User Checks for Fume Cupboards

School / Department			Year	
Laboratory / Room no.		Fume Cupboard asset no.		

Those using LEV must be trained in its correct use and follow good fume cupboard to ensure that it offers you and others adequate protection.

Good Fume Cupboard Practice

- Only items which are required for the current experiment should be in the fume cupboard. All other items should be removed to their appropriate storage location.
- Avoid placing large pieces of equipment in a fume cupboard, use laboratory jacks, to ensure air flow.
- Ensure everything is at least 150mm in from the sash.
- Keep sash as low as practical to allow the work to be carried out.
- Close sash when reactions are taking place and when cupboard is not in use.
- Check the date of last inspection and test, it must be within the last 14 months (normally on the side of fume cupboard).

Good Fume Cupboard Practice - User Checks

Daily

- Users must check before use that the fume cupboards that they are using are functioning correctly.
- There are no visible or audible alarms indicated on the control panel. **Alarms must not be ignored**.

Monthly

- There is a valid test label indicating that the LEV passed its statutory test within the last 14 calendar months.
- The fume cupboard is working effectively - this may be carried out visually using a 'smoke pencil' (or a Dräger Flow Check Air Flow Indicator Kit which can be procured via OPeRA) or by using an anemometer to measure face velocities.

Tasks to be carried out by LEV users	Frequency
Fan on	daily
Air velocity indicator within safe parameters	daily
No visual or audible alarms	daily
Sash operates correctly inc., sash stops	daily
Internal lighting works	daily
Work area clean and tidy	daily
Items not obstructing baffles / grilles	daily
Audible noise (of the system)	daily
In-date and 'Passed' LEV statutory test label	monthly
Smoke Pen / anemometer check	monthly

It is expected that all fume cupboard users will visually and audibly check that the fume cupboard is working properly and is offering you the protection expected for the work being carried out as detailed within the associated risk assessment.

For all daily tasks record any issues observed within the Issues Log and Record of Actions (Page 5)**.**

Monthly Face velocities or smoke tests are recorded in the Monthly Anemometer Readings log.

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Smoke Test Observations (If you do not have a rotating vane anemometer)

Record your observations from carrying out smoke testing on the Smoke Test Observations log (page 4). If you observe any turbulence or areas where smoke is not being drawn into the fume cupboard, the cupboard has failed its test. These observations must be recorded within the **Issues Log** (page 5) and registered with the Supervisor / Laboratory Manager / Technical Services team who will inform the Estates Service Desk if the situation cannot be remedied locally. If the fume cupboard is being used to offer you protection as indicated in your risk assessment, you must not use it until actions have been taken to improve the airflow. Speak to your Supervisor / Laboratory Manager / Technical Services team to determine whether there is an alternative suitable fume cupboard that you can use.

Measuring Face Velocities (trained users)

Face Velocity Checks (*you must be trained to carry out these checks, the Fume Cupboard Guidance document provides additional information on the checking regime*)

On a MONTHLY basis, measure face velocities using an anemometer. Ensure the fume cupboard is in normal operational set-up. Open the sash to 450 mm (or where the sash position is marked). Divide the vertical plane of the opening into 9 equal sections (this may vary depending on the size of the fume cupboard). Take readings at the centre point of each section and record in the grid (page 3). Complete the rest of grid.

Record Fail if:

- any value is less than 0.4 m/s. (Low flow cupboards 0.3 m/s)
- if the variation is above 20%, or when the average is above 0.7 m s/s

If the fume cupboard is being used to offer you protection as indicated in your risk assessment, you must not use any fume cupboard that falls outside of tolerance as this will not offer the protection that you need.

All fails must be reported to your Supervisor / Laboratory Manager / Technical Services team and the Issues Log and Record of Actions section completed.

Monthly Anemometer Readings Log

Date:		Sash stop height:
Name		
Highest Reading	Lowest Reading	Average
Within 20%		Pass/Fail

Date:		Sash stop height:
Name		
Highest Reading	Lowest Reading	Average
Within 20%		Pass/Fail

Date:		Sash stop height:
Name:		
Highest Reading	Lowest Reading	Average
Within 20%		Pass/Fail

User Checks for Fume Cupboards

Date:	Sash stop height:	
Name		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name:		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name:		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

Date:	Sash stop height:	
Name:		
Highest Reading	Lowest Reading	Average
Within 20%	Pass/Fail	

User Checks for Fume Cupboards

Monthly Smoke Test Observations Log

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name:	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name:	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name:	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name	
Observations	
Pass/Fail	**Signature**

Date:	Sash stop height:
Name:	
Observations	
Pass/Fail	**Signature**

User Checks for Fume Cupboards

Issues Log and Record of Actions

User reports

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	

Action taken by Estates or their contractor

Date			Date		
Issue			Issue		
Action Taken			Action Taken		
By who			By who		
Fume cupboard safe to use	Yes	No	Fume cupboard safe to use	Yes	No

Date			Date		
Issue			Issue		
Action Taken			Action Taken		
By who			By who		
Fume cupboard safe to use	Yes	No	Fume cupboard safe to use	Yes	No

Date			Date		
Issue			Issue		
Action Taken			Action Taken		
By who			By who		
Fume cupboard safe to use	Yes	No	Fume cupboard safe to use	Yes	No