

國立中央大學物理系生物物理核心設施實驗室門禁申請單
Application Form for the Entrance of Biophysics Core Facility

2019.09.17

一、基本資料 Personal Information

姓名 Name		學號 Student ID	□□□□□□□□□□
單位 Department	<input type="checkbox"/> 物理系所 Dept. of Physics <input type="checkbox"/> 其他 other _____		
職稱 Position	<input type="checkbox"/> 老師 Faculty <input type="checkbox"/> 博士後研究員 Postdoctoral Fellow <input type="checkbox"/> 助教 Teaching Assistant <input type="checkbox"/> 助理 Assistant <input type="checkbox"/> 博士班 PhD student <input type="checkbox"/> 碩士班 Master student <input type="checkbox"/> 大學部 Undergraduate → <input type="checkbox"/> 一年級 Freshman <input type="checkbox"/> 二年級 Sophomore <input type="checkbox"/> 三年級 Junior <input type="checkbox"/> 四年級 Senior <input type="checkbox"/> 其他 Others _____		
聯絡電話 Telephone number		Email	

二、申請權限 Access Permission

密碼 □□□□ (限填 0-9 四位數字) Password (4 digits from 0 to 9)	
門組 <input type="checkbox"/> Room 517 <input type="checkbox"/> Room 515 <input type="checkbox"/> Room 517 & 515	時段 <input type="checkbox"/> 一般使用者：Weekday 8:30~18:00 <input type="checkbox"/> 延長使用者：Weekday 8:30~00:00 <input type="checkbox"/> 假日使用者：Weekday and weekend 8:30~18:00

三、工作內容

使用期限 period	年 月 year month	實驗室 Lab:
工作內容與使用設備概述 Summary of the purpose : <div style="text-align: right;"> 指導教授簽名： Signature of Advisor: </div>		

本人已確實閱畢背面申請說明，並同意遵守。

I hereby confirm that I have read the descriptions on the reverse side and will obey those regulations.

申請人 Applicant :

(簽章 Signature) 日期 Date :

請攜帶學生證/職員證/悠遊卡找核心實驗室助理申請門禁
Please take your student card, staff card or Easy Card to assistant.

助理收件	負責人簽核	權限通知
卡號：		

BioPhysics and Soft-matter Core Facility Laboratory Regulation

V01 2015/10/15

General Rules

1. Core Facility Laboratory is Biosafety Level 2 Laboratory with a 24 hours proximity access control and security monitoring system.
2. To have proximity card, applicant should fill in application form and signed by adviser, then apply to the core facility laboratory.
3. For general users, the opening hours are 0830-1800 on Mondays to Fridays. Precious instrument users can apply to extend working hours to midnight.
4. Core Facility Laboratory provides a small amount of general chemicals and consumable material. If you need large amount of consumable materials or chemicals, please order it by yourself.
5. Do not take out any item, including consumable material, from Core Facility Laboratory.
6. Before using any small instrument, see below, user must have received training from seniors in yours lab. If in doubt, check out the handbook, which placed in the vicinity of instrument, or contact research assistant of Molecular-Motor Biophysics Laboratory.

Small instrument including:

Electronic balance, pH meter, DI water, autoclave, incubator, CO2 incubator, Visible, Spectrophotometer, UV-VIS spectrometer, bench biological microscope, anatomical microscope, Electrophoresis System, spin coating, laminar flow hood, fume hood, water bath, centrifuge, high-speed refrigerated centrifuge, PCR, O2 plasma cleaner.

Precision micro-pipettes are important for everyone. Do NOT take them out of the lab.

7. If instrument was damaged, user has to take responsibility to repair.
8. Take out your waste from Core Facility Laboratory and dispose sharp glass properly. Please maintain a clean environment.
9. Laboratory coats should be worn in the lab and removed groves when leaving the lab.
10. If user against the general rule twice, user's proximity card will be suspended.

The Rule of Precious instrument

Opening hours of Precious instrument: Monday – Friday: 8:30 AM-12:00PM

Precious instruments including:

BioAFM, Laser scanning confocal microscope, rheometer, Ca⁺ imaging microscope.

To use Precious instrument, user must have received training from appropriate instructor or manufacturer of instrument.

