



## **SOP – PROCEDURES FOR MAINTAINING AND UTILIZING SCIENCE LABS**

### **1. Lab Incharges**

- A Lab Assistant, Lab Attenders and Faculty in charges are allocated to oversee the working condition of the Lab.
- Laboratory instruments are strictly inspected by the lab assistant before the commencement of practical classes and examinations.
- Lab assistant and attenders are responsible for assisting students to perform experiments by issuing chemicals, glassware and operation of instruments.
- Log books, Equipment maintenance history card and complaint registers are maintained by the lab assistant.

### **2. Admission into Science Labs**

- Students who have practical hours are given first priority to use labs. Students upon accessing the Lab must fill in entry/exit details in the log register.
- Individual spaces are allocated to the students and the procedures for the experiments will be instructed to them.
- The usage of chemicals and glassware by the students are recorded in the issue register.
- Students of other departments, if they wish to use the Labs, should get prior permission from the Head of the Department, and inform the Lab in charge to check for availability

### **3. Operating Hours**

- Science Labs will be open on all working days from 8.30am to 5pm.
- A Log book is maintained in each lab to record the student's entry into the lab.

#### 4. Reporting Problems

- Minor problems in handling instruments are reported to the Lab Assistant so that they can be immediately rectified.
- Complaints Register is maintained in the lab. The students and faculty can register problems in the complaint register.
- Any repair beyond the scope of the lab assistant, is rectified by calling a service engineer/ agency based on the quotation provided.

#### 5. Do's & Don'ts

- Students must wear a clean laboratory coat inside the laboratory. The utilization of chemicals, glassware and instruments has to be entered in the log book.
- Students must be careful and wear face mask and gloves while handling microbial cultures.
- Students are instructed to clean the bench space with the disinfectant upon entering the lab and after finishing work.
- Students are instructed to keep all sources of possible contamination out of their mouth—hands, pencils, laboratory ware, and other items.
- Students have to clean all contaminated equipment, decontaminate glasswares and report accidents, such as a spilled culture or a cut, to the laboratory supervisor.
- Students are instructed not to drink or eat in the laboratory.



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