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 and is not cracked.
- Keep all work at least six inches behind the sash.
- Keep the sash as low as possible and 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 in to 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.