1. **FUME HOOD (REPAIR, MAINTENANCE OR DISASSEMBLY)**

   A. Before any employee of the Engineering and Facilities Unit attempts any work on any fume hood, a written statement must be obtained from the department owning the hood to the effect that no perchlorates have been used in the hood. If the department cannot issue such a certificate or if it is known that perchlorates have been used in the hood, this fact will be reported to the MUSC Maintenance Manager or the MUSC Chief Facilities Officer. Where work must be done in a hood in which perchlorates have been used, maintenance and Occupational Safety personnel will together work out procedures to insure the maximum safety of all. Reference to fume hoods above is also meant to include exhaust ducts, fan blowers, and all parts of the fume hood system. Failure to follow these instructions could result in a fire or an explosion with personal injury to self or others and property damage.

   B. Under No circumstances will a hood, ductwork, hood motor, or other applicable hood and exhaust systems which could contain perchloric acid residue be worked on without the signed clearance letter in hand. Even if a supervisor has received a verbal approval from the doctors, safety, MUSC Maintenance Manager, etc.—the answer is no. Not until you receive the signed clearance in your hand will any work be done. **NO EXCEPTIONS.**

2. **FUME HOOD WORK PROCEDURE:**

   A. Obtain a letter of clearance from the Department Head, stating that no perchlorates acids has been used in the hood. If the Department Head is not sure, treat the hood as a "hot" hood.

   B. Notify University Occupational Safety that a letter has been obtained from the Department Head about the fume hood in question.

   C. Request that the fume hood be cleared on a particular day, so work can begin.

   D. After the fume hood is cleared by Occupational Safety, and Occupational Safety has notified you to that effect, work can begin on the fume hood.

   E. When a fume hood has been cleared, employees must bring to the job and use all necessary safety equipment – gloves, goggles, respirator, dress out suits, wet vacuum cleaner, plastic, duct tape, water hoses and any other equipment that the job requires.

   F. Once repairs have been performed, notify Occupational Safety and Health to verify exhaust air velocity and to perform visual smoke test of the hood.

   G. Always stress safety first.