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

设备借用申请（校内）Equipment Loan Application Form (On Campus)

说明： 1. 任何有意向申请借用 BIO-IERF 实验室设备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. 申请借用设备的用户，须填写表格的所有部分。此表格由 BIO-IERF 保存。表格填写完成后应提交至 BIO-IERF 安全员。申请人须在借用前填写完成并提交表格**纸质原件**。

3. 设备仅限香港科技大学（广州）校园内特定地点使用，严禁未经授权变更使用地点或携带至校外使用。

4. 申请人必须告知设备的使用方案，并告知潜在的安全危险，并在使用过程中确保设备及人身安全。

5. 如果用户未能遵守安全规则和规定，借用申请的许可将被停止。

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 load equipment from BIO-IERF must fill in this form, and non-faculty users have it approved by his/her supervisor.

2. Users who apply to loan equipment must fill in all parts of the form. This form will be kept by BIO-IERF. The completed form should be submitted to the BIO-IERF safety officer. Applicants must complete and submit the original paper copy before the loan.

3. The equipment can only be used at specific locations on the Hong Kong University of Science and Technology (Guangzhou) campus. Changing the use location or carrying it outside the campus is strictly prohibited without authorization.

4. Applicants must inform how the equipment is used and potential safety hazards and ensure equipment and personal safety during use.

5. The permission will be suspended if a user fails to comply with the safety rules and regulations.

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) 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) 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) 我须在 HSE 网页学习安全课程（Homepage→Safety Training→Safety Courses）。

4) 我将妥善保管借出设备，负责借出设备的安全，并承担任何损伤的责任。

5) 在 BIO-IERF 实验室外使用设备时，我须对自己的人身安全负责。

6) 我必须遵守学校和预定使用场所的安全制度。

1) I am required to read the "Laboratory Safety Orientation" on HSE web page (Homepage→Safety Training→Safety Orientation).

2) 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) I am required to study the "Safety Courses" on HSE web page (Homepage→Safety Training→Safety Courses).

4) I will take good care of the loaned equipment, be responsible for its safety, and bear any damage.

5) I am responsible for my own safety while using equipment out of BIO-IERF.

6) I am required to follow all the safety rules and regulations established by the use location and the University.

用户签名 Signature: _____   日期 Date: _____

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）

3. 请填写借用信息 Please fill in your loan information.

借用设备 Loan Equipment: _____

借用周期 Loan Period: _____ to _____

使用场所 Use Location: _____

实验方案 Experiment Plan:

_____

_____

_____

_____

危险性 Risks: _____

其他 Other: _____

4. 请填写使用人信息 Please fill in user information.

使用人 User: _____

使用人培训记录 User Training Record: _____

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

在 BIO-IERF 实验室外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 out of BIO-IERF.

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

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/学生借用 BIO-IERF 实验室的设备并在 BIO-IERF 实验室外的校园内使用，妥善保管借用设备并负责任何损伤的责任，确保他/她将遵守 BIO-IERF、设备使用场所及学校的安全规则和条例。

Note to Supervisor: by signing this form, you agree that your research staff/student has your approval to loan equipment from BIO-IERF and use out of BIO-IERF, take good care of the loaned equipment and be responsible for its safety, that he/she will comply with BIO-IERF/use location/the University 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: _____

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