

FEDERAL UNIVERSITY OF TECHNOLOGY OWERRI
SCHOOL OF PHYSICAL SCIENCES
DEPARTMENT OF SCIENCE LABORATORY TECHNOLOGY
GLT 411: LABORATORY ORGANIZATION AND MANAGEMENT
HARMATTAN SEMESTER EXAMINATION 2016 / 2017 ACADEMIC SESSION

Instructions: Answer five questions and at least two from each section.

Time allowed: 2 ½ Hrs.

Date: 15/06/2017

SECTION A

- 1a. What is office mechanization?
- b. Discuss the two (2) basic techniques in reprography.
- c. Write briefly on forensic photographic unit.

- 2ai. Mention the levels which radioisotope laboratories are designated.
- ii. On what criteria are radioisotope laboratory designation based?
- b. List five (5) guidelines for defining radioactive work area.
- c. Discuss the rules observed when working in a radioisotope laboratory.

- 3a. What are audio-visual aids?
- b. List five (5) advantages of audio-visual aids.
- c. State five (5) characteristics of a good teaching aid.

SECTION B

- 4a. What is an organization?
- b. Write briefly on the components of an organization.

- 5a. Highlight on the laboratory staffing in a hierarchical order.
- b. Outline the university structural administrative design down to the laboratory.

- 6a. Write down the steps involved in inventory and state the importance of inventory in the laboratory management.
- b. How do you store chemicals and hazardous materials in the laboratory?