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PROVOST'S

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MEMO

To: Deans, Department Heads
 From: *C. Marrett*
 Cora B. Marrett, Provost
 Subject: Laboratory Operations and the Use of Fume Hoods
 Date: August 17, 1999

The Chemical Hazards Committee, chaired by Professor Salvatore DiNardi, is spearheading an effort to evaluate the operation and use of more than six hundred chemical fume hoods located both on the Amherst campus and at our various satellite and field station locations. The actual inventory and performance data is being collected jointly by Environmental Health and Safety [EH&S] and Facilities Planning. The goal of this effort is to develop an overall performance assessment profile for each laboratory hood and to use this information to help improve and better utilize the safety facilities in our teaching and research laboratories.

The laboratory hoods are an important part of the provision for safe laboratory operations. In cases where the hoods are inadequate for the work being done, they should be improved or the experimental work changed to fall within the safety bounds. The Chemistry Department has provided leadership in this area through microscale applications and the revamping of experimental protocols to match facility limitations. The department has done so, recognizing that problems with fume hoods could result in adverse exposures to hazardous chemicals.

To ensure safe operations, I ask each dean, department head and person responsible for the use of laboratory fume hoods to:

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1. Verify that laboratory activities that involve toxic, offensive or flammable vapors are conducted within a properly operating fume hood.
2. Immediately notify EH&S and Physical Plant of any fume hood operational problems.
3. Leave in place any properly operating fume hoods and get approval for any change in them from the Provost's Office. John Cunningham will process any needed approvals.

I include the third point, because the Chemical Hazards Committee has found situations in which one area has a properly operating but unused hood while researchers in another area desperately seek workable hoods. I want, then, to align needs with resources. John Cunningham will compile the information you provide, in order to achieve this alignment.

I will be asking the Chemical Hazards Committee to prepare a position paper detailing procedures that they deem to be acceptable to share limited fume hood capacity on the campus. If you have any ideas for the Committee to consider, please contact Dr. Donald Robinson, EH&S, and he will share your thoughts with the full Committee

CBM/kag