*Standard Operating Procedure*

Research Implementation



Faculty of Agricultural Technology

University Of Brawijaya

Malang

2017

# IDENTIFICATION SHEET

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| --- | --- | --- |
|  | UNIVERSITY OF BRAWIJAYA | Code/No:  |
| Date:  |
| PROCEDURE OF RESEARCH IMPLEMENTATION | Revision:  |
| Page: |

RESEARCH IMPLEMENTATION

|  |  |  |
| --- | --- | --- |
| **Process** | **Person in Charge** | **Date**  |
| **Name** | **Position** | **Signature**  |
| 1. Formulation
 | Dr.Ir. Bambang Susilo, M.Sc.Agr | Ketua Lab.  |  | 6 April 2017 |
| 1. Examination
 | La Choviya Hawa, S.TP, MP, Ph.D | Ketua Jurusan  |  | 6 April 2017 |
| 1. Approval
 | Dr. Ir. Sudarminto S.Y | Dekan FTP |  | 6 April 2017 |
| 1. determination
 | Dr. Ir. Sudarminto S.Y | Dekan FTP |  | 6 April 2017 |
| 1. Control
 | Retno Damayanti, STP, MP | Ketua UJM TEP-FTP |  | 6 April 2017 |

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# Purpose

Standard Operating Procedures in Research Implementation was made as a reference for the parties involved for the implementation of research in the laboratory of Food Processing Techniques and Agricultural Products, so that research activities can be done effectively, efficiently and qualified. In addition, Standard Operational Procedures in Research Implementation was made to fulfill the laboratory functions as a research medium.

# Related Scope and Units

# Standard Operational Procedures in The implementation of this research includes activities in the Laboratory of Food Processing Techniques and Agricultural Products, Faculty of Agricultural Technology in the case of the implementation of research activities or test samples either conducted by students, lecturers, or researchers from other institutions/companies from outside the department of TEP UB.

# Related Quality of Standars

Operational Standard in this procedure refers to the Academic Standards Document of Agricultural Technology Faculty and the Educational Guidelines of Agricultural Tecnology Faculty, University of Brawijaya, Malang, East Java.

# Terms and Definitions

1. The head of the laboratory is a structural worker who is responsible for coordinating all laboratory activities, leading the development of science and managing laboratory resources
2. Laboran/laboratory assistant is a functional person who based on the requirements of education and expertise in charge of facilitating lecturers and assistants in practical activities, as well as research.
3. The sample owner is a lecturer, student or institution/company outside the department of TEP UB who conducting research / sample analysis in the laboratory.

# Sequence of Procedures

1. Prospective researcher need to register by paying the registration fee Rp 20.000, - to the laboratory and fill the form permit tool usage.
2. Prospective researcher need to fill out the license form and certify to the Head of TPPHP Laboratory
	1. For students of agricultural engineering, there must be approval from the supervisor, and the license of the use of tools in the laboratory which is directed to the Head of Laboratory.
	2. For students from other departments / faculties in brawijaya university, there must be a letter of introduction from the Head of Department.
	3. For outside university students, a letter of introduction from the Dean /Head of the faculty concerned with a copy to the Head of Agricultural Engineering Department, Brawijaya University
3. The Head of TPPHP Laboratory approves the permit.
4. The prospective researcher submits the permit that have been certify to the laboratory assistant.
5. Prospective researchers need to pay a security deposit of Rp.50.000, - if there is no damage, the deposit will be returned.
6. The laboratory assistant logs the researchers.
7. Researchers do the research.
8. After completion of the research, the researcher completes the administration and finance. Research payments are based on the frequency and type of tools that were used.
9. The researchers fill out the criticism and suggestion form.

# Flow Charts

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Start**  |  |  |
|  |  |  |  |
| Prospective Researcher | Making of the permit for tools loaning (1 day) |  | Form of the permit |
|  |  |  |  |
| Head of Laboratory | Approval of the permit by the Head of Laboratory (5 minutes) |  | form of the permit for tool’s loan |
|  |  |  |  |
| Laboratory Assistant | Submission of the permit to the laboratory assistant ( 3 days before the research) |  | The permit for tool’s loan |
|  |  |  |  |
| Laboratory Assistant | Payment of deposit money Rp50.000,00 and data collection (15 minutes) |  | Card of Tool Usage(CTU) |
|  |  |  |  |
|  | **A** |  |  |
|  | **A** |  |  |
|  |  |  |  |
| Researcher  | The Research (based on the schedule) |  | (CTU) |
|  |  |  |  |
| Researcher  | Completes the administration and finance (10 minutes) |  | CTU and Receipt |
|  |  |  |  |
| Researcher  | Fill out the form of criticism and suggestion (10 minutes) |  | Form of criticism and suggestion |
|  |  |  |  |
|  | **End**  |  |  |

# Reference

1. Academic Standards Document of Agricultural Tecnology Faculty
2. Educational Guidelines of Agricultural Tecnology Faculty, University of Brawijaya

# Appendix

1. The Permit for Tool Usage
2. Card of Tool Usage (CTU)

**Appendix 1.** Form of Tool’s Loaning

**Subject : Request for Tool Loaning**

Kepada Yth : Ketua

 Laboratorium Teknik Pengolahan Pangan Dan Hasil Pertanian

 Jurusan Keteknikan Pertanian

 Fakultas Teknologi pertanian

 Universitas Brawijaya

Dengan Hormat,

Yang bertanda tangan dibawah ini :

 Nama :

 NIM :

 Jurusan/Fakultas :

Sehubungan dengan penelitian kami yang berjudul :

”.................................................................................................................................................................................................................................................................................................................................................................................................”

Bersama ini kami mengajukan permohonan untuk menggunakan peralatan di Laboratorium Teknik Pengolahan Pangan dan Hasil Pertanian sesuai dengan ketentuan yang berlaku.

Adapun peralatan yang kami butuhkan antara lain :

1. .................................................................................
2. .................................................................................
3. ..................................................................................
4. ..................................................................................

Waktu pelaksanaan penelitian : ................................................ s/d ....................................... ( ..... bulan)

Demikian permohonan kami, atas perhatian dan diperkenankannya permohonan ini kami ucapkan terima kasih.

Malang, ............................................

Menyetujui, Pemohon,

Dosen Pembimbing I

........................................ ........................................................

NIP. NIM.

Menyetujui,

Ketua Laboratorium

Dr. Ir. Bambang Susilo, M.Sc.Agr

NIP. 19620719 198701 1 001

**Appendix 2.** Card of Tool Usage

**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN**

**UNIVERSITAS BRAWIJAYA**

**FAKULTAS TEKNOLOGI PERTANIAN**

**LAB. TEKNIK PENGOLAHAN PANGAN DAN HASIL PERTANIAN**

**KARTU PENGGUNAAN ALAT**

 **N a m a : …………………………………………..**

 **NIM : ……………………………………………**

 **Jur./PS : ……………………………………………**

 **Alamat/No. HP : ...................................................**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **NAMA ALAT** | **TANGGAL** | **TANDA TANGAN** |
| **Pinjam** | **Kembali** | **Pemakai** | **Laboran** |
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**Malang, ..................................,**

 **Pranata Laboratorium Pendidikan**

 **Supriyono, SP**

 **NIP. 19630712 199903 1 001**