

Fume Hood Closeout Guidelines

Faculty of Science – University of Ottawa

Scope

These guidelines are to be followed for all non-working or in maintenance fume hoods.

Hazards

When a fume hood is put out of commission, the safety derived from this engineering control is compromised. If an experiment is conducted in an inactive fume hood, the lack of air circulation within pushes the dangerous fumes into the environment. The hazards associated to this include but are not exclusive to:

- False sense of security
- Inhalation of toxic or caustic fumes
- Release of biohazardous material

Training

All technicians and facilities staff should be aware of these guidelines.

Procedures

- 1) Close all of the doors of the fume hood
- 2) Tape the doors shut with hazardous black and yellow tape
- 3) Attach the “DÉFECTUEUX: Ne pas utiliser jusqu’à nouvel ordre!/DEFECTIVE: Do not use until further notice!” notice in the center of the fume hood
- 4) Fill out the required information on the notice
- 5) Lock the fume hood with the key
- 6) Inform the researchers that the fume hood is being closed out

See the pictures on the following page as a guide.

Questions? Contact the HSR Team at pbera@uottawa.ca or extension 6425

