温 州 肯 恩 大 学 文 件

温肯大发〔2020〕23 号

关于印发《温州肯恩大学实验室准入管理规定（试行）》等规章制度的通知

各部门、各学院:

经 2020 年 11 月 17 日第 54 次校务会审议通过,现将《温州肯恩大学实验室准入管理规定（试行）》《温州肯恩大学危险化学品安全管理规定（试行）》《温州肯恩大学物理实验室安全条例（试行）》《温州肯恩大学实验动物突发事件应急预案（试行）》《温州肯恩大学实验室废弃物管理规定（试行）》《温州肯恩大学实验室耗材管理规则（试行）》等 6 个规章制度印发给你们，请遵照执行。

特此通知。

温州肯恩大学

2020 年 11 月 26 日

温州肯恩大学实验室准入管理规定
（试行）

为进一步加强实验室安全管理，提高师生实验室安全知识水平及实验室安全责任意识，预防和减少实验室安全事故发生，保障实验室科研及教学工作正常有序运行，特制定本制度。

第一条 本制度中实验室是指生物、化学、环境科学专业所涉及的各类教学、科研实验室及相关场所，不涵盖其他实验室。

第二条 本制度适用于所有拟进入实验室学习、工作的教职工、学生和其他人员。

第三条 新入职的教师及员工需接受实验室安全教育培训并签署安全责任书后方能进入实验室学习或工作（见附件1、3）。

第四条 进入实验室学习、工作的学生均需接受实验室安全教育培训并考核，通过考核后，签署安全责任书，方能进入实验室学习或工作（见附件2、4）。

第五条 在实验室进行学术研究的学生，除第三条规定的内容以外，还需提交《学生实验培训确认书》（见附件5）。

第六条 其他人员由实验室根据具体情况组织安全教育、学习和考试，具体形式由实验中心确定并组织实施，培训记录需留档保存。

第七条 实验中心负责实验室安全相关制度的建立与监

督执行，对师生开展宣传教育工作，组织师生参加学习及考核。

第八条 未取得准入资格的人员不允许进入实验室学习或工作，否则将追究相关人员的责任。

第九条 教育内容

（一）国家与地方关于高校实验室安全方面的政策法规及学校的相关规章制度。

（二）实验室通识类安全知识及废弃物处置常识。

（三）理工类实验室专项安全知识。

（四）实验室急救知识与事故应急处置预案。

（五）其他实验室安全相关知识。

第十条 教育方式

（一）分散自主学习。

（二）集中教育培训，包括实验课堂现场安全教育、安全讲座等方式。

第十一条 取得准入资格的条件

（一）参加实验室安全教育培训及签订安全责任书。

（二）在规定时间内完成考试，总分 100 分，得分超过 90 分（含）为考试合格。

（三）在实验室进行学术研究的学生另需提交《学生实验培训确认书》，科研项目相关负责人对其开展有针对性的安全教育与培训并签字。若需使用大型贵重仪器及特种仪器设备，需经仪器负责人培训通过后方可上机操作。

