

中央研究院學術儀器處全院性生物物理核心設施 (Biophysics Core Facility, BCF)

iTC200 使用規則

(English translation in page 2)

- (一) 申請使用 BCF 設施及課程之使用者，即同意遵守設施課程(生物物理核心設施訓練課程實施辦法)或儀器使用者規則。對於不遵守課程或儀器使用規則者，得以限制使用或停權處置。情節嚴重者，由使用者委員會決議後，得拒絕受理其日後案件申請。
- (二) BCF 依使用者及其實驗室負責人之所屬單位收費：中研院院內同仁為使用含 Sinica 網域之 e-mail 為其 BCF 預約帳號者；使用者所屬單位之辨識亦依據使用者預約帳號之 e-mail address。
- (三) 初次申請使用本儀器者，需詳閱本使用規則，在參加 M103(M103E)之完整課程後(包含實機操作)三個月內，可申請操作考核。註冊課程及申請考核請上 BCF 預約網站。未通過考核者，不得操作儀器或使用電腦；違反此規定者，將告知所屬實驗室負責人，且三個月內不得申請使用該儀器。
- (四) 考核之項目列於 Training Checklist 及 Operation Protocol 中。訓練及考核過程，恕不接受任何人、任何形式之參觀及陪考，以免影響考試之公平及公正性。洽詢儀器相關問題，可與管理者另約時間。
- (五) 使用者通過考核後，得於預約網站申請儀器使用權，並在本人及實驗室負責人同意本使用規範後，即可預約儀器並單獨操作。合格使用者不得留非合格者於實驗室或讓其使用儀器及電腦；違反此規定者，將告知所屬實驗室負責人，且一個月內不得使用該儀器，累犯則三個月不得使用該儀器。
- (六) 因個人疏忽而導致儀器損害需叫修者，機器修復正常之後，需要重新上課考核後才可繼續使用，維修若需更換零件，零件費用由所屬實驗室負擔。
- (七) 實驗前請檢查儀器狀況及清點組件，檢查玻璃注射針筒，確定使用物質於溶液中之穩定度，嚴禁將易沉澱之溶液注入 sample cell 及 syringe。請嚴格遵守使用規則及依照標準程序確實清洗 sample cell 及 syringe，若不能確定 cell 是否乾淨，請作水對水的實驗。記得填寫實驗記錄簿。
- (八) 嚴禁飲食或將個人之樣品、實驗器具甚至實驗垃圾等留置實驗室，以維護實驗室之清潔。實驗進行中可暫時將個人實驗器具置於籃子或容器中，放在儀器桌上或架上，實驗後務必回復原狀。
- (九) 實驗中若需借用小型儀器如天平、離心機、光譜儀等或遇到未被事先告知之突發狀況，請通知儀器管理者。嚴禁私自打開實驗室的抽屜取用任何器具及耗材。
- (十) 使用日前七天開放預約，以一星期一天為限，若無人預約時，合格使用者可於前二日預約，此預約時間則不受一星期一天為限。簡單的說：預約當日起算三天(1-3 日)無日數限制，後四日(4-7 日)可選一日預約。非中研院使用者，適用儀器無人預約時之狀況，即預約當日起算三天(1-3 日)可預約；基於安全，儀器開放院外使用時間為周一至周五 9:00-18:00。非上班時間，請勿滯留。
- (十一) 若需連續使用超過二日者，可以利用週末或假日(例如，星期四可預約星期五、六、及下星期日之時間；星期五可預約星期六及下星期日、一之時間)，或告知管理者幫忙協調。
- (十二) 請尊重所有的儀器使用者，勿代簽時間或使用“人頭”進行長時間霸佔儀器，如有實驗需要，管理者可予以協助，請勿冒用或有小動作技術性違規，以免被記違規。
- (十三) 無預約儀器時間，不得使用儀器。預約登記後如因故無法使用，請於二天前取消。無故缺席又不取消將以違規計算，且當日之使用費用仍需繳納。同一實驗室之合格使用者，可使用該實驗室同仁之儀器預約時間，但其姓名必須於預約時，即填寫於備註欄中，否則，預約者及未預約者都將以違規計。
- (十四) 連續六個月未使用本儀器者，喪失預約權利，欲使用儀器請知會管理者，以預約儀器時間。
- (十五) 違反本使用規則任一項 (除第四項)，第一次一周不得使用本儀器，累犯者二周不得使用本儀器；違規累計超過 3 次，喪失使用本儀器之資格，須參加訓練課程及考核後才可預約儀器。
- (十六) 請自行備份個人的檔案，可自備光碟燒錄或利用 BCF 網路硬碟上傳及下載。嚴禁使用 USB 傳檔案。
- (十七) 使用儀器前，請注意 <http://bcf.assic.sinica.edu.tw/> 有關本儀器之公告。
- (十八) 本規則如有未盡事宜，生物物理設施委員會得視情況更改及修訂本使用規則，不另行通知。其他如實驗室安全相關規定請遵守中研院生物安全防護守則以及國科會基因重組實驗守則。請勿操作具放射性，毒化物，病原體，檢體，及生物細胞等樣本。
- (十九) 在任何情況下，無論因硬體軟體的故障或是人員操作及指導所導致樣品或是實驗數據等衍生的各項損失，BCF 及其工作人員都不會賠償亦不負任何法律責任。實驗結果僅供學術研究參考，勿做其他用途。非經中央研究院書面同意：不得對外宣稱、散播，或使大眾認知本案送測結果報告與使用者或送件者之公司商業發展有任何關連性之虞。亦不得以任何形式 (包括但不限於商業推廣，如廣告、平面或電子媒體、產品包裝、型錄、投資說明等) 使用中央研究院、中央研究院核心設施及員工、所屬各單位相同之名稱、標章、徽章、商標及符號，使大眾認知中央研究院與使用者或送件者之公司之商業發展有任何關連性。
- (二十) If research supported and/or data generated by this laboratory results in publications, please acknowledge Biophysics Core Facility by including the statement, for example, "We acknowledge the use of the iTC200 in the Biophysics Core Facility funded by Academia Sinica Core Facility and Innovative Instrument Project (AS-CFII-111-201)."

