Appendix N – NHVDL Shutdown Procedures

When shutting down laboratory ventilation equipment in the NH Veterinary Diagnostic Lab, follow these steps:

1. Notify OEHS of proposed shutdown, 862-4041;
2. Follow LOTO procedures as described in the UNH LOTO program;
3. Post attached Do Not Use sign on highlighted doors, see attached floorplans; and
4. Notify affected employees by the most appropriate means: email, phone, and/or in-person communication.
ATTENTION!
VENTILATION OFF FOR MAINTENANCE!
NO ENTRY INTO LABORATORY!

The ventilation system is being serviced. Do not enter the lab until this sign has been removed.

- **DO NOT** use fume hoods or snorkels for work with hazardous materials;
- **DO NOT** pour waste in the hoods;
- **DO NOT** run reactions in the hoods; and
- **DO NOT** operate equipment using hazardous materials in the hoods.

Questions? Call the Facilities Control Center, 862-1437, or the Office of Environmental Health and Safety at 862-4041.
NHVDL: Post Do Not Use signs on highlighted doors when shutting down fans. Remove signs when work is complete.