

# **STANDARD OPERATING PROCEDURES**

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