

制度	内容	访客	管理员
运行制度	进入实验室的人员需参加实验室准入培训并获得签字版的“实验室安全准入表”。	✓	
	未经实验室管理员批准, 不得擅自挪动实验室仪器、设备、钢瓶。	✓	
	未经设备、仪器使用专项培训前, 不得擅自操作设备、仪器。	✓	
	实验室内物品未得到实验室管理员同意不能携带出实验室。	✓	
	建立健全设备档案, 档案包括: 购买合同、随机文件、技术资料、维修使用记录等。		✓
安全制度	实验室内, 严禁吸烟、严禁存放食物、严禁饮食。	✓	✓
	了解实验室水阀、电气开关、气阀、消防灭火器材和其他应急设施的具体位置并确保通道无阻挡。	✓	✓
	设备使用完后需切断电源、水源和气源, 由实验室管理员检查确认后方能离开。	✓	
	如需在实验中途离开实验室, 需保证至少有一个团队成员在场, 否则需要得到管理员许可。	✓	
	原则上不允许在无人看管的情况下开展过夜实验, 确需开展过夜实验的, 需向实验室管理员提出申请。	✓	
	开始实验前, 务必熟悉所有实验程序, 了解实验原材料及其产物的危害、安全防护措施、应急预案、紧急联系人和求助电话号码。在实验过程中如有疑问, 或遇到意外情况, 请立即咨询实验室管理员。	✓	
	未达到他人允许, 禁止私自改变他人的实验环境。	✓	✓
	切勿将任何固体废物或危险化学品倒入水槽。应当按照废物处理指引来处置固体废物或危险化学品废弃物。	✓	✓
	操作设备时需严格执行设备操作文件的规范指引。	✓	✓
	在使用化学试剂进行实验时, 应当佩戴合适的个人防护装备, 尽量不戴隐形眼镜, 个人防护装备应当保持洁净, 必要时应当进行更换。在离开实验室前, 请脱去实验服。	✓	✓
卫生制度	管制类化学品的领用和保管工作按有关规定执行。	✓	✓
	实验室中着装应该保持“三紧”: 收紧衣袖、领口、衣服下摆。长发应盘发或带帽。	✓	✓
	工作台需保持清洁, 不得放置不需要的化学品、仪器、个人物品(衣服、背包、食物等)。	✓	✓
	进入实验室人员需保持实验室内清洁。	✓	✓
	废弃物物品应放在指定的地点按时集中清理。	✓	✓
	实验所用仪器、试剂、物料要做好标识, 按规定放置摆放整齐。	✓	✓
	设备使用完后需整理好机器, 保证整洁。	✓	✓
	每天下班前打扫实验室卫生, 确保实验室干净整洁。		✓

Regulations	Content	Visitor	Administrator
Operating Regulations	People entering the laboratory are required to attend laboratory access training and should obtain a signed copy of the "Laboratory Safety Access Form".	✓	
	Laboratory instruments, equipment and cylinders shall not be moved without the approval of the laboratory administrator.	✓	
	People without special training in the use of equipment and instruments shall not operate anything in the laboratory without authorization.	✓	
	Items in the lab cannot be carried out of the lab without the approval of the laboratory administrator.	✓	
	Establishing and updating equipment files shall include: purchase contracts, equipment documents, technical data, records of maintenance and use, etc.		✓
Security Regulations	It is strictly forbidden to smoke, store food, eat and drink in the laboratory.	✓	✓
	It is necessary to know the specific location of laboratory water valves, electrical switches, gas valves, fire extinguishing equipment, and other emergency facilities and ensure that access is unobstructed.	✓	✓
	After using the equipment, the power, water and gas sources must be cut off and checked by the laboratory administrator before leaving.	✓	
	At least one member of a team must stay in the laboratory during the experiment, otherwise permission from the laboratory administrator is required.	✓	
	In principle, it is not allowed to carry out overnight experiments without supervision, otherwise permission from the laboratory administrator is required.	✓	
	Before starting the experiment, be sure to familiarize yourself with all experimental procedures, hazards of raw materials and their products, safety precautions, emergency plans, emergency contacts and telephone numbers for help. If you have any questions or encounter any unexpected situation during the experiment, please consult the laboratory administrator immediately.	✓	
	It is forbidden to change others' experimental environment without their permission.	✓	✓
	Never pour any solid waste or hazardous chemicals into the sink. Solid waste or hazardous chemical waste should be disposed in accordance with waste disposal guidelines.	✓	✓
	When operating the equipment, it is necessary to strictly implement the specification guidelines of the equipment operation documents.	✓	✓
	When conducting experiments with chemical reagents, please wear appropriate personal protective equipment, avoid wearing contact lenses, keep personal protective equipment clean and replace it if necessary. Please take off your lab coat before you leave the laboratory.	✓	✓
Sanitation Regulations	The use and storage of controlled chemicals shall be carried out in accordance with relevant regulations.	✓	✓
	Dress in the laboratory should follow "three tight": tighten the sleeves, the neckline and the hem of the clothes. People with long hair should tie the hair up or wear a cap.	✓	✓
	Keep the workbench clean and do not place unnecessary chemicals, instruments, personal items on it (clothes, backpacks, food, etc.).	✓	✓
	People entering the laboratory should keep the laboratory clean.	✓	✓
	Waste products should be placed at designated places and cleaned up centrally on time.	✓	✓
	The instruments, reagents and materials used in the experiment should be marked and placed neatly according to regulations.	✓	✓
	After using the equipment, tidy it up and keep it clean.	✓	✓
	Clean the laboratory before leaving work every day.		✓