

## Precision Instrument Management Measure

Passed at the 1<sup>st</sup> Department Faculty Meeting of 2005 dated Sept. 5, 2005

Amended and passed at the 2<sup>nd</sup> Department Faculty Meeting of 2005 dated Sept.30, 2005

### Article 1 Precision instruments' management and operations

1. The department' technical personnel are charged with managing the center's instruments and equipment, and general precision instruments are to be handled primarily by the department's master and doctoral postgraduate students, university department research students who have undergone the instrument analysis and laboratory course, departmental project assistants and doctoral postgraduate researchers. High-end precision instruments are to be handled primarily by technicians or operators who have been trained professionally to handle such instruments. During the summer break of every year, high-end instrument's usage and handling seminars may be held for the technicians.
2. High-end instruments' operating seminars would focus on master and doctoral postgraduate students operating the instrument as the lecturing subjects. Invitations will be extended to experts of such instrument, or the manufacturer and specialized department professors to demonstrate the correct operating methods and rudimentary maintenance and upkeep.
3. With the operation of precision instruments that can either be in a consigned operation or a hands-on operation, a hands-on operator is to abide by all stipulations of this measure by first undergoing the operations seminar training, or the management personnel's examination certification before the operator may operate the instrument independently. Regardless of the consigned operation or hands-on operation, the billing is to be collected as per the billing criteria specified by the department's "precision instrument analysis service billing criteria".
4. When operating the precision instrument room for teaching purpose other than for courses the school offers, the billing is to be collected according to the "Precision instrument analysis teaching service billing criteria".

### Article 2 Instruments' operating hours

1. The operating hours of the instrument room shall primarily be during the office hours.
2. Operating the instruments beyond the normal office hours requires the approval signature/endorsement or the advisor professor or the department chairperson. An instrument room's safekeeping liabilities shall be shared and jointly managed by the instrument user and the advisor professor providing signature/endorsement.

### Article 3 Stipulations governing the user qualifications

1. All operators and users of the instruments and equipment are required to undergo the operations assessment examination, and obtained the proper operations/usage qualifications before they may operate such instruments and equipment.
2. The assessment examination categories primarily encompass instrument theories, operating procedures, sample pretreatment, and simple maintenance and upkeep. Those who have successfully surpass the assessment examination but have not operated the instrument for two months will be revoked of the operating qualification.
3. Those not yet secure the usage qualifications but desire to learn the know-how at an instrument may file a request with the manager in order for the learner to operate an instrument as accompanied by a qualified operator, and the monitoring personnel shall be required to file a registration as regulated.
4. Those who attempt to operate an instrument without securing the proper qualification as per stipulations provided in the preceding paragraphs will not only be reported to the department chairperson and whose advisor professor for corrective action, but will also be suspended from enrolling in the assessment examination for a period of three months, and also subject to serving a twenty-hour labor duty.

#### Article 4 Instruments and equipment connecting with other accessories, instruments or relocating

1. All instruments, equipment and auxiliary accessories are to be enlisted as assets for monitoring purpose. When in need of relocating a piece of equipment from its initial spot or connecting it to other machinery, a report shall be filed with the instrument manager and subject to the approval of the chairperson. Anyone who engaged in the foresaid acts without proper approval will be penalized for destroying school properties, but will also be banned from operating the instrument for three months and be ordered to a 10-hour labor duty.

#### Article 5 Registration for the use of instruments

1. A pre-registration system has been set up for operating the instruments, and a pre-registration is required before anyone is allowed to operate an instrument, with each pre-registration limited to operating for one day only.
2. Those who attempt to operate an instrument without registration will not only be penalized by serving a 40-hour labor duty, but will also be banned from operating the instrument for one month.
3. Instrument demonstrations are deemed as operating an instrument, which requires a precise pre-registration in order to operate an instrument, and the instrument demonstrator shall be on hand to provide guidance to the learners.

#### Article 6

Following each operation, the operator shall diligently enter the usage form as specified (i.e. the instrument's operating criteria, the activation and deactivation times, the post-operation conditions and the like). Failure to register as specified will be suspended from operating the instrument for one week, and be given a reprimand, and repeated offenders will be suspended from operating the

instrument for a period of six months.

#### Article 7

Those who operate a piece of equipment but fail to follow the correct operating method to result in damaging or malfunctioning the equipment will not only be liable to making retribution to the full value of an instrument or equipment, but those in severe situations will be suspended from operating the equipment for six (6) months, in addition to a 50-hour labor duty.

#### Article 8

Once finish operating an instrument or equipment, make certain that the instrument itself, and its parts, accessories and the surrounding equipment and area are kept clean. Those fail to keep clean, remove personal samples, clean up the testing chemicals will be suspended from operating the instrument for one week.

#### Article 9

The laboratory user is required to ready depletable supplies, such as solvents, saline tablets and the like) required for operating the instruments and equipment; the gas needed to operate the instruments is to be divided evenly according to the operating hours, except where it is used for maintaining the instruments and peripheral equipment.

#### Article 10

It is forbidden to engage in rule-violating conducts of smoking, snacking, sleeping and the like at the instrument room. Those found violating the rule will be suspended from operating the instrument for one week.

#### Article 11

When coming across any malfunctioned instrument or equipment, report to the management personnel at once, and do not attempt to dismantle and repair the instrument. When failing to file a report, the individual is not only liable to compensate the value of the instrument or equipment, but will also be suspended from operating the instrument for three months.

#### Article 12

Anyone who engages in conducting irrelevant work on any peripheral equipment of any instrument while operating a piece of instrument, such as engaging in amusement activity, will be penalized by serving a 20-hour labor duty.