

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

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TITLE:	Astec Microflow® Monair Fume Hood
SCOPE:	Research and Animal Care Personnel
RESPONSIBILITY:	Surgical Core Manager, Professional and Administrative Staff
PURPOSE:	To Outline the Proper Procedures for Use and Maintenance of a Astec Microflow® Monair Fume Hood.

I. PURPOSE

1. This procedure outlines the use and maintenance of the Astec Microflow® fume hood used to reduce exposure of research and animal care personnel to potentially hazardous chemicals.

II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager in conjunction with the Surgical Core Manager to ensure that equipment is appropriately cleaned, maintained in good working order, and available for research personnel as requested.
2. It is the responsibility of the veterinary professional, administrative, and managerial staff to ensure that all research and technical staff using this equipment are adequately trained and experienced in the use of the Astec Microflow® fume hood.

III. EQUIPMENT APPLICATION

1. The Astec Microflow® fume hood is designed to protect the operator from specified vapors and/or particulates released during chemical procedures performed within the enclosure.

IV. EQUIPMENT USE

1. To start the unit, switch the power on. A green indicator lamp will indicate that power is connected to the unit. The fan will automatically run to yield 0.5 m/s face velocity. The cupboard can be used immediately.
2. The hour counter indicates the total number of hours running time of the fan.
3. The low airflow alarm is a red light located at the front of the unit. During normal operation, the red light will not come on.
4. Plan procedures to be conducted within the enclosure to minimize chemical use and exposure.

5. Refrain from practices that may create unnecessary aerosols.

V. MAINTENANCE

1. Inspect condition of unit and electrical cord/plug to ensure safe operation. Equipment determined to be unsafe will be removed from service immediately.
2. Keep unit clean. Sash and sides may be cleaned with glass cleaner. Wipe down interior surfaces of the unit using a damp cloth. Exterior surfaces including top should be kept free of dust.
3. The unit is fitted with a low airflow alarm. Test the alarm once a year as described in Appendix 2 of the equipment manual, to ensure it is operating correctly.
4. **Yearly schedule certification** and routine maintenance with vendor (since actual time of hood is use is so low, yearly filter checks by the vendor should cover all recommended service intervals).
5. Any additional maintenance/service should be performed by authorized personnel and unit re-certified in writing.
6. Contact USF Environmental Health and Safety at 974-4036 to determine the proper procedure for filter disposal.
7. **Certification is documented by labeling the equipment** with the date of certification and the date when certification is due.
8. The Surgical Core Manager maintains records of equipment certification and maintenance.

VI. TROUBLESHOOTING

1. If the red indicator lamp flashes on intermittently, or stays on, the pre-filter is restricting airflow and may require changing. It's advisable to change the pre-filter if an airflow of 0.3 m/sec cannot be maintained.

VII. REFERENCES

1. Refer to the manufacturer's manual for additional information.

Approved:

Date: