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Standard Operating Procedure
for

LAB EXHAUST REDUCTION OR LOSS

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN3008	Branding update	10-16-23	J. Valason	K. Rydberg

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this procedure is to provide direction and identify roles for any situation where there is a loss or reduction of lab exhaust. This procedure applies to CESTM, NFE, and NFS only, as they are the only buildings that have a lab exhaust system.

2 DEFINITIONS

2.1 An **Exhaust Issue** – An issue with lab exhaust in CESTM, NFE or NFS is defined as a situation when:

- Exhaust levels are below normal static levels due to an issue with mechanical equipment (e.g., exhaust fan down, controls issue, etc.) or
- Exhaust must be reduced due to an issue with a makeup air unit (e.g., MAU, Roof Top Units (RTU) are down), resulting in issues with the ability to operate doors or concerns about cold air infiltration due to the building being ‘negative.’

2.2 **Out of Spec** – System exhaust static levels vary from setpoint, creating a “low/low” level alarm in the Building Management System (BMS). This alarm point will be 1 i.w.g. (inches-water-gage) from the setpoint, or less where appropriate.

3 RESPONSIBILITIES

3.1 **HVAC Supervisor:** Supervisors shall provide their employees with training on this procedure, and communicate any issues or modifications needed with this procedure. Supervisors may also perform the responsibilities of the HVAC Tech in the event an HVAC Tech is not available.

3.2 **HVAC Tech:** Techs shall follow the procedures below in the event of an exhaust issue.

3.3 **Emergency Response Team (ERT) Lead:** Shall follow the procedures below in the event of an exhaust issue.

3.4 **Environmental Health and Safety (EHS) and Emergency Response Team Coordinator (ERTC):** Shall oversee and update this procedure as needed.

4 ASSOCIATED DOCUMENTS

4.1 EHS-00019 - Specifications and SOP for ERT Organization

4.2 EHS-00019-F1 - ERT Incident Report

5 OVERVIEW

5.1 In CESTM, NFE, and NFS, if a Makeup Air Unit (MAU) goes down, this does not necessarily result in an issue with exhaust and/or fume hood use.

5.2 If an Exhaust Fan (EF) goes down, it does not necessarily result in an issue with exhaust as there is normally redundant equipment.

6 PROCEDURE

6.1 In the event of an issue with lab exhaust, the HVAC Tech or Supervisor will contact the ERT [Lead](#) on shift, explain the current situation with the lab exhaust to the [Lead](#), and provide any known impacts at the time of the call.

6.2 The HVAC Techs will then concentrate on resolving the issue.

6.3 The ERT [Leads](#) will review the conditions in the building, contacting the ERTC or EHS as needed, to assess the impact and determine the full extent of the issue.

6.4 Once the full assessment is completed ERT will determine the next steps to be taken.

The next steps may include, but not be limited to:

- Stopping people from using fume hoods,
- Posting signage to the labs or hoods in the labs, or
- Evacuating the affected area, lab or building.

6.5 ERT will then send out an ERT incident report, **EHS-00019-F1**.

6.6 Once the exhaust issue is corrected, the HVAC Tech or Supervisor shall call the ERT [Leads](#) on shift and inform them that all has been returned to normal.

- 6.7 The ERT **Leads** shall then remove all posting, and allow the areas, hoods or building to go back to normal operations. Finally, they will send a follow-up email to the incident report email, indicating all operations are back to normal.