

Off the Hood Project Memorandum of Understanding

The goal of this project is to encourage the voluntary and temporary shutdown of underutilized chemical fume hoods, thereby conserving energy and financial resources at UCSF. This memorandum is to document the framework of cooperation between the following parties for this project:

- Office of Sustainability (Sustainability)
- Facilities Services (FS)
- Office of Environment, Health and Safety (EH&S)
- Lab Representatives (Labs)

Chemical Fume Hood ID	Building	Room	Lab COA for \$100 per Hood Incentive <small>(indicate if \$100 should be split between multiple COAs)</small>

Terms of Agreement:

1. Labs volunteer the listed fume hood for temporary shutdown, and understand the fume hood will become unavailable for any research activity or storage over duration of shutdown
2. Labs will provide appropriate notice to all current and potential users that the fume hood is prohibited from usage during shutdown
3. Prior to shutdown, Labs will empty the fume hood according to EH&S guidelines
4. EH&S will inspect and verify fume hood is safe for shutdown
5. Upon EH&S approval, FS will perform the shutdown without compromising safety to occupants
6. Fume hoods will be reactivated only for research purposes and by request from any participating lab. Request must be submitted to Sustainability@ucsf.edu or 415-244-9017
7. Sustainability, EH&S, and FS will provide the safe reactivation and re-certification of fume hood within 2 business days of receiving request, at no cost to the Labs
8. A \$100 cleanout incentive per fume hood will be paid out in July 2021 via fund transfer

Lab Representatives		
Print Name (Lab Manager)	Signature	Date
Print Name (Lab PI)	Signature	Date
Print Name (Lab Manager)	Signature	Date
Print Name (Lab PI)	Signature	Date

Office of Environment, Health and Safety
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Print Name	Signature	Date
Tim Orozco, Hazardous Materials Manager		

Facilities Services		
Print Name	Signature	Date
Solomon Degu, Assistant Director of Engineering		

Office of Sustainability		
Print Name	Signature	Date
Gail Lee, Sustainability Director		