

成大醫工系 BSL2 實驗室管理施行細則

112.11.30 系務會議通過

112.10.30 系務會議修訂

第一條 本系 BSL2 實驗室(以下 簡稱本實驗室)為管理有所依循，特訂定 「成大醫工系 BSL2 實驗室管理施行細則」(以下簡稱本細則)。

第二條 本細則適用範圍

1. 本實驗室坐落在成大醫工系地下室 5712，範圍請詳見附件一。
2. 包括人員使用、門禁管理、化學藥品、電器用電安全、機器儀器設備及設施、採購與使用、實驗室安全衛生管理、實驗室污染防制、實驗室資料維護及保存等。
3. 限本系教職員生與合作單位人員使用。

第三條 費用

1. 生物抽風櫃之濾網、本實驗室內所有燈光、落塵定期檢測、滅菌釜認證等由系上負責維護。
2. 本實驗室內之生物廢棄物處理、化學品耗材由使用實驗室依使用比例分攤。費用可由系上預先支出，每季結算一次。
3. 其餘未明訂之費用得由管理委員會決定後，公告實施。

第四條 門禁規範

1. 凡需使用本實驗室內設備者，須先通過成大環安衛中心之 e 等公務園+學習平臺(<https://elearn.hrd.gov.tw/mooc/index.php>)，【中央研究院 BSL-2 新進人員指定組裝課程】八學分，或【英文版: 8-hour Biolab Training Courses at NCKU for international staffs and students (<https://ge.ncku.edu.tw/enrol/index.php?id=4596>)】八學分後，再以通過證書向系辦申請，始能取得使用權。證書需在三個月內通過方為有效。申請表格如附件二。
2. 每次申請使用權以二年為限。非遭停權之舊使用者，若需延長，僅需有三個月內使用紀錄，即可申請，無須重新上課認證。
3. 本實驗室 24 小時開放使用，須事先預約機台、時段，方可進入。
4. 嚴禁轉借他人帳號密碼或帶領未經核准人員進入。

第五條 實驗室使用守則

1. 使用前須先以網路預約實驗室時段後始得出入。

2. 預約最早不得超過一週前，否則管理者有權取消該預約時段。
3. 使用本實驗室內各項儀器必須登錄該儀器，使用完畢則必須登出該儀器。
4. 本實驗室內禁止抽菸、攜帶食物、飲食或從事與實驗不相干之活動。
5. 個人物品、化學品等禁止存放於本實驗室內。
6. 因不當使用所造成之任何損害，使用者需負賠償之責。
7. 儀器使用完畢須完整清潔與消毒並恢復其原狀。
8. 本實驗室內之儀器、化學品、耗材等僅供實驗室內使用，嚴禁攜出。
9. 使用者當下若發現物品損毀或耗材需要更換，應在當天即通知管理人員。
10. 本實驗室於以下情況將暫時關閉使用：
 - (a) 通報事故期間。
 - (b) 重大天然災害期間(颱風發佈停班、地震等)。
 - (c) 系上特殊需要而必須暫停開放。

第六條 安全及廢棄物相關規範

1. 本實驗室內嚴禁任何可能導致自身或其他使用者危險之行為。
2. 個人操作時應做好防護，例如配戴手套、身著實驗衣、穿包腳趾之鞋物、配戴護目鏡、戴口罩等。
3. 穿戴手套時嚴禁碰觸門把。
4. 具傳染性物質出入實驗室時，需密封完整。
5. 操作後產生之污染廢棄物，嚴禁攜出本實驗室，需棄置於生物危害性的容器內。
6. 若有傳染性物質溢出或潑濺在操作台或地上須立即清潔並消毒完畢。事後需要紀錄並通報管理者。

第七條 緊急情況處理

1. 液體潑濺、感染物洩漏時，若為小面積無立即危害者，可由使用者現場清潔並消毒；但若為大面積無法由使用者單獨處理者，則請立即通知管理人員協助並依本細則在紀錄簿上通報事故。
2. 若遇火警等緊急情況，請先離開實驗室，然後在安全地方通知管理人員與撥打成大緊急應變電話 06-2757575 ext. 66666。
3. 若遇地震等緊急情況，請立即尋求安全地方避難。