第十二条 本制度由教学部实验中心负责解释，自公布

之日起实施。

附件 1：新入职教师及员工实验室安全准入流程图

附件 2：学生实验室安全准入流程图

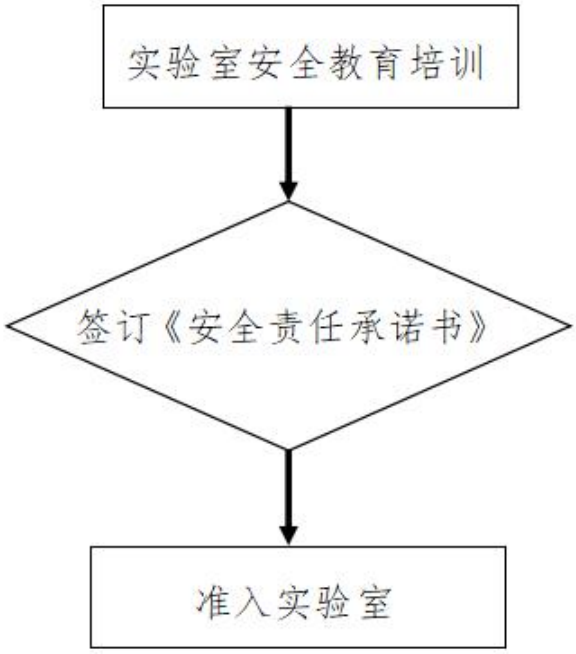
附件 3：新入职教师及员工安全责任承诺书

附件 4：学生安全责任承诺书

附件 5：学生实验培训确认书

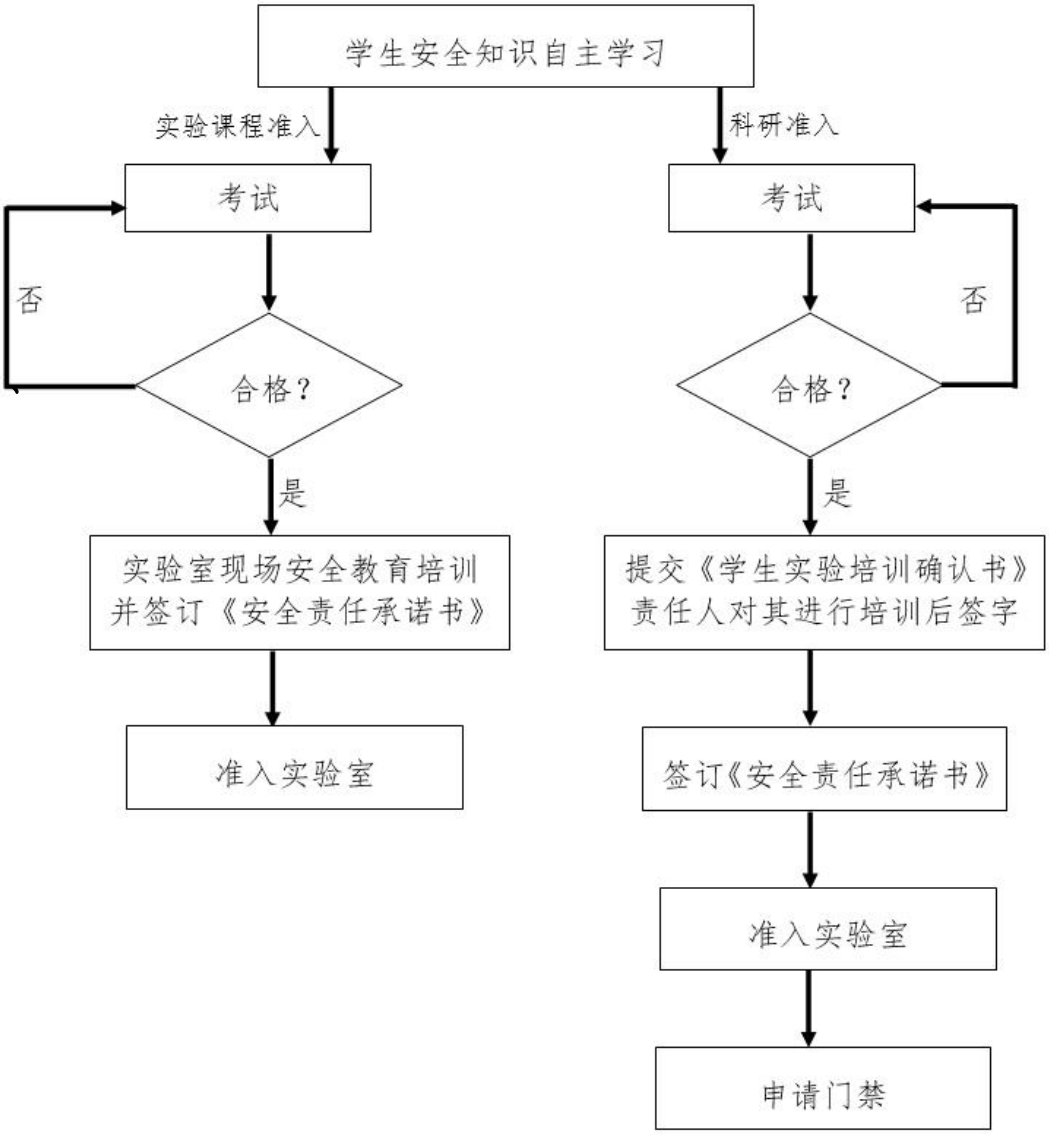
（附件 3-5 签署内容为英文）

附件1 新入职教师及员工实验室安全准入流程图



《安全责任承诺书》见附件 3

附件 2 学生实验室安全准入流程图



《安全责任承诺书》见附件 4

《学生实验培训确认书》见附件 5

附件 3 新入职教师及员工安全责任承诺书

Laboratory Safety Acknowledgment Form for New Faculty/ Staff

This is to certify that I have read the “Laboratory Safety Rules and Protocols". I will comply with the safety protocols, handbook, campus policy and any applicable provincial and national laws and regulations.

I have completed laboratory safety training. I am aware that failure to observe these instructions can cause serious injury to others and to myself. I also acknowledge that it is my responsibility to handle all materials and equipment with care.

1. I will take full responsibility for supervising students in the project.

2. I ensure that students will be trained before experimental operation and the use of any lab equipment.

3. Students will do the research under my inspection and follow the laboratory safety regulation.

Signature _____

Date _____

附件 4 学生安全责任承诺书

Laboratory Safety Acknowledgment Form for students

This is to certify that I have read the “Laboratory Safety Rules and Protocols" and have been given verbal and online instructions concerning safety procedures. I am aware that failure to observe these instructions can cause serious injury to others and to myself. I also acknowledge that it is my responsibility to handle all materials and equipment with care.

I have been shown the locations of the fire extinguishers, emergency eye and body washes, and chemical, biological and sharps waste bins. I am familiar with the basic work-flow of the lab and the use of common equipment.

In order to avoid damaging equipment and causing injuries to others and myself, I will observe and obey these rules at all times.

I understand that if I neglect these safety rules, I may be barred from entering the laboratory, and concomitantly be removed from the laboratory portion of the course.

