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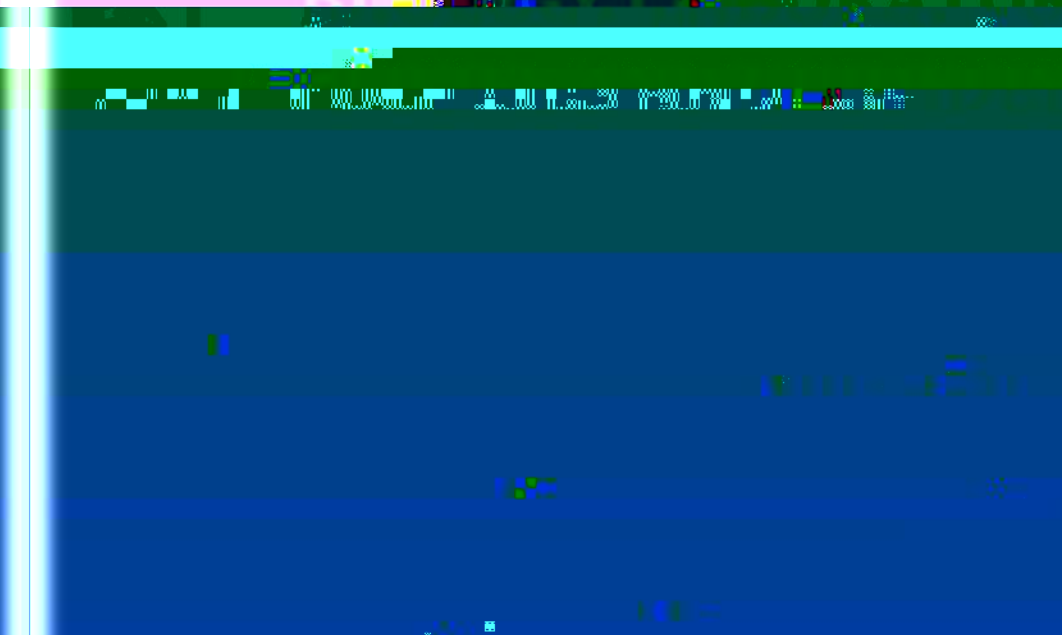
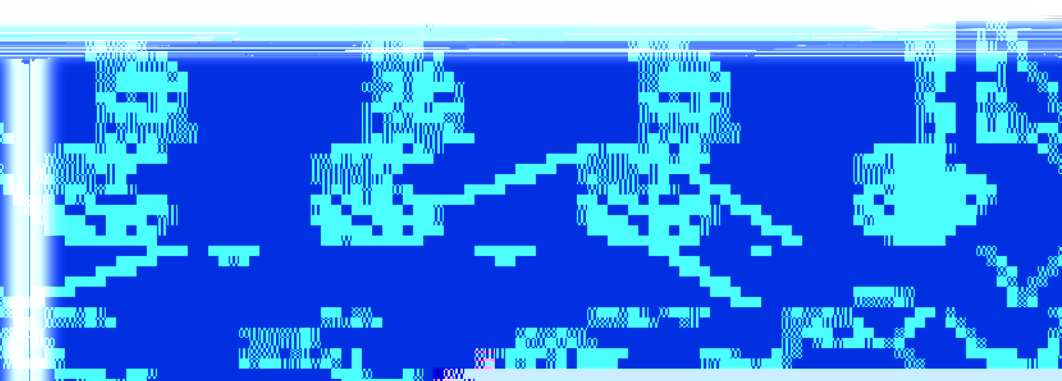
