

香港科技大学 (广州)
生物启发工程中央实验室
The Hong Kong University of Science & Technology (GZ)
Bio-Inspired Engineering Research Facility (BIO-IERF)

编号 No. _____ 日期 Date: _____ 有效期 Validate Period: _____

实验室准入申请表 Access Application Form

- 说明:
1. 任何有意向申请在 BIO-IERF 实验室工作的用户均须填写此表格, 非教师用户则须由他/她的主管进行批准。
 2. 申请获得在 BIO-IERF 实验室工作和访问权限的用户, 须填写表格的所有部分。此表格由 BIO-IERF 部门保存。
 3. 表格填写完成后应提交至 BIO-IERF 安全员。新用户在本实验室开始工作的一周内, 须填写完成并提交表格。只有在 BIO-IERF 收到他/她提交的表格纸质原件后, 该用户才会获得访问权限。
 4. 准入申请表仅授予申请人进出实验室的权限, 并不授予设备使用权限或技术员同等权限。设备需另行申请并培训通过后方可使用。
 5. 如果用户未能遵守安全规则 and 规定, 他/她在 BIO-IERF 实验室工作的权限将被停止。
 6. BIO-IERF 安全员: 吴礼祥 (W1-123 办公室, 020-88338569, lixiangwu@hkust-gz.edu.cn)
BIO-IERF 资料归档员联系方式: 吴家明 (W1-123 办公室, 020-88338567, jiamingwu@hkust-gz.edu.cn)

- Note:
1. Every user who intends to work in BIO-IERF must fill in this form, and for non-faculty user, has it approved by his/her supervisor.
 2. Users who are qualified to work in BIO-IERF and request BIO-IERF access privilege must fill in all sections of the form. This form will be kept by BIO-IERF.
 3. The completed form should be returned to BIO-IERF Safety Officer. New users should return the completed original paper copy of form within one week from the date he/she begins lab work in BIO-IERF. Access privilege will only be granted to a new user after BIO-IERF has received his/ her completed form.
 4. The access application form only grants the applicant permission to enter and exit the laboratory. However, it does not grant equipment use permission or technician equivalent permissions. The equipment must be applied separately and trained before use.
 5. If a user fails to comply with the safety rules and regulations, his/her privileges to work in BIO-IERF will be suspended.
 6. BIO-IERF Safety Officer contact information: Mr. Lixiang WU (Room W1-123, Tel 020-88338569, lixiangwu@hkust-gz.edu.cn)
BIO-IERF Archivist contact information: Mr. Jiaming WU (Room W1-123, Tel 020-88338569, jiamingwu@hkust-gz.edu.cn)

1. 请填写您的个人信息 Please fill in your personal information.

姓名 Name: _____ 类型 (学生/员工/其他) Status (Student/Staff/Others): _____
电话 Telephone: _____ 部门/学域 Department/Thrust Area: _____
电子邮箱 E-mail: _____ 学生/员工证件号 Student/Staff I.D. No.: _____
职位 Post: _____ 导师/主管 Supervisor: _____

2. 请仔细阅读以下要求, 如若同意则请签字 Please read the following requirements and sign if you agree to them.

