INTRODUCTION OF CHEMLAB-MANAGEMENT

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Chemistry Laboratory Management

1. Layout
2. Good tools and calibrated
3. Laboratory Infrastructure
4. Laboratory Administration
5. Laboratory organization
6. Lab funding facility
7. Inventory and Security laboratory
Chemistry Laboratory Management

- 8. Security Laboratory
- 9. Discipline
- 10. Skills resources
- 11. Regulation of basic lab
- 12. Handling common problems
- 13. The types of jobs (job description)
Terms Spatial Laboratory (Lab lay out)

- Inlet (in.)
  - The door to the outside (out)
  - Emergency exit (emergency exit)
  - Space preparation (preparation room)
  - Space equipment (equipment room)
  - Hall bath (fume hood)
  - Storeroom / warehouse (storage room)
  - Staff room (staff room)
  - Room technician / laboratory assistant
  - Seminar rooms (seminar room)
Terms Spatial Laboratory (Lab lay out)

Work space (activity room)
Break room / worship
Room cleanliness infrastructure
Space safety equipment
Praktikan cabinets (lockers)
Glass cupboard
optical instruments cupboard
The door window was given a wire gauze, so that insects and birds can not enter
Fan (for a dehumidifier)
Conditioned space to certain tools that require a specific requirement
List of Laboratory Use

For the learning process
For practicum
For research
Good tools and calibrated

- Ready to wear (ready for use)
- Calibrated
- Net
- Not broken
- Operate well
- all existing equipment must be accompanied by manual operation
  (manual operation)
Laboratory technicians should always be in place, because every time the equipment is operated possibility of the appliance is not operating properly can occur.
Laboratory Infrastructure

- **Lab.**
- **Assessment:**
  - Lab construction
  - Other facilities

- Public facilities
  - Lab construction
  - Other facilities
Laboratory Administration

- inventory list of equipment
- list of equipment needs
- out incoming correspondence
- laboratory usage list
- inventory list of materials
- inventory list of tools for Furniture & evaluation reporting system
Organizations & Facilities lab funding

- Organization
- Organizational structure
- Job description
- Personnel structure of the lab manager
- Facilities funding
- SPP
- Regular budget / DIP
- Sponsor
- etc.
The goal of the Inventory and Security lab activity is to prevent loss and misuse, reduce operational costs, improve quality of work, reduce the risk of loss, and increase cooperation.
Security Laboratory

- Responsibility
- Neatness
- Cleanliness
- Attention to their respective duties
- First aid (first aid)
- Clothing
- The doors
- Tools.
**Discipline**

- High discipline of the laboratory / technician and skilled workers available, will support the realization of high working efficiency.

- Discipline is strongly influenced by the habits and patterns of human behavior itself.

- Neighbor laboratory / technician should have a good cooperation so that every difficulty can be solved together.
Materials Inventory

List of ingredients for each experiment affixed at cupboard ingredients
Materials Inventory

- Chemicals Specification Sheet
- Material Inventory Card
- List of Receipts / Expenditures Substance
Safety Equipment

a. Hydrant
b. Eye washer
c. Water Shower
d. Lab Jackets (laboratory, lecturer) should wear long sleeve
e. Gloves
f. Goggle
g. Mask
h. First Aid Supplies
Labeling

Inclusion of the danger symbol on a solid material and solution preparation (preparation results)

Inclusion of the date of manufacture
HAZARD SYMBOLS
Poster Discipline of Laboratory
Incoming Mail and Outgoing Mail

for each Laboratory or overall

ADMINISTRATION OFFICIALS NEED SPECIAL CHEMISTRY LABORATORY
Evaluation and Reporting Procedures

A. Use of Materials
B. Revenue and Expenditure Finance
C. Damaged equipment
D. Performance Laboratory, lecturer, student and teacher researchers, administrative
List Special Equipment Use

- Analytical Balance
- Spectronic
- FTIR spectrophotometer
- AAS
- pH-meter
- Conductometer
- Refractometer
- Etc
Laboratory Organization Chart
Waste Disposal Procedures (posters, equipment)

- A. Liquid waste in container vessel (Waste acid, waste alkali, organic waste, etc.)
- B. Solid waste (certain places)
- C. Organic solid waste
  - Waste not disposed of in the sink or trashcan.
Practical Guide

Equipped with:

- Discipline of the practicum
- Work salvation Laboratory
- MSDS of chemicals used
- Introduction Equipment used
To achieve and realize the procurement of documents and equipment of the above required administrative staff at the Laboratory of Chemistry, in addition to laboratory / technician qualified.

THANK YOU