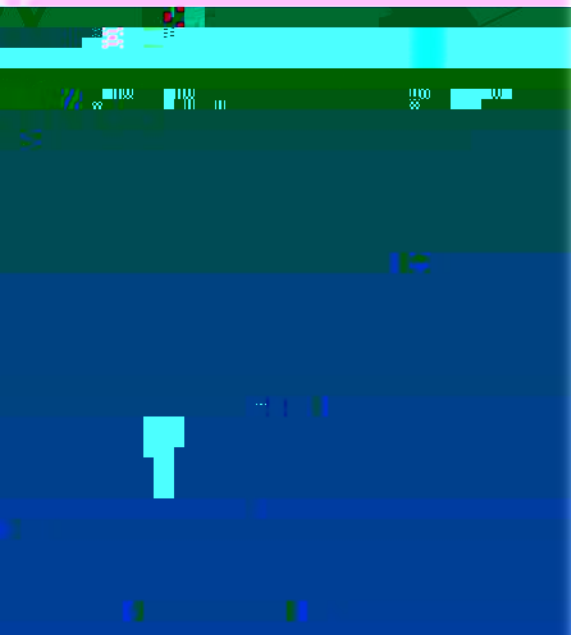
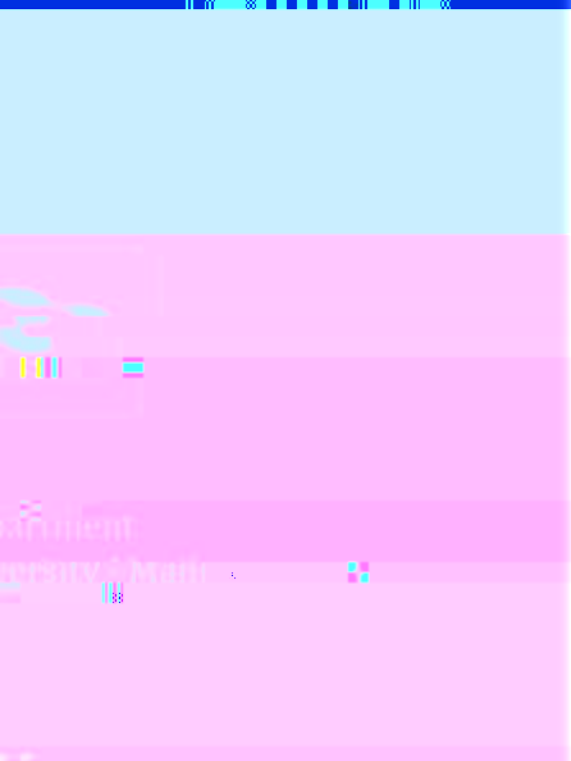
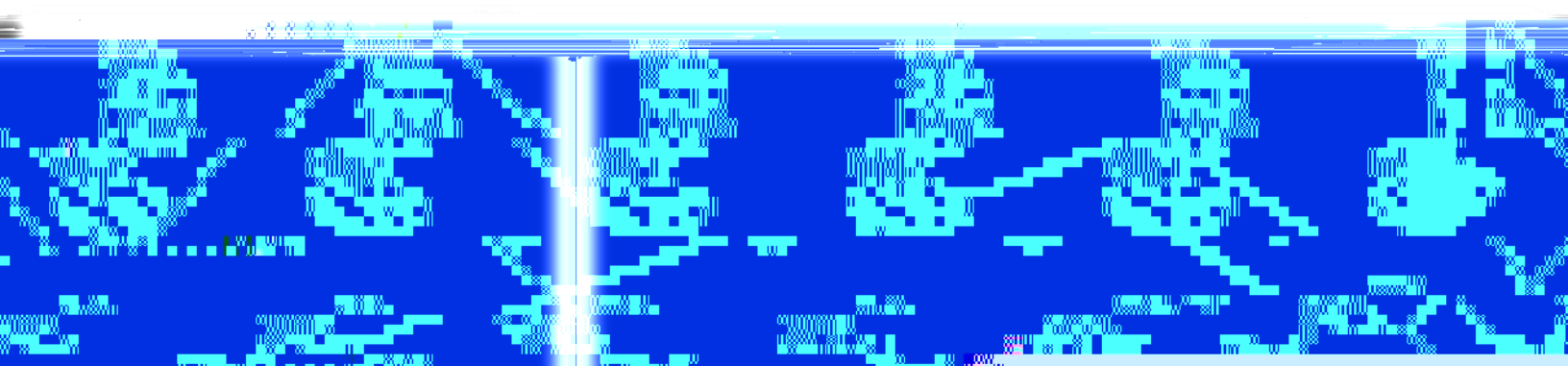
EXHIBIT 68