- 1) 在 BIO-IERF 实验室工作之前, 我须在 HSE 网页阅读实验室安全知识培训课件 (Homepage→Safety Training→Safety Orientation)。
 - 2) 在使用 BIO-IERF 实验室之前, 我须在 HSE 网页阅读与本人工作领域相关的《安全手册》(Homepage→Safety Guidance and Reference→Safety Manual)。
 - 3) 在 BIO-IERF 实验室工作之前, 我须在 HSE 网页学习安全课程 (Homepage→Safety Training→Safety Courses)。
 - 4) 尽管 BIO-IERF 负责为用户提供安全的实验室工作环境, 在 BIO-IERF 工作时, 我仍须对自己的人身安全负责。
 - 5) 我必须遵守学校和 BIO-IERF 制定的安全制度。我必须告知实验室技术员并获得许可后, 方可使用、借用或带入/带出设备。
 - 6) 严禁携带任何危险或有害化学品进入实验室。如需携带任意化学品, 必须向实验室安全员申报获得许可后方可带入实验室。
- 1) Prior to working in BIO-IERF, I am required to read the "Laboratory Safety Orientation" on HSE web page (Homepage→Safety Training→Safety Orientation).
 - 2) Prior to using BIO-IERF, I am required to read the "Safety Manual" that are relevant to my work area(s) on HSE web page (Homepage→Safety Guidance and Reference→Safety Manual).
 - 3) Prior to working in BIO-IERF, I am required to study the "Safety Courses" on HSE web page (Homepage→Safety Training→Safety Courses).
 - 4) While BIO-IERF is responsible for providing a safe working environment for laboratory users, I am responsible for my own safety when working in BIO-IERF.
 - 5) I am required to follow all the safety rules and regulations established by BIO-IERF and the University. I am required to inform the laboratory technician and obtain permission to use, borrow, or bring in/out equipment.
 - 6) Bringing any dangerous or harmful chemicals into the lab is strictly prohibited. If necessary, I must declare the matter to the laboratory safety officer and obtain permission before bringing them into the laboratory.

用户签名 Signature: _____ 日期 Date: _____

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3. 基本实验室安全培训 Basic Laboratory Safety Orientation.

BIO-IERF 工作人员向我展示了以下内容 I have been shown by BIO-IERF staff the followings

- 生物启发工程中央实验室实验室管理规范 (试行) Laboratory Management Standards for BIO-IERF
- 紧急电话号码 Emergency phone number
- 从实验室到应急集合点的疏散路线 Evacuation route from the lab and designated gathering place
- 所用设备的主要电源和供水位置 Locations of main electric power and water supply for the equipment being used
- 实验室距离最近的火灾报警器的位置 Location of the nearest fire alarm to the lab
- 最近的紧急通风按钮的位置以及通风启动的状态 Location of the nearest Emergency Ventilation Button and the circumstances when it should be activated
- 灭火器、沙桶、灭火毯和安全淋浴设施的位置 Locations of fire extinguishers, sand pail, fire blankets and safety showers
- 急救箱在实验室的位置 Location of the first aid kit in the lab
- 实验室中的潜在危险 Potential hazards in the lab

用户签名 User signature: _____ 日期 Date: _____

BIO-IERF 工作人员签名 BIO-IERF staff signature: _____

4. 安全培训课程清单 Safety Training Courses Checklist.

在 BIO-IERF 实验室工作所需的安全课程 (Homepage→Safety Training→Safety Courses)。

The safety courses (Homepage→Safety Training→Safety Courses) required for working in BIO-IERF.

HSE Course: <https://hse.hkust-gz.edu.cn/> Exam: <https://lsms.hkust-gz.edu.cn/#/Login>

课程代码 Course Code	课程名称 Course Title	要求的设备 Required For Equipment	完成日期 Completion Date
MC04	Laser Safety	PIV/532nm Laser/450nm Laser	
MC05	Pressure Safety	PIV/Wind tunnel/Water tunnel	
DC01	Electrical Safety	All	

5. 实验计划 Experiment Plan

请简述您的实验日程、内容、对象、流程、危险性 & 任何您认为需要告知实验室管理员的事项

Please briefly describe your experimental schedule, content, objects, procedures, risks, and any matters you think need to be informed to the laboratory administrator.

请明确你可能会用到的实验设备 Please identify the experimental equipment you may use

6. 导师/主管审批 Approval of Supervisor.

导师/主管须知: 签署此表格, 即表示您同意及批准您的研究人员/学生在 BIO-IERF 实验室工作, 并且他/她将遵守 BIO-IERF 的安全规则和条例。

Note to Supervisor: by signing this form, you agree that your research staff/student has your approval to work in BIO-IERF and that he/she will comply with BIO-IERF safety rules & regulations.

请手写签名, 电子签名无效。Please sign by hand. Electronic signatures are invalid.

导师/主管签名 Signature: _____ 日期 Date: _____