Instructions for safe use of the fume hood

1. Scope of application

Model: Waldner SCALA Secuflow fume hood, connected to the extraction system, with different built-in equipment for each fume hood.

Location: All laboratories with fume hoods, except laboratories XP09, K033 and 2081, which have special purpose fume hoods.

2. Purpose of use

The function of the fume hood is:

- to prevent the formation of potentially explosive mixtures,
- to prevent dangerous quantities or concentrations of fumes, aerosols or dust from escaping into the laboratory,
- to protect the user from splashes of hazardous substances or flying particles.

The following are not permitted in the fume hood:

- carrying out the acid digestion process,
- carrying out a process which may cause damage to the equipment and installations of the fume hood,
- working with radioactive substances,
- working with micro-organisms and genetically modified organisms.

3. Protective measures and rules of conduct

1 When using the fume hood, the Laboratory Safety Rules for UL FKKT must be observed.

2 The laboratory supervisor must familiarise the users of the fume hood with these instructions before they start working independently. The annexes to these Instructions include the DESCRIPTION OF THE FUME HOOD AND ITS EQUIPMENT and the DISPLAY AND CONTROL PANEL DESCRIPTION.

3 Work in the fume hood must only be carried out with the ventilation turned on. Before starting work, the power switch on the control panel must be switched on (green light on) to establish the appropriate ventilation regime for the laboratory within 3 minutes.

4 The ventilation flow of the fume hood is determined by the keys on the control panel and the position of the vertical or horizontal sash. Data on the extract air volume are given on the intranet site.

5 Operation in reduced mode is only permitted when there is no release of fumes, aerosols or dust.

6 Any tampering with the operating systems of the fume hood with the intention of removing or reducing the operating functions of the fume hood is prohibited.

7 All unnecessary equipment must be removed from the worktop of the fume hood so as to have sufficient workspace.

8 The connection and disconnection of electrical equipment within the fume hood must always be carried out in a de-energised state: the power socket switch (position 10 or 11 in the annex) must be in the off position when connecting or disconnecting the cable to or from the socket. This prevents the formation of sparks.

9 The opening and closing of the vertical sash are automatic: the vertical sash is raised or lowered by gently pressing the openings in the centre of the lower edge of the vertical sash or by pushing the sash.

10 The vertical sash must be closed during work. The horizontal sash may only be opened if necessary. The vertical and horizontal sash must not be open at the same time.

11 The status of the indicator lights on the control panel must be checked during work. In the event of an alarm, close the vertical and the horizontal sash of the fume hood.

12 No chemicals may be stored in the fume hood.

13 Flammable and corrosive chemicals must be stored in labelled safety cabinets.

14 When opening the valves, make sure that the selected valve is opened. The colour codes and nomenclatures identifying each medium are given on the intranet site.
15 Water or gas connection pipes must be secured against slipping from the tapping points.
16 All gas and water valves must be closed and the fume hood switched off when work is finished.
17 For more instructions and information see http://www.fkkt.uni-lj.si/sl/intranet/varnost-in-zdravje-pri-delu-ter-pozarna-varnost-na-fkkt/stavba-vecna-pot-113/laboratoriji/.

4. Behaviour in case of malfunctions

1 Anyone who observes abnormal operation of the fume hood must immediately inform the laboratory supervisor or the head of the laboratory.
2 The emergency stop button, which switches off power to all sockets on the fume hood, is located on the panel under the sash of the fume hood.
3 An absence of the green light and a flashing red light with an acoustic alarm indicate insufficient air exhaust, in which case work in the fume hood must be stopped.
4 In the event of a technical gas alarm, the gas valves and windows in the room must be closed immediately, the room must be vacated and the reception must be informed on extension 8000.

5. Behaviour in case of accidents, first aid

Report all accidents immediately to reception on extension 8000.

In case of nausea, dizziness or feeling unwell, leave the room immediately and get some fresh air. Burns are cooled with water for at least 15 minutes. Even the smallest wounds are treated. The first aid kit is located on the wall in the hallway.

To extinguish an incipient fire, fire-fighting equipment is located in the hallway cupboards: hydrant, handheld CO_2 and powder fire extinguishers, and a fire blanket. The location of the fire-fighting equipment is evident from the evacuation plan.

6. Maintenance, disposal

1 Cleaning of the fume hood must be carried out in accordance with the Safety Instructions for Cleaning Laboratories.
2 All maintenance and repairs must only be carried out by a manufacturer authorised service centre.
3 Any malfunction or abnormal operation must be reported immediately to Mr Roman Sajovec (031/243-705), Head of the UL FKKT and UL FRI Technical Maintenance Service.
4 The fume hood must be inspected annually by a manufacturer authorised service centre. An inspection in accordance with the legislation on occupational safety and health should be carried out every 3 years. The inspections are carried out by the Occupational Safety and Health Department.

