



**Document Number:** SASoM/EQUIP/045.v2

**Title:** Use and Maintenance of the Fume Cupboard

**Version:** v2

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Effective from:	16/12/2018
Valid to:	15/12/2023

SOP History		
Number	Date	Reason for Change
v1	16/12/2013	Original
v2	16/12/2018	Update

### 1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use of the Fume Cupboard in Laboratory 248 at the St Andrews School of Medicine (SASoM).

### 2.0 Scope –

This SOP applies to routine use and maintenance of the Fume Cupboard within the SASoM.

### 3.0 Responsibilities –

It is the responsibility of all users of the Fume Cupboard within the SASoM to comply with this SOP.

### 4.0 Procedure –

The Fume Cupboard is used when handling hazardous chemicals. Only items relating to on-going work are allowed to remain in the fume cupboard.

Before commencing work ensure that appropriate PPE is worn.

Turn on the fan. Raise the glass screen to enable work to be carried out within the confines of the hood. The maximum recommended height is clearly marked on the left hand side of the fume cupboard. Do not go beyond this recommended level. The glass



Equipment Operation Procedure

screen must always be in a position to provide protection between the worker and the chemicals used in the Fume Hood.

NEVER stick your head in the fume hood (if you need to put your head into the fume hood for cleaning purposes additional PPE may be necessary).

Always work as far back in the hood as possible in order to ensure that the fan effectively dissipates any noxious fumes. Avoid unnecessary clutter which could lead to accidental spillage.

If a chemical spillage occurs, wipe it up using absorbent white tissue and deposit the contaminated tissue(s) in the Red Chemical waste bin.

At end of the procedure, ensure that all chemicals that have been used are safely covered and stored away in the correct storage area. Wipe down the fume cupboard working surface using 70% Ethanol and deposit tissue in Red Chemical Waste Bin. Lower the glass screen fully and turn off the fan.

All items remaining in the Fume Hood must clearly labelled with chemical name, hazardous sticker / tape and your name.

Anything not labelled may be removed.

## **5.0 Personal protection –**

Howie coat and gloves must be worn at all times.

## **6.0 Training –**

All users have to be trained before using the Instrument by a designated person.

## **7.0 Related documents –**

7.1 Risk assessments – RA/GEN/024 (Fume Cupboards)



## 8.0 Approval and sign off –

### Author:

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Position: Research Fellow

Signature: Date:

### Management Approval:

Name: Peter Mullen

Position: Laboratory Manager

Signature: Date:

### QA release by:

Name: Alex MacLellan

Position: QA Manager

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Confidential

