



# SAN PEDRO COLLEGE

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## LABORATORY DEPARTMENT SAN PEDRO COLLEGE DAVAO CITY

### **DUTIES AND RESPONSIBILITIES OF LABORATORY INSTRUCTORS:**

1. The presence of the laboratory instructor is required in all laboratory sessions. Students will be dismissed if an instructor fails to report to the laboratory after 30 minutes of waiting time.
2. Extensions of laboratory hours or make-up sessions should be minimized. The approval of the Department Dean to be noted by Vice-President for Academic Affairs is required for any make-up sessions.
3. The Instructors should make a complete list of chemicals to be used in the experiment, wherein concentration and quantity of chemicals should be specified (request form is available at the stockroom's counter).
4. The laboratory assistant will not dispense chemicals which are not found in the procedure of the experiment in the laboratory manual. If manual is not available, submit a copy of the procedure of the experiment at least a day before the laboratory session.
5. The instructor should remind/guide the requesting group in their requisition including before and after care of equipments.
6. Instructors should file the request for chemicals **at least one working day** before the experiment. The cut-off time for the requisition of the 7:30-10:30 laboratory class is 2:30 pm. **FAILURE TO REQUEST WOULD MEAN NO ISSUANCE OF CHEMICALS.**
7. Additional requisition of chemicals and materials during the laboratory activity is **highly discouraged**.
8. Instructors should acknowledge receipt of the list of chemicals to be used for the laboratory period.
9. The instructor should guide the students in implementing the proper disposal of laboratory waste.
10. Instructors should notify the laboratory personnel in case of accidents.
11. The instructor should instruct the students to return the borrowed items (**clean & dry**) and chemicals at least 15 minutes before dismissal.
12. Cleanliness and Orderliness in the Laboratory must be maintained.  
Instructors concerned and the requesting group should be the last one to leave the room.  
They should see to it that:
  - a. Working tables sink, floor, fume hood are cleaned;
  - b. Electric fans, lights, fume hood, water, gas outlets are switched off;
  - c. Stools are arranged under the table; and
  - d. Doors are closed.