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1. OBJECTIVE

Provides a usage mechanism general materials and special materials for practicum and research activities for lecturers and students in the biology clump, FMIPA and outside parties, as well as excursion studies/field work lectures in the biology clump environment.

2. SCOPE

The implementation of this SOP applies to biology laboratories and biology education at the Faculty of Mathematics and Natural Sciences and external parties, where the implementation of the SOP involves the head of the laboratory, laboratory assistants, lecturers and students, as well as related agencies.

3. DEFINITION

The definition of general and special materials according to Permenpan RB No. 03 of 2010, namely:

General materials are materials whose handling does not require special treatment and requirements.

Special materials are materials whose handling requires special treatment and requirements.


Safety data sheet (SDS) or in the Decree of the Minister of Industry No. 87/M-IND/PER/9/2009 called Material Safety Data Sheet (LDKB) is a guide sheet that contains chemical information including physical, chemical properties, types of hazards posed, handling procedures, special measures in emergencies, disposal and other necessary information.

4. LEGAL BASIS

- 4.1. RI Minister of Education and Culture No. 3 of 2020 concerning National Higher Education Standards
- 4.2. Permenpan RB No. 03 of 2010 concerning Functional Positions of Educational Laboratory Institutions and Credit Scores
- 4.3. Decree of the Minister of Industry No 87/M-IND/PER/9/2009

5. TERMS OF SERVICE

- 5.1. List of common and specific ingredients (Appendix)
- 5.2. **Practicum activities and excursion studies / field work lectures**
Use of general and specific materials for practicum activities in the laboratory and in the field, as well as excursion studies / field work lectures:
 - a. Go through the loan procedure
 - b. The material use form is submitted to the PLP/Laboran at the latest D-7.

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- c. Preparation and manufacture of general and special materials are carried out by practicum assistants and each group (excursion study) under the supervision of a PLP/Laboran assistant.
- d. Procurement/purchase of materials is financed by the laboratory according to the practicum guidebook and proposals for excursion study activities.
- e. Loan forms for biology students and lecturers and biology education can be downloaded on the following page:


<https://fmipa.unj.ac.id/biologi/laboratorium/prosedur-perijinan-pengguna-laboratorium/form-peminjaman-alat/>

5.3. **Research activities for thesis students**

- a. Go through the loan procedure
- b. The material use form is submitted to the PLP/Laboran at the latest D-7.
- c. Preparation and manufacture of general and special materials are carried out independently under the supervision of the PLP/Laboran.
- d. The use of materials for thesis research students is financed by the lab in accordance with the guidelines for maximum use of materials, use that exceeds the maximum limit will be charged (attachment. Maximum use of materials for thesis research).

5.4. **Research activities for FMIPA lecturers and students and external parties**

- a. Through borrowing procedures and application letters for external parties in accordance with the materials available in the biology laboratory and submitted to the PLP/Laboran no later than D-7.
- b. Preparation and manufacture of general and special materials are carried out by the PLP/Laboran.
- c. The use of materials is paid at the beginning, according to the calculation of the price of materials, material containers, and fees for making materials according to the SDS category (attachment).

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6. PROCEDURE AND SCHEME FOR THE USE OF MATERIALS FOR BIOLOGY LECTURERS AND STUDENTS

NO.	PROCESS	EXECUTOR				QUALITY STANDARDS		RELATED DOCUMENT
		User	Responsible lecturer	Head of lab	Laboratories	TIME	OUTSIDE	
1	Proposing the use of materials online	v				H-7		Material use forms
2	Approval by the supervisor		v			15 minutes	The proposal form is corrected by the supervisor	Online forms
3	Approval by the head of the laboratory			v		3 minutes	The proposal form is approved by the head of the laboratory	Online forms
4	Follow up, mapping, assignment and feedback from PLP/ laboratory assistant				v		SDS material briefing by PLP/Laboran	
5	Finished				v			

7. PROCEDURE AND SCHEME FOR THE USE OF MATERIALS FOR FMIPA LECTURERS AND STUDENTS AND OUTSIDE PARTIES



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BIOLOGY LABORATORY & BIOLOGY EDUCATION

**FACULTY OF MATHEMATICS AND
SCIENCE**


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Jakarta 13220
Tel/Fax 021-4894909

**STANDARD OPERATING PROCEDURE
(SOUP)**

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NO.	PROCESS	EXECUTOR				QUALITY STANDARDS		RELATED DOCUMENT
		User	Responsible lecturer	Head of lab	Laboratories	TIME	OUTSIDE	
1	Send an application letter sent via biology laboratory email (biologi.unj19@gmail.com)	v				H-7		Letter of application from the relevant agency
2	Response to letter answers from the Biology laboratory via email				v	3 days		
3	Fill out the material usage form	v						Online forms
4	Approval by the supervising lecturer/relevant agency		v				The proposal form is corrected by the supervisor/relevant agency	Online forms
5	Approval by the head of the laboratory			v			The proposal form is approved by the head of the laboratory	Online forms
6	Follow up, mapping, assignment and feedback from PLP/Laboran				v		SDS material briefing by PLP/Laboran	

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8. EVENT ORGANISER

- 8.1. Lecturers and students in the biology clump, FMIPA and outside parties
- 8.2. PLP/ Laboratories

9. INTERNAL MONITORING

- 9.1. Reporting the use of general and special materials to the PLP/ laboratory assistant
- 9.2. Dispose of waste in the space provided
- 9.3. Store leftover materials in accordance with the procedures for storing materials
- 9.4. PLP/Laboran will provide a certificate for making a free laboratory certificate, if the use of materials is in accordance with the procedure

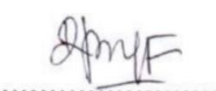
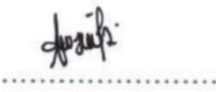



10. EXECUTOR PERFORMANCE EVALUATION


- 10.1. The head of the laboratory evaluates the use of materials




11. DOCUMENT CHANGE HISTORY


NO	REVISION TO	REVISION DATE	BEFORE REVISION	AFTER REVISION	MATTER
1	00	23 August 2022	-	-	1- 7
2					

12. ENDORSEMENT

	Name	Position	Signature	Date
Made by	Deselina F	PLP Biology Laboratory		28 August 2022
	Hazleni M, S.Si			
	Sayid R, S.Si			
Checked by	Ns. Sri Rahayu, S. Kep., M. Biomed.	Head of Lab. Biology		5 September 2022
	Ade Suryanda, M.Sc	Head of Lab. Biology Education		7 September 2022

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<p>Endorsed by</p>	<p>Dr. Reni Indrayanti, M.Sc</p>	<p>Study Program Coordinator Biology</p>		<p>12 September 2022</p>
	<p>Dr. Rusdi, M. Biomed</p>	<p>Study Program Coordinator Biology Education</p>		<p>13 September 2022</p>
	<p>Dr. Supriyatin, M.Sc</p>	<p>Study Program Coordinator Master of Biology Education</p>		<p>15 September 2022</p>

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Attachment

General Materials and Special Materials

NO.	GENERAL MATERIALS	SPECIAL MATERIALS
	Aquades	Ethanol
	Aquabidest	Acetone
	Vaseline	Iodine
	Amylum	Sulfuric acid
	Glucose	Hydrochloric acid
	Fructose	Acetic acid
	sucrose	Ether
	gelatin	Methanol
	glycerol	Sulfur
	Methylene blue	Urea
	Eosin	Nitric acid
	Maltose	Formalin
	Lugol	Xylene
	Phenol red	Chloroform
		Agarose
		EDTA
		TAE
		Magnesium
		Mercury
		Potassium iodide
		Iodine