

STANDARD OPERATIONAL PROCEDURE

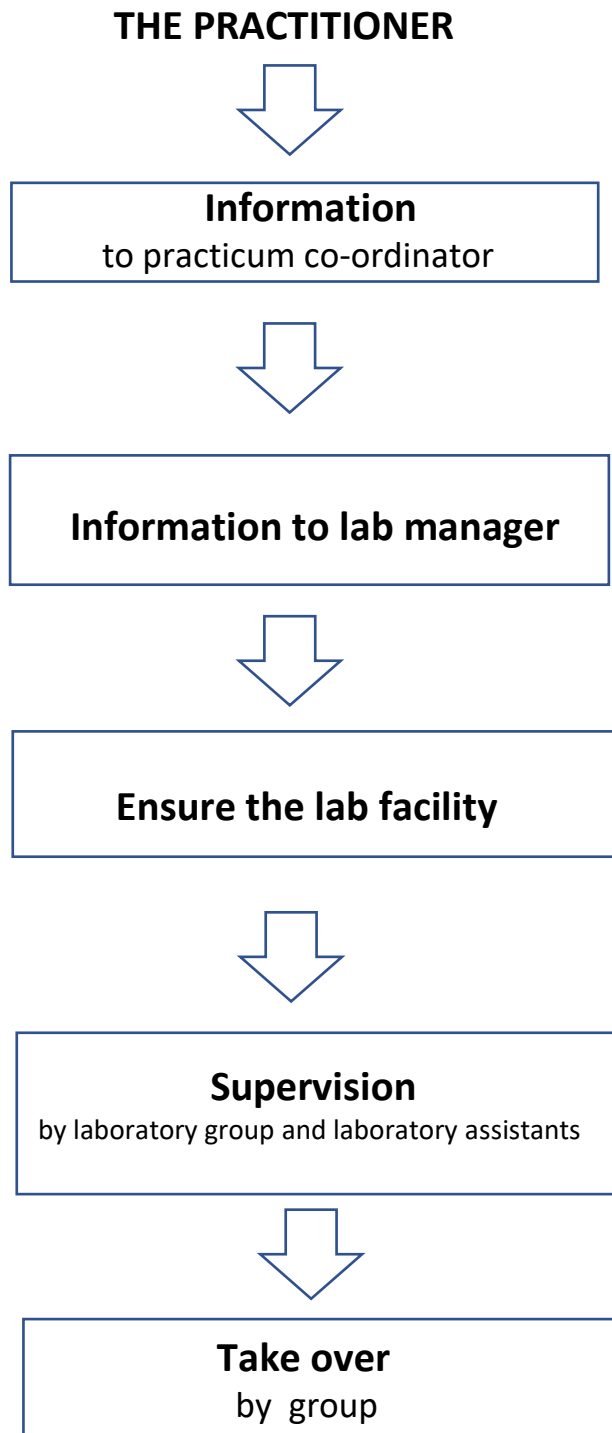
Study Program of Agricultural Product Technology

- 1. For left-handed practitioner**
- 2. Agreement for use of laboratory**

LEFT-HANDED PRACTITIONER

1. Left-handed practitioner informs practice co-ordinator about his special condition.
2. Practicum co-ordinator informs lab manager about this condition.
3. Lab manager ensures that laboratory facilities accommodate the special needs of the left-handed practitioner.
4. The use of laboratory facilities by left-handed practitioner will be supervised by his or her laboratory group along with the laboratory assistants.
5. In emergency condition, the laboratory facilities used by the left-handed practitioner could be taken over by his/her practice group members which is right-handed.

The flowchart for **LEFT-HANDED PRACTITIONER** is as follows:



AGREEMENT FOR USE OF LABORATORY

1. An institution writes a letter to faculty in order to make an agreement
2. The dean commands the 1st vice-dean to write a letter to lab manager to discuss about the agreement.
3. Lab manager discusses with lab analyst about the laboratory capacity.
4. Lab manager answers the letter from the 1st vice-dean to confirm the agreement.

The flow chart for the agreement is as follows:

