

國立成功大學核心設施中心貴重儀器設備組實驗室違規處罰條例  
**Common Laboratory Management and Penalty Act**  
**Instrument Division, Core Facility Center, National Cheng Kung University**

111.01.26 中心會議通過

Approved through the center's caucus on January 26, 2022

**第 1 條** 本條例為確保國立成功大學核心設施中心（以下稱本中心）共用實驗室之永續經營，及維護人員、設備之安全而訂立。

**Article 1** This Act is enacted to enforce management and ensure people and instrument safety.

**第 2 條** 處罰規定

**Article 2 Regulation and Penalty**

除緊急狀況外，觸犯下列規則者，取消當次所使用之儀器的預約權限直至重新通過認證。因違規而造成儀器、設備、收入、藥品損失部分，須依原價賠償。

Except emergency, the following actions are not allowed. Violators shall be banned from the instrument access until being certified again and shall pay for the damaged instruments and equipment, chemicals, and loss of income according to the original prices.

1. 將磁卡借予他人、使用他人磁卡或未使用磁卡進入者，將取消其安全講習權限，並須補繳共用實驗室進入費用。

Lend the proximity cards to others, use others' cards, or enter the labs without using the cards. Violators shall be banned from the access of the labs and shall pay for the entrance fees according to the number of people entering the labs without using the cards.

2. 帶領未通過安全講習認證人員進出實驗室者，將取消其安全講習及當次所使用之儀器的預約權限，並須補繳當次進入總人數之共用實驗室進入費用。

Lead people who have not passed the safety training. Violators shall be banned from the access of the labs and the access of the instrument booked at that time. Violators shall pay for the entrance fees according to the number of people entering the labs without using the cards.

3. 未經核准自行攜帶實驗儀器、藥品或其他與實驗無關之危險物品進入實驗室者（包含食物、飲料），或於實驗室中飲食、抽菸者。

Take instruments, chemicals or anything with potential risks without permission, including food and drinks, or eat, drink, and smoke in the labs.

4. 使用儀器時，未登錄「儀器使用紀錄表」（開機即須登錄）。

Do not fill in the instrument usage record sheets immediately after the instruments are turned on.

5. 使用儀器時，未遵守儀器管理者規定之操作，造成損壞者。

Operate the instruments without following the SOPs and result in damage.

6. 未經允許擅自調整儀器之設定參數（資深使用者除外）。

Change parameters of the instruments without permission (Super Users are excluded).

7. 使用前發現設備已損壞，未通知本中心人員亦未將情況登錄於紀錄表者。

While being aware of the breakdowns of the instruments before using them, do not inform CFC engineers/technicians and take notes on the instrument usage record sheets.

8. 使用中損壞儀器未通知中心人員，亦未登錄於儀器使用紀錄表者。事後須提出儀器異常狀況說明。

Do not inform CFC engineers/technicians and take notes on the instrument usage record sheets when damaging the instruments during the operation. Explanation shall be offered afterwards.

9. 使用化學藥品時，未依安全規定傾倒廢液導致發生事故者。

Do not follow the safety rules when using chemicals.

10. 使用化學藥品時，使用中的化學容器如離開視線範圍外，化學容器未標明使用者姓名、溶液名稱、日期、聯絡電話者。  
Do not tag chemical containers in use with user name, liquid/chemical name, date, and phone number.
11. 取用化學藥品時，未填寫藥品使用紀錄表者或未依標示擺放，或變換位置者。  
Do not fill in the chemical usage record sheets when taking chemicals. Do not store chemicals according to the indication.
12. 借用儀器相關配件者，應於使用完後立即歸還。  
Do not return instrument accessories immediately after use.
13. 在實驗室中偷竊、破壞公共物品、他人物品或傷害他人者，所損失之財物依原價賠償，刑事部分依法報警處理。  
Steal and damage public or other's objects or harm others. Violators shall pay for the damaged objects according to their original prices or be prosecuted.
14. 使用後未依規定清潔實驗相關垃圾及未將儀器恢復原狀（可操作狀態）者。  
Do not discard garbage and restore the instruments to the original state.
15. 其他未盡之相關規定，本中心可針對使用者所犯情形處理。  
Other matters which have not been stated in the regulation shall be dealt with according to the violation.

### 第 3 條 執行

#### Article 3 Execution

1. 儀器管理人員於人員犯規當日起 7 日內，以電子郵件通知犯規人員及其指導教授或主管。於發出電子郵件 7 日後依本條例第 2 條規定執行。累犯或情節嚴重者，得視違規狀況經共同實驗組會議決議後辦理。  
CFC stuffs should inform the violators and their advisors or directors by emails within 7 days after the violation. Execution shall be carried out afterwards. Cases of recidivists or severe violations shall be discussed and decided in the common laboratory meeting.
2. 未使用本中心儀器達 1 年（含）以上者，若無違規事宜，須重新參加安全講習課程。  
Users must join the safety training course again if they have not been using CFC instruments for one year.
3. 違反本條例第 2 條例規定者、超過儀器使用時限而遭取消使用權且重新認證未通過者，須重新參加儀器訓練課程。  
If violators of Article 2 or users with invalid instrument booking access are not certified again, they must take the whole instrument training courses again.

### 第 4 條 申訴

#### Article 4 Appeal

犯規人員若不服處罰，可於收到電子郵件七日內，向本中心處申訴。未於申訴時限內申訴者將取消其申訴之權利。申訴信箱：[em31380@email.ncku.edu.tw](mailto:em31380@email.ncku.edu.tw)  
Violators who do not accept the punishments may appeal by email (to: [em31380@email.ncku.edu.tw](mailto:em31380@email.ncku.edu.tw)) within seven days after receiving the emails.

### 第 5 條 本條例經本中心幹部會議通過後實施，修正時亦同。

#### Article 5 The effective date of this Act, and any amendment thereto, shall be adopted by resolution of the Center's caucus.