CHEMICAL FUME HOOD REPAIR CLEARANCE

Building and Room #: _____ Work Order #_____

Principal Investigator: _____ Phone: _____

Lab Contact: _____ Phone: _____

1. *Information provided by Environmental Health and Safety or Laboratory*

The following repair is needed for this fume hood:

Check deficiencies:

- ◯ Light is out
- ◯ No airflow or airflow too low____fpm
- ◯ Airflow too high_____fpm
- ◯ Side panel(s) missing
- ◯ Gas/vacuum valve, water valve faulty
- ◯ Sash is broken or difficult to move
- ◯ Alarm not functioning
- ◯ Other _____

EH&S or Laboratory Representative:_____ Date:_____

2. *Information provided by Laboratory*

This chemical fume hood is used for: (check all that applies)

- ◯ Acid(s) preparation, but not hydrofluoric
- ◯ Base(s) and/or solvents preparation
- ◯ Acid digestion, other than perchloric
- ◯ Radioactive isotopes
- ◯ Hydroflouric acid
- ◯ Perchloric acid digestion
- ◯ Chemicals are stored under the fume hood
- ◯ Other _____

Laboratory representative:_____ Date:_____

3. *Certificate of Decontamination* *(Lab representative must sign below)*

NOTE: At the time of repair, **no unattended procedure** is allowed. If repair will access inside parts of fume hood including sink trap, sash and ductwork, fume hood must be completely cleared of chemicals/equipment and cleaned of contaminants as described below.	Signature and Date
3A. The fume hood has been completely emptied of all chemical containers, wastes, equipment and glassware. The chemical fume hood has been thoroughly decontaminated.	
3B. All chemical containers, wastes, equipment and glassware have been removed from cabinets under the fume hood. The cabinets have been thoroughly decontaminated.	
3C. The chemical fume hood has been swipe-tested and cleared of radioactive contaminant.	
3D. Repair does not require access to inside parts of the fume hood.	

4. *For Department of Facilities Use only*

- Ensure that this form is completed and posted before proceeding with the repair of the chemical fume hood.
- The use of appropriate gloves and safety goggles is required if repair work will access parts located inside the unit including ductwork. This is particularly important when the fume hood is used for hydrofluoric acid or heavy acid digestion. Contact EH&S 777-5269/ 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 777-0639/ 777-5269 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 ***Chemical Fume Hood Repair Clearance*** form, when properly accomplished, serves as a certification that the chemical fume hood scheduled for repair has been thoroughly cleaned, decontaminated and free of ALL hazardous materials that pose potential health and safety risks to the Department of Facilities personnel doing the repair.

How to use this form

The repair process is initiated when the laboratory representative calls the Department of Facilities to request the repair. The work dispatch will issue a *work order number* for the specific work requested and advise the laboratory representative to print and accomplish the Chemical Fume Hood Repair Clearance form.

If an EH&S personnel tags the fume hood as unsatisfactory because of insufficient airflow during a routine fume hood certification or at any other time that the fume hood air flow is measured below 80 feet per minute, the EH&S personnel will post this form on the fume hood sash and advise the laboratory representative to provide the necessary information.

If multiple fume hoods are involved in one repair work, all fume hoods must have this form posted on the sash.

1. Section 1 describes the specific repair needed. This section will be filled out and signed by the laboratory representative or by EH&S personnel during a routine fume hood certification.

2. Section 2 describes the types of chemicals the fume hood is used for. The laboratory representative checks off all chemicals that apply including others that may not be on the list.

3. The laboratory representative ensures that the fume hood has been cleaned and cleared of all hazardous materials and signs off on Section 3A, 3B, 3C and 3D as applicable. The following guidelines must be followed when cleaning and decontaminating fume hoods for repair.

    a) Remove all chemical containers, glassware, equipment, chemical wastes **from inside the fume hood** and clean the fume hood thoroughly with soap and water if the repair requires the fume hood sash to be open at any time during the repair process.

    b) Remove all chemical containers, glassware, equipment and chemical wastes **from cabinets under the fume hood** and clean the cabinets thoroughly with soap and water if the repair requires access to this part of the fume hood. *Example: sink trap repair*

    Note: 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.

    c) All fume hoods designated for work with radioactive isotopes must be thoroughly decontaminated and swipe-tested until the test indicates that the fume hood is clear of radioactive contamination.

4. The Facilities personnel performing the repair ensure that the fully accomplished ***Chemical Fume Hood Clearance*** form is posted on the fume hood sash before proceeding with the repair work. Contact the laboratory representative or EH&S at 777-5269 if there are additional concerns.

    Note: Only EH&S personnel may remove the Repair Clearance Form after successful re-certification of the fume hood.