



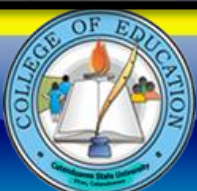
**I.4 Laboratory Operations Manuals for the faculty and students are provided in each laboratory**



**CATANDUANES STATE UNIVERSITY**

# **LABORATORY SAFETY AND OPERATIONS MANUAL**

*Approved per Board Resolution No. 06, s.2019  
dated March 20, 2019*



**“Leading to mold tomorrow’s noblest”**



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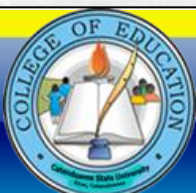
**LABORATORY MANUAL**

**Title: Laboratory Safety and Operations Manual**

CSU-PM-10

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## LABORATORY MANUAL

CSU-LM-001

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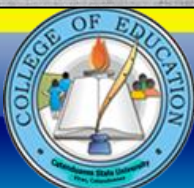
### 5. SCIENCE LABORATORY

#### a. Personal Protective Equipment (PPE)

Protective clothing in the form of laboratory gowns/coats, aprons, and closed-toed shoes are required whenever the possibility of chemical contamination to the body exists. Protective clothing that resists physical and chemical hazards shall be worn over street clothes. Lab coats and aprons shall be left in the laboratory and not to be taken home. This prevents the student from carrying incidental contamination out of the laboratory and presenting a chemical hazard to co-students, friends, or family. Disposable outer garments such as aprons, and lab coats may be useful when cleaning and decontamination of reusable clothing is difficult. Shorts, loose clothing (including ties), or torn clothing are inappropriate for work with hazardous chemicals.

Always practice good biological and chemical hygiene and use PPE. The following safety rules are required in the laboratory pertaining to protective equipment:

- 1) Laboratory gowns/coats are appropriate for minor chemical splashes and spills. They must be worn buttoned with the sleeves covering the arms. Do not roll up the sleeves. Rubber or plastic aprons are appropriate for handling corrosives or irritating liquids;
- 2) Safety goggles are required in the laboratory when (1) there are hazards identified in the workplace that may cause eye injuries and/or (2) risk assessment approved by the supervisor indicates to do so. Properly vented safety goggles are the preferred eye protection to be worn when chemicals are handled in the laboratory. These should be worn over prescription glasses. Goggles come in two types: vented and non-vented.
  - a) Non-vented goggles are used to protect your eyes from vapors, mists, fumes, or other eye hazards that require complete eye coverage with no leaks or perforations;
  - b) Vented goggles are used where there are moderate quantities of liquids being used but no vapors or mists are involved. There are several types of vented goggles. The type of vented goggles made for laboratory use has a series of buttons embedded into the plastic. These buttons house a baffle plate that allows air to pass but presents a physical barrier to liquids. Do not use the common vented goggle with





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- t. Dangling hair, neckties, long sleeves are strictly prohibited in the shop.
- u. Laboratory shop is off limits to non-laboratory shop students.
- v. Return borrowed tools and equipment clean and place it in their proper toolboxes.
- w. Keep personal belongings out of the working area.

## 2. COMPUTER LABORATORY

### 1) The General Etiquettes

#### Ten Commandments of Computer Ethics<sup>1</sup>

1. Thou shall not use a computer to harm other people.
2. Thou shall not interfere with other people's computer work.
3. Thou shall not snoop around in other people's computer files.
4. Thou shall not use computer to steal.
5. Thou shall not use computer to bear false witness.
6. Thou shall not copy or use proprietary software for which you have not paid.
7. Thou shall not use other people's computer resources without authorization or proper compensation.
8. Thou shall think about the social consequences of the program you are writing or the system you are designing.
9. Thou shall not appropriate other people's intellectual output.
10. Thou shall always use computer in ways that ensure consideration and respect for your fellow humans.

Source: <http://computerethicsinstitute.org/publications/tencommandments.html>  
Retrieved Date: October 30, 2018

### 2) Rules and Regulations

- a. Laboratory computers are strictly for academic purpose only. Accessing pornographic sites, downloading audio/video files, gaming and other non-academic activities are strictly be prohibited.
- b. Students/users shall save files in their personal storage device(s) or media.
- c. In case of technical problem, the student/user shall fill up the Technical Support Request Form (TSRF) and submit it to the student laboratory assistant or computer technician.
- d. Students/users shall maintain the cleanliness and orderliness of any facility inside the laboratory room. Any misplaced peripheral shall be returned to its proper position.
- e. Computer laboratories are equipped with printers; students/users shall only use those for the intended purpose which is for demonstration and printing laboratory-related materials only.
- f. Students/users shall switch off or set to silent mode your mobile devices while inside the room. During group activities, student/user shall observe modulated voice.

<sup>1</sup> The Ten Commandments of Computer Ethics was first presented in Dr. Ramon C. Barquin's paper, "In Pursuit of a 'Ten Commandments' for Computer Ethics."