第八條 違規之懲處

1. 違反門禁規範者，處二週禁止使用本實驗室並記**違規一點**。
2. 違反實驗室使用守則，處二週以上禁止使用本實驗室與記**違規一點**。若造

成財產損失者，須與擔保主管另負損害賠償責任。

3. 違反安全與廢棄物相關規範，無造成人員財產損失者，處一個月禁止使用本實驗室，並記違規一點。造成財產損失者，除須與擔保主管負損害賠償責任外，並處三個月以上禁止使用本實驗室與記**違規二點**。
4. 以上任一點若單獨或合併造成人員傷亡者，本身或他人受傷情況，額外處六個月以上禁止使用本實驗室並加記**違規三點**；造成他人死亡情況，則永久吊銷本實驗室使用權。
5. 其它未包含之違規情事，得由管理委員會討論後，送交系主任同意進行懲處。
6. 同一使用者違規點數超過**四點**者，撤銷其本實驗室使用權。若之後有需要重新申請使用，得提出申請表由管理人員開會決議。

☐ 已詳細閱讀

申請者簽名：_____ 日期：_____

National Cheng Kung University Department of Medical Engineering BSL2 Laboratory Management Implementation Rules

Approved at the Faculty's Meeting, 112.11.30

Revised at the Faculty's Meeting, 112.10.30

Article 1: The BSL2 Laboratory of this Department (hereinafter referred to as "the Laboratory") has established the "Department of Biomedical Engineering BSL2 Laboratory Management Implementation Rules " (hereinafter referred to as "the Rules") for the purpose of management.

Article 2: Scope of application of these rules

1. This Laboratory is located in the **Basement (B1), Room 5712** of the Department of Biomedical Engineering of National Cheng Kung University. Please see Appendix 1 for details.
2. Including personnel use, access control management, chemicals, electrical safety, machinery, equipment and facilities, procurement and use, laboratory safety and health management, laboratory pollution prevention, laboratory data maintenance and preservation, etc.
3. Restricted to faculty, staff, and students of the department and personnel from cooperating units.

Article 3: Fees and cost

1. The department is responsible for maintaining the filter of the biosafety fume hood, all lights in the Laboratory, regular dust detection, sterilization autoclave certification, etc.
2. The biological waste processing and chemical consumables in this Laboratory will be divided by the sharing laboratories according to the usage ratio. Fees can be paid in advance by the system and settled quarterly.
3. The remaining unspecified fees may be announced and implemented after being decided by the management committee.

Article 4: Access control regulations

1. Anyone who needs to use the equipment in this Laboratory must first pass the 8-credit course [中央研究院 BSL-2 新進人員指定組裝課程] on the National Cheng Kung University Environmental Safety and Health Center e-class Public Service Park⁺ Learning Platform (<https://elearn.hrd.gov.tw/mooc/index.php>), or the equivalent English version [8-hour Biolab Training Courses at NCKU for international staff and students] (<https://ge.ncku.edu.tw/enrol/index.php?id=4596>). After acquiring eight credits, you can apply to the Department Office with a pass

certificate to obtain the right to use the Laboratory. The pass certificate must be valid within three months. When applying for the first time, you must fill in the **Application information form (Appendix 2)**, read **the terms** carefully, sign and return it to the Department Office.

2. Each application for use rights is limited to **two years**. Active users who have not been suspended need to extend their use rights only need to have usage records **within three months** to apply, and no need to take classes again for pass certification.
3. This Laboratory is open for use **24 hours a day**. You must reserve the instrument and time slot in advance before entering.
4. It is strictly prohibited to bring unauthorized persons in.
5. The application must include information on the microorganisms to be used. If there is any modification in the future, the information needs to be updated to the Department Office.

Article 5: Laboratory usage rules

1. Before using the Laboratory, **you must reserve a time slot online** (reservation website <https://reurl.cc/Rq1mQG>), only then it is allowed to enter or exit. **To check the available time slot of BSL2 public laboratory**, go to the following website: <https://reurl.cc/gGm1N7>.
2. The reservation should not be made more than one week in advance at the earliest, otherwise the administrator has the right to cancel the reservation time slot.
3. Smoking, bringing food, eating, or engaging in activities unrelated to experiments are prohibited in this Laboratory.
4. Personal belongings, chemicals, etc. are prohibited from being stored in this Laboratory.
5. The user is responsible for compensation for any damage caused by improper use.
6. The instrument must be completely cleaned, disinfected, and restored to its original condition after usage.
7. The instruments, chemicals, consumables, etc. in this Laboratory are only for laboratory use and are strictly prohibited from being taken out.
8. If users find that items are damaged or consumables need to be replaced, they should notify management staff on the same day.
9. This Laboratory will be temporarily closed under the following circumstances:
 - (a) During the incident reporting period.

