



SAN PEDRO COLLEGE

12 C.Guzman St., 8000 Davao City, Philippines

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GENERAL RULES AND REGULATIONS IN THE USE OF THE SCIENCE LABORATORIES

The Laboratory is a place of learning where students can explore and widen their knowledge about the world. All users of the laboratory are enjoined to take good care of its facilities and equipment.

DUTIES AND RESPONSIBILITIES OF STUDENTS:

1. The presence of the laboratory instructor is required in all laboratory sessions. Students will be dismissed if an instructor fails to report after thirty (30) minutes of waiting time.
2. Cleanliness and Orderliness in the laboratory must be maintained. The requesting group should be the last one to leave the room. They should see to it that:
 - a. Working tables, sink, floor, and fume hood are cleaned.
 - b. Aircon units, electric fans, lights, fume hood, water and gas outlets are switched off.
 - c. Stools are arranged under the table.
 - d. Doors are closed.
3. The students should notify the instructor in case of accidents.
4. Unauthorized experiment is strictly not allowed.
5. Specific procedures of the different laboratory classes must be complied accordingly.
(Refer to special instructions to specific lab classes A and B)

STUDENT CONDUCT IN THE LABORATORY

A. DRESS CODE AND SAFETY PRECAUTIONS

1. The rules in school uniform applies to all students who reports for laboratory classes.
2. The use of laboratory gown, mask and goggles and prescribed shoes are required during laboratory sessions in chemistry and other activities where it is applicable, e.g dissection, staining, and culture media preparation.
3. The use of hand gloves is optional.

B. CONDUCT

1. Loitering in the laboratory corridors is not allowed.
2. The used of music players is prohibited and the cellphone usage is **discouraged**. (Unless otherwise approved by the instructor.)
3. The laboratories and its corridors shall not be used as practice area for student activities like dramatics, dance contest or cheering contest.
4. Meals or eating snacks should be avoided inside the laboratory.
5. Work quietly. Avoid boisterous laughter or loud discussions inside the laboratory.
6. Clean as you work. Tabletops should be free of any unnecessary materials. Open cabinets are provided for your belongings.
7. Use the culture hood and fume hood when necessary.

C. USE OF LOCKERS

1. Each laboratory class can avail of lockers and assigned groups must provide padlocks.
2. The group leader will register in the locker registration form at the start of the semester.
3. The group assigned to a particular locker is responsible for its orderliness and cleanliness.
4. The walls of the locker must be kept neat and clean of graffiti.
5. Dust cloth must be kept inside the lockers.
6. It is unethical to tamper with other lockers. Defiance to this rule is subject to disciplinary action.

D. USE OF SAFETY EQUIPMENT

1. Familiarize the location of first-aid cabinet, fire extinguisher, eyewash station and emergency shower and know how to use them.
2. Know the exit in case of emergency.
3. Do not play with any of this equipment especially the fire alarm button.

E. LABORATORY SECURITY

1. Laboratory corridors, stockrooms and laboratory rooms are installed with CCTV.



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F. PROPER WASTE DISPOSAL

1. Trashcans are available inside the laboratory and along the corridors. Please help us practice proper waste segregation.
2. Labeled containers for laboratory wastes are provided per experiments. Please read the label cautiously so as not to mix it up with other waste.
3. The sand bucket is not a garbage can. It is intended to put off fire caused by gasoline or organic liquids.

G. CLEARANCE

Clearance will be signed only when the following conditions are met:

1. All borrowed items from the stockroom has been returned or accounted for. Broken or lost items should be replaced or paid in cash at the cashier's office.
 - For Payment - secure a charge slip from the laboratory stockroom and pay at the cashier's office. OR must be presented for recording purposes before accounts are cancelled out.
 - Replacement of apparatus must be of the same brand, size or capacity.
2. The lockers used have been emptied and cleaned. A fine of Php. 150.00 for damaged locker.

BORROWING AND RETURNING PROCEDURES

1. A group requisition notebook (non-spiral) required for every laboratory subject.
2. Cover the requisition notebook with the designated color or design per class.
3. Submission of requisition notebook should be done before the performance of the first experiment. (The requisition notebook is under the safe keeping of the laboratory department. Fill up your request at the counter.)
4. Use the group requisition notebook for borrowing or requesting apparatus /equipment and other materials. (Please refer the requisition format at the stockroom counter.)

GENERAL RULES FOR REQUISITION:

1. The Laboratory Instructor will be the one to request the chemicals with specified quantities and concentrations.
2. The group assigned to make the requisition for apparatus should file the request at least one day before the experiment. Cut-off time for the requisition of the 7:30-10:30 AM class is 2:30 PM.
FAILURE TO REQUEST ON TIME WOULD MEAN NO ISSUANCE OF APPARATUS.
3. On the scheduled lab session, the requesting group should check/count the materials ahead of time but can only withdraw the materials from the stockroom as soon as their instructor is around. The requesting group who will receive the supplies from the laboratory stockroom shall be responsible for inspection, that the materials are in good condition; counting, that everything is according to the number required, affixing his/her signature before leaving the stockroom.
4. The laboratory assistant will put a check mark (✓) on each item requested and issued to the group.
5. The student's ID card will be retained in laboratory custody for the duration of the use of the said apparatus.
6. The student's ID card must be presented when borrowing flame shield and iron stand.
7. The laboratory assistant shall entertain **NO COMPLAINTS** once the materials/supplies are properly received and taken out of the stockroom.
8. Additional or late requisition of materials **WILL NOT BE ENTERTAINED.**
9. All apparatus should be **CLEAN** and **DRY** before it is returned to the stockroom, use detergent in washing glassware and **DO NOT** heat dry especially test tube.
10. The apparatus and chemicals must be returned to the stockroom at least 15 minutes before the dismissal. This time is allotted for the checking /accounting of the borrowed materials.

SPECIAL INSTRUCTIONS TO SPECIFIC LABORATORY CLASSES

A. CHEMISTRY

1. Only one (1) group shall request for materials, equipment, and apparatus for the entire class.
2. Only one (1) experiment will be performed per laboratory period is allowed.

B. INSTRUMENTATION ROOM / SIMULATION ROOM

Students are required to register at the logbook assigned per instrument for documentation and to seek assistance if needed for the proper usage. Utmost care must be observed on these high precisions' equipment and machines



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C. ZOOLOGY, BOTANY, MICROBIOLOGY, AND OTHER LABORATORY SUBJECTS:

1. Only one (1) group shall request for materials and apparatus.
2. All groups must file a request if prepared slides and microscopes are needed.
3. In Microbiology, all materials for autoclaving, incubation and refrigeration must be properly labeled. Write your name, group number, year level, section, and name of specimen/solvent.

D. OTHER LABORATORY MATERIALS

1. There are supplies available at the laboratory stockroom, e.g., filter paper, corks, pH paper, lancets, capillary tubes, and litmus paper.
2. Students shall provide themselves with the following supplies: padlock for lockers, marking pens, cotton, masking tapes, match, scissors, soap/detergent, tissue paper, dust cloth, cotton, rubbing alcohol.

ANY STUDENT VIOLATING OF THE ABOVE RULES AND REGULATIONS WILL BE
SUBJECTED TO DISCIPLINARY ACTION