Fume hood Use Application Form

For the ECE Chemical Preparation LAb (ECERF 6-078)

# Introduction

Located in ECERF 6-087, the Chemical Preparation Lab is a department resource available to research groups. The lab is a shared facility and a resource in great demand. The number of hoods is limited and allocations will be done according to needs and availability.

Two types of fume hoods are available; namely, (i) permanent, and (ii) casual use. Permanent fume hoods will be available for the exclusive use of a researcher and his/her group for a period of one year (September-August). Casual fume-hoods are intended for occasional users. These fume hoods will be made available for a period of one-week at the time.

All PIs requesting the use of fume hoods (permanent or casual) need to register by completing this application form. All users, including PIs, will be required to compete training (please refer to the Chemical Prep Lab User Authorization form). Fume hood assignments are contingent to the completion of the required training, and no user will be allowed in the Lab until training has been completed. Training MUST BE COMPLETED BY SEPTEMBER 30 or the fume hood will be reassigned.

# Application

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| --- | --- |
| Name of PI : |  |
| (Must be an ECE Faculty Member) | |

## Type of fume hood requested:

Permanent (for a 1 year period: September – August)

Casual (periodic use of fume hood)

## Research and Experimental Details

|  |  |
| --- | --- |
| Research Title: |  |

|  |  |
| --- | --- |
| Brief Description of Experiment(s): |  |

|  |  |
| --- | --- |
| Equipment Required (to be located in this Lab for duration of occupancy):  \*note the department does not supply any equipment or supplies |  |

Chemical List

|  |  |
| --- | --- |
| Chemical Name | WHMIS Chemical Hazard Group(s)  i.e. compressed gasses, combustable, oxidizing, etc. |
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Hazard List: (this does not replace a hazard assessment that should be done prior to starting work).

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| --- | --- |
| Description of Hazards | Special Precautions (&PPE) |
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# Rules & Policies

I understand that the lab is a shared facility and that each group must monitor and police itself. Lab space will be granted based on user needs and the time period for allocation will be determined at the time of application approval, if the time needs to be extended an updated application will need to be submitted. The Department reserves the right to make changes to space allocations if unforeseen circumstances arise.

At the end of the group’s access period users are expected to clean the allocated area as well as the common space that was used, this includes removal of all chemicals in storage and any equipment belonging to the group. If the space is not appropriately cleaned when vacated, the PI will be charged for staff time for clean-up, as well as chemical disposal.

This lab is a shared facility and users are expected to respect other users and operate in a safe manner at all times. The lab administrators will not hesitate to revoke privileges of the entire group should they feel safety is being compromised in any way by any member of that group.

Required training for all users: WHMIS (available online through EH&S) and Lab Orientation (Provided by Department Safety Co-ordinator).

Required training: WHMIS, Laboratory Safety and Chemical Safety Training (available online through EH&S), Lab orientation (provided by Department representative, and Lab/Experiment specific training (to be done by PI for each group)

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| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

# *Admin Use:*

*Fume hood type assigned:  Permanent  Casual Effective dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Authorized by:* |  | *Signature:* |  | *Date:* |  |