

環境永續與人類健康研究中心
儀器設備使用暨管理辦法

Instrumentation Usage and Management Regulations
for the Center for Environmental Sustainability and
Human Health

制定部門：環境永續與人類健康研究中心

Established by: Center for Environmental Sustainability and Human Health

中華民國 113 年 01 月 12 日修訂

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明志科技大學環境永續與人類健康研究中心
儀器設備使用暨管理辦法
MCUT Instrumentation Usage and Management Regulations for
the Center for Environmental Sustainability and Human Health

109.10.14 中心事務委員會制定
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第一條 辦法依據

為加強環境永續與人類健康研究中心（以下簡稱本中心），儀器設備之管理維護，訂定「環境永續與人類健康研究中心儀器設備使用暨管理辦法」。

Article 1 Basis of the Regulations

To strengthen the management and maintenance of instrumentation in the Center for Environmental Sustainability and Human Health (hereinafter referred to as "the Center"), the "Regulations for the Use and Management of Instrumentation in the Center for Environmental Sustainability and Human Health" are hereby established.

第二條 適用範圍

本中心，所購置之各項儀器設備。

Article 2: Scope of Application

The instruments and equipment purchased by the Center.

第三條 設備管理責任

本中心各項儀器設備皆由本中心技士負責管理。

Article 3: Equipment Management Responsibility

All instruments and equipment in the Center are managed by the technicians of the Center.

第四條 使用申請

一、採購金額高於五百萬之儀器設備，由專人操作外；本中心各項儀器設備皆可接受本中心相關專長教師所屬實驗室成員申請使用。

- 二、 申請人需至少於儀器設備使用前一週，至本中心辦公室辦理申請與預約。若遇儀器設備故障，則由本中心技士另行安排並通知申請人可使用時間。
- 三、 申請人若未申請而逕自使用，或申請內容不實，經查核後，則即停止其儀器設備使用權六個月。

Article 4: Application for Equipment Usage

1. For instruments and equipment with a procurement amount exceeding five million, they shall be operated by designated personnel. All instruments and equipment in the Center are available for use by members of laboratories affiliated with relevant expert faculty members of the Center.
2. Applicants must submit their applications and make reservations at the Center's office at least one week before the intended usage of the instrumentation. In the event of equipment malfunctions, the Center's technicians will make alternative arrangements and notify the applicant of the available usage time.
3. Users who use instruments without prior application or provide false information in their application, upon verification, will have their equipment usage privileges suspended for six months.

第五條 教育訓練

- 一、 申請人初次申請使用前，須先接受儀器設備操作教育訓練，經本中心技士認可後方能獨立操作。
- 二、 儀器設備之操作教育訓練，由本中心技士另行安排。

Article 5: Education and Training

1. Applicants must undergo operational education and training for the instrumentation before their initial application. They can operate independently only after approval from the Center's technicians.
2. Operational education and training for the instrumentation will be arranged separately by the Center's technicians.

第六條 使用規定

- 一、 申請人使用儀器設備及實驗室時，應遵守本校「實驗室管理辦法」及「實習（驗）室管理規則」，以利實驗室管理。
- 二、 儀器設備使用時間以 4 小時為一單元。
- 三、 儀器設備開放使用時間為：星期一至星期五，早上八點

- 至十二點及下午一點至五點。晚上和假日為儀器設備維護時間，原則不開放使用。若為特殊情況需於晚上和假日操作儀器設備，則需經本中心主任同意後，方可使用。
- 四、申請人於開機後確定電腦及儀器設備狀況正常及使用結束後，須在儀器設備使用紀錄簿(表號:A0M0030102)上簽名。如儀器設備有異常現象，須立刻通知本中心技士，由本中心技士協助排除異常狀況或通知廠商維修/保養，並填寫維修暨保養紀錄(表號:A0M0030202)。
 - 五、每次實驗結束，申請人務必將儀器設備及周邊環境清理乾淨。如於上班時間外使用，申請人於離去前需確認關妥門窗及水電開關。申請人若違反規定累犯達三次(含)，得禁止使用該儀器設備之權利。
 - 六、申請人所分析出來的數據資料檔，必須自行儲存備份，本中心技士將不定時消除所有資料檔。
 - 七、申請人如實驗需求須對儀器設定或位置作改變，則應先經本中心主任認可，實驗完畢後並須負責復原及確保儀器設備可正常操作。
 - 八、申請人如造成儀器設備損害或違反本辦法的事項，須向本中心技士報告，其損害原由或違反事項將由本中心事務委員會討論處置。若未主動告知，一旦被發現則取消其使用資格且停止其使用權六個月，並負賠償責任。
 - 九、申請使用本中心各項儀器設備時，其所需耗材由申請人自行負擔。