- (b) During major natural disasters (typhoon announcements about work suspensions, earthquakes, etc.).
- (c) It must be closed due to special needs.

Article 6: Safety and waste regulations

1. Any behavior that may cause danger to yourself or other users is strictly prohibited in this Laboratory.
2. Personal protection should be taken during operations, such as wearing gloves, lab coats, closed-toe shoes, goggles, masks, etc.
3. It is strictly forbidden to touch the door handle while wearing gloves.
4. Infectious materials must be sealed completely when enter and leave the Laboratory.
5. Contaminated waste generated after use is strictly prohibited from being taken out of the Laboratory and must be disposed of in biohazard containers.
6. If any infectious material is spilled or splashed on the table or floor during operations, it must be cleaned and disinfected immediately. It needs to be recorded and reported to the manager afterwards.

Article 7: Emergency handling guide

1. When liquid spills or infectious substances leak, if the area is small and there is no immediate danger, the user can clean and disinfect it on site; however, if the area is large and cannot be handled by the user alone, please notify the management immediately for assistance and report the accident in the logbook.
2. In case of a fire or other emergency, please leave the Laboratory first, then notify the management staff in a safe place and call the National Cheng Kung University emergency response hotline 06-2757575 ext. 66666.
3. In the event of an emergency such as an earthquake, please seek refuge in a safe place immediately.

Article 8: Penalties for violations

1. Anyone who violates the access control regulations will be banned from using the Laboratory for two weeks and will receive **one violation point**.
2. Violation of the Laboratory usage rules will result in a ban from using the Laboratory for more than two weeks and marked as **a one-point violation**. If property damage is caused, the guaranteed supervisor shall be partly liable for damages.
3. Anyone who violates safety and waste-related regulations without causing any loss

of personnel or property will be banned from using the Laboratory for one month and will have **one violation point** recorded. Those who cause property damage will have to take responsibilities for damages along with their guaranteed supervisor and will also be banned from using the Laboratory for more than three months and will be given **two violation points**.

4. If any of the above points alone or combined causes injuries to yourself or others, you will be banned from using the Laboratory for additional six months and will be recorded **with three violation points**; if it causes the death of others, the right to use the Laboratory will be permanently revoked.
5. Other violations not covered by the regulations may be discussed by the management committee and submitted to the department chair for approval for punishment.
6. If the same user accumulates **more than four violation points**, his or her right to use the Laboratory will be revoked. If there is a need to re-apply for use later, an application form must be submitted to the management for resolution.

☐ I have read and understood the terms carefully.