Instructor’s Name _____

Student’s Name _____

Course/Project_____ Date _____

附件 5 学生实验培训确认书

Student Lab Work Supervision Confirmation Letter

Student information

Student name (English)		Student ID no.	
Student name (Chinese)		Gender	

I hereby confirm that:

1. The above-named student will work with me in lab from_____ (Date) to_____(Date) and would like to get access to Room_____(No. of the laboratory rooms);

2. The student has attended safety training and past the safety test;

3. Risk assessment has been done for the project and the student has been accepted relevant training;

4. The student has attended safety training of hazardous chemicals and read Material Safety Data Sheets (MSDS);

5. I ensure that the student will be trained before experimental operation and using any lab equipment;

6. Lab safety acknowledge form has been signed by the student;

7. I will take full responsibility for supervising student in the lab in order to avoid damaging equipment and causing injuries.

Signatures and date:

Supervisor:_____ Date:_____

Student:_____ Date:_____

温州肯恩大学危险化学品安全管理规定
（试行）

为规范和加强我校实验室危险化学品管理工作，防止事故发生，保障师生员工人身和学校财产安全，根据国务院《危险化学品安全管理条例》（国务院令第591号）和《易制毒化学品管理条例》（国务院第445号令）等相关法律、法规，结合我校实际，特制订本规定。

第一条 本规定所称的危险化学品，包括爆炸品、压缩气体、液化气体、易燃液体、易燃固体、自燃物品、遇湿易燃物品、氧化剂、有机过氧化物、有毒品、腐蚀品、易制毒和放射性等危险化学品。具体化学品可以参照《危险化学品目录（2018版）》和《易制毒化学品分类和品种目录（2018版）》。

第二条 教学部实验中心是实验室危险化学品管理的归口单位，必须配备精通业务并取得资质的专门管理人员和符合要求的专门危险化学品库房，有完善的危险化学品管理制度和事故应急救援预案。

第三条 危险化学品必须严格落实以“五双”（双人管理、双人使用、双人运输、双人保管、双把锁）为核心的安全管理制度和各项安全措施。

第四条 应定期检查危险化学品的保管、领用等环节的安全工作，发现隐患及时排除。教学部实验中心负责日常自检，教学部安全小组（成员包括教职工代表、学生代表、校

园安全领导小组职工代表等）负责组织月度巡检，学校安全领导小组负责组织每年至少两次的不定期巡检。

第五条 申请购置或使用危险化学品需经课题组负责人批准后，填写《温州肯恩大学危险化学品购置使用申请表》（附件1、2），提交采购流程。审核通过后，由教学部实验中心定期统一购置，并采取用多少、买多少的限制措施。

第六条 采购的危险化学品由教学部实验中心统一保存。任何个人或课题组不得擅自购买、储存危险化学品。存放危险化学品的库房及试剂柜均需张贴对应的警示标识。

第七条 危险化学品出入库应进行严格的检查、验收和记录。需建立危险化学品出库入库的台账，记录危险化学品种类、规格、数量、入库时间、领用时间、领用人等信息，并定期进行盘点。

第八条 领用单位（课题组或个人）负责人是危险化学品使用过程的安全责任人，须熟悉危险化学品的性质、安全使用、保管和处置的方法，要注意安全防范，采取正确的操作方法。危险化学品的使用人员须经过领用单位负责人的专门培训。

第九条 使用危险化学品的实验室应当有完善的安全防护措施，并配备相关安全防护用具。

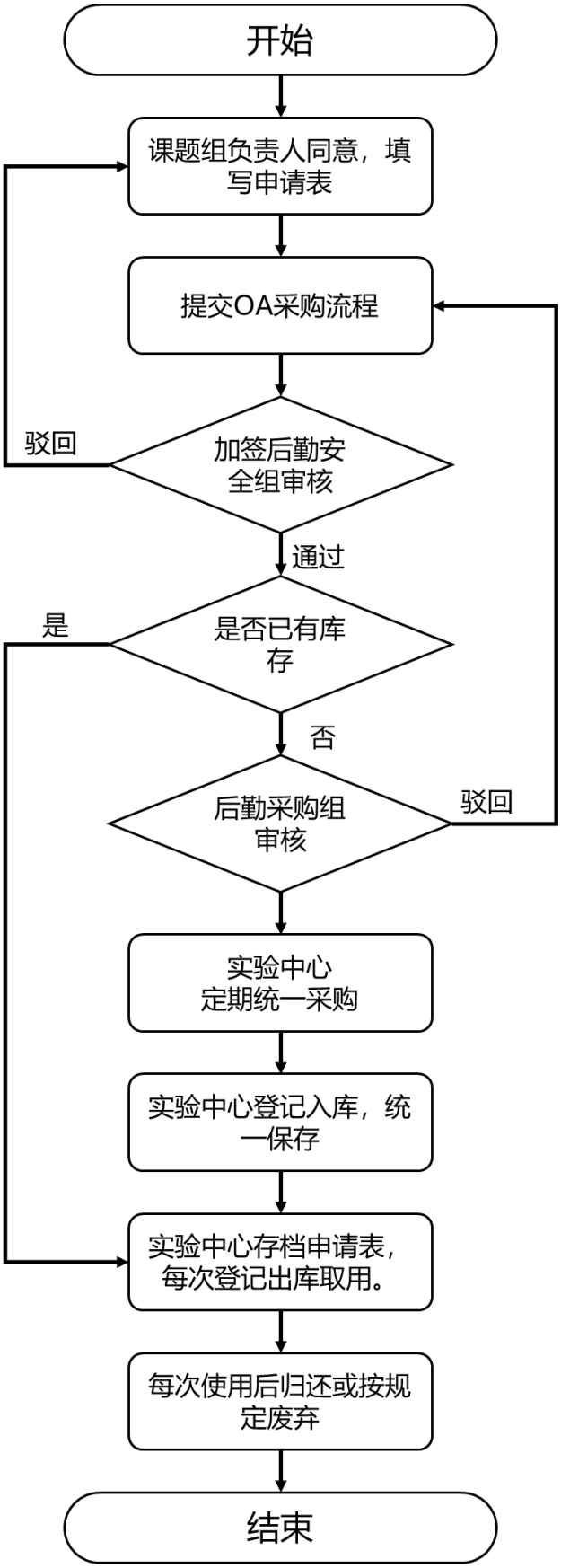
第十条 未用完的危险化学品，不得存放在实验台或通风橱中，须再次计量并返还库房保存。若无法收回，则按照实验废弃物进行销毁处理。

