

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

VP-DSC 使用規則

(English translation in page 2)

- (一) BCF 依使用者及其實驗室負責人之所屬單位收費：中研院內同仁為使用含 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 e-mail address。
- (二) 初次申請使用本儀器者，需詳閱本使用規則，在參加 M110 之課程後，即可申請操作考核。註冊課程及申請考核請上 BCF 預約網站。
- (三) 考核之項目列於 Training Checklist 及 Operation Protocol 中。訓練及考核時間，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，可與儀器管理者另約時間。
- (四) 使用者通過管理者考核後，得於預約網站申請儀器使用權，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。未通過考核者，不得單獨操作儀器；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。合格使用者不得為他人預約儀器時間亦不得留非合格者單獨於實驗室；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。
- (五) 因個人疏忽而導致儀器損害者，記違規一次，機器修復正常之後一個月內不得使用本儀器，並需要重新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。
- (六) 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 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。
- (七) 實驗前請檢查儀器狀況及清點組件；注射樣品，務必使用注射專用漏斗確保壓力閥之清潔。實驗結束後，依照 VP-DSC protocol 清洗儀器並確實填寫實驗記錄簿。
- (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，否則記違規一次。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。
- (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，以一星期二天為限，有無人預約的時間，任何合格之使用者可於前二日預約，此預約時間則不受一星期二天為限。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)可選二日預約。(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，否則記違規一次。)
- (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之一之時間)，或告知管理者幫忙協調。
- (十二) 請勿代簽時間或使用“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，請勿冒用或有不小動作技術性違規，以免被記違規。
- (十三) 無預約儀器時間，不得使用儀器，否則以違規計算。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。
- (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，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。嚴禁使用 USB 傳檔案，可利用 BCF 網路硬碟上傳及下載。
- (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。
- (十九) Please acknowledge Biophysics Core Facility, Department of Academic Affairs and Instrument Service, Academia Sinica, if research supported and/or data generated by this laboratory results in publications.

VP-DSC User's Guideline

Biophysics Core Facility (BCF), Instrument Service, Academia Sinica

- (A) The VP-DSC is located in IBC 402. There are charges associated with instrument usage which is collected according to the affiliation of user and his PI.
- (B) Please participate M110 (M110E) training course before access the instruments. After training, contact BCF manager, Dr. Chris Jao, for qualification test. No companion is allowed during the test. Simplified protocols and test checklist can be downloaded at BCF web pages.
- (C) 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 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.
- (D) If instrument damage is due to user's carelessness, the user may not reserve the instrument for one month starting from the date when the instrument is back to operation. If the repair requires parts expense, the resulting charge is the responsibility of user's lab. The user needs to take training course and qualification test before he/she can use the instrument again.
- (E) 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.
- (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.
- (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 via BCF ShareDisc. No USB 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.
- (M) Any violation of the rules will result in suspension for one week or longer.
- (N) Cancellations must be made at least 48 hours before the scheduled instrument use.
- (O) If one does not use the instrument for more than 6 month, one is considered as a new user.
- (P) Please check BCF VP-DSC homepage before using the instrument for its status.
- (Q) Please acknowledge Biophysics Core Facility, Department of Academic Affairs and Instrument Service, Academia Sinica, if research supported and/or data generated by this laboratory results in publications.