**Management Guidelines for the Joint Center for Instruments and Researches, College of Bioresources and Agriculture, National Taiwan University**

Approved at the No.221 College Affair Meeting, April 21st, 2008

1. The College of Bioresources and Agriculture, National Taiwan University (hereinafter referred to as the College) has established the Joint Center for Instruments and Researches (hereinafter referred to as the Center) and the management committee in order to promote the development of agricultural and biotechnology research, integrate related research, and assist in the use and service of large shared instruments.

2. The tasks of the Center Management Committee are as follows:

(1) Planning, purchase, and review of shared instruments for research in the college.

(2) The center's shared instrument management-related matters.

(3) Other tasks assigned.

3. The Center Management Committee is comprised of a chair and 7 to 9 members. The members are appointed by the College Dean. The members serve a fixed two-year term, and can be re-elected.

4. The Center Management Committee meets once every six months. Extra sessions can be called by the chair if necessary.

5. The hiring and the responsibility of the staff are determined by the Center Management Committee. The staff is responsible for the maintenance and management of daily affairs and the shared instruments. The staff is also required to attend the meeting to report related matters.

6. To use the shared instruments, the user shall submit an application to the Center. The center will assess the qualifications of the applicant, the importance of the research project, the order of application, and other conditions within a week and notify the applicant.

7. The responsibilities of the users are as follows:

(1) The user who applies for operation of the shared instruments of the Center by him/herself or by an assistant (student) shall report to the Center staff. The assistants must undertake mandatory safety training, and the user should be fully responsible for any behavior of the assistants.

(2) The user must comply with the safety and health regulations of the College and maintain the cleanliness of the environment and public safety.

(3) The user must operate the instrument carefully, log in to the user register to clarify the attribution of responsibility, and be liable for any damage. In case any instrument is damaged, the user must notify the staff of the Center immediately.

(4) The user is not allowed to move out or move in the instrument at will. Some small and easy to move instruments may be moved in upon the approval of the staff of the Center.

(5) Users must participate in seminars and experimental safety orientations held by the Center in accordance with regulations.

8. Rules for the use of the Center:

(1) Food, drink, and smoking are prohibited in the laboratory.

(2) Radioactive materials shall not be used in nor brought to the Center. Such special requests must be approved by the Center.

(3) Infectious items that must be handled in P2 or BSL2 laboratories (or above) are not allowed in the Center.

(4) The user must clearly label toxic samples and reagents, and use them in designated areas. If special treatment is required, please contact the staff at the Center for assistance.

(5) To use any shared instrument, please follow the usage rules listed on the individual instrument. If the user has any questions, please ask the staff at the Center for assistance or refer to the instructions for use. The instruments must be cleaned and returned after use.

(6) Registration is required for using any shared instruments. If an instrument must be operated by a specific person, please contact the staff at the Center for arrangements. If the instrument is damaged due to tampering, the user is responsible for the damage, and the Center may suspend the user from future use of the instruments.

(7) The individual experimental consumables should be provided by the user. The special consumables of the shared instruments shall be paid by the user or purchased by the College.

(8) When the user finishes the use of the instruments, the space used should be cleaned and checked by the staff at the Center before future use.

9. Violators of the above-mentioned regulations, once verified by the Center, may be warned at any time. After serious violations, the staff at the Center may notify the College and suspend the rights of use of the violator.

10. The guidelines shall be approved by the College Affairs Meeting.

（英文版僅供參考，若有歧義，以中文版為準。） (The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)