

Procedure No:	ACA-PROC-0016
Procedure Title:	Procedure on Utilizing Science Laboratories
Related Policy:	ACA-POL-0034 : General Policies on the Usage of Science Laboratories ACA-POL-0035 : Policies on the Utilization of Science Laboratories
Date of Issuance:	November 28, 2014
Effectivity:	AY 2014 to present
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Office of Origin: (Procedure Expert)	Office of the Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the pre-enrollment of students in the college department.
Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Dean – College of Liberal Arts and Sciences</li> <li>• Laboratory Technician</li> </ul>
Procedure Details:	<p><b>Utilization of Science Laboratories (Collegiate Department) within Class Hours</b>  Step 1- The Faculty Member proceeds to the Science Laboratory before the class starts.  Step 2 – The Faculty Member secures all the materials needed for the class from the Laboratory Technician.  Step 3 – The Laboratory Technician distributes the materials to the students.  Step 4 – The Faculty Member collects all the materials used by the students.  Step 5 – The Laboratory Technician checks the condition of the material and equipment. In cases of damage or breakages, the Laboratory Technician assesses the extent of damage and the need for replacement.</p> <p><b>Utilization of Science Laboratories (Collegiate Department) beyond Class Hours</b>  Step 1- The requesting student / faculty member submits a letter of request to the Dean.  Step 2 – The Dean forwards his reply through the Laboratory Technician.  Step 3 – The Laboratory Technician informs the Faculty Member of the Dean's response.  Step 4 – In cases of approval, the Faculty Member coordinates with the Laboratory Technician with the schedule of the activity and the materials needed.  Step 5 – The Student and Faculty Member utilizes the laboratory.  Step 6 – Once the activity is done, the Faculty Member and Students clean the laboratory and materials borrowed.  Step 7 – The Laboratory Technician assesses the material and equipment used. In cases of damage or breakages, the Laboratory Technician assesses the extent of damage and the need for replacement.</p>
Procedure Approval Authority:	Dean
References:	
Definition:	
Help Page:	Office of the Dean
Prepared by	Planning and Development Office
Approved by	<p>_____</p> <p>Asst. Prof. Louie Benedict Ignacio Dean, CLAS</p>
Date Approved	