Applicant's signature: _____

Date: _____

國立成功大學醫工系 BSL2 實驗室 使用申請資料表

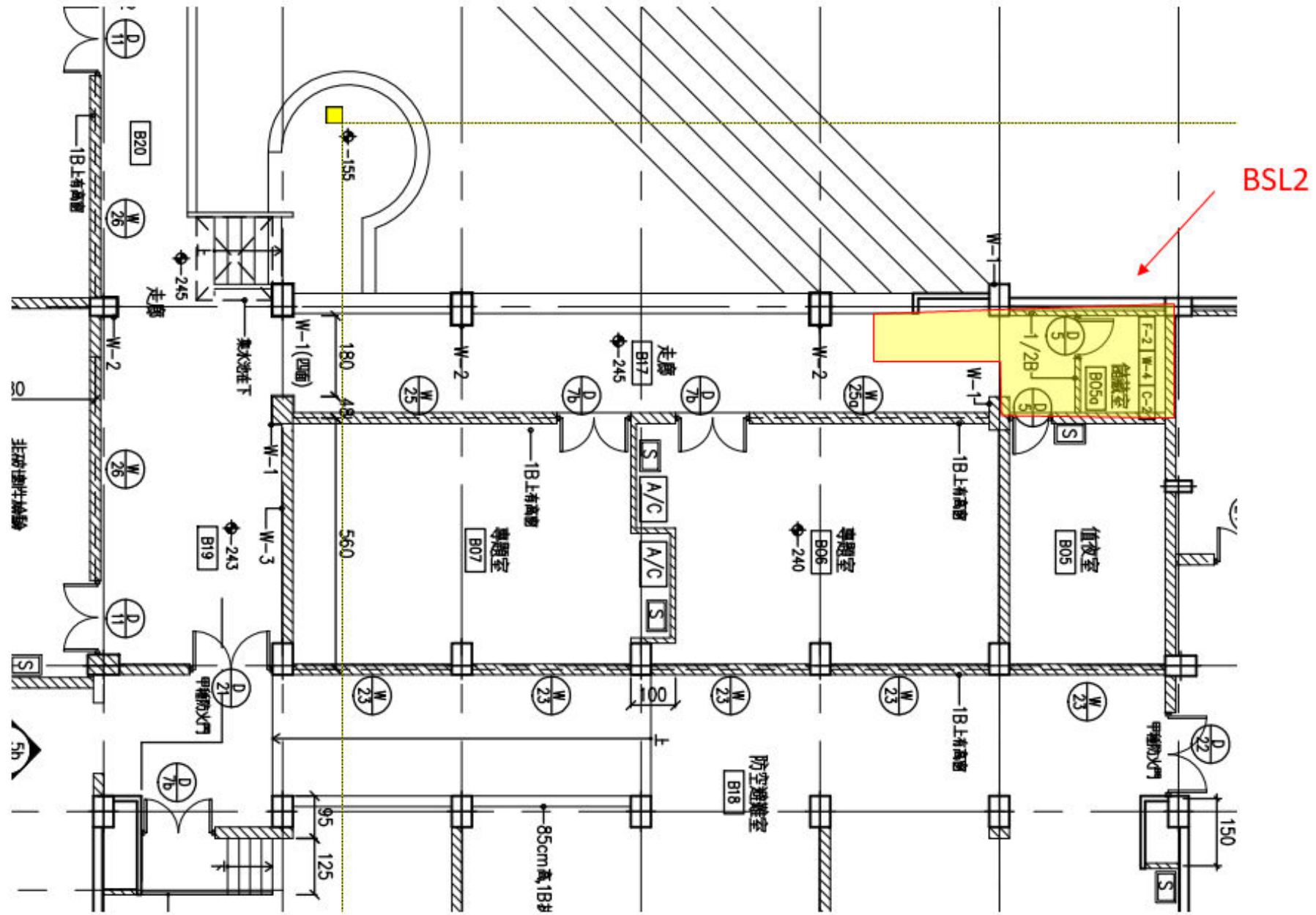
填表日期： 年 月 日

通過線上安全講習年/月/日： 年 月 日 (隨附證明)

※請詳細填寫資料

使用者姓名 Name		身分證字號 (使用者帳號) ID (User ID)	
出生年月日 Date of Birth	年 月 日	性 別 Gender	☐ 男 M ☐ 女 F
學校／單位 University/Organization			
系所／職稱 Department/Title		學 號 Student ID	
年 級 University Year (過暑假請寫下學期的年級)	大學部____年級 Undergraduate:	碩士班____年級 Graduate (MA): year *	博士班____年級 Graduate (PhD): year *
聯絡電話 TEL		行動電話 Mobile No.	
Email			
指導教授/主管 Name of Supervisor		聯絡電話 TEL	
Email			
使用者簽名： 指導教授/主管 簽名：			
管理者簽名：		審核結果	☐ 核准 ☐ 不核准

Appendix I



Appendix II

**National Cheng Kung University Department of Biomedical Engineering
BSL2 Laboratory Application Form**

Date of filling in the form (YYMMDD):

Date of Online Safety Training Pass Certificate (YYMMDD):

(certificate attached)

※ Please fill in the information in detail

Name		ID Number	
Date of Birth (YYMMDD)		Gender	☐ Male ☐ Female
University Organization			
Department/Title		Student ID	
University Year (Please write down the upcoming semester if applying during summer vacation)	Undergraduate: Year: _____	Graduate (Master): Year: _____	Graduate (PhD): Year: _____
Contact number		Mobile No.	
Email			
Name of Supervisor		Contact number	
Email			
User signature:		Supervisor signature:	

Manager's signature:	Audit results	☐ Approved ☐ Disapproved
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