BCF iTC200 User's Guideline

Biophysics Core Facility (BCF), Dept. Academic Affairs and Instrument Service, Academia Sinica

- (A) By applying for reservation of BCF instruments or registration to attend BCF classes, you agree to follow the regulations of this BCF Training Course Policy and User's Guideline of the instrument. Failing to comply with rules will result in limited or denied accessibility. Serious violations will be sent to the User Committee to determine if all future applications will be denied.
- (B) The iTC200s are located in IBC 402. There are charges associated with instrument usage which is collected according to the affiliation of user and his PI.
- (C) Please participate M103 (M103E) training course, both lecture and hands-on sections, before accessing the instruments. After training, contact BCF manager, Dr. Chris Jao, for qualification test within 3 months. No companion is allowed during the test. Simplified protocols and test checklist can be downloaded at BCF web pages.
- (D) Only when one passes the qualification test to be able to operate the instrument alone. Training of fellow researchers or colleagues using center's instrumentations or computers is prohibited. A qualified user may NOT leave anyone who does not have the instrument access in the instrument room alone. Violation will result in a one-month suspension and the advisor will be informed.
- (E) If instrument damage is due to user's carelessness and needs a service, the user needs to take training course and qualification test before he/she can use the instrument again. If the repair requires parts expense, the resulting charge is the responsibility of user's lab.
- (F) Please check the instrument and the accessories before using the instrument.
- (G) Use only the instrument that is reserved. Do not use any other equipment, including but not limited to UV/VIS spectrometer, pH meter, balance, centrifuge, N2 tanks and degassing station, without asking BCF staff first. Opening BCF personnel's drawers is extremely prohibited.
- (H) Eating, drinking, chewing gum, watching movie clips, playing video games or similar activities are strictly prohibited from the lab. Samples should be non-hazardous, non-toxic and nonpathogenic. No radioactive or microbial samples are allowed.
- (I) When finished, shut down the instrument according to the protocol. Remove all items that you have brought, including all laboratory waste generated from your experiments. Keep the bench clean and leave work area in the same condition in which you found it.
- (J) File the instrument log book after each use. Back up your result files by CD/DVD or BCF ShareDisc. No USB is allowed for data transfer.
- (K) Instruments cannot be scheduled any further than one week in advance and is limited to two days per week. However, one user may reserve the next day and the day after without limitation when no one signs up for the instrument.
- (L) Do not log in for other users or use other user's account for reservation; otherwise, your scheduling privileges will be revoked. Please inform the manager if your experiment requires long instrumental time. Qualified users from the same lab may share instrument time only when their names are stated in the remark upon reservation.
- (M) Any violation of the rules listed in this guideline will result in suspension for one week or longer.
- (N) Cancellations must be made at least 48 hours in advance.
- (O) If one does not use the instrument for more than 6 month, one is considered as a new user.
- (P) Please check BCF iTC200 homepage before using the instrument for its status. For general laboratory safety rules, please refer to the Laboratory Safety Course organized by EHSMD, Academia Sinica <https://tigrp.sinica.edu.tw/pages/3211>.
- (Q) BCF may not compensate for your sample loss or data loss under any circumstances (hardware or software failure, operator error, or others). All experimental results are for research only. Without written permission from Academia Sinica, the user shall not claim, announce, or mislead the public into interpreting that the results of this testing is in any way related to the commercial development of the user. In addition, the user shall not in any form (including but not restricted to commercial marketing, for example advertisements, either online or offline, product packaging, catalogs, investment information etc,) use the title, logo, name, trademark or symbols that are that of Academia Sinica or similar to that of the facility, that gives the false impression of a commercial collaboration.
- (R) If research supported and/or data generated by this laboratory results in publications, please acknowledge Biophysics Core Facility by including the statement, for example, "We acknowledge the use of the iTC200 in the Biophysics Core Facility funded by Academia Sinica Core Facility and Innovative Instrument Project (AS-CFII-111-201)."