

國立成功大學微奈米科技研究中心共用實驗室公約（甲表）
Convention on Common Laboratories of the Center for Micro/Nano Science and Technology, NCKU (Form A)

103.01.22 中心會議通過

108.03.19 中心會議修訂

Approved through the center's meeting on January 22, 2014

Amended in the center's meeting on March 19, 2019

本人_____因研究需要，將遵守國立成功大學微奈米科技研究中心（以下稱貴中心）之共用實驗室規定，使用共用實驗室設備，如有違反之情事，願接受違反規定之處罰。

I, _____, to meet the needs of research, will follow the requirements for common laboratories of the Center for Micro/Nano Science and Technology (the Center) while using equipment in the common laboratory and will accept penalties for violating the requirements.

1. 磁卡僅限本人使用，且限一人一卡。

The magnetic card may only be used by myself and one person may only use one card.

2. 不得將磁卡借予他人或冒用他人磁卡。

I am not allowed to lend the magnetic card to someone else or use someone else's card.

3. 進出共用實驗室必須使用本人之磁卡，不得冒用他人磁卡。進入共用實驗室每人皆須刷卡，不可刷同一張卡讓多人同時進出。

I shall use my own card to access the laboratory and may not use someone else's card. Everyone needs to tap their cards upon entry into the common laboratory and it is not allowed to give multiple people access by tapping the same card.

4. 使用儀器必須填寫「儀器狀況紀錄表」。

To use the instrument, I am required to complete the "Instrument Usage Record Sheet".

5. 未經允許不得擅自調整儀器之設定。

Without permission, I may not arbitrarily change instrument settings.

6. 使用中損壞儀器若未通知貴中心人員，並未記錄於使用紀錄表者，本人造成儀器損壞必須依原價賠償。

If the staff at the Center is not informed of any damage to an instrument during usage and it is not documented in the record sheet, I will pay for the instrument damage at the original price.

7. 不得自行攜帶實驗儀器、藥品、食物、飲料、進入實驗室。

It is not allowed to bring my own laboratory instrument, drug, food, or drink into the laboratory.

8. 非無塵室使用、影響無塵室潔淨度之物品，不得攜入無塵室。

I will not bring items that are not used in the cleanroom and will undermine the cleanness of the cleanroom into the cleanroom.

9. 取用化學藥品時，必須確實填寫藥品使用紀錄表。

To retrieve chemicals, I am required to precisely complete the Drug Use Record Sheet.

10. 不得將無塵室之設備、儀器、衣物，攜帶或穿至無塵室以外地區。

I will not bring or wear the equipment, instruments, and clothing in the cleanroom out of the cleanroom.

11. 使用後必須依規定清潔實驗室並恢復原狀。

a. 使用中的燒杯必須標明使用者姓名、溶液名稱、日期、聯絡電話。

b. 必定將貴中心提供之藥品擺放至規定區域。

Once used, the laboratory needs to be cleaned and reinstated as required.

- a. I will tag the flasks in use with my name, the name of the solution, date, and my contact number.
- b. I will make sure that chemicals provided by the Center are placed in the required area.

12. 未依安全規定處理回收廢液，發生意外須自行負責。

I shall take sole responsibility for any accident that occurs because of my failure to process recycled waste solution according to the safety requirements.

13. 不得攜出任何實驗儀器或藥品，否則視同偷竊。蓄意破壞儀器、設備者永不得進入貴中心共用實驗室，並須負責賠償，刑事部分依法處理。

I will not bring out any experimental instrument or chemical; otherwise, it will be deemed as theft. Those intentionally damage the instruments or equipment will never be allowed to enter the common laboratory of the Center and shall be liable for the damages. Criminal acts will be handled according to law.

14. 因操作不當導致共用實驗室發生安全事故，造成儀器、設備、藥品損失者，本人須負責賠償，刑事部分依法處理。

In cases of safety accidents that occur in the common laboratory due to improper operation to result in damage to the instruments, equipment, and chemicals, I will be responsible for the compensation and criminal acts will be handled according to law.

15. 於儀器規定期限內未使用該儀器（通過認證當天起算），貴中心得取消本人該儀器之使用權。若要恢復該儀器之使用權，本人必須重新參加該機台之認證課程，待認證通過後才得恢復使用權。

Without using the said instrument (starting from the date certified) within the access timeframe, the Center may cancel my access to the instrument. To reinstate access to the instrument, I shall take part in the certification course for the specific unit again and my access may only be reinstated once I am certified.

若違反上述規定，本人接受貴中心依行為輕重，對本人做出停權處分，最嚴重者永久取消使用權。因本人違反上述規定而造成儀器、設備、藥品損失部分，本人願負賠償責任，刑事部分依法處理。

Upon violating the above-mentioned requirements, I will accept the suspension disposition imposed by the Center taking into account the severity of the circumstance; in the most serious scenario, my access will be canceled permanently. For the damage to the instruments, equipment, and chemicals as a result of me violating the above-mentioned requirements, I will be held liable for the compensation and the criminal acts will be handled according to law.

學校／單位 University/Organization :

系所 Department/Institute :

本人簽名 Signature :

日期 Date :

聯絡電話 Contact no. :

指導教授／主管簽名 Signature of supervisor :

日期 Date :

聯絡電話 Contact no. :