

Revision ----	Document Code WI- ML- 2199	Document Title: Standard Operating Procedure (SOP) for Chemical Fume Hood Operation	 دانشگاه علوم پزشکی و خدمات بهداشتی و درمانی استان تهران دانشکده پزشکی
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Standard Operating Procedure (SOP): Chemical Fume Hood

1. Objective:

To outline the procedures for the operation, maintenance, and calibration of the Iranian-made chemical fume hood.

2. Scope:

The function of this device is to exhaust chemical vapors out of the building via integrated ventilation fans.

3. Responsibility:

The responsibility for implementing this procedure lies with the respective laboratory experts.

4. Operating Procedure:

- Power:** Turn the hood on using the switch located on the exterior control panel.
- Sash Positioning:** The sash (protective glass) should be lowered automatically or manually to the marked safety level indicated on the side frame.
- Spills/Explosions:** In the event of a spill or explosion, immediately clean the protective glass and ensure all traces of contamination are removed.
- UV Maintenance:** For hoods equipped with UV lamps, clean the interior weekly using alcohol.

5. Safety Guidelines:

- PPE:** Always wear appropriate personal protective equipment (PPE), including lab coats, gloves, safety goggles, and masks.
- Operational Safety:** To ensure maximum protection, keep the sash at the lowest possible position.
- Ergonomics:** Never place your head inside the hood.
- Idle State:** When not in use, the sash must be fully closed.
- Post-Operation:** Thoroughly clean the interior workspace after every session.

6. Maintenance and Operational Protocols:

- Cleaning:** Clean internal and external surfaces with suitable non-corrosive detergents and disinfectants.
- Airflow Integrity:** Do not place bulky equipment or obstacles inside the hood that may obstruct airflow.
- Storage Prohibitions:** The hood is not a designated storage area for chemicals; store all reagents in appropriate, safe locations.
- Waste Management:** Do not use the hood as a primary unit for chemical waste disposal.
- Mechanical Checks:** Ensure the exhaust fan is running smoothly before starting any work to prevent vibration.
- Explosion/Fire Hazards:**
 - Use appropriate blast shields for high-risk procedures.
 - No permanent electrical outlets are permitted inside the hood.
 - Do not place electrical devices or spark-producing sources inside if flammable liquids or gases are present.

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- **Room Environment:** Keep laboratory doors closed (unless otherwise necessary for ventilation or procedure).
- **Alarms:** If the hood is equipped with an alarm system (e.g., for sash height or airflow disruption), stop all work immediately until the issue is identified and resolved.
- **Calibration & Certification:** The functionality of the hood must be verified upon installation and at regular intervals by qualified personnel, with all checks documented in accordance with manufacturer guidelines.

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