



Maastricht University

Supplementary work instruction

Working in a safe and environmentally friendly manner in fume cupboards

Safe working method

Prior to commencing activities

- On the basis of the risks, assess whether working in a fume cupboard is necessary and whether it provides the required protection for yourself and/or the product.

Remember that although the sliding sash does provide some protection from splashing, there is still some risk, particularly in relation to the formation of aerosols and particles of solid substances!

During the activities

- Use personal protective equipment such as gloves, safety goggles or a face guard if required by the nature of the work and/or the substances (depending on the relevant work instruction!)
- Ensure that no apparatuses or boxes are placed in front of or next to the fume cupboard (close to the sliding sash). This may adversely affect the air stream.
- Do not make sudden movements in front of and inside the fume cupboard, as air disturbance that is created as a result is four to five times faster than the extraction rate of the fume cupboard.
- If high-risk work (involving toxic, carcinogenic, mutagenic, reprotoxic substances or micro-organisms) is carried out in the fume cupboard, heat-emitting apparatuses or centrifuges must not be used. Avoid walking unnecessarily in

front of the fume cupboard and keep the door to the workspace closed (where possible with a door-spring).

- Check whether the fume cupboard has been subjected to the biannual test and has been approved (see sticker on window)
- Check that the fume cupboard is functioning properly using the status of the flow indicator on the underside of the rear partition or using a strip of tissue.
- If in doubt whether the fume cupboard is functioning properly, ask for the extraction rate and nature of airstream to be tested by contacting the Service Point of General and Technical Services on extension 82002.
- Do not overfill the fume cupboard, and never obstruct the extraction grilles inside the fume cupboard.
- Place apparatus structures as far back in the fume cupboard as possible, certainly 15–20 cm from the front of the work surface, but not so far that it is necessary to put your head inside the fume cupboard. Mark the 'prohibited area' where necessary with a coloured adhesive strip.
- Place large apparatus structures (water baths, centrifuges, etc.) on blocks or an elevated stand to enable air to flow underneath.
- Keep the sash pulled down as far as possible, in any case as far as the indicated working position and so far that the head is protected by the sliding sash.

After activities are complete

- Clean up substance spillages as soon as possible, and clean the work surface and lower section of walls and glass plates.

Additional information

For further information, please contact the Department Environment on 043 38 82627 or 043 38 82628, or email maya.debruijn@maastrichtuniversity.nl or marc.fischer@maastrichtuniversity.nl