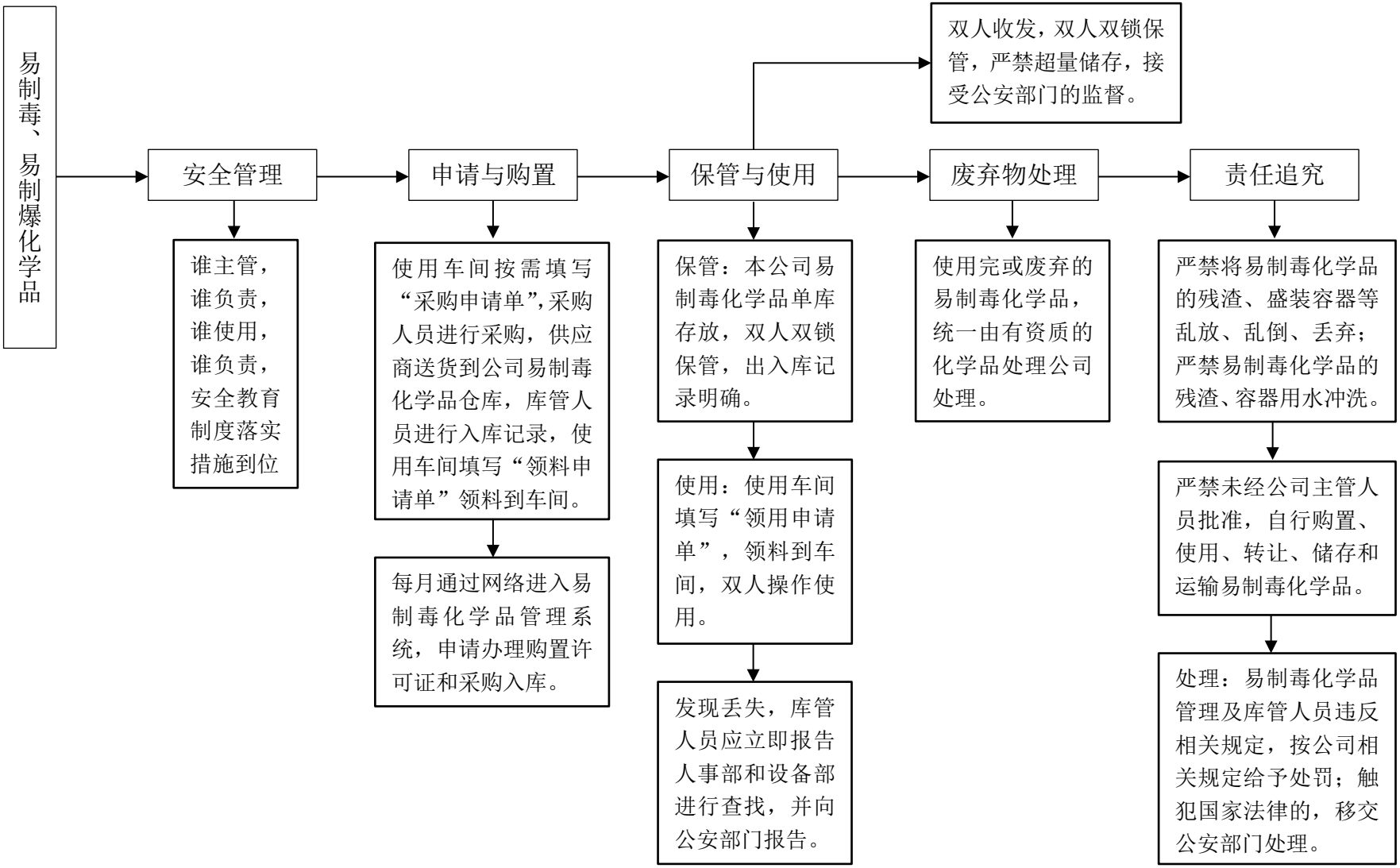易制毒、易制爆化学品使用操作流程