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	<b>INSTRUMENT: FUME HOOD</b>	<b>PAGE NO.: 01-02</b>
	<b>SUBJECT: SOP FOR FUME HOOD</b>	<b>EFFECTIVE DATE:</b> <b>01/01/2022</b>
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**Objective:**

The following document describes the standard operating procedure for Fume Hood.

**Scope:**

Fume hoods (also called Lab Hoods) are local ventilation devices used to limit exposure to hazardous fumes, vapors, or dusts when handling chemicals.

**Procedure:**

1. Switch ON the mains.
2. Check alarms and monitors to indicate proper operation.
3. Observe noise and air movement to indicate proper operation.
4. Close all windows and doors in the laboratory.
5. Experimental materials and equipment must be kept at least 6 inches back from the face
6. After work done, clean the working space. Switch OFF the mains
7. Clean the interior and exterior surfaces and sash periodically and after spills using deionized water; then wipe the areas down with a soap solution and rinse.

**Precautions:**

- Keep fume hood alarms or monitors ON.
- Avoid putting one's head in the fume hood
- Cap or cover chemical containers when they are not being used
- Properly label chemical containers
- Keep papers, paper towels, work surface diapers, vials, and other small objects away from being drawn into the hood's ventilation system.

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