

Standard Operating Procedure

SOP026

Title: USE AND MAINTENANCE OF THE CAPTAIR M321 FUME CUPBOARD

Location: CBE Laboratory H34

1. PURPOSE

The intent of this SOP is to define the process for the safe operation of the Captair M321 fume cupboard.

2. SCOPE

This SOP applies to the Fume Cupboard located in H34 of the CBE Laboratory Unit and its use by authorised CBE personnel for general low-risk chemistry work.

CAUTION: Not recommended for highly toxic chemicals, acid emitting substances, processes with high levels of chemical emissions or regular use of toxic and/or flammable solvents in large quantities. Not recommended for any procedures that may challenge the ability of the filter to cope e.g. aggressive heating and deliberate evaporations.

NOTE: Use of biological agents - This fume cupboard is fitted with double HEPA filters and can control exposure to airborne infectious or potentially infectious biological agents. However, this fume cupboard should not be used as routine option for controlling exposure to hazardous biological agents.

3. RESPONSIBILITIES

CBE Laboratory Users

1. Shall have received appropriate training (Form FSOP026.2) before using the fume cupboard.
2. Shall follow the procedure described in this SOP according to Manufacturer's Operating Instructions and safe work practices (CoP the fume cupboard).
3. Shall ensure that the fume cupboard is suitable for the work they intend to carry out by completing a COSHH for any hazardous chemical they intend to handle to the start of the work procedure.
4. Shall complete the Daily Usage Record (FSOP026.1) each time they use the fume cupboard, and ensure that equipment is removed from the cabinet and working surfaces are cleaned after use.
5. Shall carry out the monthly maintenance of the fume cupboard, as required.
6. Shall record and report alarm sounding events that indicate non-conformance or malfunction and notify RP/LM.

Responsible Person (RP)/Laboratory Manager (LM)

1. Shall ensure laboratory personnel are given suitable information, instruction and training in the correct use and maintenance of the fume cupboard and that this is recorded (Form FSOP026.2).
2. Shall coordinate monthly maintenance duties.
3. Shall investigate any reported problems, deviations, adverse event or non-conformities.
4. Shall organise the maintenance, repairs and annual certification of the fume cupboard by trained and authorised contract / service personnel.

Version 002

Effective Date 04.06.20

Review 04.06.22

Written by: K.Sikand

Reviewed by: P.Hourd

Approved by: B.Temple

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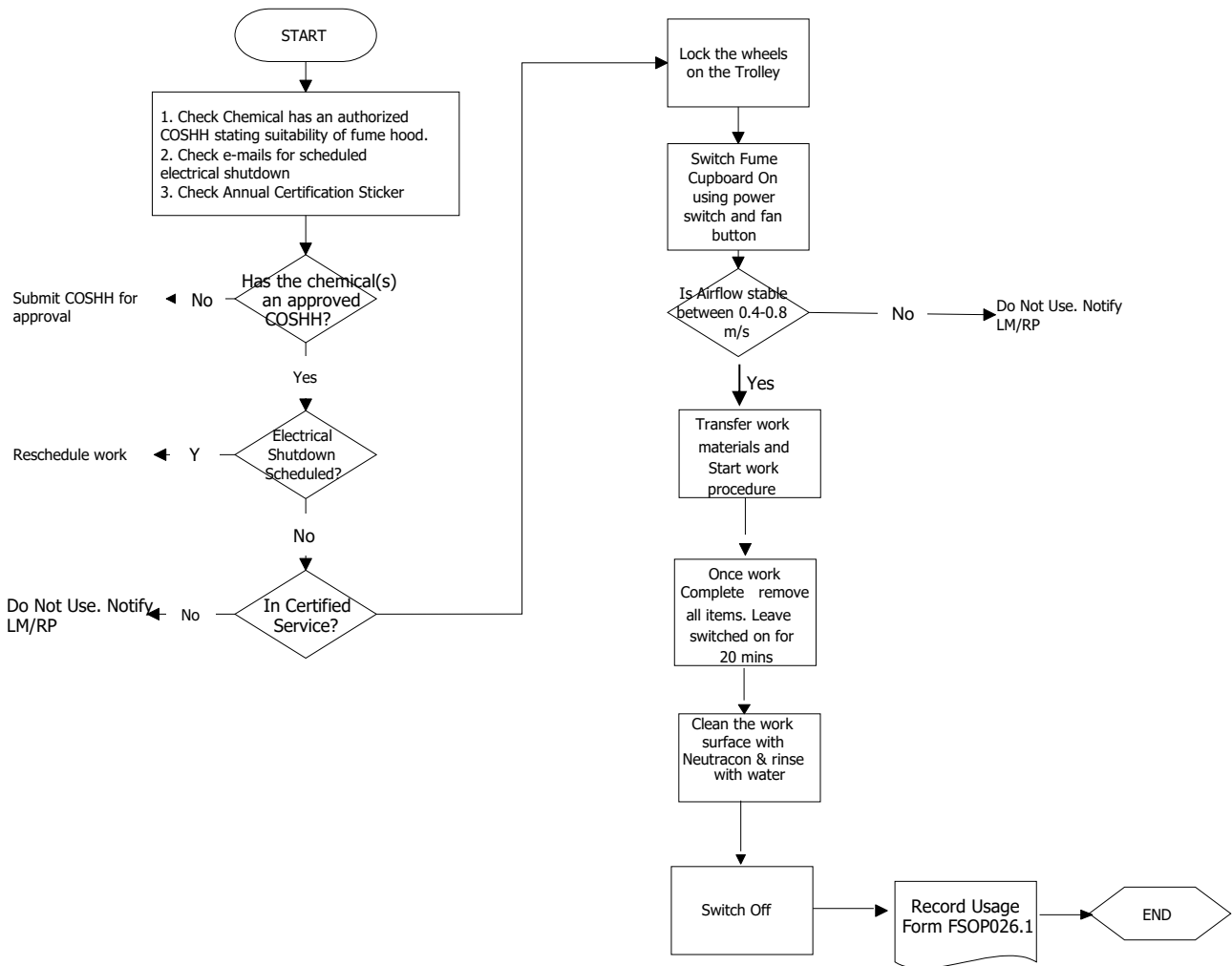
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- 5. Shall ensure prior to authorising the commencement of maintenance, repairs or annual certification testing that the fume cupboard is suitably disinfected and a "Decontamination Certificate" issued.

4. PROCEDURE



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5. DOCUMENTATION

The following records are outputs of this SOP:

- FORM FSOP026.1. Equipment Usage Record
- FORM FSOP026.2. Fume Cupboard Training Agreement

These records shall be filed in the Equipment File and stored in the CBE Office or otherwise archived for future review or retrieval.

SOP Version History

Version Reviewed	Date Revised/ Reviewed	Revision Summary	New Version Number
1.0	04/06/20	Changes made to allow for the fume cupboard now being ducted and has had its carbon filters removed. In addition the log sheet has been changed to comply with FM's compliance procedure.	2.0

Version 002 Effective Date 04.06.20 Review 04.06.22

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