

STANDARD OPERATING PROCEDURES (SOP) 2019

**SOP FOR PROCESSING
LABORATORY LOANS**

**AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
MUHAMMADIYAH UNIVERSITY OF
YOGYAKARTA**



Standard Operating Procedures (SOP)

MUHAMMADIYAH UNIVERSITY OF YOGYAKARTA

Jl. Brawijaya, Tamantirto, Kasihan, Bantul, Yogyakarta

Tel. 0274-387656 Fax. 0274-387646

Email: agribisnis@umy.ac.id ; Website: agribisnis.umy.ac.id




Standard Operating Procedures (SOP)



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UNIVERSITAS
MUHAMMADIYAH
YOGYAKARTA

Unggul & Islami

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Verified by :	Checked by :	Prepared by :
Dean of FP UMY	Head of the Agribusiness Study Program	GKM Agribusiness Study Program
		
Ir. Indira Prabasari, M.P., Ph.D.	Zuhud Rozaki, S.P., M.App.Sc., Ph.D	Dr. Ir. Nour Rahmawati, M.P.
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Address: Jl. Brawijaya, Tamantirto, Kasihan, Bantul, Yogyakarta, Indonesia, 55183	
Tel: (0274) 387656; Fax: (0274) 387658	
Email: agribisnis@umy.ac.id ; Website: agribisnis.umy.ac.id	

A. OBJECTIVE

Explain the procedures for services and use of the Processing Laboratory within the Agribusiness Study Program at Muhammadiyah University of Yogyakarta.


B. SCOPE

The scope of this Operational Standard includes:

1. Procedures for service and use of the laboratory.
2. Parties involved in laboratory services.
 - 2.1 Laboratory Coordinator is an employee assigned to head all laboratories in a particular study program.
 - 2.2 Laboratory assistants are employees assigned to assist lecturers in carrying out their duties in the laboratory.
 - 2.3 Practical Lecturers are permanent/non-permanent teaching staff appointed by the department/study program/laboratory coordinator to teach certain practicum courses according to their education, skills and abilities.
 - 2.4 Practicum Assistants are students of majors/programs who have graduated/become alumni, have high integrity, discipline, responsibility, and have good grades and achievements.
 - 2.5 Practicum Co-Assistant is a final year major/study program student who is still active, has high integrity, discipline, responsibility, and has good grades, achievement, and has passed the subject in question.

C. GUIDELINES

1. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education.
2. Decree of the Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the Status of Muhammadiyah University of Yogyakarta in 2013.
3. Chancellor's Decree Number 249/SK-UMY/XII/2017 concerning final grade standards for courses in the Environmental Studies program at Muhammadiyah University Yogyakarta

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D. PROCEDURE

1. Lecturers/students as users apply for a use permit and submit the use schedule to the Laboratory Coordinator, via the Laboratory Assistant.
2. The laboratory assistant receives a letter requesting use of the Processing Laboratory to obtain permission and approval from the Laboratory Coordinator.
3. The Laboratory Coordinator reviews the laboratory usage schedule.
Regular user : on schedule
New users : empty usage schedule
4. The Laboratory Coordinator permits and validates the application letter for laboratory use.
5. The laboratory assistant receives a letter requesting use of the laboratory which has received permission and approval from the Laboratory Coordinator.
6. The laboratory assistant prepares a laboratory usage schedule.
7. Lecturers/students can use the laboratory.

NOTES







There are several things that lecturers/students need to pay attention to when using the Processing Laboratory.

1. Lecturers/students who use equipment in the Processing Laboratory are required to clean and return the equipment used to its original place.
2. Leave the Processing Laboratory in a clean condition.
3. If you use consumables in the form of gas, a consumables usage fee of IDR 25,000 will be charged.

E. RELATED PARTIES

1. Lecturers/students
2. They work
3. Coordinator Laboratory

Laboratory Services Flow Diagram

No	Procedure Description	Executor			Die Baku		
		Student	They work	Koordinator Lab	Requirements/Equipment	Time	Output
1	Lecturers/students as users apply for permission and submit a usage schedule to the laboratory assistant				1. Application form 2. Activity schedule	2 minutes	Application letter for processing lab loan
2	The laboratory receives a letter of request for the use of the Processing Laboratory to obtain permission and confirmation from the Laboratory Coordinator					1 minute	Approval from the Laboratory Coordinator
3	The Laboratory Coordinator looks at the schedule for the use of the Processing Laboratory and approves/disallows and confirms the request letter for the use of the Processing Laboratory					1 minute	Approval from the Laboratory Coordinator
4	The laboratory receives the application letter for the use of the Processing Laboratory that has obtained permission and confirmation from the Laboratory Coordinator and informs the lecturer/student that the application letter for the use of the Processing Laboratory has obtained permission					1 day	Approval from the Laboratory Coordinator
5	Lbaoran prepares a schedule for the use of the Processing Laboratory						The team schedules the use of the Processing Laboratory
6	Lecturers/students can use the Processing Laboratory					1 semester	Research result