

成大醫工系 BSL2 實驗室管理辦法

112.11.30 系務會議通過

112.10.30 系務會議修訂

1. 為促使本系 BSL2 實驗室(以下 簡稱本實驗室)做好自主管理工作，確保人員、設備及化學品管理良好，以符合共享共利的概念，期能降低風險及減少事故災害發生，特訂定「成大醫工系 BSL2 實驗室管理辦法」(以下簡稱本辦法)。
2. 本實驗室僅供本系教職員生與合作單位人員使用。
3. 為良好管理本實驗室，系上應成立管理委員會。
 - a. 系主任應由本實驗室使用名單中指定一位老師擔任管理人，任期兩年，得連任。
 - b. 委員會包含系主任(當然委員)、使用實驗室老師與管理老師。管理老師得由系上配置一名助教。
 - c. 委員會每年應至少召開一次會議，擔任實驗助教人員得列席參與。期間若有額外事務需討論，得由管理老師召開臨時會議。
 - d. 會議決議事項須提交系務會議討論，同意後執行。
4. 本實驗室使用者應先取得認定生物安全訓練認證後，連同【成大醫工系 BSL2 實驗室管理施行細則】簽名向委員會提出申請。經管理委員會審核通過後，方能取得使用權。使用資格規範詳見【成大醫工系 BSL2 實驗室管理施行細則】。
5. 本實驗室使用者應切實遵循實驗室守則、緊急安全及廢棄物等相關規範，詳見【成大醫工系 BSL2 實驗室管理施行細則】。
6. 本實驗室使用者若違反實驗室守則或有違實驗室安全而造成設備、人員危害時，應負相關違規懲處。懲處內容詳見【成大醫工系 BSL2 實驗室管理施行細則】。
7. 其它未盡事項，得由管理委員會討論後提交系務會議通過後實施，修訂亦同。

National Cheng Kung University Department of Biomedical Engineering BSL2 Laboratory Management Measures

Approved at the Faculty's Meeting, 112.11.30

Revised at the Faculty's Meeting, 112.10.30

1. In order to promote the self-management of the BSL2 laboratory of this department (hereinafter referred to as "the Laboratory"), ensure that personnel, equipment and chemicals are well managed, in line with the concept of sharing and mutual benefit, and in the hope of reducing risks and accidents and disasters, the "Management Regulations for BSL2 Laboratory of National Cheng Kung University Department of Biomedical Engineering" (hereinafter referred to as "the Regulations") are specifically established.
2. This Laboratory is only for the use by faculty, students, and staff of the department and cooperating units.
3. In order to properly manage this laboratory, the department should establish a management committee.
 - a. The head of the department shall appoint a faculty member from the laboratory's use list as the administrator for a two-year term, which may be reappointed.
 - b. The committee includes the department chair (ex-officio member), laboratory usage faculty member and management faculty member. The management faculty member must be assigned a teaching assistant by the department.
 - c. The committee should hold at least one meeting every year, and laboratory teaching assistants may attend. If there are additional matters that need to be discussed during the period, the management faculty member may convene a temporary meeting.
 - d. Matters resolved at the meeting must be submitted to the department faculty meeting for discussion and implementation after approval.
4. Users of this laboratory should first obtain an accredited biosafety training certification and submit together with a signed application form of [National Cheng Kung University Department of Biomedical Engineering BSL2 Laboratory Management Implementation Rules] to the committee. Only after approval by the management committee, the user can obtain the right to use the Laboratory. Please refer to [National Cheng Kung University Department of Biomedical Engineering BSL2 Laboratory Management Implementation Rules] for details on user qualifications.
5. Users of this laboratory should strictly abide by laboratory regulations, emergency

safety, waste, and other relevant regulations. For details, please refer to [National Cheng Kung University Department of Biomedical Engineering BSL2 Laboratory Management Implementation Rules].

6. If users of this laboratory violate laboratory regulations or violate laboratory safety and cause harm to equipment and personnel, they shall be subject to relevant penalties. For details of the punishment, please refer to the [National Cheng Kung University Department of Biomedical Engineering BSL2 Laboratory Management Implementation Rules].
7. Other unfinished matters may be discussed by the management committee and submitted to the department meeting for implementation. The same applies to revisions.

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

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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B1 樓地板平面圖

