

# WVU Environmental, Health and Safety

## Laboratory Fume Hood Safety Tips

### *Do's and Don'ts*

**Do** - Conduct all work and keep all apparatus at least 6 inches back from the face of the hood. A stripe on the bench surface is a good reminder.

**Do** - Use hood at proper working height of sash, which is 18 inches; Hood should be labeled with red indicator tape to mark proper height.

**Do** - Keep the hood sash closed as much as possible.

**Do** - Keep the hood slots and baffles free of obstruction by apparatus or containers.

**Do** - Minimize foot traffic by the face of the hood. Do not make fast movements when taking things in and out of the hood.

**Do** - Use safety glasses, goggles or face shield, proper gloves, apron, lab coat etc., while working with fume hood.

**Do Not** - Place large pieces of equipment inside the hood. If research requires large equipment in the hood, place it on blocks to allow airflow under the equipment.

**Do Not** - Put your head in the hood when contaminants are present.

**Do Not** - Use the hood as a waste disposal mechanism. Solvent bottles in the fume hood must be capped snugly to prevent spills when not in use.

**Do Not** - Remove hood sash or sash panels except when necessary for apparatus set-up. Always replace sash or panels prior to working in the hood.

**Do Not** - Modify hoods in any way. Add any type of equipment exhaust to the hood. If special equipment for research needs to be exhausted, contact your CHO or Environmental Health and Safety (EH&S) for assistance.

**Do Not** - Turn off alarm if it has been triggered, contact your PI and CHO immediately so proper repairs can be made. Discontinue use of hood until repaired.

**Do Not** - Place electrical apparatus or other ignition sources inside the hood when flammable liquids or gases are present.

**Do Not** - Permanently store chemicals or apparatus in the hood. Only store chemicals in an approved safety cabinet.

**Do Not** - store or mix of hazardous chemicals in a canopy hoods.

**Call and talk to your CHO** to report equipment problems. If your fume hood has not been inspected or equipment problems have not been addressed please contact **WVU EHS at (304)293-3792**.