第十一条 产生的危险化学品废弃物应按环保规定分类

处理。各实验室要按照危险化学品废弃物的种类分别设置废液桶，收集后集中处置。严禁将实验产生的危险化学品残渣、废液倒入垃圾箱或下水管道。严禁将危险化学品废弃物在室外随意堆放。详细实施细则可参考《温州肯恩大学实验室废弃物管理规定（试行）》。

第十二条 本规定由教学部实验中心负责解释。

附件 1 温州肯恩大学危化品申购及使用流程图



附件 2 温州肯恩大学危险化学品购置使用申请表

*注：若为多种化学品可另附材料清单

温州肯恩大学危险化学品购置使用申请表

申请人		化学品名称	
使用地		需求数量	
使用日期 (或时间段)		是否为易制毒化学品	
化学品的主要用途或主要参与的反应：			
化学品使用中的潜在风险与对应的应急预案：			
化学品使用中需要的防护用具，目前实验室防护用具是否满足需求：			
化学品使用完成后是否会产生危险废弃物，以及对应的处理方式：			

安全责任承诺书

1. 本人已充分了解《温州肯恩大学危险化学品安全管理规定》，并承诺在使用申请的化学品过程中严格遵守该规定。
2. 本人已阅读申请化学品的安全技术说明书（MSDS），熟悉该物质的性质、安全使用、保管和处置的方法。实验中任何需要操作该化学品的人员都将经过本人的严格培训。
3. 对于实验中产生的废弃物，本人将严格遵照《温州肯恩大学实验废弃物处理规定》（试行），分类收集后由实验中心统一处理。
4. 如因自身违反规定而发生安全事故，造成人身伤害和财产损失，本人将承担相应责任。

承诺人（签字）：

日期：

温州肯恩大学物理实验室安全条例
（试行）

第一条 实验室不对外开放，除物理学科教师、选修实验课程的学生、科研人员及实验技术员外，其他人不得擅自进入实验室。

第二条 进入实验室前要求穿着未裸露脚趾的鞋，长发需扎起，不宜佩戴金属首饰。

第三条 注意出口、灭火器、急救箱的位置，了解紧急电话号码。所有过道必须始终保持开放状态。

第四条 在任课教师到达前，禁止自行收集实验仪器或开始实验操作。

第五条 在开始实验操作之前，应完整阅读实验手册并仔细听取任课教师的说明。

第六条 在进行任何实验之前，应检查所有设备是否有缺陷。切勿使用损坏的设备或破损的玻璃器皿。当发现无法正常工作的设备时，应立即向任课教师或者实验技术员报告。

第七条 禁止擅自进行课程内容以外的实验。

第八条 实验室内禁止饮食或吸烟。

第九条 实验室内禁止任何嬉戏、打闹和恶作剧的行为。

第十条 对于特定的实验，当得到任课教师的通知后，应配合穿戴实验服、护目镜、防护手套或口罩。

第十一条 在涉及电气设备的实验中，务必注意用电安全。

第十二条 实验室不得乱拉电线，仪器设备的电线、插头和接线板必须符合用电要求，若有损坏，应立即向任课教师或实验技术员报告。

第十三条 当发现实验室出现任何人员受伤、试剂打翻、起火或者爆炸等意外情况，不管严重程度大小，必须立即告知任课教师和实验技术员。如果发生紧急情况，必须立即寻求校园安保人员的援助，或拨打报警电话。

第十四条 所有实验必须在有人员看护的情况下进行。

第十五条 在离开实验室之前，应将所有实验仪器归位，保持实验台整洁有序。

第十六条 应急处理联系电话:

后勤与资产管理部安保中心：0577-55870110

医务中心：0577-55870120（适用于非紧急火情和普通医疗救助，以及非危险品泄漏或其他非紧急安全事件）

温州肯恩大学实验动物突发事件应急预案（试行）

第一章 总则

第一条 为积极应对可能发生的实验动物突发事件，快速、高效、有序地组织开展生物安全工作，预防和减少实验动物突发事件及其造成的损害，保障师生员工的生命与财产安全，维护正常的教学秩序，根据《中华人民共和国传染病防治法》《中华人民共和国动物防疫法》《GB 14925-2010 实验动物环境及设施》《国家突发公共事件总体应急预案》《浙江省实验动物管理办法》《浙江省病原微生物实验室生物安全事件应急处置工作预案》的有关规定，制定本预案。

第二条 本办法适用于全校从事实验动物饲育、动物实验、实验动物尸体处置等场所中突发的与实验动物相关的生物安全事件。

第二章 机构与职责

第三条 校园安全领导小组负责领导学校安全整体工作，教学部应急工作小组（成员包括学校实验室分管领导和教学部负责人）负责全校实验动物突发事件应急处理工作，实验中心应急工作小组（成员为实验中心实验员），负责学校实验室生物安全。

第四条 一旦发生实验动物突发事件，教学部应急工作小组受校园安全领导小组直接领导，实验中心应急工作小组负责事故现场指挥、协调和应急处置。

第三章 应急事故预防

第五条 应急物资准备

装备物资：手套、防护装、鞋套、口罩、面罩、应急药品等防护和急救用品；生物安全柜、高压蒸汽灭菌锅、一次性接种环、螺口瓶、样本及废弃物运送容器、运输工具等安全设备。

第四章 实验动物突发事件分级

将实验动物突发事件划分为特别重大（Ⅰ级）、重大（Ⅱ级）和一般（Ⅲ级）。

第六条 有下列情形之一的，为特别重大实验动物突发事件（Ⅰ级）：

（一）实验室动物发生人兽共患传染病（一类传染病），并有扩散趋势。

（二）相关的实验技术人员或工作人员受到人兽共患传染病（一类传染病）感染并被确诊。

（三）发生患有人兽共患传染病或疑似患病动物丢失事件。

第七条 有下列情形之一的，为重大实验动物突发事件（Ⅱ级）：

（一）实验室动物发生人兽共患传染病（二类、三类传染病），并有扩散趋势，相关的实验技术人员或工作人员受到人兽共患传染病（二类、三类传染病）感染并被确诊。

（二）在1个实验室内发生1例以上动物烈性传染病。

（三）发生患有动物烈性传染病或疑似患病动物丢失事件。

第八条 有下列情形之一的，为一般实验动物突发事件（Ⅲ级）：

（一）实验室动物发生人兽共患传染病（四类传染病），相关的实验技术人员或工作人员受到人兽共患传染病（四类传染病）感染并被确诊。

（二）在 1 个实验室内发生一般动物传染病。

（三）发生患有一般动物传染病或疑似患病动物丢失事件。

第五章 事件报告程序

第九条 实验中心应急工作小组在动物突发事件发生时，应立即报教学部应急工作小组。由教学部应急工作小组报告校园安全领导小组。后勤部安保中心在接到事故报警后，应立即安排人员赶赴现场，服从领导小组指挥，协助做好应急处置工作。对于Ⅰ级、Ⅱ级突发事件，在确认后 2 小时内，由教学部应急工作小组负责等相关部门报送信息。报告内容包括：事件发生的时间、地点，发病的动物种类和品种，动物来源，临床症状，发病和死亡数量，人员感染情况，已采取的控制措施，报告部门和个人，联系方式等。

Ⅰ级、Ⅱ级突发事件的防控进展情况必须每天一报，直至解控。

第六章 实验动物突发事件应急处置措施

第十条 应急处理

（一）发生实验动物突发事件时，教学部应急工作小组在接到报告后牵头召开实验动物突发事件应急现场会议，核实相关情况，立即上报校园安全领导小组。学校据此启动应

急响应，召开专题会议，讨论、协调、布置相关工作，需要时召集相关专家咨询。

（二）对于发生重大实验动物突发事件（Ⅱ级）和特别重大实验动物突发事件（Ⅰ级），由校园安全领导小组组织、协调，确保应急处置行动有序进行。在卫生行政部门的统一组织、指导下，对确诊感染及疑似感染人员进行隔离、医学观察、治疗，对在相应潜伏期时间段内进出实验室及密切接触感染者的人员进行医学观察。

（三）发生人兽共患传染病、动物传染病事件，事件发生单位应立即关闭发生突发事件的实验室，对周围环境进行封闭、隔离，组织专业人员进行消毒，配合有关部门做好感染者救治及现场调查和处置工作，提供实验室布局、设施、设备、实验人员等情况。

（四）对于发生一般实验动物突发事件（Ⅲ级），由教学部应急工作小组指挥负责组织、实施应急处理工作。如发生患病或疑似患病动物丢失事件，事发单位应采取临时应急措施，保护好现场。学校各有关单位要认真配合公安、卫生行政等部门进行调查。

