**FLOW CHART: Chemical Fume Hood Inspection**

**Guidelines for Safe Use**

1. Perform **INSPECTION**
   - **PASS**
     - Perform **CERTIFICATION**
       - **FAIL**
         - Post failure notice
         - Notify lab members
         - Submit Service-Wave for repairs
       - **PASS**
         - Post Certification Sticker
         - Submit GoCanvas Form
         - Remove Failure Notice if posted
         - **FAIL**
           - Post failure notice
           - Notify lab members
           - Submit Service-Wave for repairs
         - **PASS**
           - Allow lab to correct issues
           - Proceed to **CERTIFICATION**
           - **FAIL**
             - Post failure notice
             - Detail corrective actions in email
             - Establish deadline
             - Follow-up
2. **FAIL**
   - Discuss corrective actions with lab members. Can they be corrected immediately, easily, and safely?
   - **YES**
     - Proceed to **CERTIFICATION**
   - **NO**
     - Contact OEHS for further instruction.

- **Repaired**
  - Proceed to **CERTIFICATION**
- **Not Repaired After 2 Days**
  - Contact Facility Services Director