7. Consequences of non-compliance

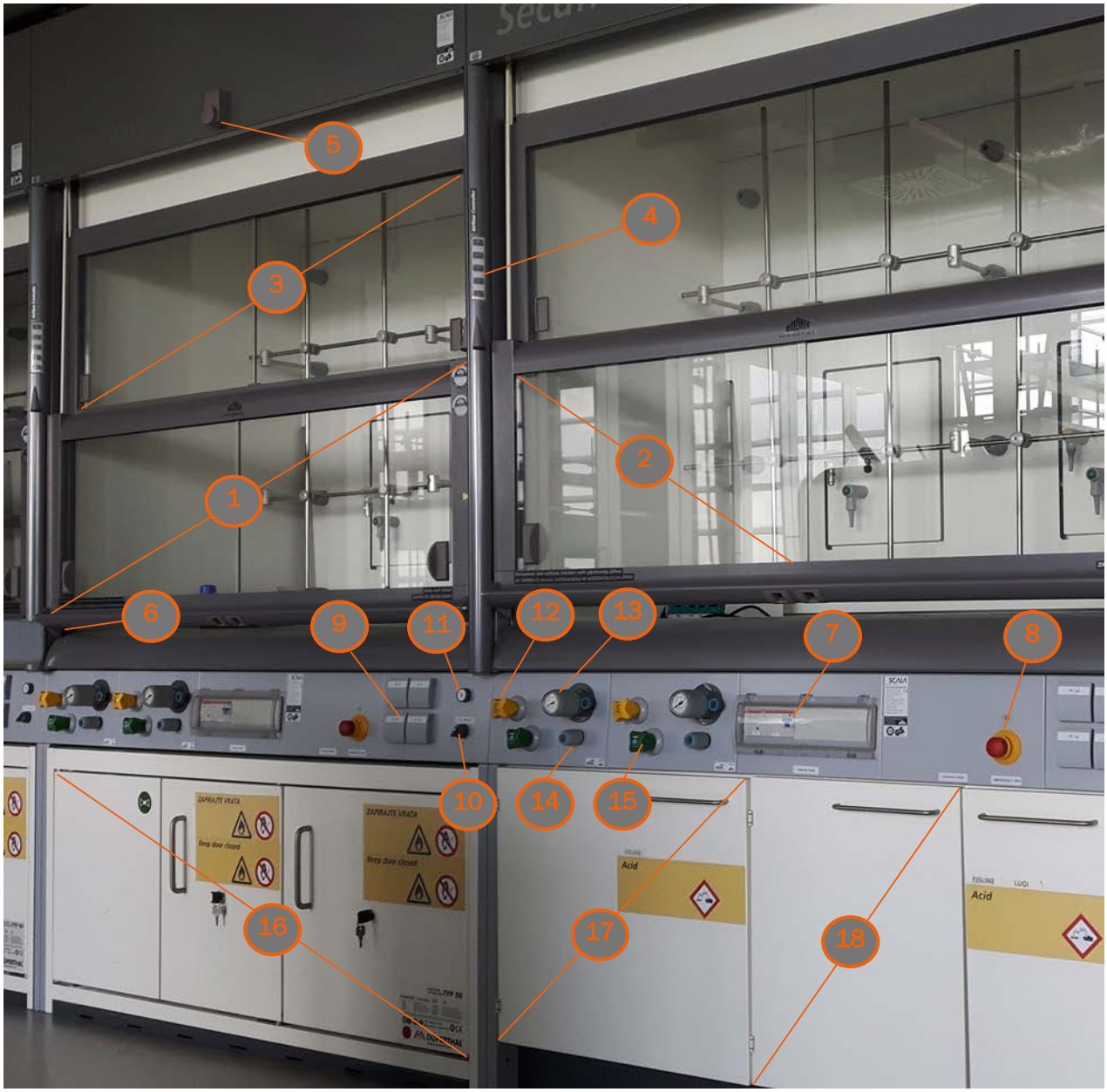
Violation or non-compliance with these Instructions for Safe Use constitutes a material breach of work obligations.

These Instructions are valid as of 1 February 2021.
Validity: 3 years or until amended.
The revision is the responsibility of the Occupational Safety and Health Department.

Prepared by: Dominika Slabajna

Date: 28 January 2021
130-1/2021-3 Prof. Dr Jurij SVETE, Dean

OPIS DIGESTORIJA IN PRIPADAJOČE OPREME



Legenda

DVIŽNO OKNO	1	VERTICAL SASH
VODORAVNO DRSNO OKNO	2	HORIZONTAL SASH
ZGORNJE OKNO	3	UPPER SASH
KONTROLNA PLOŠČA Z INDIKATORSKIMI LUČMI	4	CONTROL PANEL
SENZOR GIBANJA	5	MOVEMENT DETECTOR
SENZOR OVIRE	6	BARRIER DETECTOR
FID STIKALO	7	RESIDUAL CURRENT CIRCUIT BREAKERS
TIPKA ZA IZKLOP V SILI	8	EMERGENCY STOP BUTTON
VTIČNICE	9	SOCKETS
STIKALO NAPAJANJA 3-FAZNIH VTIČNIC V DIGESTORIJU	10	3 PHASE POWER SOCKET SWITCH
STIKALO NAPAJANJA VTIČNIC V DIGESTORIJU	11	POWER SOCKET SWITCH
VENTIL ZA ZEMELJSKI PLIN (rumene barve)	12	NATURAL GAS VALVE (yellow)
VENTIL ZA TEHNIČNI PLIN Z MANOMETROM	13	TECHNICAL GAS VALVE WITH MANOMETER
REGULATOR PRETOKA TEHNIČNEGA PLINA	14	TECHNICAL GAS FLOW REGULATOR
VENTIL ZA VODO (zelene barve)	15	WATER VALVE (green)
VARNOSTNA OMARA ZA VNETLJIVE KEMIKALIJE	16	SAFETY CABINETS FOR FLAMMABLE LIQUIDS
VARNOSTNA OMARA ZA JEDKE KEMIKALIJE	17	SAFETY CABINETS FOR ACIDS AND LYES
NAVADNA OMARA	18	UNDERBENCH

Opomba: razpored in število priključkov je različno glede na izvedbo posameznega digestorija.

OPIS ZASLONA IN KONTROLNE PLOŠČE

Waldner Laboreinrichtungen GmbH
Postfach 1562, D-88231 Wangen
Telefon 07522 986-0, Fax -280

Projekt: UNI Ljubljana FKKT, MTI Pavlic
Comm.No. : 300_04764_111-120

name: HalderR.
date: 08.06.2014

Digestoriji WALDNER Scala, Projekt Univerza v Ljubljani, FKKT

Kratek opis delovanja digestorijev - pomen svetlobnih in akustičnih signalov

SCALA AC3 - opis zalona in kontrolne plošče

SCALA AC3 display and control panel discription

AC3 izklopljen (standby)
Fume cupboard Controller off (Standby)

Luč vklop/izklop
Light on/off

Napetost prisotna,
loputa zaprta
Power supply present,
damper shut

Režim normalnega delovanja
normal mode

Luč vklop/izklop
Light on/off

Drsno okno odprto med 50 in 500 mm
sash open between 50 and 500 mm

Sveti zelena luč
nadzor pretoka zraka je aktiven
zadosten odvod zraka
green light on
airflow indication active
extraot air sufficient

Alarm za nizek pretok zraka
Low airflow alarm

Luč vklop/izklop
Light on/off

Utripa rdeča luč
+ zvočni alarm
red light flashing
plus acoustic alarm

Nadzor pretoka zraka je aktiven
zelena luč se izklopi
nezadosten odvod zraka
airflow indication active
green light goes off
extraot air insufficient

Servisni alarm
Service Alarm

Luč vklop/izklop
Light on/off

Utripa rdeča luč
+ zvočni alarm
red light flashing
plus acoustic alarm

Utripa zelena luč
Pri tem alarmu prosimo pokličite
Waldnerjevega serviserja.
green light flashing
With this alarm please contact Waldner Service

Drsno okno odprto preko max. 500mm
maximum sash opening exceeded (>500mm)

Luč vklop/izklop
Light on/off
Utripa oranžna luč
+ zvočni alarm
orange light flashing
plus acoustic alarm

Sveti zelena luč
nadzor pretoka zraka je aktiven
zadosten odvod zraka
airflow indication active
green light on
extraot air sufficient

Režim povečanega delovanja
increased mode

Luč vklop/izklop
Light on/off

Sveti oranžna luč
orange light on

Sveti zelena luč
nadzor pretoka zraka je aktiven
zadosten odvod zraka
airflow indication active
green light on
extraot air sufficient

Režim zmanjšanega delovanja
decreased mode (low airflow)

Luč vklop/izklop
Light on/off

Sveti oranžna luč
orange light on
nadzor pretoka zraka je aktiven
Digestorij ni v delujočem režimu
zelena luč ne gori
zadosten odvod zraka
airflow indication active
Not in operational mode
green light off
extraot air sufficient

RL-Skizze Nr. / sketch no.:3-75001
8.03.2017