第十一条 处置动物

（一）对Ⅰ级突发事件涉及的实验动物进行全面捕杀。

（二） 对Ⅱ、Ⅲ级突发事件涉及的实验动物进行检测，并根据检测情况，酌情处理。

（三）实验动物突发事件控制区域的应急救援人员，必须配备相应的防护装备，采取安全防护措施，严格控制人员出入突发事件控制区域。

第七章 事故调查与处理

第十二条 组织专家查清实验动物感染的原因；对动物和环境进行监控，直至解除封锁。被隔离治疗、观察的人员，经卫生部门确认无碍并不具有传染性后，方可解控。

根据事件的处置情况，在经省科技厅等相关部门确认许可的情况下，由校园安全领导小组宣布应急状态的终止。

第十三条 对患病或疑似患病实验动物丢失、被盗事件，由后勤部安保中心报公安机关依法立案侦查，由教学部应急工作小组报。

第十四条 对发生病原污染、扩散的事件，由教学部应急工作小组报部门立案调查。

第十五条 应急状态终止后，由实验中心、后勤安保中心负责事件调查，学校相关单位积极配合，撰写调查报告。

第十六条 对于负有相关责任的部门和人员，将视情节轻重，给予通报批评、经济赔偿、行政处分等处理；构成犯罪的，移交司法机关追究其刑事责任。

第十七条 应急处理联系电话：

后勤与资产管理部安保中心：0577-55870556

实验中心：0577-55870180

医务中心：0577-55870120

温州肯恩大学实验室废弃物管理规定
（试行）

第一章 总则

第一条 为规范和加强我校实验室危险废弃物处置管理工作，防止实验室危险废弃物危害环境，保障我校师生员工身体健康，根据《中华人民共和国固体废物污染环境防治法》和《废弃危险化学品污染环境防治办法》以及国内其它相关法律法规，制订本规定。

第二条 本制度中实验室是指生物、化学、环境科学专业所涉及的各类教学、科研实验室及相关场所，并不涵盖其他实验室。

第三条 本规定所涉及的实验室废弃物是指在教学、科研、分析检测等实验室日常活动中产生的可收集气体、液体及固体等废弃物。

第四条 本校内产生实验室废弃物的单位和相关人员，都应按照本规定执行。

第二章 职责

第五条 教学部实验中心是学校实验室废弃物处置的管理单位，负责定期联系有资质的废弃物处置机构来校进行清运。

第六条 各单位实验室废弃物收集、存放等工作由各实验室负责人负责。

第三章 实验室废弃物的收集与存放

第七条 实验人员应严格遵守“分类储存”的原则，根据危险废弃物类别、特性进行分类包装、存放。严禁将不相容的废弃物混装，严禁将危险废弃物与生活垃圾混放。

第八条 实验过程中会产生的少量有害废弃的实验应在通风橱中进行，产生大量有害有毒气体的实验操作必须具备吸收或处理装置方可开展。

第九条 实验室产生的各类废液应按照标签指示分类倒入相应的废液收集桶中，废液收集桶盛装废液应留有适量的空间，不能超过容量的 90%。禁止将有毒有害废液倒进水槽及排水管道。

第十条 实验室产生的各类固体废弃物应收集在安全牢固的收集容器内。可能受污染的废弃物须经严格消毒、灭菌等无害化处理。锐器应存放在不易刺破的容器中。

第十一条 实验产生的动物尸体、组织等应装入塑料袋密封，在塑料袋外进行标注后存放在指定的冰箱或冰柜中低温储存，不得自行处理。

第十二条 收集容器应该有醒目标签并保存在良好的条件下，发生严重损坏或泄漏应立即更换。废弃物标签一定要包含但不限于，废弃物的名称、主要成分与特性、产生废弃物的实验室、联系人及其联系方式等信息。标签形式可参考附件。

第四章 实验室废弃物处理

第十三条 实验过程中产生的废气确认其有害物质浓度

低于国家安全排放标准后方能直接排入大气。

第十四条 各实验单位定期将实验废弃物转移到教学部实验中心指定的回收存放点。由教学部实验中心定期联系具备相应资质的机构来校清运。

第五章 附则

第十五条 本规定未尽事宜，按国家有关法律法规执行。

第十六条 本规定自发布之日起施行，由教学部实验中心负责解释。

附件：废弃物标签

<table>
<tr><td colspan="3">----------废弃物</td></tr>
<tr><td colspan="2">主要成分(化学名称)：</td><td rowspan="3">危险类别
 
</td></tr>
<tr><td colspan="2">主要特性：</td></tr>
<tr><td colspan="2">安全措施：</td></tr>
<tr><td colspan="3">废弃物产生实验室：----------　　日期：----------</td></tr>
<tr><td colspan="3">联系人：----------　　电话：----------</td></tr>
</table>

