



**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.*