

Name: _____ Trainer: _____ Department: _____

PI: _____ Building/ Room: _____ Date: _____

Lab-Specific Fume Hood Training Guide

This guide is to be used to assist PIs/ Supervisors/ Lab Managers with fume hood specific training for new lab members. Keep a copy of this document.

-Does the fume hood in your laboratory have a CAV or VAV system? _____

-What happens to the airflow in this hood when the sash is closed? _____

-What visual indicators signal that the fume hood is working? _____

-When was the fume hood last certified? _____ Was it within the past year? _____

-What is the current airflow (feet/ min) of the fume hood when the sash is at the indicated height? _____

If there is no monitor displaying face velocity, the hood must have surveyor tape attached to the sash.

-Does the fume hood have a purge function? _____ If there is a purge function, how do you use it and when? _____

-Is there a sink in your fume hood? _____ If yes, the chemicals you bring into the hood will require secondary containment. If chemicals accidentally spill down the sink, call (541)954-3605 to report the incident.

-Do you have written SOPs for the experiments you will conduct in the fume hood? _____
If not, write these protocols before proceeding.

-Where are the supplies you would need in the case of an emergency spill?

-If you are using bench coat/ protectors, is the material they are made of compatible with the chemicals being used? _____

-Is the space in front of the airfoils clear? _____ Are the baffles clear? _____

-Are all materials and equipment in the hood at least 6 inches behind the front edge? _____

-Has large equipment in the hood been elevated on a riser, or blocks, at least two inches off the base of the surface? _____

-Is the hood sash at the certification mark? _____ If not, why? _____

-I (the trainer) have identified all the chemicals used in our laboratory that must be opened in the fume hood in the following list. Read the SDS for each of the hazardous chemicals to be used and fill in the rest of the sheet.

I certify the above items have been reviewed with me and I agree to take responsibility for following these procedures and maintaining a safe laboratory environment.

Lab Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Chemicals

Associated Hazards

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What to do in the case of a chemical spill:

What to do in the case of a power shortage:

What to do if the fume hood starts alarming:
