

## **EXHIBIT 68**

### **Biology Laboratory Policies and Guidelines**



Biology Department  
De La Salle University - Manila

# **BIOLOGY LABORATORY POLICIES AND GUIDELINES**

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## **1. Safety in the Laboratory**

- 1.1 As a general rule, the students and faculty are required to wear closed shoes, long pair of pants and laboratory gowns while performing the exercises and experiments. Laboratory staff members are required to follow. This rule may be relaxed in cases of dry laboratory works.
- 1.2 When working with chemicals, the wearing of goggles is a must both for the faculty and students.

## **2. Laboratory Requisitions**

### **2.1 Biology Laboratory Classes**

- 2.1.1 The Department chair furnishes the laboratory supervisor the schedule of laboratory classes at least one week before the start of the term, and the course coordinators provide the laboratory coordinator copies of all laboratory syllabi. Additional as well as, modified exercises should indicate the materials needed.

*NOTE:* Proposed additional exercises that would require additional cost should first be discussed in the respective Professional Learning Communities (PLC) and approved by the department.

- 2.1.2 Additional materials that may be needed for a particular exercise must be relayed to the laboratory staff at least one week before the intended use. As much as possible, the quantity should be specified.
- 2.1.3 Prepared slides of processed specimens necessary in some major courses shall be made available to the faculty for the entire term. These materials are to be logged out and returned at the end of the term, in a condition similar to when these were first borrowed. This policy shall not apply to certain courses where the quantity of prepared slides of processed specimens is still inadequate.
- 2.1.4 Faculty members are expected to report any damage incurred by the students as relates to the use of equipment, gadgets, microscopic slides, glassware, among others, to the laboratory supervisor/staff for appropriate costing. Payment shall be made to the biology breakage fund thru the accounting office.
- 2.1.5 Faculty members are enjoined to assist in maintaining cleanliness and orderliness in laboratory rooms including switching off TELEs and TV after

use. When appropriate, lights and air-cons should be turned off especially if his/her class is the last one for the day.

## **2.2 Field Trip-Related Activities**

2.2.1. Using the standard requisition form(s), equipment and materials needed for field work should be accomplished and submitted at least three days before the intended use. Only field activities indicated in the course laboratory syllabi shall be extended assistance in terms of the needed staff personnel, travel and food allowance. A permit to bring out the equipment and materials off campus has to be secured from the office of the AVC for administrative services.

## **2.3 Theses and Special Problems**

2.3.1 A student is required to submit to the assigned laboratory technician (SJ or STRC), a photocopy of his proof of enrollment or receipt of payment of fees in THSBIO2 or Graduate thesis course. This is done when the student makes a requisition for the first time during the term. Other arrangements (e.g. students having been given a passing grade but still requiring improvements in their work or given a grade of 9.9 during the first enrollment in THSBIO2) have to be coordinated by the thesis adviser with the laboratory supervisor. In such cases, students shall be required to pay eight hundred pesos to the accounting office to cover additional costs for use of laboratory materials.

2.3.2 Requisitions of thesis students identified to work at the STRC (2nd and 4th floors) and SJ (6th floor) are to be serviced by the respective laboratory staff assigned therein.

2.3.3 The student accomplishes the requisition form(s) completely and must be signed by the thesis adviser, who checks the appropriateness of the materials requested. The requisition form(s) is then submitted to the laboratory supervisor for approval. Students may leave their accomplished forms in a drop box at STRC 401 during office hours from Monday to Saturday morning. The pick-up time for approved requisitions is from 1400-1700 every Tuesday and Thursday of the week.

2.3.4 The requested materials shall be made available 3-5 days after the requisition form(s) have been signed by the laboratory supervisor and submitted to the staff.

- 2.3.5 Reagent bottles shall be provided by the students when requesting for chemicals.
- 2.3.6 Requisition/reservation of thesis materials, and consumables for field work and collection, shall follow the procedures listed above.
- 2.3.7 As a general rule, equipment and instruments are not checked out to the student on a per term basis.
- 2.2.8 As a general rule, only students officially enrolled in thesis at the De La Salle University shall be provided the general materials and allowed use of the research laboratories and equipment, among others.
- 2.2.9 The amount of consumable materials to be issued to the student is approximated from the thesis laboratory fees. Particularly expensive materials as well as, those not routinely used in the teaching laboratories will have to be purchased by the student or by the mentor charged to her/his research fund, if available.
- 2.2.10 Advisers are strongly discouraged from directly requisitioning materials for their advisees.
- 2.2.11 When necessary, a student is assigned a locker, either at the STRC and SJ teaching and research laboratories.
- 2.2.12 The Microbiology Thesis students, because of the nature of their research, are particularly required to:
  - 2.2.12.1 Strictly observe the standard microbiological protocols in handling and discarding used chemicals, media and test microorganisms regardless of their nature.
  - 2.2.12.2 Schedule sterilization activities to maximize use of the autoclave.
  - 2.2.12.3 Use microbiology facilities (research, sterilization, preparation rooms) for laboratory works only. Manuscript writing and any non-laboratory activities are prohibited in these rooms.
  - 2.2.12.4 Log request for culture media and gram stain in the assigned logbook each time a request is made.
  - 2.2.12.5 Label all cultures/media/glassware being kept in the incubator/oven/ refrigerator [with name of student, adviser and inclusive dates of storage]. The laboratory technicians are authorized to cart away unlabeled cultures/media/glassware and those beyond the indicated date after a day extension to give space to other users.

- 2.2.12.6 Sanctions for non-compliant students include warning for first infraction, and suspension from using the lab facilities at a minimum of three days and buying their own culture media for succeeding infractions. These sanctions are to be given by the laboratory management in consultation with the thesis adviser.

## **2.4 Faculty**

### **2.4.1 Full time Faculty**

A faculty requiring the use of non-consumables like glassware, equipment, among others for his/her research has to accomplish the appropriate requisition form(s). As a general rule, the proponent purchases the consumables charged to his/her research fund. In cases, however, where the quantity needed is insignificant and does not necessarily hamper general services of the laboratory, consumables may be provided, on the condition that the estimated cost or price shall be charged to the proponent's research fund. The proponent shall be billed accordingly. Payment can be made by transfer of funds from the proponent's budget to the Biology laboratory budget for the current school year.

### **2.4.2 Part-time Faculty**

- 2.4.2.1 As a general rule, part-time faculty who are pursuing graduate studies in other universities are not allowed the use of the research facilities, equipment, consumables, among others in the conduct of their special projects or thesis/dissertation, in the Biology department.
- 2.4.2.2 In view however, of the Center of Excellence stature of the department, special consideration may be extended to the faculty teaching in the current term but limited only to the use of equipment, and subject to the approval of the chair of the department.
- 2.4.2.3 The faculty submits an official communication stating the reason, specifies the equipment he/she intends to use, and the period and duration of use. If the faculty has an existing collaboration with a fulltime faculty in the university, not necessarily with the Biology department, he/she must provide copies of the support document (e.g. MOA, communication/s from the collaborator/s).
- 2.4.2.4 For effective coordination, the laboratory supervisor shall be furnished copies of all pertinent documents.

- 2.4.2.5 In case of conflict, priority of use shall be given to the undergraduate and graduate students and fulltime faculty of the department.

### **3. Use of Laboratory Equipment and Instruments**

- 3.1 Equipment and instruments which are for general use, sensitive, limited in number and need to be secured are placed in the instrument rooms (J610, C405A, C210). Users may access them by requesting the technicians for assistance. All users must log in the room and equipment use logbooks.
- 3.2 Each of the teaching laboratory rooms at the 4<sup>th</sup> floor of STRC and at SJ 6<sup>th</sup> floor are equipped with 24 microscopes to meet the one student -one microscope policy of the department. Students must fill up the Microscope Monitoring Sheet for the microscope they have chosen to use for the entire term.
- 3.3 Faculty members are enjoined to help monitor the proper use and care of the microscopes and other equipment in their respective classes.
- 3.4 Priority of Use
- 3.4.1 Biology class use takes precedence over individual use or group use outside of a class (e.g. faculty research, thesis group).
- 3.4.2 Use of equipment is on a first-come-first-served basis. Priority shall be given to fulltime faculty and thesis students.
- 3.4.3 Reservation of equipment shall be made not earlier than two weeks before the intended day of use.
- 3.4 Certification that the equipment is in good working condition is done by the technician in charge, in the presence of borrower, before and after its use.
- 3.5 The last borrower(s) whose name(s) appears on the requisition form or logbook is responsible for any damage in the equipment.
- 3.6 An equipment to be used off campus should be cleared with the Office of the Assistant Vice Chancellor for Administrative Services. The student/group of students must first accomplish the Requisition Form for Field Work Equipment and Materials, duly signed by the adviser or faculty in charge and the laboratory supervisor.
- 3.7 Equipment are not lent out on a per term basis and are to be returned on the date indicated on the requisition form or logbook. For fulltime faculty with research, small devices/equipment/instruments such as camera, GPS and the like can be loaned for a maximum period of two weeks subject to the approval of the Laboratory Supervisor and the Chair of the department. Renewal may be done on a weekly basis depending on the availability and priority is given to Biology class use over research. The



Equipment/Material Requisition Form for Faculty Use must be appropriately filled-up for this purpose.

