Glassware Drying Oven
Standard Operating Procedure
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Section 1: Overview

Type of SOP: ☐ Process ☐ Hazardous Material ☐ Hazardous Class of Materials ☒ Equipment

Synopsis:

This SOP is designed to provide directions for using the glassware drying oven.

Section 2: Risk Assessment Summary (Hazards and control measures)

Information obtained from performing a risk assessment should be entered into this section.

Equipment Hazards:

High temperatures, sharp shards if glassware shatters

Hazardous Conditions:

None.

Technique Hazards:

None.

Personal Protective Equipment

Thermal gloves

Engineering Controls

Glass thermometer to monitor temperature.

Section 3: Procedures

1) Temperature is set with the knob on the lower left. If temperature needs to be changed, notify all users.
2) Place CLEAN glassware, ceramic mortar and pestle, or Teflon stir bars in on a shelf. Be careful not to pile glassware on top of each other and place AWAY from shelf edges so when the next user opens the door, the glassware does not slide, fall out, and break.

3) When closing the door, make sure it is SHUT TIGHT so heat is not lost.

4) Only clean glassware with DI H₂O, EtOH, MeOH, or acetone. NO CATALYSTS IN THE OVEN.

Section 4: Waste Disposal/Cleanup

| Broken glass waste should be disposed in glassware waste bin. |

Section 5: Emergency Response

| In case of an emergency (e.g., a fire alarm or power outage), turn off and unplug oven. |