



FUME HOOD DECONTAMINATION

(For repairs in or around the immediate vicinity of a fume hood)

Do not remove this poster!

Fume Hood Identification

Building and Room: _____ FH (Facilities) # _____

Principal Investigator: _____ Phone: _____

Lab Representative: _____ Phone: _____

Fume Hood Use: (Check all that apply.)

- | | |
|---|--|
| <input type="radio"/> Acid(s) preparation, but not hydrofluoric | <input type="radio"/> Hydrofluoric acid |
| <input type="radio"/> Base(s) and/or solvents preparation | <input type="radio"/> Perchloric acid digestion |
| <input type="radio"/> Acid digestion, other than perchloric | <input type="radio"/> Chemicals are stored under the fume hood |
| <input type="radio"/> Radioactive isotopes | <input type="radio"/> Other _____ |

Work Request #: _____

Type of repair (refer to Fume Hood Repair form)

- | | |
|---|--|
| <input type="radio"/> Light is out | <input type="radio"/> Gas/vacuum/water valve broken |
| <input type="radio"/> No airflow or airflow too low _____ fpm | <input type="radio"/> Sash broken or difficult to move |
| <input type="radio"/> Airflow too high _____ fpm | <input type="radio"/> Alarm not functioning |
| <input type="radio"/> Side panel(s) missing | <input type="radio"/> Other _____ |

Decontamination

Check all that apply.	Decontamination Performed
<input type="checkbox"/>	No decontamination required. (Repair involves components of the ventilation system away from the fume hood unit and not in or around the vicinity of the fume hood).
<input type="checkbox"/>	The fume hood has been completely emptied. Inside surfaces (work surface, sash, baffles, sidewalls) and outside surfaces (airfoil, sash) have been thoroughly cleaned and decontaminated (refer to instructions on page 2).
<input type="checkbox"/>	The cabinets under the fume hood have been emptied, then thoroughly cleaned and decontaminated. (refer to instructions on page 2).
<input type="checkbox"/>	If used for radioactive materials, fume hood surfaces have been swipe-tested and cleared of radioactive materials by EH&S Radiation Safety.

NOTE: After decontamination, during repair, and before fume hood recertification by EH&S, no procedure or experiment is allowed in the fume hood.

Certification

I hereby certify that the information contained in this document is true, accurate, and complete to the best of my knowledge.

[Printed Name, Signature, and Date] _____

For Department of Facilities Use only

- Ensure that the Decontamination form is complete and posted before proceeding with the repair if it involves work in or around the immediate vicinity of the fume hood unit (e.g. light, sash, baffle, utility connections, sink trap, etc.)
- The use of appropriate gloves and safety goggles is required if repair will access parts located inside the unit including ductwork. This is particularly important when the fume hood is used for hydrofluoric acid or acid digestion. Contact EH&S (803)777-7650 for guidance on choosing appropriate personal protective equipment.
- Do not repair fume hoods used for perchloric acid digestion without contacting EH&S at 777-5269/ 777-7650.
- If repair involves airflow adjustment, contact EH&S at (803) 777-7650 for re-certification after repair is completed. This form will be removed only by EH&S personnel certifying the fume hood.

FORM INSTRUCTIONS

Purpose

The **Fume Hood Decontamination** form is an official certification that the chemical fume hood scheduled for repair has been thoroughly cleaned and decontaminated and free of all hazardous materials that pose health and safety risks to the Department of Facilities personnel performing the repair.

How to use this form

When EH&S or lab personnel finds a fume hood unsatisfactory because of insufficient airflow or any reason that causes a fume hood to malfunction, EH&S personnel will post the Fume Hood Repair form on the sash and advise the laboratory to stop using the fume hood.

The repair process is initiated by a laboratory representative notifying the Department of Facilities of the repair needed. Facilities dispatch will issue a *Work Request #* for the requested repair and advise the laboratory representative to complete the Decontamination form as needed.

The Fume Hood Decontamination form is required when repairs involve fume hood components in or around the vicinity of the fume hood unit (light, sash, baffle, fume hood cabinet, alarm, utility valves, duct connections above the unit).

If multiple fume hoods need repair, post a Decontamination form on the sash of each fume hood.

How to Clear, Clean, Decontaminate Fume Hoods

1. Clear the fume hood of all equipment, chemical containers, glassware, equipment, chemical wastes, and others. Neutralize contaminants (HF, other acids, bases), scrub and wipe inside and outside surfaces with soapy water, then rinse thoroughly.
2. Clear the cabinets under the fume hood of all chemical containers, glassware, equipment, chemical wastes and others. Neutralize contaminants (HF, other acids, bases), scrub and wipe surfaces with soapy water, then rinse thoroughly.
3. If the repair does not require access to the cabinets under the fume hood, label the cabinets with the types of chemicals stored inside (e.g. flammables, acids, bases) at the least.
4. All fume hoods designated for work with radioactive isotopes must be thoroughly decontaminated. Contact EH&S Radiation Safety for swipe-testing and final clearance for the fume hood repair to proceed.