

# S.R.R. & C.V.R. Government Degree College (A)

*An Autonomous & ISO 9001: 2015 Certified Institution:: Ranked by NIRF in 101-150 band at NIRF-2020 & 151-200 band in NIRF 2019 NAAC accredited Institution with grade B+ with C.G.P.A 2.6 during March, 2017*

**Machavaram, Vijayawada, Krishna District, AP-520 004**

## BOTANY & HORTICULTURE LAB POLICIES



## DEPARTMENT OF BOTANY

**SRR AND CVR GOVERNMENT DEGREE COLLEGE (A)**  
**MACHAVARAM, VIJAYAWADA**  
**DEPARTMENT OF BOTANY**



**BOTANY LAB USAGE POLICIES AND PROCEDURES**

**Do's :**

- ❖ The Lab is accessible only for Botany and Horticulture students of SRR and CVR Govt Degree college.
- ❖ Students must enter the Lab on time as per the scheduled timetable.
- ❖ The Concerned Lecturer and the Lab attender must be there till the Lab session ends along with students
- ❖ Attendance of the students should be recorded for every lab session
- ❖ Silence and Discipline must be maintained. in the lab.
- ❖ Students should tie their hair and loose clothes while working in lab
- ❖ Sandals must be worn at all times during lab time.
- ❖ Should cover any cuts or injuries with a bandage. while doing expts
- ❖ Eyes, hands, Nose , mouth and skin should be at a safe distance while using chemicals or lab equipment.
- ❖ Should Wash hands immediately upon contamination or after handling hazardous chemicals and before leaving the laboratory.
- ❖ First aid kits should always be present in the lab for students and staff.
- ❖ Students should report to concerned staff immediately in case of any burn / spill /Injury.
- ❖ Students and Teaching and non teaching staff of the lab must know the location of exit of labs
- ❖ Only Necessary equipment and chemicals for that day's experiments should be kept in the work area.
- ❖ Everyone in the lab should know how to operate the equipment.
- ❖ Slides , specimens, Chemicals and plant material stock and issue registers should be maintained and must be kept back in the proper position after use.
- ❖ Glasswares and corrosive substances should be handled with care
- ❖ All Lab Equipment along with microscopes shall only be utilized in the Laboratory under strict supervision of Lecturer.
- ❖ While doing Anatomy lab proper measures should be taken during slide preparations while handling Dissection equipment .

- ❖ Hazardous materials should be disposed properly from the laboratory
- ❖ Floors and surfaces should be kept clean and spills should be cleaned up immediately, and students must clean their bench area / work area before leaving the lab at the end of each lab session.
- ❖ All equipment and supplies should be returned to the original location after the completion of the practical.
- ❖ Students must maintain a Lab record and should submit it on time.

### **Don't :**

- ❖ Don't eat or drink in the lab.
- ❖ Don't sniff or inhale gasses./chemicals during experiments
- ❖ Don't pipette any solvents by mouth during experiments
- ❖ Don't taste any chemicals or substances working with.
- ❖ Don't use mouth for pipetting substances during experiments
- ❖ Don't handle broken glass with bare hands.
- ❖ Don't Pour chemicals or solutions down the drain without Permission
- ❖ Don't Operate Lab Equipment without permission
- ❖ Don't Perform the experiments prior to permission
- ❖ Don't Leave any heated materials unattended
- ❖ Don't Place flammable substances/chemicals near heat
- ❖ Don't place hands inside an electrical instrument when the power is on
- ❖ Don't throw water in case of electric fire
- ❖ Don't Use Mobile phones while working in Laboratory

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**HORTICULTURE OUTDOOR LAB/GARDEN/POLYHOUSE**  
**USAGE POLICIES AND PROCEDURES**

**Do's :**

- ❖ The Open Garden / Polyhouse area is only accessible for Horticulture students of SRR and CVR Govt Degree college.
- ❖ Students must enter the garden on time as per the scheduled timetable.
- ❖ The Concerned Lecturer and the Lab attender must be there till the Horticulture field work ends along with students
- ❖ Attendance of the students should be recorded for every lab session
- ❖ Should always wear the necessary PPE, Respirator ,Gloves, protective clothing and appropriate masks while handling Fertilizers, Insecticides and Pesticides , Bacterial and fungal spores to protect nose, eyes, ears, hands, during field activities
- ❖ Should cover any cuts/ injuries/abrasions with waterproof adhesive plasters/ bandage while working in Garden/Polyhouse
- ❖ Always carry Garden/Nursery tools in the proper way.
- ❖ Should carefully handle substances harmful to health including pesticides, herbicides, fungicides, insecticides, disinfectants and cleaning materials used in Horticulture Practices
- ❖ Chemicals , pesticides should be stored in Separate locked original containers with fully visible labeling and should follow guidelines for pesticide application, storage and disposal. Refasten all caps tightly.
- ❖ Spray operation should be conducted on cool or sunny days in the wind direction.
- ❖ Should always mix or dilute the pesticide outdoors or in a well-ventilated area. Mix only the amount that is needed for each application.
- ❖ Should always Keep children, pets away from pesticide applied areas
- ❖ To remove pesticide residues, use a bucket to thoroughly rinse tools or equipment that were used when mixing the pesticide.
- ❖ After spray operation, sprayer and buckets should be washed with clean water using detergent/soap.
- ❖ Should Wash hands immediately upon contamination or after handling hazardous pesticides and insecticides .

- ❖ Wash all protective equipment with hot soapy water as soon as possible following each use prior to removal . Be aware of safe handling and cleaning procedures.
- ❖ keep foggers away from ignition sources like ovens, stoves, air conditioners, space heaters, water heaters
- ❖ First aid kits should always be present in the Garden/ Nursery for students and staff.
- ❖ Keep detailed records of Equipment , chemicals.fertilizers, insecticides, pesticides . When a new chemical is received or used details must be entered into the inventory by the faculty member or Lab attender.
- ❖ Students should report to concerned staff immediately in case of any burn / spill /Injury.
- ❖ All equipment and supplies should be returned to the original location after the completion of the field work.

### **Dont's**

- ❖ Don't use Horticulture equipment or machinery without learning proper handling
- ❖ Don't Perform the field operations prior to permission
- ❖ Don't transfer contamination by touching eyes//Nose/ mouth after handling chemicals/pesticides
- ❖ Don't sniff or inhale gasses./chemicals in Polyhouse / Gardens immediately after spraying .
- ❖ Don't smoke or eat while mixing or applying pesticides
- ❖ Don't store insecticides with weedicides.
- ❖ Do not use overdose which may affect plant health and environment.
- ❖ Don't put pesticides into food containers.
- ❖ Don't spray on hot sunny days or strong windy conditions. and just before it rains and immediately after the rains. and against wind direction.
- ❖ Don't use Containers and buckets used for mixing pesticides for other purposes even after thorough washing.
- ❖ Don't enter the treated field immediately after spray without bearing protective clothings.
- ❖ Do not mix contaminated clothing worn during pesticide applications with other family laundry, in the hamper or the wash.
- ❖ Do not place foggers in small, enclosed places such as closets and cabinets or under tables and counters.