

# Apotome 3 螢光顯微鏡使用規則

## Regulations and Rules for use of ZEISS Apotome 3

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## I. 合格程序 Qualification procedure

每個新使用者需要：

Every new user needs to :

1. 跟隨合格使用者完成三次實驗，總時數達3小時以上，(陪同之新使用者需簽名)。

observe operation by a certified user three times, for a total of 3 hours (signatures of a new user are required)

2. 由合格使用者全程陪同，自己獨立進行三次實驗，總時數達3小時以上(陪同之合格使用者需簽名)。

operate with a certified user aside three times, for a total of 3 hours (signatures of a certified user are required)

3. 請指導老師以電子郵件寄發「公用儀器使用同意書--顯微鏡」給教學助理。  
email TA a signed Agreement Sheet of Instrument by the lab PI.

4. 與教學助理核對使用記錄並進行操作測驗後，申請核發網路預約帳號及設定密碼，同時開啟門禁。

check all the records with TA and take an operation exam. Then apply for online reservation password and ID-card approval for accessing room 332.

\*建議(非必須)：

Suggested but not required:

在使用顯微鏡前，新使用者最好能參加過顯微鏡訓練課程，或曾經上過顯微鏡的相關課程，以瞭解顯微鏡的基本原理。

Before using the microscopes, new users are encouraged to attend the microscopy training workshop or have taken any related course about microscopy to ensure a full understanding of the basics of microscopy,

## II. 操作不當之處罰 Punishment about misconduct

若使用者有操作不當的行為，

If any misconduct happens,

1. 使用者的第一次操作不當將會以**口頭警告**。

A verbal warning will be issued for the first offense.

2. 若發生第二次操作不當，該使用者將**禁用一個月**並通知該其指導教授。

Individual user will be penalized for a one month restriction of use for the second offense and instructing professor will be notified.

3. 若發生第三次操作不當，該使用者所屬實驗室之**全部使用者均禁用一個月**。

The whole lab will be penalized for a month for the third offense.

4. 使用不當記錄以**年**作單位計算。

The record of misconducts runs in a yearly basis.

5. 發生操作不當之使用者所屬實驗室除以上所述之處罰外，仍需負責相關儀器維修費用與責任。

Individual lab is responsible for the cost of any damages due to the abuse of the instrument.

6. 若有**非合格使用者**自行使用顯微鏡，該使用者將取消所有螢光顯微鏡使用資格並禁用**一學期**，其所屬實驗室需負相關責任。

If an unqualified user uses any microscope alone, this user will be forbidden to use all fluorescence microscopes for one semester. Individual user's lab will be responsible for all collateral damages and held accountable for the offense.

### III. 其他使用規定 Other regulations

#### A. 螢光燈源 lamp

1. 每一位使用者在離開前，需將所有電源關閉。

The current user should turn off everything before leaving the room.

2. 若有使用者離開後未關閉螢光燈源，視為一次操作不當。

If any user is found or reported to leave without turning off lamp, this will be considered as one misconduct.

#### B. 軟體設定 settings of the software

1. 為確保各使用者均能順利操作，**禁止更改任何顯微鏡操作軟體內之預設設定。**

To ensure smooth operation, all users are prohibited to change any setting in the microscope software.

2. 使用者可以將自己掃瞄的設定另存新檔，或者利用既有的圖片重新使用 (Reuse) 其設定。

Users are encouraged to save their settings in separate files, or **reuse** the configuration of an existing picture.

3. 使用前請確認軟體維持在原預設設定，若**軟體原設定遭更動**，則歸咎在**最後一位使用者**，視為一次操作不當。

Please confirm the software remained in its default setting before use. If the user was found or reported to alter settings and not returning to default when finished, the last user will be held accountable and an offense will be registered to the user.

4. 如有使用溫控及 CO<sub>2</sub>，關機前**務必從軟體關閉溫控及 CO<sub>2</sub> pump**，**CO<sub>2</sub> 鋼瓶總閥鎖緊**。未關閉視為一次操作不當。

Users have to **turn off temperature control and CO<sub>2</sub> pump from software after usage and make sure the main valve of CO<sub>2</sub> tank closing**. The user who doesn't turn off will be record an offense.

#### C. 使用記錄 notebook

1. 使用顯微鏡請務必先在預約系統登記。使用時請填寫登記表記錄使用狀況。預約後若不克前來須上網取消預約。

Users must book time block each time before use. Users must also fill the form in the notebook after using the microscope. Users have to cancel the reservation if users cannot use the microscope on time.

2. 沒有使用資格者請勿自行預約。

Users without certification are not allowed to use reservation system.

3. 違反上述事項者將視作一次操作不當的行為。

Users will be subjected to one offense for disobeying the above rules.

4. 若只使用電腦處理資料而未使用顯微鏡，也需要在登記表記錄，以備查詢。

The users should also fill the form in the notebook even if using the computer only.

#### **D. 資料備份 data backup**

1. 強烈建議各使用者在每次掃瞄後，將自己的實驗資料備份。

Backing up data in a separate storage device immediately is strongly encouraged.

2. 管理者將於每月月初移除公用電腦內的資料。

Files will be removed from the hard drive periodically at the beginning of each month, and will be announced in advance.

#### **E. 故障回報 abnormality report**

若在使用時發現儀器問題，使用者需：

If you find any abnormality in operating the microscope, you need to

1. 在登記表上註明問題。

make a note in the notebook

2. 通知教學助理。

report to TA

3. 若有緊急狀況，請立即通知管理者（王慧菁老師）。

In case of emergency, call the administrator (Lily Wang) immediately.

#### **F. 清潔 cleaning**

1. 控濕度血清瓶用畢須將水(ddH<sub>2</sub>O)倒掉晾乾，避免發霉。

Water (ddH<sub>2</sub>O) needs to be removed from bottle for humidity to avoid contamination.

2. 使用者需負責本顯微鏡室的清潔（包含地面、桌面、顯微鏡外部、油鏡鏡頭等）

Users are responsible for the cleaning of the microscope room, including the floor, the desk, the external part of the microscope, and the oil objectives, etc..

3. 本顯微鏡室禁止飲食。

Do not eat or drink in the microscope room.

4. 違反上述規範者，視為一次操作不當記錄。

Users will be subjected to one offense for disobeying the above rules.

#### IV. 收費標準 Fees

1. 顯微鏡之維修與消耗性費用(請見附錄)將由使用實驗室按時間比例分攤。  
The maintenance fee and cost of consumable parts of microscope (please see appendix) will be partitioned to each laboratory according to total using time.
2. 每年4月及10月各收費一次。帳單會以電子郵件寄到各指導教授及院秘書，費用將直接由教授的系所經費中扣除。  
The bill will be emailed to both individual PI and secretary on April and October every year, and money will be deducted from PI's departmental account directly.

#### V. 附錄 Appendix

院內實驗室使用費計算方式(不滿30分鐘以30分鐘計)：

Usage fee of Apotome 3 for PI in college of life science (see less than 30 min as 30 min)

Basic usage	NT 100/ 30min
CO <sub>2</sub> tank	NT 25/ 30min