



Standard Operating Procedure
for
Use of Hood Log Sheets in SCCF

1.0 PURPOSE

Ensure use of Hood Log Sheets in SCCF for usage and billing determination.

2.0 SCOPE

All users of hoods in SCCF.

3.0 PROCEDURE

- 3.1
- 1) All users will complete Hood Log Sheet with every use of the hoods in the SCCF.
 - 2) Users will fill in Date, Time In, Time Out, Hours Used, Cell Type, Name and Lab. Hours Used will be rounded to nearest 1/2 hour.
 - 3) Sheets will be replaced as needed and stored for billing and usage determination in the Administrative Unit.
 - 4) Sheet to be used is attached.

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Please put in Date, Time In and Time Out, Hours Used, Cell Type, Name and Lab.
Round Hours Used to nearest 0.5 hour (0.5 hr. min). **Hood #** _____

[illegible]

