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| **Name of Institution** |
| Completion Date: | Completed By: |

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| **Chemical Fume Hood Checklist** |
| Rev Date: DD MON YYYY |
| **Step** | **Action** | **Complete** |
| 1 | Before starting any work in a chemical fume hood, ensure the user is familiar with the chemicals that will be used. This includes the use of proper personal protective equipment (PPE). Be sure to check the compatibility of PPE to be used against the chemical to be handled by referring to the safety data sheet (SDS). |  |
| 2 | Ensure the user is aware of the nearest exit, emergency eyewash station, and fire extinguisher. Ensure pathways to these items are not obstructed. |  |
| 3 | Check the certification sticker on the chemical fume hood. Inspection should be current (within the past year). |  |
| 4 | Prior to working in the fume hood, verify that the exhaust is operating properly.Verify that the unit is exhausting properly by ensuring that the baffles are not obstructed. Additionally, check the airflow monitor to ensure adequate airflow. If no gauge is present, a piece of tinsel taped to the sash is an option to visualize inward airflow. |  |
| 5 | Work with the sash lowered to the designated height indicated by the certification sticker.  |  |
| 6 | All work must be conducted at least six (6) inches within the chemical fume hood. No labware, equipment, or trash should rest on or block air vents.* Do not block the face/sash area of the hood (e.g., with shielding or large pieces of equipment).
* Do not block the rear exhaust/baffles. Place bulky items to the rear and sides on a supporting mesh elevated at least two inches from the work surfaces to allow passage of air to the rear slot.
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| 7 | Take care not to disturb the airflow (i.e., exterior fans, individuals walking by the opening of the cabinet, quick movements). |  |
| 8 | All supplies needed for a session should be placed in the hood to minimize movement from outside to inside the air barrier.  |  |
| 9 | When work is finished, cap all chemicals, place hazardous materials in a closed container to ensure fumes are not released in the open laboratory and close the sash. |  |
| 10 | In the event of a spill, follow emergency procedures laid out by your institution. |  |