

**Use of a Chemical Fume Hood**

- Leave the fume hood running at all times (only older hoods will have an on/off switch)
- For vertically-opening sashes, raise the sash to the proper working height (generally 14", but will be indicated by an arrow on the frame of the hood)
- Regardless of the type of sash (e.g. horizontal or vertical opening), position the sash so that it shields the operator from splashes or explosions
- Place materials as far back in the fume hood as you can comfortably reach, but no less than six inches from the front grille
- Do not cover the front intake foil or rear air slots with paper, absorbent pads, or any other materials. Covering these areas creates dead zones and may allow escape of airborne materials from the fume hood.
- Do not store excessive amounts of material in the fume hood. Only put necessary supplies and materials inside the fume hood. Excess materials disrupt air flow and decrease the containment efficiency.
- If equipment must be left in the fume hood, place it on a stand so that air can flow underneath
- Close the sash completely whenever the fume hood is not in use

**What materials can be used in a fume hood?**

- Chemical fume hoods provide protection for workers but do not provide a sterile work environment (i.e. product protection)
- Fume hoods should be used when handling volatile chemicals and are not designed for work with biohazardous materials