

# 香港科技大学（广州）生物科学中央实验室管理规范

## HKUST(GZ) Biosciences Central Research Facility Management Guidelines

### 1 目的

#### Aim

实验室是从事科研活动的重要场所, 为保持良好的科研氛围, 文明、整洁、安全、环保的科研环境。现制定实验室管理守则, 请进入生物科学中央实验室的全体人员严格遵照执行。

The Biosciences Central Research Facility (BioCRF(GZ)) is an important place for scientific research activities, and in order to maintain a good scientific research atmosphere and a civilized, clean, safe, and environmentally friendly scientific research environment, the facility management guidelines have been formulated. All personnel entering the BioCRF(GZ) are required to strictly follow and implement them.

### 2 范围

#### Scope

适用于进入实验室内所有人员。

Applicable to all personnel entering the laboratory.

### 3 基本守则

#### Basic Guidelines

(1) 所有进入实验室人员必须遵守实验室有关规章制度。

All personnel entering the facility must comply with the facility's relevant rules and regulations.

(2) 进入实验室人员的导师/主管应该告知其大学的安全与环境政策, 以及与其实验有关的安全风险及预防措施。

The supervisor of personnel entering the facility should inform them of the university's safety and environmental policies, as well as safety risks and preventive measures related to their experiments.

(3) 实验室实行培训考核制度，对获得准入资格人员按仪器预约时段开放。取得实验室准入资格人员，严禁将校园卡外借他人。

The facility implements a training and examination system, and personnel who have obtained admission qualifications can access the instruments during their reserved time slots. Personnel who have obtained facility admission qualifications are strictly prohibited from lending their campus cards to others.

(4) 不得将与实验无关人员带入实验室。如确实需要，需征得实验室同意。

Non-experimental personnel are not allowed to enter the facility. If necessary, permission must be obtained from the facility.

(5) 实验室内保持安静，严禁吸烟。

Silence must be maintained in the facility, and smoking is strictly prohibited.

(6) 实验室内禁止饮食，禁止存放食品、饮料等私人生活物品。

Eating and storing personal items such as food and drinks are strictly prohibited in the facility.

(7) 进入实验室应穿着实验服、不露脚趾的满口鞋，接触危险化学品时必须穿工作服，戴防护镜。

When entering the facility, laboratory coats and closed-toe shoes must be worn. When handling hazardous chemicals, work clothes and protective glasses must be worn.

(8) 实验室内需保持整洁、卫生，实验物品摆放有序。实验后清洁整理实验相关区域。

The facility must be kept clean and tidy, and experimental items should be placed in an orderly manner. After the experiment, the experimental

area must be cleaned and tidied up.

(9) 实验室水槽内禁止倾倒有毒有害废液、干冰等，所有实验产生的废弃物应按照废弃物处理规程妥善处理。

Dumping of toxic and harmful waste liquids, dry ice, etc. into the facility sink is strictly prohibited. All waste generated during the experiment must be properly disposed of according to the waste disposal regulations.

(10) 涉及到易挥发或有毒物品时应在通风柜内操作。取用腐蚀性药品时，应戴上橡皮手套。易燃品不能直接加热，并要远离火源操作和放置。

When handling volatile or toxic materials, it must be done in a fume hood. When using corrosive drugs, rubber gloves must be worn. Flammable materials cannot be directly heated and must be kept away from ignition sources during operation and storage.

(11) 严禁私自携带危险有毒有害物品进入实验室。

It is strictly prohibited to bring dangerous and toxic substances into the facility without permission.

(12) 根据学校相关规章制度，严禁携带超过生物安全 2 级物品进入实验室，严禁于实验室存放、使用超过生物安全 2 级物品。

According to the relevant rules and regulations of the university, it is strictly prohibited to bring level 2 biosafety materials into the facility, and it is strictly prohibited to store or use level 2 biosafety materials in the facility.

(13) 严格遵守实验室各项安全警示标识。

Strictly follow the safety warning signs in the facility.

(14) 严格遵守用电安全规定，严禁擅自更改电路或切断仪器电源等相关危险操作。

Strictly follow the electrical safety regulations, and it is strictly prohibited to change circuits or cut off instrument power without permission.

