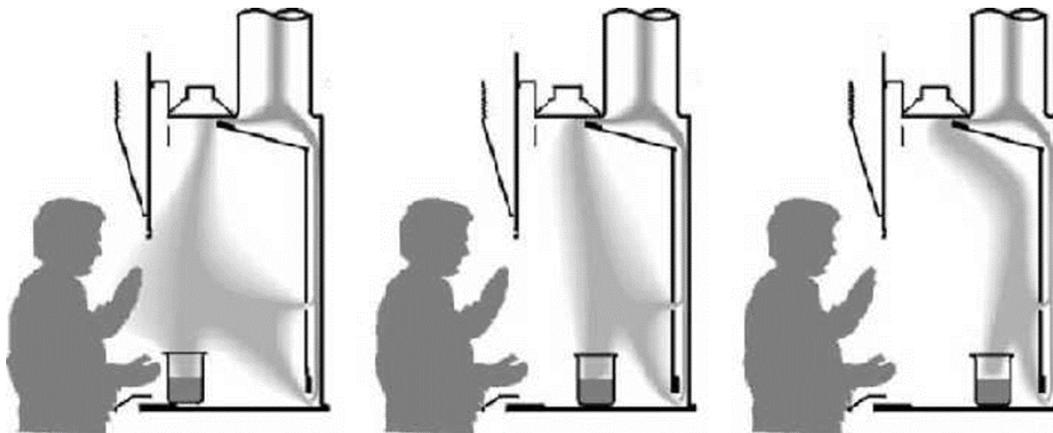


## Quick guide for working with the fume hood (Part I)

1. Make sure your work area is clean and tidy, before and after you leave. . Clean all spills immediately. Do not allow spilled liquid chemicals to evaporate.
2. Never use the fume hood for permanent storage of chemicals and equipment.
3. Verify the date on the inspection sticker on the fume hood. The fume hood should be inspected annually.
4. If the hood is not equipped with an electrical air flow measuring device, verify adequate inward airflow (rudimental method: hold piece of tissue at the bottom of the sash => must be pulled inwards. Do not use the fume hood if it is not working properly. Contact Sergio or me if the fume hood is not working
5. Keep all apparatus at least 15cm inside the fume hood, this zone is more prone to be contaminated. The best way to maintain this distance is to mark a safety line with tape.



## **Quick guide for working with the fume hood (Part II)**

8. Never put your head inside a fume hood. Always look through the sash, not under it.

Position the sash so that it acts as a shield. Keep the sash as low as possible.

If you open the sash vertically: Keep the end of the sash below your face; when sliding the sashes horizontally: keep the sash positioned in front of you and insert your hands around the side of the sash

9. Large equipment must be elevated on solid blocks to maintain an airflow space of 2.5-5 cm above the work surface.

10. The sticker at the site will indicate the maximum height.

11. Keep chemical containers closed at all times.

12. If a fire occurs inside the fume hood, immediately close the sash and activate the fire alarm, exit the room, close the door and from a safe area, contact security to report a chemical fire.

13. Keep fume hood exhaust on at all times.

14. Keep the sash closed completely when the fume hood is not in use.