

POLICY

Effective Date: 06/18/04

Approved By: Director of Facilities Management

POL-5750.06 TESTING FUME HOOD

This policy applies to all FM Technical Maintenance personnel when performing testing, maintenance and/or repair of chemical, biological and radiation type fume hoods.

1. Fume Hood Testing policy, procedures, and tasks are necessary to protect employees from hazards.

Laboratory fume hood procedures are necessary to protect employees and property from exposure to a potentially hazardous environment.

2. Testing procedures will not proceed without written verification.

The Technical Maintenance Shop will provide advance written notice of scheduled fume hood testing. Technical Maintenance testing personnel are not permitted to proceed until written verification has been received from departments stating they have removed all materials from the fume hoods, and the hoods have been cleaned and/or sanitized. Material removal does not apply to ovens or apparatus too cumbersome to move.

3. Fume Hoods are to be treated as if they are contaminated.

Technical Maintenance technicians will treat each fume hood as if it is contaminated even though it has been reported to be cleaned or disinfected. Disposable nitrile gloves will be worn while testing. The gloves will be disposed of within the laboratory area before leaving. If a hazard container is not available for glove disposal, an appropriate trash container may be used. Gloves are not to be used from one lab to another.

The testing technician will not touch any part of his/her body while the gloves are on. It will be remembered that there may be some chemical or biological residue within the fume hood that may be harmful to skin, eyes, or other parts of the body.

Gloves will be removed in a manner consistent with laboratory procedures to prevent contamination to the skin. Hands must be washed immediately after removing the gloves.

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Proper eye protection, such as approved goggles or face shield must be worn while testing the fume hood. Eye protection is also required while in the laboratory.

A laboratory coat or coveralls will be worn while testing or maintaining fume hoods. Soiled garments used for this purpose must be laundered separately in accordance with established laboratory cleaning guidelines.