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BIOLOGY LABORATORY POLICIES AND GUIDELINES

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Title

1. Safety in the Laboratory

- 1.1 As a general rule, the students and faculty are required to wear closed shoes, long pair of pants and laboratory gowns while performing the exercises and experiments. Laboratory staff members are required to follow. This rule may be relaxed in cases of dry laboratory works.
- 1.2 When working with chemicals, the wearing of goggles is a must both for the faculty and students.

2. Laboratory Requisitions

2.1 Biology Laboratory Classes

- 2.1.1 The Department chair furnishes the laboratory supervisor the schedule of laboratory classes at least one week before the start of the term, and the course

use. When appropriate, lights and air-cons should be turned off

- 2.3.5 Reagent bottles shall be provided by the students when requesting for chemicals.
- 2.3.6 Requisition/reservation of thesis materials, and consumables for field work and collection, shall follow the procedures listed above.
- 2.3.7 As a general rule, equipment and instruments are not checked out to the student on a per term basis.
- 2.2.8

2.2.12.6 Sanctions for non-compliant students include warning for first infraction, and suspension from using the lab facilities at a minimum of three days and buying their own culture media for succeeding infractions. These sanctions are to be given by the laboratory management in consultation with the thesis adviser.

2.4 Faculty

2.4.1 Full time Faculty

A faculty requiring the use of non-consumables like glassware, equipment, among others for his/her research has to accomplish the appropriate requisition form(s). As a general rule, the proponent purchases the consumables charged to his/her research fund. In cases, however, where the quantity needed is insignificant and does not necessarily hamper general services of the laboratory, consumables may be provided, on the condition that the estimated cost or price shall be charged to WKH SURSRQH QW ¶V UHVHDUFK IXQG 7KH SURSRQH C can be made by transfer of funds from the proponen W ¶V EXGJHW WR WKH laboratory budget for the current school year.

2.4.2 Part-time Faculty

2.4.2.1

- 2.4.2.5 In case of conflict, priority of use shall be given to the undergraduate and graduate students and fulltime faculty of the department.

3. Use of Laboratory Equipment and Instruments

- 3.1 Equipment and instruments which are for general use, sensitive, limited in number and need to be secured are placed in the instrument rooms (J610, C405A, C210). Users may access them by requesting the technicians for assistance. All users must log in the room and equipment use logbooks.
- 3.2 Each of the teaching laboratory rooms at the 4th floor of STRC and at SJ 6th floor are equipped with 24 microscopes to meet the one student -one microscope policy of the department. Students must fill up the Microscope Monitoring Sheet for the microscope they have chosen to use for the entire term.
- 3.3 Faculty members are enjoined to help monitor the proper use and care of the microscopes and other equipment in their respective classes.
- 3.4 Priority of Use
 - 3.4.1 Biology class use takes precedence over individual use or group use outside of a class (e.g. faculty research, thesis group).
 - 3.4.2 Use of equipment is on a first-come-first-served basis. Priority shall be given to fulltime faculty and thesis students.
 - 3.4.3 Reservation of equipment shall be made not earlier than two weeks before the intended day of use.
- 3.4 Certification that the equipment is in good working condition is done by the technician in charge, in the presence of borrower, before and after its use.
- 3.5 The last borrower(s) whose name(s) appears on the requisition form or logbook is responsible for any damage in the equipment.
- 3.6 An equipment to be used off campus should be cleared with the Office of the Assistant Vice Chancellor for Administrative Services. The student/group of students must first accomplish the Requisition Form for Field Work Equipment and Materials, duly signed by the adviser or faculty in charge and the laboratory supervisor.
- 3.7 Equipment are not lent out on a per term basis and are to be returned on the date indicated on the requisition form or logbook. For fulltime faculty with research, small devices/equipment/instruments such as camera, GPS and the like can be loaned for a maximum period of two weeks subject to the approval of the Laboratory Supervisor and the Chair of the department. Renewal may be done on a weekly basis depending on the availability and priority is given to Biology class use over research. The

Equipment/Material Requisition Form for Faculty Use must be appropriate filled-up for this purpose.

- 3.8 Delinquent users (i.e., those not returning the equipment on schedule) are not allowed to borrow laboratory materials needed outside regular class for two weeks. Likewise, they are reported to the faculty concerned (i.e., class teacher or thesis adviser) who reprimands or institutes the proper reminder.
- 3.9 In the absence of on-going research collaboration with a Biology faculty, as a general rule, the use of equipment in the department by students, professionals or research groups affiliated with other institutions is restricted.

In the light of the COE stature of the department, assistance may be extended only during Fridays and Saturdays and only to highly justified requests. The request shall be submitted in writing to the department chair at least two weeks before the intended use, indicating the reason, the name(s) of the users, and time and duration of use.

The user(s) shall be billed for the use and depreciation of the equipment, water, electricity, among others.

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faculty and students of the department shall be given priority.

