

Soil Testing and Plant Analysis Laboratory

Louisiana State University AgCenter

SOP# STPAL-SFTY-001	Page 1 of 2
Revision# 00	Effective Date: 8/21/2026
Title: STPAL Facilities and Materials Request Process	

1. Purpose

- 1.1. The purpose of this procedure is to define the parameters for STPAL facilities and material usage.

2. Scope

- 2.1. This SOP covers the expectations for LSU and LSU AgCenter employees and students that would like to utilize STPAL space and/or materials.

3. Reference

- 3.1. None

4. Definitions and Acronyms

- 4.1. PPE – Personal Protective Equipment
- 4.2. SOP – Standard Operating Procedures
- 4.3. STPAL – Soil Testing and Plant Analysis Laboratory

5. Safety

- 5.1. Lab coat
- 5.2. Gloves
- 5.3. Eye protection
- 5.4. Shoes that are rubber-soled and cover the entire foot
- 5.5. Dust mask, face mask, and/or ear protection as required by the lab facility usage

6. Equipment

- 6.1. Appropriate sample/reagent containers
- 6.2. Lab cart

7. Process Description

- 7.1. For Facilities Access Requests: Contact the laboratory by email with your name, date, need, and duration at the following address: stpal@agcenter.lsu.edu The laboratory will coordinate with you regarding the availability of our facilities. This process should also be followed for any planned tours or walkthroughs of the laboratory.
 - 7.1.1. *Example:* Gregory Olson is requesting access to the digestion block under the hood in room 125 on Friday, July 17th, 2026, from 9:30am to 3:30pm.
 - 7.1.2. If the space is available, facilities usage will be placed on the STPAL Outlook calendar, and the requestor will receive an event invite. Reservations will be made in chronological order of request and may be subject to cancelation based on the needs of the laboratory.
- 7.2. For Supplies/Reagents: Contact the laboratory by email with your name, date, and requested material(s) at the following address: stpal@agcenter.lsu.edu A member of the laboratory will coordinate with you regarding the availability of the material(s). If available, the lab will coordinate the best time for collection. When borrowing materials

Soil Testing and Plant Analysis Laboratory

Louisiana State University AgCenter

SOP# STPAL-SFTY-001	Page 2 of 2
Revision# 00	Effective Date: 8/21/2026
Title: STPAL Facilities and Materials Request Process	

that can be returned to the laboratory, include an expected return by date in your initial request and coordinate the return with an employee of the laboratory when you arrive.

7.2.1. *Example:* Gregory Olson is requesting 200mL of Mehlich-3 extraction solution by noon on 7/17/2026. I will be providing my own labeled collection vessel.

7.2.2. Materials/Reagent availability will be based on laboratory needs and supplies available. **No materials/reagents shall be removed from the laboratory without direct coordination with laboratory staff. STPAL laboratory staff are the only employees allowed to handle STPAL laboratory materials and reagents.** STPAL will not release materials unless the collector has appropriate PPEs for the materials requested. If you are uncertain, ask the lab what precautions should be taken for materials collection. The laboratory can provide PPEs if available.

8. Attachments

8.1. None

9. Approval and Document History

DOCUMENT HISTORY	
REVISION#	CHANGE IN HISTORY
00	
Approved By: Laboratory Coordinator	
Date	