Education and training by instructor

1. User must be trained for 10 to 20 hours in two weeks (3-5hr per times) and write notes, which will be checked by instructor and supervisor of instrument.
2. After finish training and pass the operation test, user will be allowed to operate instrument alone and become an instructor.
3. If you cannot find instructor, we will ask the equipment manufacturers for personal training (1 to 2 persons per times). But the cost will be paid by your laboratory.

Reservation

1. Users are allowed to reserve instrument for the following week during opening hours of Core Facility Laboratory.
2. Reservation hours were divided into two periods: 8:30AM to 1:00PM and 1:30PM to 6:00PM. As long as your advisor agrees, you can apply to extend reservation hours to 12:00 PM.
3. Users are allowed to reserve an instrument up to 3 periods in one week.
4. Walk-in will be accepted in gap time.
5. User can cancel reservation on the previous day. If user is more than 30 minutes late, user's reservation will be canceled and be considered as against the rule once.

Before and after use of instrument

1. The instrument, including software, must be cleaned properly and reinstated after use.
2. If you found any inappropriate operation from previously user, informed supervisor of instrument immediately.
3. Without inform the supervisor previously user's improper operation, you may take responsibility for it.



National Central University

General Laboratory Environmental Safety and Health Code of Practice

- ◎ This code of practice is only a reminder applicable to general laboratory safety and health management; special laboratory shall customize its own notices or special code of practice depending on different features of individual actual hazards.
1. Operating procedures, operating conditions as well as health and safety precautions shall be expressly stipulated in any laboratory.
 2. Any liquid waste shall be clearly marked and stored by category in accordance with the related environmental protection laws; random dumping is prohibited.
 3. Chemicals shall be posted with hazard warning diamond labels indicating their Chinese names in accordance with “Regulation of Labeling and Hazard Communication of Dangerous and Harmful Materials”.
 4. (1) Chemicals List; (2) Safety Data Sheet (SDS); (3) Emergency Response (including leakage processing) equipments should be prepared and placed in areas where chemicals are used.
 5. No food and drink are allowed to place in the refrigerator for cold storage of chemicals.
 6. No smoking, drinking and eating, noise, playing or irrelevant experiments are allowed in the laboratory.
 7. Inflammables and explosive chemicals are forbidden to place near heating sources, such as oven, hot plate, distiller, etc.
 8. Gas cylinders shall be upright and fixed with chains to avoid free moving or falling down from earthquakes, and the maximum working pressure should be clearly indicated on the pressure gage.

(double-sided printing)

I hereby am willing to abide by the regulations after carefully reading the aforesaid environmental safety and health code of practice and fully understanding the contents. (Please cut off it along the shear line and send it back to environmental safety center of the departments/institutes for record keeping)

Signature: _____

(Personal signature is required. Any allograph or forged signature is prohibited, or anyone shall bear the responsibility of the consequences.

Department/Institute/Class: _____ Student No. : _____

Date: _____

9. Any operation that may generate toxic or corrosive gas shall be processed in fume hoods.

10. Always turn on the ventilation system first and wait for at least three minutes before using fume hoods.
The height of the sliding-glass door must be lower than that of the operator's breathing zone.
11. The air flow of a fume hood should be regularly measured; if it's less than 0.5m/sec, notify the manufacturer for maintenance.
12. Safety assessment shall be performed with care prior to any experiment and the appropriate protective measures shall be adopted.
13. Any dangerous experiment or practice should be conducted in regular working hours; any laboratory work during non-regular hours should obtain prior consent from the relevant authority.
14. Wearing lab coat is required at all times in laboratory; Wearing gloves, safety goggles and a protective mask are also required on the needed basis.
15. Any member of laboratory must learn to operate extinguishers and be aware of the locations and operative methods of various safety and health equipments (e.g., emergency shower device, leakage absorbing cotton, first aid kit, personal protective equipment, escape exit, etc.)
16. Fire prevention, explosion protection and the flood prevention must be borne in mind when performing unsupervised experiments, and the simple action plan, emergency contact persons as well as contact means be posted on obvious position of the door.
17. Any personnel who is the last one to leave the laboratory, especially before weekend and long holidays, must actually check to make sure all electrical devices and lab equipments are switched off, gas cylinders and and water faucets are actually closed.