
FUME HOODS PROCEDURES

University of Notre Dame

ADMINISTRATIVE POINTS

- All fume hoods shall be approved by Risk Management and Safety.
- All hoods shall be evaluated at frequencies not to exceed 12 months (six months if the hood is in a lab approved for radioactive material work.)
- All hoods shall be evaluated following maintenance, relocation, or if the lab is approved for radioactive material use .

ADMINISTRATIVE POINTS (con't.)

- Evaluation information shall be entered into the tracking database in Risk Management and Safety. This information shall include:
 - Building
 - Room Number
 - Hood Number
 - Date of Evaluation
 - Average face velocity
 - Evaluator's name

PARAMETERS

- Measurement shall be taken at six points across the hood face, and each reading shall be noted on the field data sheet.
- With the exception of hood in radioactive material labs, the average face velocity shall measure between 80 and 120 feet per minute (FPM).
- Hoods in radioactive material labs shall measure at least 100 FPM.

PARAMETERS (con't.)

- If any point measures below 80 FPM, and there is an obstruction in the hood at that point, the obstruction shall be removed and that point shall be re-measured.

CORRECTIVE ACTIONS

- The hood shall be placed out of service if any of the following is noted:
 - The average face velocity is less than 80 FPM. (100 FPM for rad hoods.)
 - The average face velocity is greater than 120 FPM, and a smoke test shows smoke flowing out of the hood.

CORRECTIVE ACTIONS (con't.)

- A work order shall be sent to Facilities if:
 - The hood is removed from service for any of the reasons listed above.
 - The average face velocity is greater than 120 FPM and smoke flows into the hood during a smoke test.
 - Any of the six sections measured during the evaluation is less than 50% of the highest point measured.

SIGNAGE

- A sticker noting air flow in FPM, date of evaluation, initials of the evaluator, and month in which re-evaluation is due shall be affixed to the left side of the hood following each evaluation.
- If the hood is placed out of service, a “Do Not Use” sign shall be affixed to the hood.