

Adv. Dr. Choi.

09/04/2009

## STANDARD OPERATING PROCEDURES (Hot-Plate User Instruction)

**Caution:** *To prevent scratching the surface of the hotplates, NEVER use tweezers or other sharp objects when cleaning.* If wipes are used for the cleaning of hazardous chemicals, please keep the wipes under the hood over night before disposing them into trash bin.

There are three things to pay attention to when using hot plates.

1. Log in the sign in sheet before using the hot plates.
2. Use the hot plates under the hood, and check the air circulation of the hood if you are handling hazardous chemicals.
3. Keep the top of the plates clean. Use non-abrasive cleaners to clean the top plates after using.