

生命科學系滅菌室使用要點規範

- 一、本滅菌室之滅菌鍋僅提供本系全體師生使用。
- 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。
- 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。
- 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。
- 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。
- 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)。
- 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。
- 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。
- 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。
- 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。
- 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。

The Guidelines for Using the Sterilization Room in the Department of Life Sciences

1. The sterilization autoclave in this sterilization room is exclusively available for use by all faculty and students of this department.
2. Users must comply with the usage guidelines and supervision regulations set by the department's management staff when operating equipment or engaging in activities within the sterilization room. If improper operation or behavior is observed, and after a warning the issue persists, the department reserves the right to revoke the user's permission to use the sterilization room.
3. The sterilization autoclave is a high-temperature, high-pressure device. Users must complete the department's annual laboratory hygiene and safety course and obtain approval from their supervising professor before use.
4. Undergraduate students who need to use the sterilization room for projects or science fairs must also comply with the third guideline above. They must be assisted by their supervising professor or senior colleagues in the same lab when operating the autoclave. Users who fail to follow these regulations and cause damage to property or personnel will be held responsible.
5. Before using the autoclave, verify that it is not already in use. Fill out the operation log before and after use. If any abnormalities are found, immediately inform the laboratory manager.
6. Ensure that the pressure and temperature gauges are within the maximum specified limits according to the user manual. Always operate the autoclave within the normal range. Before sterilization, remember to add water (to maintain the cleanliness of the autoclave, do not use tap water).
7. 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 forcibly open the autoclave if the pressure has not reached zero or the temperature is still above 65°C, to avoid accidents.
8. Waste materials should be sterilized separately from other items. This sterilization room is only available for the sterilization of waste materials in autoclaves numbered 5-6.
9. To prevent breakage of items or leakage of liquids during sterilization, do not overload the autoclave. Each load should not exceed 80% of the total capacity of the autoclave. Ensure that the top of the items is at least 3 inches (about 8 cm) away from the autoclave wall, and leave gaps between each package. Do not pack items tightly together. Items should not be placed directly on the bottom of the autoclave; they must be placed in stainless steel containers with handles before being loaded.
10. After use, users must clean both the inside and outside of the autoclave. All sterilized items should be removed the same day; do not leave them in the sterilization room.
11. Any violation of the above regulations will be reported by the sterilization room manager to the supervising professor. The violating user's laboratory 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 further violations, the suspension will be extended to two weeks, and a fine of NT\$5,000 will be imposed (deducted from the 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's academic affairs meeting for a decision.