# 生科一館623室，IQ800使用規則

* 管理者：詹鴻霖老師，Email：hlchan@life.nthu.edu.tw
* 儀器負責人：詳見公用儀器網頁；分機33477
1. **合格程序，以及預約流程**
	1. 需有參加過儀器操作訓練課程，或看過廠商教學影片
	2. 跟隨種子教師使用2次(雙方需在紙本上簽名)
	3. 在種子教師陪同下獨自完成操作2次(雙方需在紙本上簽名)
	4. 指導教授電子郵件寄送”IQ800使用同意書”給儀器負責人
	5. 儀器負責人確認以上資訊無誤後方可開啟623門禁以及儀器使用權限
		1. 623門禁，請至生科圖書室林益洲工程師開啟
		2. IQ800使用權限，請至生科二館301室，找儀器負責人
	6. 請提前至少一天進行預約
	7. 預約使用後也請詳細填寫資料於紙本上(日期，使用者，實驗室老師/分機，使用時間，使用托盤，是否清潔，是否關機)
	8. 儀器若故障，請照實詳細寫於紀錄簿中，並通知儀器負責人，如有緊急狀況請立即通知管理者(詹鴻霖教授)
2. **操作不當之處罰：**
	1. 使用者第一次操作不當以口頭警告
	2. 若發生第二次以上。該**使用者禁用一個月**，並通知該指導教授
	3. 發生第三次，該使用者**所屬實驗室所有人員均禁止使用一個月**，且**需再重新上網上課，再通知負責人進行儀器操作考試**
	4. 不當使用紀錄以**”半年”**為計算單位

除以上罰則以外，若儀器因不當使用導致損壞，該實驗室需負責全額維修費用

1. **操作注意事項：**
	1. 依實驗室為單位創建帳號密碼。
	2. 使用完畢後，**托盤請務必用ddH2O、酒精和擦手紙(請自備)**，進行清理並擦乾後歸回原位。
	3. 若需使用鑷子，請使用"**塑膠**”材質，抽屜內有備用，請勿取走
	4. 讀取資料之隨身碟在插入電腦之前需**先格式化**，以防電腦中毒，若未依照此方式造成電腦損毀將視為1次操作不當
	5. 使用時需同時開啟電腦組機以及儀器，須等儀器降溫完成才能開始操作，若未依照此方式造成儀器損毀將視為1次操作不當
	6. 使用結束後，請將data取走，勿留在電腦裡。
2. **收費標準**

校內：200/小時
校外：300/小時
未滿一小時以小時計算

Room 623, Life Science Building 1, IQ800 Usage Rules

* Manager: Professor Hong-Lin Chan, Email: hlchan@life.nthu.edu.tw
* Instrument Supervisor: Refer to the Shared Instrumentation webpage; Extension: 33477
1. **Qualification Process and Reservation Procedure**
	1. Must have attended instrument operation training courses or watched manufacturer instructional videos.
	2. Use the instrument twice under the guidance of a seed teacher (both parties must sign on paper).
	3. Independently operate the instrument twice under the supervision of a seed teacher (both parties must sign on paper).
	4. The advisor sends an email titled "IQ800 Usage Consent Form" to the instrument supervisor.
	5. The instrument supervisor confirms the accuracy of the above information before granting access to room 623 and instrument usage permission.
		1. For room 623 access, please contact Engineer Yi-Chou Lin at the Life Science Library.
		2. For IQ800 usage permission, please go to Room 301, Life Science Building 2, and find the instrument supervisor.
	6. Please make reservations at least one day in advance.
	7. After making a reservation, please provide detailed information on paper (date, user, laboratory teacher/extension, usage time, tray usage, cleaning status, power-off status).
	8. If the instrument malfunctions, please record the details in the logbook and notify the instrument supervisor. In case of emergencies, immediately inform the manager (Professor Hong-Lin Chan).
2. **Penalties for Improper Operation:**
	1. Users will receive a verbal warning for the first instance of improper operation.
	2. If it happens for the second time or more, the user will be prohibited from usage for one month, and their advisor will be notified.
	3. In case of the third instance, all members of the user's laboratory will be prohibited from usage for one month, and they will need to retake the online course and notify the supervisor to take a practical exam on instrument operation.
	4. Improper usage records will be considered for a "six-month" period.

**In addition to the above penalties, if the instrument is damaged due to improper usage, the laboratory will be responsible for the full repair cost.**

1. Operation Precautions:
	1. Create an account and password based on the laboratory.
	2. After usage, clean the tray thoroughly with ddH2O, alcohol, and tissue paper (please bring your own) and return it to its original position.
	3. If forceps are needed, use "plastic" material. Spare ones are available in the drawer; please do not take them away.
	4. Before inserting a USB flash drive for data reading, format it to prevent computer viruses. Failure to follow this procedure and causing damage to the computer will be considered one instance of improper operation.
	5. When using, both the computer system and instrument must be turned on. Wait for the instrument to cool down before starting the operation. Failure to follow this procedure and causing damage to the instrument will be considered one instance of improper operation.
	6. After usage, please remove the data and do not leave it in the computer.
2. **Charging Standards**

On-campus: 200/hour

Off-campus: 300/hour

Less than one hour will be charged as an hour.