

Policy No:	ACA-POL-0034
Policy Title:	General Policies on the Usage of Science Laboratories
Implementation Procedure:	ACA-PROC-0016 Procedure on Utilizing Science Laboratory
Date of Issuance:	November 28, 2014
Effectivity:	AY 2014 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Dean
"Supersedes" Notification:	None
Purpose of Policy:	The policies details the general guidelines for the usage of science laboratories in the collegiate department.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. All materials and equipment are stored in the Laboratory Office and Stockroom. Only the authorized Laboratory Technicians are allowed to enter the premises of the said rooms.</li> <li>2. Students cannot use any of the Science Laboratories without the supervision of a Faculty Member.</li> <li>3. All chemicals are stored with respective color code.</li> <li>4. The Laboratory Technician should ensure that all equipment and apparatus are labeled accordingly. The color and codes are as follows: <ol style="list-style-type: none"> <li>a. Red – Flammable</li> <li>b. Blue – Health Hazard</li> <li>c. Yellow – reactivity Hazard</li> <li>d. White – Contact Hazard</li> <li>e. Orange – General Chemical Storage</li> </ol> </li> <li>5. Inventory and requisition of supplies in the Science Laboratory are designated to the Laboratory Technician.</li> <li>6. Students and Faculty Members should bring their own personal hygiene supplies (soap, detergent, scotch brite, tissue, paper towels) and supplies (matches, labeling materials, masking tapes, pens and scissors) during the experiment.</li> </ol>
Applicability:	Dean, Program / Area Chair, Faculty Members, Students
Policy Approval Authority:	<p>_____</p> <p>AP Louie Benedict Ignacio Dean, CLAS</p>
Related Policies or References	None
Definition:	None