- 3.8 Delinquent users (i.e., those not returning the equipment on schedule) are not allowed to borrow laboratory materials needed outside regular class for two weeks. Likewise, they are reported to the faculty concerned (i.e., class teacher or thesis adviser) who reprimands or institutes the proper reminder.
- 3.9 In the absence of on-going research collaboration with a Biology faculty, as a general rule, the use of equipment in the department by students, professionals or research groups affiliated with other institutions is restricted.

In the light of the COE stature of the department, assistance may be extended only during Fridays and Saturdays and only to highly justified requests. The request shall be submitted in writing to the department chair at least two weeks before the intended use, indicating the reason, the name(s) of the users, and time and duration of use.

The user(s) shall be billed for the use and depreciation of the equipment, water, electricity, among others.

The chair's approval shall be in concurrence with the laboratory supervisor. Fulltime faculty and students of the department shall be given priority.

## **4. Laboratory Clearance**

### **4.1 Biology Laboratory Courses other than Thesis Courses**

4.1.1 Before the start of the final exam week, the assigned laboratory staff in STRC and SJ 6th floor stockrooms prepares the list of students with laboratory obligations. The names are relayed to their respective faculty/advisers to inform the students concerned.

4.1.2 The laboratory staff issues a clearance slip signed by the laboratory supervisor after the student has settled his account/s. This slip is presented to the faculty. Names of the students who fail to settle their account/s before the submission of the final grades are submitted to the registrar office. Students are allowed to enroll for the next term only upon settlement of the account/s.

### **4.2 Breakage of Prepared Microscope Slides and Glassware**

4.2.1 For cracks on slides located outside of the specimen, the student will be charged a breakage fee or maintenance fee.

- 4.2.2 For cracks on slide located on the specimen, the student will have to replace the slide.
- 4.2.3 For Embryology slides: if a student breaks one of the slides in a serial set, the student will have to replace the whole set.
- 4.2.4 Replacement of broken/damaged glassware/s shall be done before the end of the term. In case the glassware to be replaced is not available, the student shall be required to pay the actual price to the Accounting office.

### **4.3 Breakage/Damage of Laboratory Equipment**

If a student incurs breakage or damage of laboratory equipment, depending on the severity of damage, he shall pay either the cost of the repair or replacement of the equipment based on the assessment of the laboratory technician, supplier and laboratory supervisor.

### **4.4 THSBIO3 and Graduate Thesis Courses**

Students who complete their theses must obtain a laboratory clearance from the laboratory staff of SJ and STRC, which the student presents to the BIORESEARCH Coordinator upon the submission of the required CDs of their thesis.

### **4.5 Graduating, Shifting and Transferring Students**

The laboratory staff (SJ and STRC) are tasked to issue clearance to these students.

## **5. Free Laboratory Periods**

Free laboratory period allows a student to use laboratory facilities to make-up on missed or unfinished laboratory exercises.

**5.1** Approval from the teacher of the course is required.

**5.2** The student then arranges with the laboratory staff the time and venue for such, taking into consideration the availability of the room, materials and technicians. A form should be fully accomplished.

- 5.3 The student is responsible for keeping the room clean and securing the place after its use.

## **6. Overtime Faculty, Graduate and Undergraduate Research Work**

- 6.1 For graduate and undergraduate students who have to do overtime research work, a form (downloadable) requesting for overstay in campus should be accomplished specifying the date, time and place. The form must be duly noted by the Faculty in-charge, Chairperson and Laboratory Supervisor which is then submitted to the Office of the AVP for Administrative Services.
- 6.2 For overnight research work, the faculty, graduate and undergraduate students are allowed to stay from 6 PM to 6 AM of the following day.
- 6.3 For undergraduate students, the following should be done:
- 6.3.1 Submission of a duly signed PERMIT FOR OVERSTAY which can be downloaded from the Intranet
  - 6.3.2 Submission of WAIVER FORM signed by guardian or parent. Forms should be provided by faculty concerned to the students.
  - 6.3.3 The student must be accompanied by the THESIS ADVISER.
- 6.4 For faculty and graduate students, only submission of duly accomplished PERMIT FOR AN OVERNIGHT STAY FORM is required. It is advised that they should not work alone.
- 6.5 Use of laboratory facilities for undergraduate and graduate thesis, dissertation and special problems ceases at the end of each term and resumes at the start of the next term.

## **7. Laboratory Technicians' Work Schedule**

- 7.1 A technician is required to render 41.5 hours of work per week.
- 7.2 The work schedules of the technicians for the trimester are patterned after the plantilla for that trimester. This is to ensure that laboratory services are always available when laboratory classes are going on. The technician is asked to review and comment on the schedule prepared for him.

7.3 The duties and responsibilities of the laboratory technicians exclude overseeing the students in the conduct of their thesis/research.

7.4 Laboratory technicians may be asked to accompany laboratory classes during field trips.

## **8. Laboratory Budgets**

The Biology laboratory is given two different budgets every school year: the Capital Expenditure (CAPEX) and Laboratory Operational Budget.

