

# The Use of Laboratory



**ASIIN**

# SOP

(STANDARD OPERATING PROCEDURE)

Plant Protection Study Program  
Agriculture faculty  
Universitas Sriwijaya

Prepared by	Checked by	Validated by
<b>Academic Commission</b>	<b>Department Secretary</b>	<b>Head of Department</b>
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## **A. GENERAL EXPLANATION**

1. The standard operational procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation. Standard operational procedure (SOP) is effective from the date it was ratified and its implementation will be reviewed in accordance with the development of the Covid-19 issue. Standard operational procedure (SOP) applies to lecturers, education staff and students within the scope of the plant protection study program, Universitas Sriwijaya. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Universitas Sriwijaya.
2. Explain the procedure for carrying out research activities carried out by plant protection study program students in the laboratory within the plant protection study program, Universitas Sriwijaya during the Covid 19 pandemic.
3. This standard operating procedure includes provisions for licensing, regulations, coordination, and accountability for the use of the laboratory for student research activities within the Plant Protection, Agriculture Faculty Universitas Sriwijaya during the Covid 19 period.

## **A. STUDENT**

1. The condition of prospective researchers (plant protection students) must be in good health (free from Covid 19 symptoms: fever, cough, runny nose and shortness of breath).
2. Prospective researchers drive private vehicles to go/return from the laboratory.

3. Student candidates for research submit a letter of application/permission to use the laboratory for research to the head of the relevant laboratory. The application letter/permit submitted by prospective research students contains the research design/work plan (preparation of materials, sample storage time, analysis, and observation time) and must be signed by the supervisor.
4. Student candidates for researchers coordinate with laboratory assistants.
5. Researchers conduct research in the laboratory according to the agreed schedule.
6. Researchers must coordinate with the head of the laboratory in advance if there is a change in the research implementation schedule
7. Researchers are required to follow the rules in force in the laboratory concerned.
8. Any violations committed by researchers will be subject to sanctions in accordance with applicable regulations.

## **B. HEAD OF LABORATORY**

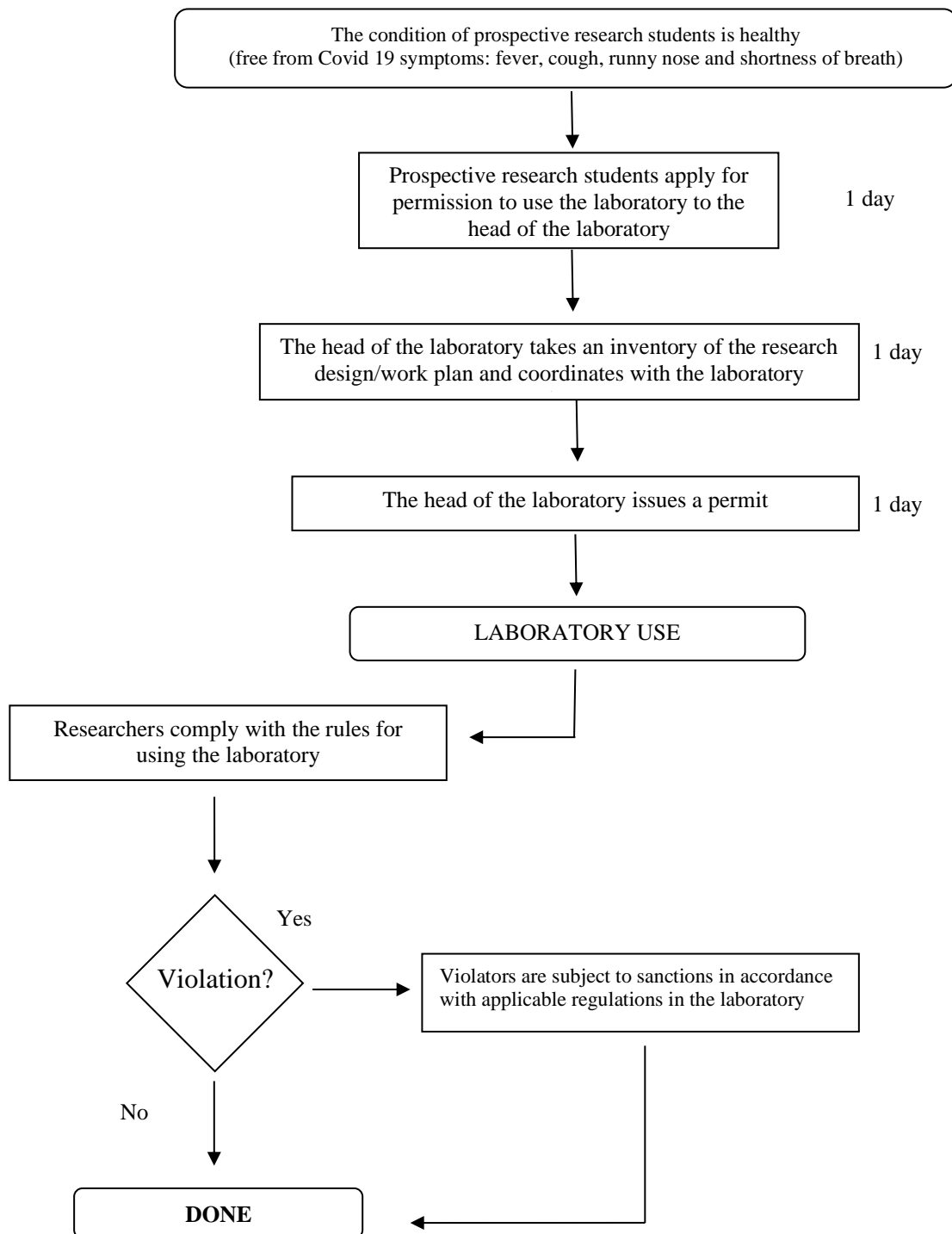
1. The head of the laboratory takes an inventory of the research activities to be carried out by the prospective researchers:
  - a. Plant pathology laboratory
  - b. Plant entomology laboratory
  - c. Plant nematology laboratory
  - d. Plant Bacteriology laboratory
2. The head of laboratory, in coordination with laboratory technician, determine and approve students who can use the laboratory (3 people/laboratory), cupboard to be

used, schedule works in the laboratory, provide some laboratory equipment and chemicals for personal use during the research.

2. The head of the laboratory issues a permit to prospective research students.
4. Procedures for the use of tools and the use of chemicals for research activities are adjusted to the applicable Standard Operating Procedures.

### **C. LABORATORY TECHNICIAN**

The laboratory technician fills in the researcher's data in the laboratory use log book and help researcher to work comfortably and safely in the laboratory.



Flowchart of the use of laboratory procedure