4. Laboratory Clearance

4.1 Biology Laboratory Courses other than Thesis Courses

4.1.1 Before the start of the final exam week, the assigned laboratory staff in STRC and SJ 6th floor stockrooms prepares the list of students with laboratory obligations. The names are relayed to their respective faculty/advisers to inform the students concerned.

4.1.2 The laboratory staff issues a clearance slip signed by the laboratory supervisor after the student has settled his account/s. This slip is presented to the faculty. Names of the students who fail to settle their account/s before the submission of the final grades are submitted to the registrar office. Students are allowed to enroll for the next term only upon settlement of the account/s.

4.2 Breakage of Prepared Microscope Slides and Glassware

4.2.1 For cracks on slides located outside of the specimen, the student will be charged a breakage fee or maintenance fee.

- 5.3 The student is responsible for keeping the room clean and securing the place after its use.

6. Overtime Faculty, Graduate and Undergraduate Research Work

- 6.1 For graduate and undergraduate students who have to do overtime research work, a form (downloadable) requesting for overstay in campus should be accomplished specifying the date, time and place. The form must be duly noted by the Faculty in-charge, Chairperson and Laboratory Supervisor which is then submitted to the Office of the AVP for Administrative Services.
- 6.2 For overnight research work, the faculty, graduate and undergraduate students are allowed to stay from 6 PM to 6 AM of the following day.
- 6.3 For undergraduate students, the following should be done:
- 6.3.1 Submission of a duly signed PERMIT FOR OVERSTAY which can be downloaded from the Intranet
 - 6.3.2 Submission of WAIVER FORM signed by guardian or parent. Forms should be provided by faculty concerned to the students.
 - 6.3.3 The student must be accompanied by the THESIS ADVISER.
- 6.4 For faculty and graduate students, only submission of duly accomplished PERMIT FOR AN OVERNIGHT STAY FORM is required. It is advised that they should not work alone.
- 6.5 Use of laboratory facilities for undergraduate and graduate thesis, dissertation and special problems ceases at the end of each term and resumes at the start of the next term.

7. LDERUDWRU\ 7HFKQLFLDQV¶ :RUN 6FKHGXOH

- 7.1 A technician is required to render 41.5 hours of work per week.
- 7.2 The work schedules of the technicians for the trimester are patterned after the plantilla for that trimester. This is to ensure that laboratory services are always available when laboratory classes are going on. The technician is asked to review and comment on the schedule prepared for him.

7.3 The duties and responsibilities of the laboratory technicians exclude overseeing the

NOTE

- 9.2.5 For chemicals and glassware which are not routinely purchased by the department, the purchasing office asks for the advice of the department.

9.3 Specimen and Others

- 9.3.1 Specimens that have to be purchased in big numbers such as embalmed cats, frogs, skeleton: considering that the suppliers usually are small entrepreneurs, the guidelines are as follows:

9.3.1.1 At the start of the school year, the supervisor accomplishes the MRF with the items and the quantity, and the dates of delivery. This is sent to the purchasing office.

9.3.1.2 The laboratory supervisor is then informed of the quantity and date(s) of delivery as soon as these are known.

9.3.1.3 The purchasing office is informed of the arrangements.

9.3.1.4 The laboratory supervisor then fills up the PRS to facilitate the payment of the items.

- 9.3.2 Specimen like fish, fruits, vegetables and other small items can be purchased with the petty cash handled by the laboratory supervisor. The laboratory staff should be informed of the needs at least a week before use by the course coordinator including any change in the sequence of laboratory exercises.

- 9.3.3 School Supplies

These are ordered from the University Bookstore by accomplishing the order forms.

10. Receipt of Laboratory Purchases

- 10.1 Equipment delivered are referred to the faculty/end user for approval.
- 10.2 The stockroom personnel at SJ and STRC are tasked to receive purchases of chemicals, glassware, prepared slides, among others.
- 10.3 The items are checked against the specifications on the MRF. Items which do not conform to the specification are referred to the laboratory supervisor.

- 10.4 Deliveries of prepared slides are referred to the laboratory supervisor who then requests the faculty to check the finality of the slides. Unsatisfactory slides are returned to the supplier for replacements.
- 10.5 The stockroom personnel at SJ and STRC shall log the delivered items in the delivery logbook, i7.7dt9()9(1)38(o)-1959B9B9B9B(ETBT1 0 0(7(o)-1959T1 01161959T1