温州肯恩大学实验室耗材管理规则
（试行）

为加强实验室耗材管理，切实减少浪费，提高管理及利用效率，保证实验室日常教学及科研工作的正常运行，特制定实验室耗材管理规则。

第一条 本制度中实验室是指生物、化学、环境科学专业所涉及的各类教学、科研实验室及相关场所，并不涵盖其他实验室。

第二条 本规则所指的耗材是指教学和科研使用的不属于固定资产的物品，如生物材料、饲料、试剂盒、低值仪器仪表、玻璃器皿等。

第三条 耗材坚持按需采购、边用边购、厉行节约的原则，杜绝因过度采购造成货物积压等浪费现象。

第四条 根据《温州肯恩大学采购管理办法（2019 修订）》若不在政府统一采购目录清单里的耗材，单价少于 1000 元，总价少于 2 万元，可由部门自行采购，若不符合部门自行采购条件，则提交申请由后勤组织采购。

第五条 不同专业教学实验耗材由各自专业实验员负责采购及入库，采购清单每月汇总到耗材管理员留档保存，最终由耗材管理员统一报销。

第六条 教学实验耗材原则上每月统计采购一次，需提供物品的名称、规格、数量及价格等信息。采购人员根据《温州肯恩大学采购管理办法（2019 修订）》组织采购。

第七条 教学实验耗材采购完成后至少两人参与验收，并由采购人员登录耗材管理系统将耗材入库。

第八条 耗材的存放、保管应做到整齐清晰、定位有序，便于收发和检查。

第九条 教学实验耗材原则上由相关学科实验员自主管理，耗材统一保存在仓库中。每次取用都需出库登记，若任课教师需要领用必须要告知实验员，由实验员负责出库，并在耗材管理系统上做好相应登记。

第十条 每学期末，实验员根据下学期实验教学计划（课程内容、课时数、选课人数等），制定实验室耗材采购计划，估算耗材需求，通用易保存耗材可先行采购。

第十一条 每学期末进行耗材库存盘点，并更新库存信息。

第十二条 科研实验耗材由课题组自行购买、管理及报销。采购的耗材由课题组负责人自行保管。

第十三条 本规则由教学部实验中心负责解释，自公布之日起实施。

温州肯恩大学办公室　　2020年11月26日印发

Laboratory Access Management Regulation at Wenzhou-Kean University (Trial)

The access management regulation is hereby formulated to strengthen the management of laboratory safety, to improve knowledge of laboratory safety and the general safety awareness of faculty and students, to prevent and reduce laboratory security incidents, and to ensure the orderly operation of scientific research and teaching in the laboratory.

Article 1 Laboratories in this regulation only refer to the teaching and research laboratories involving biology, chemistry and earth science.

Article 2 The regulation applies to all the people who would like to work or study in the laboratory.

Article 3 New faculty and staff must complete laboratory safety training and should sign the "Laboratory Safety Acknowledgment Form" before entering the laboratory to work or study.

Article 4 Students must complete laboratory safety training, pass the laboratory safety examination, and sign the "Laboratory Safety Acknowledgment Form" before entering the laboratory to work or study.

Article 5 With the exception of requirements in Article 3, students who would like to conduct research programs should also submit "Student Lab Work Supervision Confirmation Letter".

Article 6 Other personnel who would like to work or study in the laboratory should be trained or tested by the laboratory technicians in accordance with specific conditions. The specific modality can be determined and organized by the laboratory center, and the training records should be kept on file.

Article 7 The laboratory center should be in charge of establishing and supervising the implementation of laboratory safety related regulations, and the training and organizing of faculty and students to understand laboratory safety.

Article 8 Those who have not obtained the access qualification are prohibited from working or studying in the laboratory; otherwise, the relevant personnel will be held accountable.

Article 9 Education Content

(1) National and local laws and regulations about laboratory safety for the university, safety regulation for the university

(2) Knowledge of general laboratory safety and waste disposal

(3) Specific laboratory safety knowledge for science and technology

(4) Knowledge of laboratory first aid and emergency response procedures

(5) Other knowledge about laboratory safety

Article 10 Education Methods

(1) Autonomous learning

(2) Training sessions, including safety training in the laboratory class and holding lectures

Article 11 Requirements for obtaining access qualification

(1) Participate in the laboratory safety training and sign the “Laboratory Safety Acknowledgment Form”.

(2) Take a timed safety examination of 100 points with a score of more than 90 points needed to pass.

(3) Students who would like to conduct research programs should also submit the “Student Lab Work Supervision Confirmation Letter”, and their supervisors should train them before signing the letter. In the case of using expensive or special equipment, students should be trained by the instrument managers before operation.

Article 12 The regulation shall be interpreted by the Laboratory Center of Academic Affairs Department and shall go into effect as of the date of issue.

