Fume hoods, when used properly, are the most important control against hazardous fumes and vapors. Here are some guidelines to keep in mind before and while using a fume hood:

**DO...**

Understand how the fume hood works and its limitations.

Know the hazards of the chemicals and processes you’re working with by referring to the Safety Data Sheet and/or lab Standard Operating Procedures.

Verify that there is adequate flow by checking the face velocity alarm.

Make sure the sash easily moves up and down, is not cracked, and is at the proper height indicated by the yellow sticker on the frame.

Keep all work at least six inches behind the sash.

Keep the sash between you and the experiment.

Wear proper personal protective equipment.

Immediately clean up spills within the fume hood.

Fully close the sash when done.

Immediately report any malfunctions with the fume hood to your PI and Facilities Management.

**Quick Take**

- Use a properly functioning fume hood for protection against hazardous vapors and fumes.
- Verify that the fume hood is working before using.
- Stop using and report malfunctioning fume hoods immediately.

**DO NOT...**

Leave experiments unattended for extended periods of time.

Extend your head into the fume hood for any reason.

Mute the face velocity alarm instead of reporting a possible malfunction.

Permanently store chemicals or large equipment in the fume hood.