



**CENTRAL PHILIPPINE UNIVERSITY**  
College of Agriculture, Resources, and Environmental Sciences  
Jaro, Iloilo City, Philippines 5000

## **LABORATORY ORIENTATION AND SAFETY CHECKLIST**

### **I. General Information**

**Requestor Name:** \_\_\_\_\_

**ID Number:** \_\_\_\_\_

**Classification:**  Faculty  Undergraduate Student  
 Graduate Student  External Researcher

**Date of Orientation:** \_\_\_\_\_

**Conducted By:** \_\_\_\_\_

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### **II. Facility Layout and Access**

- Entry/Exit Points: Knowledge of the main entrance and emergency fire exits
- Logbook System: Demonstrated ability to sign in/out for both instruction and research hours
- Storage Areas: Identified designated areas for belongings (bags/coats) vs lab-specific storage

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### **III. Personal Protective Equipment (PPE) and Hygiene**

- Required Attire: Understood that lab gowns and closed shoes are non-negotiable
- Sanitation: Familiarized with the hand-washing stations and bench-top disinfection protocols.

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### **IV. Safety and Emergency Equipment**

Location and basic operation of the following must be physically demonstrated:

- Eyewash Station & Emergency Shower
- Fire Extinguisher: Identified types (ABC/CO2) and locations
- First Aid Kit: Located the kit and identified the First Aid Officer
- Spill Kits: Known location for chemical and biohazard spill response

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## **V. Administrative Procedures (The Paperwork Trail)**

- Lab Request Form: Knows how to request equipment three to seven days in advance
- Breakage Report: Understands the financial accountability for negligent damage
- SOP Manual: Knows where to find the physical copy of the Manual of Operations and the MSDS Folder

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## **VI. Waste Management**

- Color Coding: Demonstrated knowledge of where to dispose of general, infectious, chemical, and sharp waste
- Sample Disposal: Understood the 30-day limit for keeping unlabelled research samples

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## **VII. Statement of Commitment**

I certify that I have been physically oriented to the CPU-CARES Laboratory Facilities. I have read the “Manual of Laboratory Operation” and agree to abide by all safety regulations and administrative procedures. I understand that failure to follow these rules may result in the suspension of my laboratory privileges.

**Availability Status:**  Approved     Denied     Rescheduled

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Orientation Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Administrative Note: The original copy is to be kept in the Laboratory Management Office. A digital copy or certificate may be issued to the student for their research portfolio.*