



<b>Document Number:</b>	<b>SASoM/EQUIP/012.v2</b>
<b>Title:</b>	<b>Use and Maintenance of the Stuart Magnetic / Hot Plate Stirrers</b>
<b>Version:</b>	<b>v2</b>
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Effective from:	01/01/2018
Valid to:	31/12/2022

SOP History		
Number	Date	Reason for Change
v1	01/01/2013	Original
V2	01/01/2018	Update

**1.0 Purpose –**

The purpose of this SOP is to outline the principles of the routine use and maintenance of the Magnetic / Hot Plate Stirrers in Laboratory 248 at the St Andrews School of Medicine (SASoM).

**2.0 Scope –**

This SOP applies to routine use and maintenance of the Magnetic / Hot Plate Stirrers within the SASoM.

**3.0 Responsibilities –**

It is the responsibility of all users of the Magnetic / Hot Plate Stirrers within the SASoM to comply with this SOP.

**4.0 Procedure –**

Connect to mains electrical supply

Place a magnet into the sample and place on to the metal plate.

Switch on the Stuart stirrers by pressing the clear rocker switch situated on the front of the unit. The orange neon should light up.

The Bibby stirrers are turned on when either the stir or heat knobs are turned.



Equipment Operation Procedure

Set rotation speed of the magnet by turning the round black control clockwise (on heater stirrers this is the left of the two controls) to the desired speed.

If the unit is a heater stirrer adjust temperature by turning the right of the two controls (clockwise).

NOTE: the hot plate may well get very hot, care must be used to ensure that you do not get burnt.

ENSURE that all plastic mains leads are kept free from the hot plate - risk of electrocution when lead melts.

NO plastics should be placed on to a hot plate, THEY WILL MELT with a possible risk of fire.

DO NOT leave hot plate unattended.

Switch off the unit by turning the heat and speed control to zero (anti-clockwise) and disconnect from the mains.

#### 5.0 Personal protection -

Howie coat must be worn at all times.

Gloves as specified in the appropriate COSHH RA.

Thermal gloves when handling hot items.

#### 6.0 Spillages -

Always clean up any spills to both the Stirrer and the bench immediately after use.

Only you know what you have spilt and are aware of that chemicals hazard.

Mop up spills with paper towels. Wash the site of spillage with water & detergent.

#### 7.0 General maintenance -

Periodically clean the instrument using a damp cloth and mild detergent solution. Do not use harsh or abrasive cleaning agents.



## 8.0 Related documents –

- 8.1 Equipment manual
- 8.2 Equipment Maintenance Information sheet
- 8.3 Risk assessments – RA/GEN/008 & COSHH/003

## 9.0 Approval and sign off –

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