# 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 laft-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 lefthanded practitioner could be taken over by his/her practice group members which is right-handed.

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

## THE PRACTITIONER



## Information

to practicum co-ordinator



# Information to lab manager



# **Ensure the lab facility**



# **Supervision**

by laboratory group and laboratory assistants



## Take over

by group

#### AGREEMENT FOR USE OF LABORATORY

- 1. An institution writes a letter to faculty in order to make an agreement
- 2. The dean commands the 1<sup>st</sup> 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 1<sup>st</sup> vice-dean to confirm the agreement.

## The flow chart for the agreement is as follows:

Agreement proposal for the faculty



### **DISCUSSION**

between 1st Vice dean and

lab manager



#### **DISCUSSION**

between lab manager and lab analyst



**CONFIRMATION**