Fume Hood Operation and Safety Protocols

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Evidence Packaging Fume Hood

• An Evidence Packaging fume hood is being provided by the Forensic Laboratory Services Division to be utilized by submitters to the laboratory. The fume hood will be located in the bulk evidence drop off – the double doors accessible via the parking lot, near the back entrance to Forensic Services.

• THIS FUME HOOD IS NOT A SUBSTITUTE FOR PERSONAL PROTECTIVE EQUIPMENT (PPE). THIS FUME HOOD WILL ONLY BE OPERATED WHILE WEARING PPE. IT IS INTENDED TO ENHANCE SAFETY PROTOCOLS ALREADY ESTABLISHED.

• The bulk evidence drop area is under constant recorded video surveillance.
Transporting Items

• Transport suspect item(s) in an air-tight container to the Evidence Unit.

• Your air-tight container will need to be decontaminated after use unless it is disposable. If disposable, it should be treated like bio-hazard and disposed of accordingly along with used PPE. There will be cleaning solution available for use.
Evidence Packaging Fume Hood

• To Enhance Safety Protocols in packaging drug evidence, especially any items potentially having Fentanyl or Carfentanil:
  • All suspect powders, pills, or capsules
  • Any organic material (marijuana) that is suspected to be laced with Fentanyl
  • Any harmful vaporous item; (pure heroin that is venting)

• There will be some packaging and safety items left in that area for the purposes of safely packaging suspect material.
  • The packaging materials nor the safety items will be removed from the bulk evidence drop area. (You may not stock up with these materials! This is a safety issue!)

• A second person will be present at the door, with NARCAN, while the fume hood is being operated, to render aid should it become necessary.
Fume Hood Operation

• Prepare the fume hood by raising the plastic hood door and place provided drop paper in the fume hood to cover the black tray.

• Place your air-tight container(s) on the drop paper within the fume hood.
Fume Hood Operation

• Prepare the labeled bag.
• Fill out all of the lines you can. (Weight will have to be added afterwards.)
• Prepare an inner plastic bag to place the sample in.
• Prepare a piece of clear tape to seal the bag by tearing it off and sticking a corner to the table.
• Place any warning stickers necessary.
Fume Hood Operation

• Turn on the fan by pressing the green button at the top of the fume hood. You should hear the fan operating and a light should come on.

• Lower the Hood main door.

• If you cannot hear the fan, or the low airflow alarm sounds, the fume hood is not operating correctly, and is not safe to use. Notify the Evidence Manager, or Evidence Supervisor immediately, and place an out of order sign on the fume hood door.
Fume Hood Operation

• Dawn PPE. Appropriate PPE includes a respirator you have been fit tested for (N95, full face or half face mask with chemical filters); eye protection (if not using a full face respirator); rubber (not latex) gloves (2 gloves per hand); and sleeves or gown to protect exposed skin on the arms. Double glove.
Fume Hood Operation

• Transfer, testing and weighing
  • Utilize PPE in its handling.
  • Test (if applicable)
  • Transfer substance from the transporting container to inner packaging
• Weigh with packaging. You can write the weight on the paper so you do not contaminate outer packaging with gloves and transfer the information later when your gloves are not contaminated.
Fume Hood Operation

Packaging:

• Remove one glove from the hand that will grab the outer labeled Narcotic bag and with the other hand (that still has two gloves) place the item(s) in the prepared Narcotic bag.

• Seal the bag with the zip-lock seal.

• Place Narcotic bag to the side OUTSIDE of the fume hood.

• Remove the outer glove from the other hand (the one that still has 2 gloves). This allows you to touch the outside of the Narcotic bag without contaminating the bag.

• Seal the container with transparent security tape.

• Place the token seal on the item.

• Add the weight.
Fume Hood Operation

- **Decontamination:** Assume any item that touched the suspect item(s) or its packaging is contaminated, and handle/package in the same manner as the suspect item(s).
  - Utilize PPE in its handling.
  - You will decontaminate containers it was transported in with provided wipes and soap/water spray.
  - If provided scale or pen is used in the hood, you will decontaminate those items also.
  - Package contaminated items as safely as the suspect item.
  - Affix warning stickers to any potentially contaminated item.
Fume Hood Decontamination

• Decontaminate items in the fume hood with provided solution in spray bottle. Spray and wipe with provided wipes.

• Removed items once decontaminated.

• Pull back drop paper from scale and pen and decontaminate those items.

• Fold contaminated gloves and wipes inside drop paper and discard in bio-bin.
Fume Hood Decontamination

- Decontaminate the fume hood tray and any glass that was touched by a potentially contaminated item/glove.

- Place contaminated wipes in bio-bin.

- Remove PPE and place gloves, aprons, disposable masks in bio-bin. (Decontaminate masks/goggles)
Last Steps

- Lower fume hood door.
- **Turn fume hood off.**
- Return spray bottle and wipes to shelf under hood.
- Return Goggles if used to the supply tray.
- Fill out Chain of Custody
- Take items to inside evidence lockers (not the large bulk lockers where the fume hood is located).
Last Steps

• Did you remember to turn off the fume hood?
• Did you remember the applicable warning stickers on your packaging?
• Take items to inside evidence lockers (not the large bulk lockers where the fume hood is located).
• Segregate all non-prescription powders, pills and powders into an individual, light blue locker separate from other items. DO NOT USE THE DARK BLUE LOCKERS FOR DRUGS!!!!
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