

成功大學核心設施中心微奈米科技組奈米檢測分析實驗室規範
Regulations for Nano Inspection Laboratory of Micro/Nano Science and Technology,
Group, Core Facility Center, NCKU

104.11.18 中心會議通過

110.03.11 幹部會議修正

Approved through the center's meeting on November 18, 2015

Amended in the center's caucus on March 11, 2021

實驗室門禁規範

1. 凡需使用本中心奈米檢測分析實驗室內設備者，須先通過安全講習課程，並申請磁卡。
2. 奈米檢測分析實驗室 24 小時開放使用，須事先預約機台，方可進入。
3. 嚴禁轉借他人之磁卡或帶領未經核准人員進入。

Laboratory Access Regulations

1. Whoever needs to use the equipment in the Nano Inspection Laboratory of the Center must complete the safety training in advance and apply for the magnetic card.
2. The laboratory is available around the clock; prior reservation of the unit is required before accession.
3. It is strictly prohibited to lend the magnetic card to someone else or bring someone unapproved into the laboratory.

進入奈米檢測分析實驗室前之注意事項

1. 請先以電腦預約實驗室進出。
2. 請刷卡經由門口、並通過三叉機後，將外鞋脫下放置鞋櫃並換上拖鞋。
3. 請勿攜帶食物飲料（置放於緊閉容器內的白開水除外）進入。

Precautions prior to entering the Laboratory

1. Please reserve a unit or laboratory access online in advance.
2. Please tap a card and go through the door and the tripod turnstile, remove your shoes, place them in the shoe cabinet, and put on the prepared slippers.
3. Do not bring food and drinks (except water in tightly closed container) into the laboratory.

奈米檢測分析實驗室內之守則

1. 實驗室內不得抽煙或飲食，或從事與實驗無關之事務。
2. 嚴禁攜帶個人化學藥品進入實驗室，若有特殊需求，請洽機台管理者。
3. 使用儀器、化學藥品請遵照各設備管理規範，若有疑問，請先洽管理者。
4. 因不當使用所造成之任何損害，使用者須照價賠償。
5. 須通過各儀器管理者訓練及認證，才得使用實驗室內所有儀器，不得私自訓練或隨意使用。
6. 儀器用畢須將其恢復正常儀器狀況，儀器使用情形須詳實登錄於使用紀錄簿。
7. 非必要物品勿留置於實驗室內。所有個人物品，若未標示名字，管理者將做適當之處理。
8. 實驗室內所提供之所有耗材僅供實驗室內使用，不得攜出。
9. 每次實驗結束後，所有相關設備物品務必歸原位，或做適當處理。

Rules inside the Nano Inspection Laboratory

1. Do not smoke or eat or drink or engage in something irrelevant to the experiment inside the laboratory.
2. It is strictly prohibited to bring personal chemicals into the laboratory. For special needs, please contact the unit manager or engineer.
3. Please follow respective equipment regulations when using the instruments or chemicals. For any questions, please contact the unit manager or engineer.
4. The user needs to pay as priced for any damage done due to improper use.
5. One must be approved through the instrument training courses and get certified before using all instruments in the laboratory. Private training or arbitrary use is disallowed.
6. Upon completion of use, it is required to reinstate instruments to their normal condition. Use of the instrument has to be truthfully documented in the Use Log.
7. Do not leave irrelevant items in the laboratory. All personal items, without showing the owner's name, will be subject to proper disposal by the unit manager or engineer.

8. All consumables provided inside the laboratory are restricted to use in the laboratory; do not bring them out of the laboratory.
9. After the experiment is completed, all related equipment and items have to be returned to where they were or be properly taken care of.

安全及廢棄物相關規範

1. 實驗室內絕對禁止任何可能導致自身或其他使用者危險之行為。須嚴格遵守成功大學核心設施中心實驗室安全及政府勞工安全所有相關規範。
2. 所有廢棄物應依規定之方式處理及傾倒。
3. 要隨時保持整潔。

Safety and Waste-related Regulations

1. Any behavior that is likely to put oneself or other users in danger is absolutely prohibited in the laboratory. The Regulations for Nano Inspection Laboratory of the CFC and all applicable government labor safety regulations must be strictly followed.
2. All waste shall be processed and dumped as required.
3. The laboratory has to be kept clean and tidy at all times.

緊急狀況處理

若遇火警等緊急狀況，請先離開實驗室，並通知相關人員協助處理。請撥打成功大學緊急應變電話：06-2757575 ext. 66666；同時聯繫本中心人員：06-2757575 ext. 31380。

Management of Emergencies

In case of a fire or any emergency condition, please leave the laboratory first and notify related staff to help address the situation. Please dial the NCKU emergency number: 06-2757575 ext. 66666 and contact the staff at the Center: 06-2757575 ext. 31380.

違規之處罰

本規定事項，若經發現或經通報有不遵守情況者，管理者將視情節輕重處以警告至永久停權之處罰；造成災害者（如火災、爆炸...等），除終止進入實驗室之權限外，將通報公共安全委員會，並須擔付損害賠償責任。

Penalties for Violations

Non-compliance with the requirements herein, once found or reported, shall be subject to a warning to permanent termination by the manager, depending on the circumstances. When it results in a disaster, such as a fire or an explosion, among others, besides termination of access to the laboratory, it will also be reported to the Public Safety Committee and shall be liable for the damages.