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Scope

Implement an efficient and effective safe practice for requesting repair, maintenance, removal or services for campus laboratory fume hoods and their associated systems for UW-Madison campus facilities.

Purpose

Address the safe practice requirements that must be completed to begin the service of fume hoods that are utilized as a part of the UW-Madison campus fume hood program.

Responsibilities

Facilities Planning & Management (FP&M)

Physical Plant

- Assigns a Facility Specialist to represent the Physical Plant to collaborate with the designated authority of a facility.
- Conducts annual testing and reporting of fume hood performance.
- Completes routine maintenance repairs of fume hoods and fume hood systems.
- Provides design, renovation, construction services and maintenance for departmental requests of fume hood installations, maintenance, relocation or removal.
- Maintains an inventory of Fume Hoods and Fume Hood maintenance in an Integrated Work Management System (IWMS, currently Assetworks).

Environment Health & Safety (EH&S)

- Assesses the safety needs of faculty, staff, and students in campus buildings through compliance assessments, chemical use surveys and laboratory inspections.
- Conducts risk assessment for lab design and incident investigations.

Departmental Safety Committee Coordinator

- Coordinates the needs of individual laboratories in a given department or facility. Coordinates and prioritizes the needs of individual laboratories as related to the capabilities of facility electrical, mechanical and lab service systems.

Principal Investigator (PI) or Designated Authority

- Maintains safety within the laboratory by monitoring that mechanical systems, lab services, and lab equipment are functioning properly.
- Maintains accurate and current information of the chemicals used in the lab and the lab chemical hygiene plan.
- Maintains inventories of radioactive and non-radioactive chemicals.

Facility/Building Manager

- Assists in the coordination of requesting services from FP&M Physical Plant.
- Coordinates and communicates individual laboratory service and repair requirements to building occupants.
- Maintains record of fume hoods and associated system that are out of service in the facility and communicates this to the Physical Plant.



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General Safe Practice Guidelines

Principal Investigator (PI) or Designated Authority

- Coordinates scheduled service or shutdowns with the Facility Manager, Physical Plant and the affected occupants.
- Requests a work order from the Physical Plant at <https://physicalplant.wisc.edu/customer-service/>.
- Contacts EH&S for advice if unsure of the contents.
- Before any work is started by a maintenance technician will prepare the fume hood for service by ensuring the fume hood is in a safe condition by following the Laboratory Safety Guide and Regulatory Best Safe Practice that includes:
 - Removing all hazardous chemicals, material and/or laboratory related content.
 - Cleaning and disinfecting the interior and exterior surfaces.
 - Tagging the unit in a readily visible location with a Tag: OK to Move/Repair (See Figure 1) with the contact information for the PI or designated authority, sign the tag verifying the fume hood is safe to have service performed.

Physical Plant

- Contacts the PI to coordinate and schedule the service. Communicate to PI of the need to service the fume hood and obtain permission to service the fume hood and/or supporting systems. Do not begin service until permission is given by an authorized person.

Note 1: DO NOT enter a laboratory or area marked "RESTRICTED" for radiation safety unless accompanied by the authorized user or Radiological Safety Office personnel.

Note 2: Approval from EH&S may be required for special use/hazardous ventilation systems (SUVS)

- Implements control measures to ensure the fume hood is not useable while service is in progress.
- Completes the service to the fume hood using best safe practices.
- Notifies the PI that the fume hood is serviced and release the fume hood for normal operation.

Contractors

- Contractors and subcontractors not associated with DSF projects shall notify Physical Plant Customer Service at 608.263.3333 or <https://physicalplant.wisc.edu/customer-service/> prior to working on any fume hoods.

Additional Guidance Notations

For complete guidance relating Fume Hoods refer to the following:

- Policies and Procedures for Design, Installation, Operation, and Maintenance of Campus Fume Hoods
- Laboratory Safety Guide



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Fume Hood Service Call Checklist

Note 3: If a fume hood is being moved, the work order created must include EH&S Abatement to complete an assessment before any trade(s) are assigned and/or work proceeds.

Requestor or Customer Service

- Creates a work order with Facility Specialist as phase 001.

Facility Specialist

- Contacts the P.I. responsible for the laboratory and confirms the:
 - Problem
 - Funding
 - Trade(s) needed
 - Contacts EH&S (608.265.5000) when a P.I. or Designated Authority cannot be contacted.
- Advises the P.I. to follow the Laboratory Safety Guide to make fume hood safe for interaction by non-laboratory personnel.
- Attaches or includes the following to the work order:
 - Copy of the P.I. completed: OK to Move/Repair Tag. (See Figure 1)
 - Special instructions applicable to the scope of work.
 - Applicable field notations and references.
- Ensures all necessary Trades are included in the work order.

Supervisor

- Assigns, schedules and monitors work to be completed.

Technician(s)

- Completes a Job Hazard Analysis or Safety Moment before the work begins.
- Trade technician performs necessary work.
- Trade technician adds repair notes to work order and changed status to Phase Complete.



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Figure 1

Cleaned • Decontaminated • Disinfected

Contact/Lab Name _____

Contact Phone _____

Building & Room _____

Boxes below must be checked :

No biological or biohazardous material

Does not contain chemicals

Never used with radioactive material

**OK to
Move / Repair**

Questions? Call UW EH&S Dept. at 265-5000

Figure 2

How To Use the OK to Move/Repair Label

- Clean the item** using appropriate methods to remove laboratory contaminants (such as cleansers, disinfectants, detergents, wipe downs, etc.)
 Check the boxes on the label to show cleaning is completed.
- Complete the label:**
 - Lab name or person name
 - Contact phone number
 - Building and room number
- Attach the label** to the cleaned item
- Submit the cleaned & labeled item** for move/repair
- Do NOT submit the item if:**
 - Item cannot be cleaned or lab contaminants cannot be removed for safe non-lab handling
 - Item has been used with radioactive materials at any time. Contact Radiation Safety radiationsafety@wisc.edu

This label indicates the item / equipment has been cleaned by lab staff and made as safe as possible to handle by non-lab personnel

Figure 3

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OK TO MOVE / REPAIR

PROPER LABEL USAGE

Laboratories clean the equipment item to remove laboratory contaminants so it is safe for handling by non-lab staff. Use appropriate disinfectants and methods to remove biological materials, remove specimen and chemical containers and remove chemical residues. The item should be clean enough to handle without gloves or other laboratory PPE.

Cleaned • Decontaminated • Disinfected

Contact/Lab Name _____

Contact Phone _____

Building & Room _____

Boxes below must be checked :

No biological or biohazardous material

Does not contain chemicals

Never used with radioactive material

**OK to
Move / Repair**

Questions? Call UW EH&S Dept. at 265-5000

Complete the Label including your lab's contact information and location. This is how you will be contacted if there are questions about your equipment to Move/Repair

Check all of the boxes to verify you have cleaned the equipment item.

Attach the label to the cleaned equipment item.

Item may be moved to a non-lab area, if needed for pick-up, move or repair services. Contact your building manager for designated equipment pick-up locations.

If the item has ever been used with radioactive materials, you must first contact Office of Radiation Safety to clear the item for Move/Repair. radiationsafety@wisc.edu

Do NOT submit the item for Move/Repair if it cannot be cleaned well enough for safe handling.

If boxes are unchecked or label information is incomplete you may be contacted to verify the item is cleaned and your item may not be picked up, moved or repaired by campus non-lab staff.

Remove the label when the item is returned to laboratory use or to a laboratory space or if the item will be disposed after servicing work is completed.

Environment, Health & Safety
UNIVERSITY OF WISCONSIN
608-265-5000