
See also the OSU Chemical Hygiene Plan

**General**

- Laboratory fume hoods are important safety devices.
- Hoods function as local exhaust ventilation that protect personnel from exposure to chemicals being handled
- Training of personnel, proper design of experiments and careful operation of equipment are equally important for lab safety
- Fume hoods cannot overcome poor work practices by users

**Good Fume Hood Practices**

**Operation**

- Before using a hood check that the air is exhausting properly
- If the hood is not working, notify EH&S, 7-2273
- Keep sash openings to a minimum
- Hoods are annually checked by EH&S – more frequently on request
- Hood sash should not be positioned higher than the line on the "Approved Use" sticker.
- If there is a need for safety/blast shields within the hood, they should be obtained separately; the sash alone should not be used as safety/blast shield.
- Sources of emission should be kept at least 5 inches inside the plane of the sash
- Users should keep their faces outside the plane of the hood sash
- Keep front air foil clear – don’t block with lab bench liner
- Don’t block hood exhaust openings or room air supply vents; they are essential for the proper operation and capture efficiency of the hood
- Keep hood sashes closed when not in use
- Design experiments NOT to exceed the hood’s exhaust capacity with anticipated experimental emissions

**Storage**

- Keep storage of chemicals in a hood to a minimum
  - Stored chemicals may add to the seriousness of an incident such as a fire
  - Stored chemicals block exhaust openings
- Only necessary equipment should be placed in the hood
- Large equipment impedes air flow and causes air turbulence and poor capture efficiency
- Place large equipment on spacers to allow for air to pass underneath