@utoronto.ca**

- If you do not see a note from Facilities and Services (proof that they have attended to the issue) within 24 hours, please contact the DOTS
- If a resolution is not achieved within 72 hours, please contact the DOTS

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