



**Environmental Health and Safety Department  
Laboratory Hood Pre-Work Procedure  
February 2015**

1. Contact the primary hood user or a technician who is thoroughly knowledgeable with the history of use of the hood to inform them that work is to be conducted on the hood.
2. Confirm with the primary hood user or a technician that is thoroughly knowledgeable with the history of the use of the hood that the hood has been decontaminated. This means that all surfaces have been cleaned with a solution that removed any and all harmful residue that may have resulted from use of the hood.

Decontamination of a “hood” does not usually involve decontamination of the ducting, fans, or equipment in the exhaust air stream. If you are going to work on the ducting, fan, or any associated equipment you must **confirm** the ducting, fans, and associated equipment you will be working on have been decontaminated.

**Note:** Servicing of exhaust system components not in direct contact with the exhaust air stream (external housing, switches, conduit outside of the ducting, etc.) that have not come into contact with any potential contaminants from the exhaust air stream should not require decontamination. However, you must determine this before you begin work. Check with your supervisor if you have any questions.

Decontamination is usually only done on the exterior surfaces. If any disassembly will be required for hood repair or maintenance then the hood owner or technical staff must arrange for decontamination of all areas of the hood that may have been contaminated and that will be involved in repair or maintenance.

3. Approach the hood and visually inspect the interior of the hood for any containers, equipment, or residue. If any of these are present you **may not** work on the hood. You must request that the hood owner remove everything from the interior of the hood. If there are items in the hood this is an indication that the hood has not been decontaminated (see item number 2 above).
4. Once you have confirmed the interior of the hood has been decontaminated you may begin work. You may not work on any area of the hood that has not been decontaminated.
5. After the hood repair or maintenance has been performed please contact the EHS Department so that the hood may be re-certified before it is put back into use.

6. If work must be performed on the roof top exhaust fans servicing the hoods which may expose the employee to any exhaust effluent the employee must confirm that none of the hoods being serviced by the fan are producing any hazardous fumes, gases, vapors, or particles. This will require a complete inspection of each hood on the circuit. The exhaust components may also require decontamination. If the employee **cannot** confirm that non-hazardous conditions exist in each hood the employee must contact the responsible department for assistance.
7. If you are in doubt about working on a fume hood, please contact Environmental Health and Safety at x75179, email [allehs@csusb.edu](mailto:allehs@csusb.edu).

Primary department contacts for fume hood related matters:

**Chemistry and Biochemistry**

Name	Phone	Location
Jose Salizar	75321	CS-232
Ken Makino	77675	CS-232

**Biology**

Tom Benson	73309	BI-323
Lisa Anderson	77784	BI-211
Dave Coffee	77391	BI-208

**Geological Sciences**

Dept Office	75336	BI-113A
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**Physics**

James Sheu	75404	PS-018
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**Health Sciences**

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**Psychology**

Monica Calvario-Cruz	77554	SBS-007
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