

國立中山大學學士後醫學系實驗室儀器管理規則

Rules for Laboratory Instrument Management

114.10.01 經本校 114 學年度第 2 次系務會議通過

Approved by the 2nd Departmental Affairs Meeting of the 114th Academic Year on October 1, 2025

一、 總則

I. General Provisions

1. 為確保實驗室儀器設備安全、有效及持續運作，並維護公平使用權益，特訂定本規則。

1. These Rules are established to ensure the safe, effective, and continuous operation of laboratory instruments and equipment, and to safeguard equitable access to their use.

2. 所有實驗室成員及使用者均須遵守本規則及相關安全規範。

2. All laboratory members and users must comply with these Rules and with applicable safety regulations.

二、 使用規範

II. Usage Regulations

1. 儀器限本實驗室成員及經指導教師或管理員許可之人員使用。

1. Instruments may be used only by laboratory members or by persons authorized by the supervising faculty member or the instrument manager.

2. 使用前須完成相關訓練；初次操作時應由具經驗人員陪同。

2. Users must complete the required training before operating any instrument; first-time operation must be conducted under the supervision of an experienced operator.

3. 使用前須於「儀器登記簿」或線上系統登錄借用時間與實驗內容。

3. Prior to use, users must record the borrowing period and the purpose of the experiment in the instrument logbook or in the online booking system.

4. 使用儀器時須遵守標準操作流程(SOP)，並確認操作環境安全。

4. Users must follow the standard operating procedures (SOPs) when operating instruments and ensure that the operating environment is safe.

5. 長時間使用或特殊操作，須事先提出申請並經管理員核准。

5. Prolonged use or special operations require prior approval from the instrument manager.

三、 維護與保養

III. Maintenance and Care

1. 使用後須立即清潔、歸位並關閉電源。

1. After use, instruments must be cleaned, returned to their designated locations, and powered off immediately.

2. 儀器若發生故障、異常或損壞，應立即停止操作並通知負責教師，不得隱匿。

2. If an instrument malfunctions, shows abnormal performance, or is damaged, users must stop using it immediately and notify the responsible faculty member or instrument manager. Concealing faults is prohibited.

四、 責任與賠償

IV. Liability and Compensation

1. 因操作不當或違反規則導致儀器損壞者，須負責修復或賠償。

1. Users who cause instrument damage through improper operation or violation of these Rules shall be liable for repair costs or for compensation.

2. 蓄意破壞者除賠償外，並將依國立中山大學工作場所違反環安衛規定後續處置要點追究責任。

2. Deliberate damage will require compensation and will be handled in accordance with National Sun Yat-sen University's Measures for Handling Violations of Occupational Health, Safety, and Environmental Regulations.

3. 爭議事項由指導教師及系務會議裁定處理。

3. Disputes shall be resolved by the supervising faculty member and, if necessary, by the Departmental Affairs Meeting.

五、 附則

V. Supplementary Provisions

1. 本規則由全體實驗室成員共同遵守，並得依實際需要修訂。

1. These Rules shall be observed by all laboratory members and may be amended as necessary.

2. 本規則自系務會議通過後施行，修正時亦同。

2. These Rules shall take effect upon approval by the Departmental Affairs Meeting; amendments shall be adopted in the same manner.

國立中山大學學士後醫學系實驗室公約

Laboratory Codes of Conduct

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一、 尊重師長與同儕，互助合作，共同營造和諧實驗室環境。

1. Respect supervisors and peers; cooperate and assist one another to foster a harmonious laboratory environment.

二、 尊重每位成員的研究、時間與空間，避免干擾他人實驗。

2. Respect each member's research, time, and workspace; avoid disturbing others' experiments.

三、 實驗前後請保持桌面、公共區域及儀器區整潔，個人物品妥善收納。

3. Keep workbenches, common areas, and equipment zones tidy before and after experiments; store personal belongings properly.

四、 請脫手套再觸碰門把以及電梯按鈕，確保安全。

4. Remove gloves before touching door handles or elevator buttons to ensure safety and prevent contamination.

五、 借用儀器時須遵守登記時間，使用後歸還原位並確認狀態正常。

5. Observe instrument booking times when borrowing equipment; return instruments to their designated places after use and confirm they are functioning properly.

六、 非自己實驗室的物品，例如：儀器、耗材、化學品，須先徵得相關人員同意，不得擅自使用。

6. Do not use items (e.g., instruments, consumables, chemicals) belonging to other laboratories without prior consent from the responsible person(s).

七、 垃圾與廢棄物依規定分類處理（一般垃圾、化學廢液、生物廢棄物、尖銳器具等）。

7. Dispose of waste according to regulations, segregating general trash, chemical waste, biological waste, sharps, etc.

八、 使用加熱板後應關閉電源並拔除插頭，以防火災。

8. Turn off and unplug hot plates after use to prevent fire.

九、 熟悉並遵守安全規範，並定期參加安全演練。

9. Familiarize yourself with and comply with safety regulations; participate regularly in safety drills.

十、 最後離開者須檢查電燈、水源及電源是否關閉，以節約能源。

10. The last person to leave the laboratory should check that lights, water taps, and electrical equipment are turned off to conserve energy.

十一、 若發現違規或危險行為，應立即提醒或通報指導教師或實驗室管理員。

11. If you observe rule violations or hazardous behavior, promptly remind the person involved or report the matter to the supervising faculty member or the laboratory manager.