1.0 Scope
1.1 OSEH Biosafety Technicians occasionally identify unsafe conditions related to the engineering control equipment they certify. In these circumstances the technician has the authority to remove the equipment from service. This document describes the procedure in detail.

2.0 Definitions
2.1 Engineering control equipment refers to devices certified by OSEH Technicians: laboratory fume hoods, biological safety cabinets (BSC), laminar flow hoods, and various local exhaust ventilation systems (LEV).
2.2 Unsafe conditions indicate there is a reasonable probability that use of the equipment will result in serious physical harm, fire, or significant environmental impact if the situation is allowed to continue.

3.0 Procedure
3.1 The technician responsible for the certification of the equipment will determine if an unsafe condition exists. The technician will confer with their supervisor, the responsible OSEH Representative, or Program Manager if unsure whether a condition is classifiable as unsafe.
3.2 Once it has been determined there is an unsafe condition the technician must take the following actions.
   3.2.1 Do not certify the device and remove or deface old certification stickers.
   3.2.2 Post the device out of service using the Appendix A form “Out of Service”.
   3.2.3 Notify the on-site owner/operator of the equipment that this equipment cannot be used. Notification would typically be made to the lab manager, supervisor, or Principal Investigator. If no one is present to notify, go to the next step of this procedure.
   3.2.4 Upon returning to the office the technician will send email notification to the lab manager or Principal investigator, the OSEH Representative for that area, and the appropriate contact responsible for maintenance of the equipment (if applicable). Typically fume hoods and LEV system notification is made to Plant Operations. For BSCs, laminar flow hoods, and other equipment owned by the laboratory, the lab is responsible for repair either through coordination with OSEH or an outside vendor.
3.3 The responsible OSEH Representative will work with lab managers or PIs to find solutions to their engineering control needs and ensure safe practices are followed until the situation is resolved.
3.4 The Biosafety Manager and OSEH Director understand that these types of shut downs of fumehoods, LEV, and BSCs occur frequently and supports these procedures. They do not require notification for typical cases with some caveats below.
   3.4.1 If there is a question about the validity of taking a piece of equipment out of service the Technicians will notify their direct supervisor as well as the Biosafety Manager.
   3.4.2 Contacts with upper level management must be referred to the Biosafety Manager.
   3.4.3 Issues that may involve Deans, Directors, or Department Heads must immediately be brought to the attention of the OSEH Director.
3.5 If possible, actions will be taken to remediate potentially unsafe conditions on site to avoid shutting down operations or removing equipment from service.

4.0 Commissioning Equipment
4.1 Upon receiving notification that the equipment has been repaired, the Technician will attempt to certify the unit. If certification is achieved the equipment will be put back in service and the posting will be removed.
OUT OF SERVICE
DO NOT USE

This equipment has been removed from service by OSEH due to an unsafe condition.

Unsafe conditions indicate there is a reasonable probability that use of the equipment will result in serious physical harm, fire, or significant environmental impact if the condition is allowed to continue.

Justification:
☐ Unacceptable Air Flow _________________ ☐ Mechanical Hazard _________________

☐ Electrical Safety Hazard _________________ ☐ Other: ________________________________

Please contact group indicated below for additional information:
☐ Plant Operations Call Center (POCC) at 7-2059 ☐ OSEH at 7-1143

☐ OSEH Certification Technician _______________________ Date Posted _______________________

Repair Note: This hood was repaired on ___ / ___ / ___ by the Plant Department - AC Shop. We will contact OSEH to recertify your hood.