

國立中興大學生命科學系滅菌室使用要點規範

Guidelines for the Use of the Sterilization Room in the Department of Life Sciences at National Chung Hsing University

- 一、 本滅菌室之滅菌鍋僅提供本系全體師生使用。
 - I. The autoclave in this sterilization room is for the exclusive use of all faculty and students of this department.
- 二、 使用者於滅菌室內之設備操作及行為，得接受本室使用規範及管理老師之監督規範。若有不當操作或行為，經勸阻無效者，本系有權取消使用者之使用資格。
 - II. Users must adhere to the usage guidelines and supervision regulations of facility supervisor when operating equipment or conducting in activities within the sterilization room. If improper operation or behavior occurs and persists despite a warning, the department reserves the right to revoke the user's access privileges.
- 三、 滅菌鍋屬高溫高壓儀器，使用者需全程參加本系每年舉辦之實驗衛生安全課程並由指導教授同意後方可使用。
 - III. The autoclave is a high-temperature, high-pressure device. Users must attend the department's annual Laboratory Safety and Health course in its entirety and obtain approval from their supervising professor before use.
- 四、 大學部學生如執行計畫或科展等需使用者，亦受本使用要點三規範，且須由所屬指導教授或同實驗室內學長姐協助儀器操作，如未依規定使用而造成任何財物或人員的損傷，將自行負責。
 - IV. Undergraduate students who need to use the sterilization room for research projects or science fairs must also comply with Guideline III. They must be assisted by their supervising professor or senior colleagues from the same laboratory when operating the autoclave. Users who fail to follow these guidelines and cause damage to property or injury to personnel will be held fully responsible.
- 五、 使用前先確認滅菌鍋是否使用中，使用前後填寫操作紀錄表，如發現異常情形，應馬上通知儀器室管理老師。
 - V. Before using the autoclave, confirm that it is not already in use. Complete the operation log both before and after use. If any abnormalities are detected, immediately notify the facility supervisor.
- 六、 壓力、溫度錶等應依使用手冊規範注意其最大使用刻度，務必於正常範圍值內操作，切記滅菌前務必加水(為保持滅菌鍋清潔，請勿用自來水)。
 - VI. Ensure that the pressure and temperature gauges do not exceed the maximum limits specified in the user manual. Always operate the autoclave within the normal range. Before starting the sterilization process, make sure to add water (To maintain the cleanliness of the autoclave, do not use tap water).
- 七、 滅菌程序完成後先確認壓力歸零及溫度下降始可開啟鍋門，壓力若未歸零或溫度未降至 65°C 以下請勿強行打開滅菌鍋，以免發生事故。
 - VII. After the sterilization process is complete, ensure that the pressure has returned to zero and the temperature has dropped before opening the autoclave door. Do not attempt to force open the autoclave if the pressure has not reached zero or the temperature remains above 65°C, as this may result in accidents.
- 八、 廢棄物應與其他物品分開滅菌，本滅菌室僅提供編號 5-6 滅菌鍋滅廢棄物使用。
 - VIII. Waste materials must be sterilized separately from other items. In this sterilization room, only autoclaves numbered 5 and 6 are designated for waste sterilization.
- 九、 避免滅菌中的器物破裂、溶液流出，使用滅菌鍋時，裝載物每次不得超過滅菌鍋內裝總容積 80%，裝載物頂部與鍋壁距 3 英吋(約 8 公分)以上，且每包間需留縫隙，勿緊

密相連。不可將滅菌物直接置於滅菌鍋底部，應置入設有把手之不銹鋼筒容器中，再放入。

- IX. To prevent breakage of items or leakage of liquids during sterilization, do not overload the autoclave. Each load must not exceed 80% of the autoclave's total capacity of. Ensure that the top of the items is at least 3 inches (approximately 8 cm) away from the autoclave wall, and leave sufficient gaps between each package to avoid direct contact. Items must not be placed directly on the bottom of the autoclave; instead, they should be placed inside stainless steel containers with handles before being loaded.
- 十、 使用完畢後，務必主動將滅菌釜鍋內、外請清理乾淨，並當天將滅菌物件取走勿將放置滅菌室。
- X. After use, users must thoroughly clean both the interior and exterior of the autoclave. All sterilized items must be removed on the same day; do not leave them in the sterilization room.
- 十一、 凡違反上述規定，滅菌室管理員應向管理老師回報，違規者所屬實驗室停權一週，停權期間滅菌室之清潔義務由該實驗室派人履行，同實驗室再犯者則停權兩週，停權期間滅菌室之清潔義務由該實驗室派人履行，並罰款 **5000** 元(由該指導老師相下經費扣除)，同實驗室於同一學年度違反規定三次以上則送交系務會議裁決。
- XI. Any violation of the above guidelines will be reported by the sterilization room manager to the facility supervisor. The laboratory of the violator will be suspended from using the sterilization room for one week. During the suspension, the laboratory is responsible for cleaning the sterilization room. If the same laboratory commits another violation, the suspension will be extended to two weeks, and a fine of NTS\$5,000 will be imposed (deducted from the supervising professor's research fund). If a laboratory violates the regulations three or more times in the same academic year, the case will be submitted to the Department Affairs Meeting for a final decision.

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