

Policy No:	ACA-POL-0035
Policy Title:	Policies on the Utilization of Science Laboratories
Implementation Procedure:	ACA-PROC-0016 Procedure on Utilizing Science Laboratories
Date of Issuance:	November 28, 2014
Effectivity:	AY 2014 to present
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Office of Origin: (Policy Expert)	Office of the Dean
"Supersedes" Notification:	None
Purpose of Policy:	The policy details the specific conditions on the utilization of all science laboratory policies for students and faculty members, specific to the collegiate department.
Detailed Policy Statement:	<p>Utilization of Laboratories</p> <ol style="list-style-type: none"> 1. Only college students enrolled in the following subjects (insert subjects here) are allowed to use the Science Laboratory. 2. Students can only use the Science Laboratory during their designated class hours with the supervision of their subject professor and laboratory technician. 3. Students who wish to use the Science Laboratory beyond class hours should write a letter addressed to the Dean and noted by their respective professor. 4. Students who wish to use the Science Laboratory beyond class hours, should be supervised by their respective professor. 5. In cases of research and investigatory projects, the supervising Faculty Member should make the necessary request to the Dean. 6. Proper attire is strictly enforced during experiments and chemical preparation. Students, Faculty Members and the Laboratory Technician engaged in any of these activities should wear a laboratory gown, goggles, gas mask and hand gloves. 7. Students and Faculty Members not wearing the prescribed attire will not be allowed to join the experiment. <p>Requisition of Materials</p> <ol style="list-style-type: none"> 1. Requisition for materials for experiments should be made the Faculty Member. 2. Faculty Members should fill out a Requisition Slip, which identifies all the needed tools and equipment. 3. Requisition slips should be submitted three days before the actual day of the experiment to the Laboratory Technician. The time frame excludes Saturdays and Sundays. 4. All requisition slips are subject to the approval of the Dean. 5. No materials will be released without the approval of the Dean. 6. Only the Laboratory Technician can release the materials identified in the approved requisition slip. 7. In cases when an item was missed from the requisition slip, the Faculty Member can request from the attending Laboratory Technician. The request is still subject to the approval of the Laboratory Technician. 8. In cases of research and investigatory projects that need chemicals and materials not supplied by the Laboratory, the supervising faculty member will be responsible for bringing the materials. The activity is however subject for approval from the Dean. <p>Return of Materials of Science Laboratories (Collegiate Department)</p> <ol style="list-style-type: none"> 1. Faculty Members and Students are required to clean borrowed materials and equipment before returning to the designated Laboratory Technician. 2. The Laboratory Technician is responsible for checking the condition of the materials and equipment. 3. In cases of breakage and damages, the Faculty Member or student responsible should replace the item within one week. 4. Failure to replace any broken and damaged material will prevent the issuance of clearance for both the Student and Faculty Member. 5. All students have to secure a clearance from the Laboratory Technician before taking the final examination. 6. For Faculty Members, their clearances are accounted at the end of every school

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	year or every semester for those who are hired on a part time or contractual basis.
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