

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

All fume cupboard users must check that the fume cupboard is working properly before each use and is offering the protection expected for the work being carried out as detailed within the associated risk assessment.

User checks should be recorded and any remedial actions identified carried out in a timely manner. Records must be readily available for reference by users or those maintaining the system and kept up to date.

In support of this process, Health and Safety Services have produced this logbook to provide guidance on good fume cupboard practice, including pro forma to record user checks and any issues which should be kept in the vicinity of the fume cupboard.

Information about additional checks that are applicable to your type of fume cupboard may also be available in the user manual/operating instructions provided by the manufacturer or installer.

Good Fume Cupboard Practice

- Ensure that the fume cupboard is suitable for the work you are planning.
- Carry out and record regular user checks as applicable for the type and use of the fume cupboard (see 'Fume Cupboard User Checks' on page 2).
- 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 15cm 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.
- Ensure that any required filters (e.g. in recirculating systems) are present and replaced in accordance with the manufacturers' instructions.
- Ensure that thorough examination and test has been completed (normally within the last 14 months, as indicated on the test label).
- Leave the fume cupboard in a clean, clear and safe condition at the end of use.

Fume Cupboard User Checks and Logbook

User Checks and Record Log

Fume Cupboard User Checks	
Daily (before each use)	
<ul style="list-style-type: none"> No obvious damage or breaches to cupboard or ductwork, e.g. no unusual noises or smells. Extract is on, air flow indicator (where fitted) within safe parameters. No visible or audible alarms indicated on the control panel. Alarms must not be ignored. Sash (where fitted) operates through full range and remains in position, sash position restrictor is functioning. Internal lighting (where fitted) working. Work area clean and tidy. No debris or items obstructing vents / baffles. Area free of items 15cm inside the fume cupboard. Filter(s) in recirculating units are present, of an appropriate type and within date. 	
Weekly	
<ul style="list-style-type: none"> Thorough examination and test is 'pass' status and in date (as indicated on the test label). 	

DO NOT USE the fume cupboard if it fails the user checks

All failures to be recorded in the Issues Log and reported to your Supervisor / Laboratory Manager / Technical Services team

User Check Record Log					
School/Department					
Laboratory/Room No.					
Asset No.					
Month/Year					
Day	Checked By	Issue Y/N	Day	Checked By	Issue Y/N
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					
Week	Checked By	Issue Y/N	Week	Checked By	Issue Y/N
1			4		
2			5		
3					
All issues to be recorded in the Issues Log					

Fume Cupboard User Checks and Logbook

Monthly Anemometer Readings Log (Face Velocity Check)

School / Department			
Laboratory / Room no.		Fume Cupboard Asset No.	

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

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

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

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

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

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

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

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

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

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

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

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

For guidance concerning the face velocity check, see document "Fume Cupboard Periodic Checks"

Fume Cupboard User Checks and Logbook

Smoke Test/Dust Lamp Test Observations Log

School / Department			
Laboratory / Room no.		Fume Cupboard Asset No.	

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

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

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

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

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

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

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

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

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

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

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

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

Note: It is recommended that the smoke test/dust lamp test is performed periodically to provide continued assurance that contaminants are captured, or as an additional check if the air flow does not seem to be satisfactory, see document "Fume Cupboard Periodic Checks"

Fume Cupboard User Checks and Logbook

Issues Log

School / Department			
Laboratory / Room no.		Fume Cupboard Asset No.	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	