Fume Hood Operation and Maintenance

To ensure your fume hood is functioning properly, consider the following before, during and after use:

Preparation

Understand the purpose: Use the fume hood for activities involving hazardous, flammable, or volatile substances.
Check the hood: Perform a quick check of the fume hood and monitors. DO NOT USE if something looks wrong.
Sash height: Position the sash at or below the manufacturer's recommended height (usually 18 inches or less).
Proper lighting: Turn on the fume hood's internal light to ensure there is adequate lighting in your work area.

Operation

Proper distance: Keep your hands and materials at least 6 inches inside of the fume hood to maximize containment.
Minimize airflow disruptions: Avoid rapid movements inside and outside of the hood that can disturb airflow.
Organize equipment and materials: Avoid overcrowding equipment and materials inside the hood.
Elevate larger equipment: Use blocks or stands to elevate larger equipment at least 2 inches from the working surface to allow airflow.

Safe Practices

Keep the sash closed: Close the sash completely when the hood is not being used to contain fumes and conserve energy.
Avoid placing your head inside hood: Keep your head outside of the hood at all times.
Monitor ventilation: Do not use the hood if it is not exhausting properly. *Report malfunctions immediately.*
Use personal protective equipment (PPE): Always wear appropriate PPE such as gloves, eye protection and lab coat.
Clean up spills: To avoid exposures, clean spills immediately and properly dispose of waste.

Post-Use

Remove chemicals: Return chemicals to appropriate storage areas.
Return labware: Return glassware, tools and equipment to appropriate storage areas.
Turn off equipment: Turn off electrical devices or other equipment when finished working for the day.
Close sash: Close sash to contain fumes and conserve energy.

Contacts for Fume Hood Services:	
Environmental Health & Safety (EHS) ehsd-fumehood@tamu.edu or (979) 845-2132	Testing and certification; submitting repair work orders; following up on status or work orders
Facilities Coordinator varies per building	Submitting work orders; following up on status of work orders
Maintenance - SSC, UES, Contractor AggieWorks	Performing maintenance and repairs

Fume Hood Troubleshooting

Issue Type	Fume Hood Issue	Action and Contact
Mechanical Malfunction	Alarms or warning lights are activated on fume hood monitor.	**Do not use fume hood.** Contact EHS to test fume hood to determine if it is working properly.
	Airflow feels too high or low at the sash opening.	
	Fumes or odors are escaping into the lab.	
	Fume hood sash is not functioning properly, or it has missing or broken parts.	May use fume hood if airflow is not impacted. Contact your facilities coordinator to submit a work order for repairs.
	Unusual noises, such as rattling, vibrations or squeaking.	**Do not use fume hood.** Contact your facilities coordinator or EHS to provide an update on work order status.
	Side panels inside fume hood are missing or out of place.	**Do not use fume hood.** Contact your facilities coordinator to determine next step.
	Multiple fume hoods in lab stopped working on or around the same time.	**Do not use fume hood.** Contact your facilities coordinator or EHS to identify cause.
Repairs and Testing	Fume hood has been repaired or is past its certification period.	**Do not use fume hood.** Contact EHS to schedule testing.
	Repairs have not been completed or status update needed.	**Do not use fume hood**. Contact your facilities coordinator or EHS to provide work order status.
Status Updates	Fume hood is no longer being used or will not be used in the future.	Contact EHS to update fume hood status.
	New fume hood(s) have been installed or moved to a new location.	**Do not use fume hood.** Contact EHS for certification.