UNIVERSITY OF SUSSEX

Guidance on using LEV Dashboards

1. Introduction

The University is required to retain 5 years of records for each of its ducted and non-ducted LEV systems, and it is the responsibility of the Faculty or Division's LEV Competent Person(s) to ensure that this is the case. Examples of records that need to be retained include Thorough Examination and Testing (TExT) reports, servicing and maintenance records, records regarding the commissioning and decommissioning of systems and any other documentation relating to each system's lifecycle.

To support Faculties and Divisions with ensuring this information is retained and tracked, the University has developed an LEV Dashboard. This is a live document that must be used and updated by the Competent Person(s) to keep a live record of the status of the LEV systems they oversee. The aim being that anyone can view a Faculty or Division's dashboard and be able to immediately see an accurate reflection of the LEV systems currently in use, their last TExT date and when their next one is due, alongside other information relating to the systems. The LEV Dashboard is further supported by the retention of either electronic or physical copies of TExT, servicing and maintenance records etc.

Use of the live LEV Dashboard will improve overall LEV management on campus, this guidance has therefore been developed to support LEV Competent Persons in regularly updating their live LEV Dashboard.

2. Scope

This guidance provides advice on regularly updating Faculty and Division LEV Dashboards. It can be applied to the day-to-day management and record retention of all ducted and non-ducted LEV systems.

3. Definitions

Aperture Protection Factor (APF) – A performance test that measures how well an open-fronted Microbiological Safety Cabinet (MSC), a type of LEV system, can contain contaminants from a release source and prevent 'leakage' exposing the operator. The most widely used is the KI discus method.

KI Discus test – APF/OPFT method used to validate the operator protection performance of open-fronted microbiological safety cabinets. It specifically measures the containment of the enclosure by assessing how well it prevents the escape of a potassium iodide aerosol.

LEV Competent Person – A nominated individual/s within a Faculty or Division who holds responsibility for the oversight of LEV systems owned/managed by that Faculty or Division.

LEV Dashboard – A spreadsheet designed by the University's Health, Safety and Wellbeing Team to support LEV Competent Persons with recording and retaining TExT and other maintenance records relating to each LEV system they have oversight of.

Local Exhaust Ventilation (LEV) – LEV is an engineering control system to reduce exposures to airborne contaminants such as dust, mist, fume, vapour or gas in the workplace.

Operator Protection Factor Test (OPFT) – Now referred to as the Aperture Protection Factor (APF), see above. The term OPFT is still widely used but is broadly interchangeable with APF.

Thorough Examination and Test (TExT) – A detailed and systematic examination to ensure that LEV can continue to perform as intended by design and will contribute to adequate control of exposure, as required by the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

4. Updating LEV Dashboards

Where are Faculty/Division LEV Dashboards stored?

All LEV Competent Persons and others who require access to their Faculty/Division LEV Dashboard have been provided with access to the 'School LEV Registers' Box file. This folder contains an LEV Dashboard spreadsheet for each school. To ensure this folder does not become overcrowded, only one LEV Dashboard must be used for each School, containing the inventory of all the School's LEV systems. A new tab should be created for each year, not a new spreadsheet.

LEV Dashboards are live documents and should be updated regularly throughout the year. LEV Competent Persons should avoid updating their dashboard annually (e.g. after the most recent TExT has been carried out) as this will result in the dashboard providing inaccurate information through the year. For example, if an LEV system is moved to a different work area partway through the year, this should be updated at the time of the move. It is advised that LEV Competent Persons review their LEV Dashboard at least quarterly to ensure that it remains up to date.

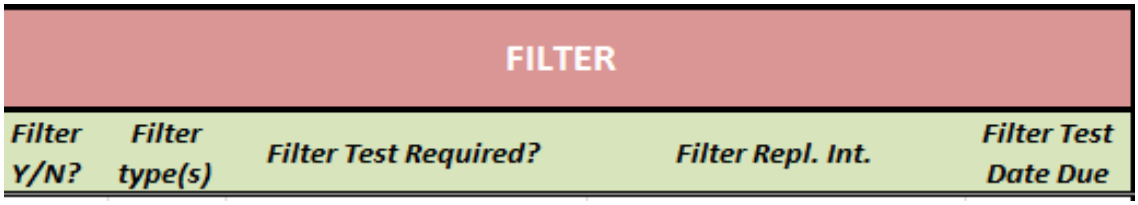
Recording System Details

SYSTEM DETAILS							
Building	*Room ID*	*Area Name*	*LEV Type*	*Model*	*Manuf. Serial No.*	*Local Asset No.*	*Status*

LEV Competent Persons should create an inventory of all the ducted and non-ducted systems they oversee and list these and their details in the 'System Details' section of the spreadsheet. The following should be recorded:

Field Title	What to include
Building	Enter the name of the building that the LEV system is located e.g. Chichester 3, Richmond, Shawcross etc.
Room ID	Enter the room number or another reference the room the LEV system is located goes by e.g. 2D04, 3R314, etc.
Area Name	To support with locating the LEV system, detail the area in which it can be found e.g. Chemistry Teaching Labs, Basement, Floor 1 etc.
LEV Type	Select from the dropdown menu the type of LEV system you are listing. The options available are Chemical Fume Hood, Extraction arm, MSC Class I, II, III or hybrid, room enclosure extract or ventilated table. If your system doesn't fit any of these categories, you should select other/unknown.
Model	Enter the model of the LEV system you are listing e.g. Airone 1000R.
Manufacturer's Serial Number	Enter the serial number of the LEV system e.g. 7364/02/20.
Local Asset Number	Some LEV systems will have a separate asset number. This has usually been assigned by the university or the facilities management company. You should enter it in this field e.g. FC15/16, SEF004576. It may be a plaque mounted on the system or a barcoded sticker.
Status	In this column you should select from the dropdown menu if the LEV system is Active, Restricted, Out of Use or Decommissioned. You should base this selection on the most recent testing of the system which may be a TExT, monthly face velocity testing, general service etc.

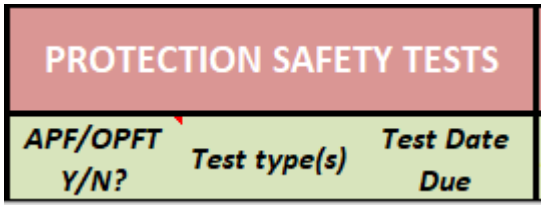
Recording Filter Details



LEV Competent Persons should include details of the filter/s used in each of the LEV systems they oversee, adding this information to the 'Filter' section of the spreadsheet. The following should be recorded:

Field Title	What to include
Filter Y/N	Select from the dropdown menu whether the LEV system contains a filter – either yes, or no.
Filter Type/s	If a filter is part of the system, select from the dropdown menu what type of filter it is. This information should be available from the most recent TExT certificate.
Filter Test Required?	Select from the dropdown menu what type of filter test is required. If the filter is subject to periodic replacement, you can select 'No – Scheduled Replacement'.
Filter Replacement Interval	Here you should detail the frequency at which the filter/s need to be replaced e.g. 6 monthly, once saturated etc.
Filter Test Date Due	Include the date the filter test is required, or the date of the next scheduled filter replacement.

Recording Protection Safety Tests

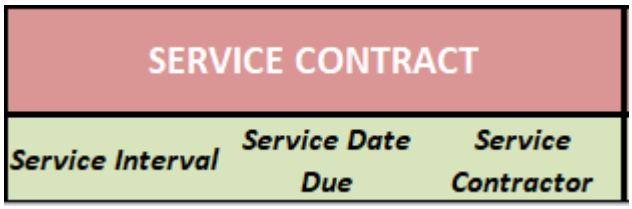


LEV Competent Persons should also detail the protection tests required for each of the LEV systems they oversee. The following should be recorded:

Field Title	What to include
APF/OPFT	Confirm in this field if the LEV system has an Aperture Protection Factor (APF) / Operator Protection Factor Test (OPFT).

Test Type/s	Select from the dropdown menu the type of protection safety test required. This will involve either air sampling, KI Discus or observation of a smoke test.
Test Date Due	Include the date the next test is due by.

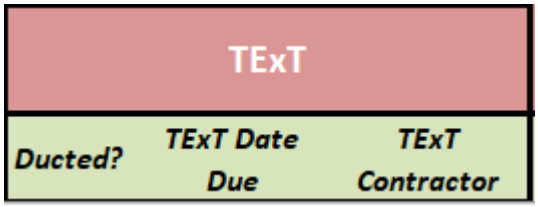
Recording Service Contract Details



LEV Competent Persons should record details of any service contracts which are in place for the LEV systems they oversee. The following should be recorded:

Field Title	What to include
Service Interval	Record in this field the frequency that the LEV system needs to be serviced. For example, by noting 'Annual', '6 monthly' etc.
Service Date Due	Include the date that the next service is due by.
Service Contractor	Record the name of the contractor who carries out the service. For example, 'SafeLab'.

Recording Details of Thorough Examination and Testing (TExT)

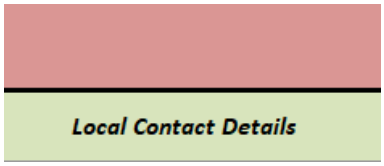


LEV Competent Persons should record details of TExT for each of the LEV systems they oversee. The following should be recorded:

Field Title	What to include
Ducted?	Confirm by using the dropdown menu whether the LEV system is ducted or non-ducted.
TExT Date Due	Note in this field the date that the next TExT is due. At the university, this will usually be 12 months since the last one, but should not exceed 14months.

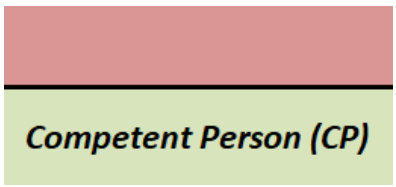
TExT Contractor	Record the name of the contractor who carries out the TExT. For example, 'Crowthorne'.

Recording Local Contact Details



In these fields the LEV Competent Person should record anyone else who is a contact for overseeing the listed LEV systems. For example, if there are a number of systems, there may be a team of people who oversee them, with the LEV Competent Person managing that team.

Competent Person (CP)



In these fields the LEV Competent Persons should record their name. This makes it clear which Competent Person oversees each LEV system.

Recording Notes

In these fields the LEV Competent Persons can record any other details they think would be useful to detail about the LEV systems listed.

5. Other Considerations

Each year the University Health, Safety and Wellbeing Team undertakes an audit of the documentation held by LEV Competent Persons to ensure the University is meeting its obligation to hold 5 years of records for each LEV system. This audit involves a desktop audit using the LEV Dashboard updated by LEV Competent Persons followed by a spot check of systems in situ and a spot check of documentation.

See also:

- **Safety Code of Practice: Local Exhaust Ventilation (LEV) Systems**

6. Document Control

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