Article 6: Compliance with Laboratory Regulations

1. Applicants, when using instrumentation and laboratories, shall adhere to the university's "Laboratory Management Regulations" and "Rules for the Management of Internship Laboratories" for effective laboratory management.
2. The usage time for instrumentation is divided into units of 4 hours each.
3. The open usage hours for instrumentation are from Monday to Friday, 8:00 AM to 12:00 PM, and 1:00 PM to 5:00 PM. Evenings and holidays are reserved for equipment maintenance and are generally not available for use. In the case of special circumstances requiring operation of instrumentation during evenings and holidays, approval from the Center's director is required before usage is permitted.
4. After confirming that the computer and instrumentation are in normal condition upon startup, the applicant must sign on the Instrumentation Usage Log (Form No.: A0M0030102) upon completion of usage. In the event of any abnormalities

with the instrumentation, the Center's technicians must be immediately notified. The technicians will assist in troubleshooting the issue or coordinate with the manufacturer for maintenance/repair. A Maintenance and Service Record (Form No.: A0M0030202) must be completed in such cases.

5. At the end of each experiment, the applicant must ensure that the instrumentation and surrounding environment are cleaned thoroughly. If used outside of regular working hours, the applicant must confirm the proper closure of doors and windows and the turning off of water and electricity before leaving. In the case of repeated violations of these regulations three times or more, the right to use the respective instrumentation may be suspended.
6. The applicant is responsible for independently storing backups of the analyzed data files. The Center's technicians will periodically delete all data files without prior notice.
7. If the applicant needs to modify the settings or location of the instrumentation based on experimental requirements, prior approval from the Center's director is required. After the experiment, the applicant is responsible for restoring the settings and ensuring the proper operation of the instrumentation.
8. If the applicant causes damage to the instrumentation or violates the provisions of these regulations, they must report to the Center's technicians. The reasons for the damage or violations will be discussed and addressed by the Center's Affairs Committee. Failure to report voluntarily, once discovered, will result in the cancellation of usage privileges for six months, and the individual will be held responsible for compensation.
9. When applying to use the various instrumentation in the Center, the applicant is responsible for providing their own consumables.

第七條 儀器設備借用

本中心各項儀器設備如需攜出原本放置位置時，均需向本中心申請，並填寫設備借用單（表號：A0M0030302），經本中心主任同意後，方可借用。

Article 7: Borrowing of Instrumentation

When it is necessary to move any instrumentation from its original location within the Center, an application must be submitted to the

Center, and the Equipment Borrowing Form (Form No.: A0M0030302) must be completed. Borrowing is allowed only after approval from the Center's director.

第八條 維修責任

若經判定係因申請人操作不當導致儀器設備損壞，維修費用由申請人負賠償責任；若因設備零件老舊等因素造成故障，則由本中心負責維修費用。

Article 8: Maintenance Responsibility

If it is determined that the damage to the instrumentation is caused by improper operation on the part of the applicant, the repair costs shall be borne by the applicant as compensation. If the malfunction is due to factors such as aging equipment parts, the Center shall be responsible for the repair costs.

第九條 實施與修訂

本辦法經中心事務委員會會議通過，陳校長核定後公布實施，修訂時亦同。

Article 9 Implementation and Amendment

The Regulations shall be promulgated and implemented after the passage of the Center Council Meeting and the approval of the president. The same shall apply to the amendments hereto.

環境永續與人類健康研究中心儀器設備使用紀錄

Instrumentation Usage Log for the Center for Environmental Sustainability and Human Health

儀器設備名稱 Instrumentation Equipment Name : _____

使用人員 Users name	單位 Department	使用日期 Usage Date	使用情形 Utilization Status	備註 Remarks
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
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			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
			<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	

表號：A0M0030102

Instrumentation Equipment Maintenance and Servicing Record for the Center for Environmental Sustainability and Human Health

儀器設備名稱 Instrumentation Equipment Name : _____

[illegible]

表號：A0M0030202

環境永續與人類健康研究中心設備借用單

Equipment Borrowing Form for the Center for Environmental Sustainability and Human Health

設備名稱	Equipment Name		資產編號	Asset Number	數量	Quantity
廠牌規格	Brand and Specifications		附屬設備	Accessories		
借用原因	Purpose of Borrowing		歸還日期	預定 Scheduled Return Date	年(Y)	月(M) 日(D)
				修訂 Revised Return Date	年(Y)	月(M) 日(D)
				實際 Actual Return Date	年(Y)	月(M) 日(D)
借出部門	中心主任 Center Director Signature	儀器設備保管者 Instrumentation Equipment Custodian	借用單位	借用者 Borrower Signature	歸還者 Returner Signature	
	Date 年(Y) 月(M) (D)	Date 年(Y) 月(M) (D)		Date 年(Y) 月(M) 日(D)	Date 年(Y) 月(M) 日(D)	

表號：A0M0030302