## Appendix 2 – example log book WORD version for amending locally

Extract from [CS CoP004 Local Exhaust Ventilation](https://www.docs.csg.ed.ac.uk/Safety/Policy/CSCoP004LocalExhaustVentilationV1.0Final.pdf)

## User LEV logbook example – not all checks will be required for all types of LEV

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID no and description of LEV system |  | | | | | |
| Type of check | **Frequency of checks** | **Date checked** | **By whom** | **Outcome** | **Remedial actions and by whom** | **Date actioned** |
| Hood integrity – no cracks or other faults | *At each use but a more thorough check should be undertaken regularly and recorded on this form* |  |  |  |  |  |
| Airflow indicators operational and at correct level for LEV | *At each use but a more thorough check should be undertaken regularly and recorded on this form* |  |  |  |  |  |
| Sash operational and in good repair | *At each use but a more thorough check should be undertaken regularly and recorded on this form* |  |  |  |  |  |
| Filters in date | *At each use but a more thorough check should be undertaken regularly and recorded on this form* |  |  |  |  |  |
| Filters correct for contaminant | *Must be checked if a new or different process is begun using the LEV equipment* |  |  |  |  |  |
| Fan noise appears consistent (not louder or quieter than normal which could indicate a fault) | *At each use but a more thorough check should be undertaken regularly and recorded on this form* |  |  |  |  |  |
| Movable hood – capture zone clearly identified | *At each use but a more thorough check should be undertaken regularly and recorded on this form* |  |  |  |  |  |
| Thorough examination and testing undertaken | *Managed by Estates Department for fixed LEV and by the School for mobile LEV – must be undertaken at least every 14 months. Local check would be checking the date on the sticker affixed to the LEV. If the test is more than 14 months ago, LEV to be put out of use and reported and testing arranged* |  |  |  |  |  |

More guidance on good practice and use can be found at:

* Chemical substances at <https://www.ed.ac.uk/health-safety/policy-cop/cop/cop-cs>
* Biological substances at <https://www.ed.ac.uk/health-safety/biosafety/policy/guidance/containment-and-controls>
* Radioactive substances at <https://www.ed.ac.uk/health-safety/radiation-protection/codes-of-practice-and-guidance/guidance-notes>

Thorough checks include a more formal look over the items detailed with a record of that check recorded on this form. The more thorough user check may be undertaken by an identified staff member, such as a Technical Manager, Laboratory Supervisor etc. as opposed to daily users.