

分醫所環境與安全需知

IMM Environmental & Biosafety Rules

To maintain a healthy and pleasant research environment, please follow the following rules. 爲了維持本所良好與安全的研究環境，請大家共同遵守下列規則。

A. Environmental Rules

1. Energy is a significant cost to NCKU. To save energy and reduce costs, please....

甲、Use the stairs rather than elevators.

乙、Turn off light in the hallway, utility rooms, restroom and kitchen,

丙、Turn off the appropriate machines and computers in your lab and office when they will not be used for a while.

成大消耗的相當大電能，爲了節約能源與電費，請各位

- 盡量使用樓梯上下樓
- 隨手關閉走廊、清洗室、洗手間、茶水間的燈
- 關閉實驗室和辦公室裡不需用的電腦與機器等

2. Keep IMM clean and neatness at all time. Never place personal or laboratory materials or trash in the hallway, offices and labs.

隨時保持本所的整齊與清潔。禁止堆積實驗廢棄物及任何垃圾於走廊。

3. Do NOT throw trash into NHRI's garbage bins located outside of the building.

切勿將本所垃圾丟棄於本棟大樓外國衛院的垃圾箱內。

4. Discard leftover foods in the designated container under the kitchen sink.

廚餘請倒在茶水間水槽下的廚餘桶。

5. Clean the kitchen drain after you have rinse food containers.

洗淨便當盒後，請立刻清洗水槽。

6. Discard regular (non-biohazardous) wastes in the designated area and containers, and recycle whenever possible.

- A trash container for regular trash is located in the Custodian's Room on 3rd and 4th floors.

- A trash container for recycling food containers and paper drinking cups is located in the Custodian's Room on 3rd and 4th floors.
- A trash container for recycling plastics is located in the Air-conditioning Room on both floors.
- For recyclable paper and flattened cardboard boxes, please store them in the Air-conditioning Room on 3rd floor.
- Large Styrofoam boxes for shipping equipment need to be taken back by the sales persons.

請將非實驗室的垃圾丟入下列指定的垃圾桶，並徹底回收。

- 一般垃圾桶放置在3、4樓的清潔間
- 紙類餐盒、紙類飲料盒之回收桶放置在3、4樓的清潔間
- 塑膠類之回收桶放置在3、4樓的空調機房
- 紙類回收 (如紙箱、廢紙) 請拿至3樓空調室左側，並請拆箱攤平再放置。
- 儀器拆裝之大型保麗龍等物件請廠商協助帶回

B. Biosafety Rules

1. When an emergency occurs in the laboratory or building:

- Follow the emergency measures established by NHRI. See the Emergency Flowchart in this handbook.
- Notify the person(s) in charge immediately. See the Emergency Flowchart in this handbook.

當本樓或實驗室裡發生緊急狀況時:

- 遵循國衛院提供的緊急應變措施。緊急狀況流程圖詳列於學生手冊內。
- 通知各樓或各實驗室的負責人，其列於學生手冊內的緊急狀況流程圖。

2. You must be trained in using common equipment. Be sure to record required information in the log books and report any damage or problem immediately.

使用公用儀器前請務必先受訓練。使用時務必填寫記錄簿，與立即報告緊急狀況或問題的發生。

3. When enter the cold room, the door will NOT lock automatically behind you. When leave the cold room, simply push the door. Never touch the red

button on the inside wall next to the door.

冷房的門不會自動鎖上，因此進入冷房後請勿驚慌。離開冷房時只需推門。
切勿碰觸門邊牆上的紅色按鈕，以免造成冷房主機停止運轉。

4. Do NOT wear gloves when touching door handles or when in any area outside of the laboratory.

禁止帶手套碰觸任何門把或實驗外區域。

5. Discard biohazardous wastes ONLY in the designated area and containers.

感染性廢棄物請依規定至醫學院傾倒，與實驗有關之廢棄物品請實驗室個別依規定處理。

6. Restrict sales persons and the general public from entering IMM. When small packages are delivered, please pick them up yourself. In case of large packages or equipment delivery, please personally escort sales person in and out of IMM. Never allow sales persons wander around our building.

勿讓廠商、推銷員及非本所人員任意進入大樓。如有小型包裹，請親自取貨。
如運送大型儀器，請派員或親自陪同業務員或推銷員進出本所，以防外人在大樓內遊蕩。