



Lash Miller Laboratories St. George Campus

OPS-SOP- 09	Revision #: 02	Implementation Date: 2019-04-11	Last Reviewed/ Update Date: 2024-01-26	Page #: 1 of 4
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Standard Operating Procedure: Fume Hood Use & FH Alarm Response

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

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

3. **Prerequisites:** EHS training (WHMIS, Laboratory Safety), Lash Miller Site Specific Training (LM-SST), Group-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 the Chief Administrative Officer (CAO) 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 CAO (grace.flock@utoronto.ca) indicating group name, room and Fume Hood number. After hours, call 8-3000 (416-978-3000) and email the CAO



Lash Miller Wing



Davenport Wing

1. When working at the fume hood, always position the sash at the proper working height



2. When you finish working at the FH, close the sash (even if experiments/reactions occur inside the FH)
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) Report event immediately (email the CAO, grace.flock@utoronto.ca) (indicate group name, room and Fume Hood #). After hours, call 83000 (indicate that it is an urgent health & safety matter) and email the CAO**

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, Chief Administrative Officer (CAO). Department of Chemistry, University of Toronto, St George Campus
Video: prepared by Environmental Health & Safety, Ryerson University
Reviewed and approved by Geoffrey Shirliff-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
- 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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