(15) 经培训考核后，实验人员方可使用实验室仪器，仪器使用应严格遵守常规操作规程。严禁未经允许进行非标准操作，严禁擅自修改仪器硬件

及软件设置、使用非指定部件，或在拆下安全装置的情况下操作仪器。

After training and examination, experimental personnel can use facility instruments, and the use of instruments should strictly follow the standard operating procedures. It is strictly prohibited to conduct non-standard operations without permission, to modify the hardware and software settings of the instrument without authorization, to use non-designated components, or to operate the instrument without safety devices.

(16) 具有自主使用仪器资格人员，需使用预约系统，使用本人账号进行登录使用。严禁于非预约时段使用仪器。仪器使用期间，严禁离开，使用人承担安全责任。

Personnel with the qualification to use the instruments independently must use the reservation system and log in with their own account. It is strictly prohibited to use the instrument during non-reserved time slots. During the use of the instrument, it is strictly prohibited to leave, and the user assumes the responsibility for safety.

(17) 仪器使用过程中发现故障或有损坏立即报告，不得擅自动手检修。  
If a fault or damage is found during the use of the instrument, it must be reported immediately, and repairs must not be carried out without permission.

(18) 因人为原因造成仪器故障或损坏，实验室有权让其/其课题组承担仪器相关维修费用。

If the instrument is damaged or malfunctions due to human causes, the facility has the right to require the user or their research group to bear the relevant maintenance costs.

(19) 严格按照制样要求进行测试或送样，严禁测试有毒有害或有可能损害设备的物质。因样品不符合要求或未提前告知样品的潜在危险性造成事故，实验室有权追究其相关责任及让其/其课题组承担经济损失。

Testing or sample submission must strictly follow the sampling requirements, and it is strictly prohibited to test toxic or harmful

substances or materials that may damage the equipment. If accidents are caused due to samples not meeting the requirements or potential dangers of the samples not being notified in advance, the laboratory has the right to hold the user/their research group responsible and require them to bear the economic losses.

(20) 遵照学校规定开展过夜实验。实验操作过程中，严禁在其他实验室仪器上进行操作或在实验室频繁走动。

Overnight experiments shall adhere to the University's regulations. During the experiment, it is strictly prohibited to operate other facility instruments or frequently walk around the facility.

(21) 严格遵守平台规定方式进行数据传输。严禁查看、下载他人数据。严禁擅自修改电脑设置、安装软件及用于非科研用途。严禁私自将电脑接入网络。

Strictly follow the prescribed method for data transmission on the platform. It is strictly prohibited to view or download others' data. It is strictly prohibited to modify computer settings, install software, or use them for non-scientific research purposes without authorization. It is strictly prohibited to connect computers to the network without permission.

(22) 归属于实验室物品一律不得私自带出。

Facility-owned items must not be taken out without permission.

(23) 最后离开实验室人员应认真、负责地进行全面检查，严防事故发生。离开实验室前须洗手，不可穿实验服、戴手套进入餐厅、办公室等公共场所。

Before leaving the facility, personnel must conduct a comprehensive check carefully and responsibly to prevent accidents. Hands must be washed before leaving the facility, and laboratory coats and gloves must not be worn when entering public places such as restaurants and offices.

(24) 因违反学校、实验室相关规章制度，造成事故、实验室损失，实验

室有权追究其责任及让其/其课题组承担经济损失。造成重大事故、重大损失，实验室有权作废其准入资格、仪器使用权限等。该人员如需再次进入实验室开展实验活动，实验室有权对其进行审核评估，并要求重新参加培训和考核。

If accidents or facility losses are caused due to violations of relevant rules and regulations of the university or facility, the facility has the right to hold the user or their research group responsible and require them to bear the economic losses. In case of significant accidents or losses, the facility has the right to revoke their admission qualifications and instrument usage permissions, et.al. If they need to enter the facility again to conduct experimental activities, the facility has the right to conduct a review and evaluation, and require them to participate in training and examination again.

#### 4 附则

##### Supplementary Provisions

本守则由生物科学中央实验室负责解释。

This guidelines is interpreted by BioCRF(GZ).

本守则自公布之日起执行。

This guidelines shall come into effect from the date of its announcement.