The CAPEX is used to purchase laboratory equipment and laboratory fixtures.

The Laboratory Operational Budget comprises projected expenses for:

1. Chemicals
2. Glassware
3. Repairs and Maintenance
4. Telephone
5. Supplies
6. Specimen
7. Mimeo and Xerox

The Laboratory Supervisor, in consultation with the Chair and the faculty, prepares the zero-based proposed budgets for the succeeding school year.

## **9. Laboratory Purchases**

### **9.1 Equipment Purchases charged to the Capital Budget**

9.1.1 Identification of equipment for purchase is done during the second and third trimester of each school year for the preparation of the proposed capital budget for the succeeding year.

9.1.2 Equipment identified for purchase but were not purchased during the school year form the priority items for acquisition during the succeeding school year, unless the faculty decides otherwise.

9.1.3 The faculty members are asked to list down equipment to be purchased, including specifications.

*NOTE:* Specifications preferably include: Brand, Model, Specs, Price, Supplier/Distributor and Purpose of purchasing the equipment

- 9.1.4 The laboratory supervisor then requests for quotations from suppliers through the Purchasing Office (or approximates the prices using product catalogues). He/she then prepares the proposed capital expenditure (CAPEX) for the coming school year.
- 9.1.5 Because of limitation in the budget, equipment for the class use are of priority over equipment for research, which should be charged against the project/research fund. Other factors taken into consideration are the number of users, the existing holdings of the laboratory, the cost of the equipment and the approved budget for the year.
- 9.1.6 The final list of equipment, ranked according to priority is prepared by the committee after consultation with faculty (or may be prepared by the laboratory supervisor after consultation with the chair and the faculty).
- 9.1.7 At the start of the school year, the laboratory supervisor accomplishes the material requisition form (MRF) for the purchase of the equipment. A copy is kept by the supervisor for file.
- 9.1.8 The faculty chooses the model of the equipment to be purchased.
- 9.1.9 The choice is relayed by the supervisor to the purchasing office. He/she also prepares the payment requisition slip (PRS), a copy of which is kept for file.

## **9.2 Chemicals and Glassware**

- 9.2.1 The laboratory staff prepares the lists of chemicals and glassware for purchase based on the inventory and projected needs. These include the specifications and quantity of the materials.
- 9.2.2 Faculty are requested to do likewise for chemicals and glassware needed in class but which are not routinely used or in preparation for courses which are not usually offered.
- 9.2.3 A copy of the MRF is sent by the laboratory supervisor to the technicians at the two Biology stockrooms (SJ and STRC), against which the items will be checked during delivery.
- 9.2.4 The purchasing office sends the purchase order to the supervisor for the preparation of the PRS.

- 9.2.5 For chemicals and glassware which are not routinely purchased by the department, the purchasing office asks for the advice of the department.

### **9.3 Specimen and Others**

- 9.3.1 Specimens that have to be purchased in big numbers such as embalmed cats, frogs, skeleton: considering that the suppliers usually are small entrepreneurs, the guidelines are as follows:

9.3.1.1 At the start of the school year, the supervisor accomplishes the MRF with the items and the quantity, and the dates of delivery. This is sent to the purchasing office.

9.3.1.2 The laboratory supervisor is then informed of the quantity and date(s) of delivery as soon as these are known.

9.3.1.3 The purchasing office is informed of the arrangements.

9.3.1.4 The laboratory supervisor then fills up the PRS to facilitate the payment of the items.

- 9.3.2 Specimen like fish, fruits, vegetables and other small items can be purchased with the petty cash handled by the laboratory supervisor. The laboratory staff should be informed of the needs at least a week before use by the course coordinator including any change in the sequence of laboratory exercises.

- 9.3.3 School Supplies

These are ordered from the University Bookstore by accomplishing the order forms.

## **10. Receipt of Laboratory Purchases**

- 10.1 Equipment delivered are referred to the faculty/end user for approval.
- 10.2 The stockroom personnel at SJ and STRC are tasked to receive purchases of chemicals, glassware, prepared slides, among others.
- 10.3 The items are checked against the specifications on the MRF. Items which do not conform to the specification are referred to the laboratory supervisor.

- 10.4 Deliveries of prepared slides are referred to the laboratory supervisor who then requests the faculty to check the finality of the slides. Unsatisfactory slides are returned to the supplier for replacements.
- 10.5 The stockroom personnel at SJ and STRC shall log the delivered items in the delivery logbook, coordinate the deliveries and storage of the items with the laboratory supervisor who then informs the faculty requestors.
- 10.6 The items are catalogued, taking note of the kind, number, specifications, cost, name of supplier and date of acquisition.

## **11. Inventory**

The assigned technicians prepare an inventory of laboratory equipment, chemicals and glassware at the end of each school year.

- *revised 2014*