

Fume hood best practice/operation



Before starting work	Check there is a test sticker fixed to the cabinet and confirm that it has been annually serviced. Ensure the fume hood is operational and there is airflow – use a piece of tissue to check for air movement. Check no alarms are sounding, the airflow is between 0.3 and 0.8m/sec and the indicator light is green. Report any issues to PCS via Planon immediately.
Keep the sash at the appropriate height during work	The appropriate sash height is $\leq 0.5\text{m}$. the sash is designed to protect the user therefore must be kept as low as possible. Never open the sash above the safety catch and never position your head inside the fume cupboard.
Shut the sash when not in use	This will protect against any accidents in the hood and also reduce the energy consumption of a VAV fume hood.
Do not use for excess storage of chemicals or equipment	Storing excess items under the fume hood can block the air flow resulting in less effective protection and increase energy consumption. Only bring in items you require and remove all items after use. If required use a dedicated vented storage area for chemicals.
Move arms in and out of the fume hood slowly and avoid unnecessary movement in front of the hood	Poor operator movements may lead to turbulence and may result in unsafe containment aswell as increase energy consumption.
Work at least 15cm inside the hood.	Contaminants released close to the sash are at an increased risk of being released from the fume hood.
Make sure items are placed at least 20cm behind the sash, 10cm from the sides and nothing is blocking the back	Placing items close to the edges of the fume cupboard can disturb the air flow resulting in less effective protection and increase energy consumption.
Maintain appropriate face velocity (as checked by an anemometer)	Check manufacturers guidance but face velocity should be between 0.3 and 0.5 m/sec report to PCS via Planon if this falls out of this range

If in any doubt, please contact a member of the Technical or Health and Safety teams