Appendix I: Flowchart of Laboratory Safety Access for New Faculty and Staff

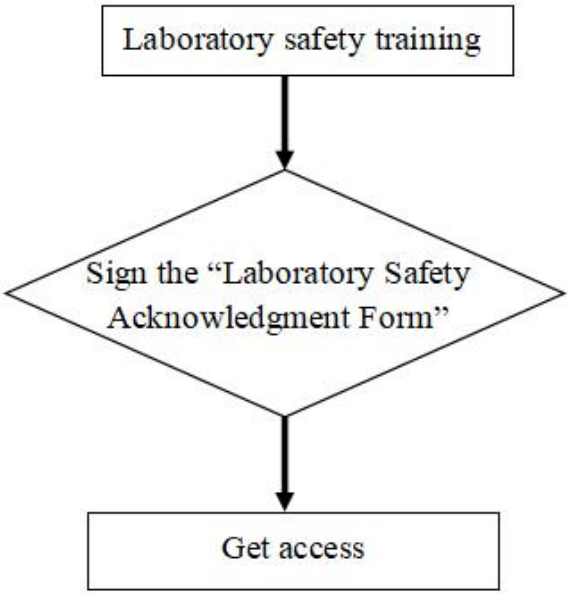
Appendix II: Flowchart of Laboratory Safety Access for Students

Appendix III: Laboratory Safety Acknowledgment Form for New Faculty and Staff

Appendix IV: Laboratory Safety Acknowledgment Form for students

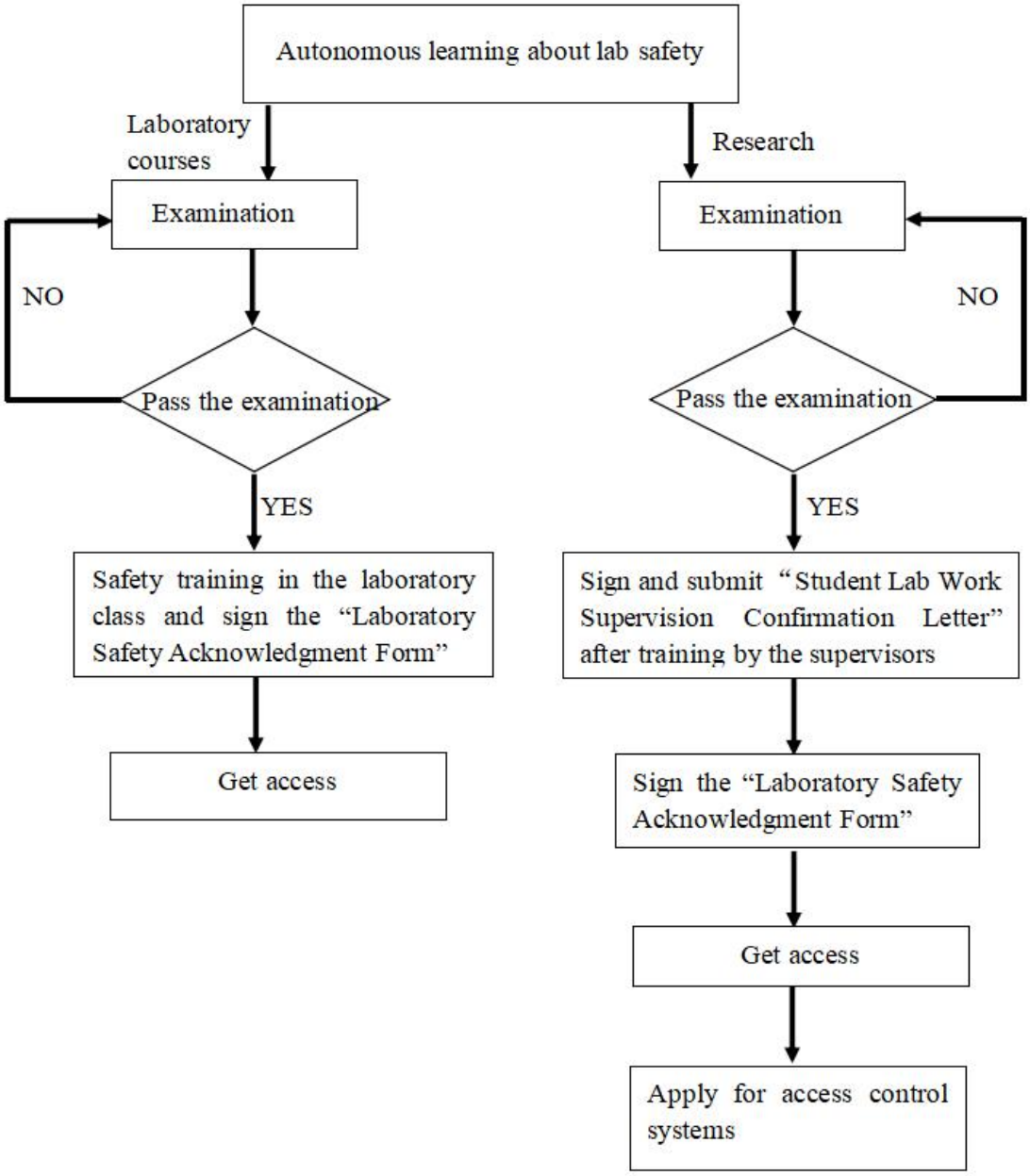
Appendix V: Student Lab Work Supervision Confirmation Letter

Appendix I Flowchart of Laboratory Safety Access for New Faculty and Staff



"Laboratory Safety Acknowledgment Form" can be found in Appendix III.

Appendix II Flowchart of Laboratory Safety Access for Students



The "Laboratory Safety Acknowledgment Form" and "Student Lab Work Supervision Confirmation Letter" can be found in Appendix IV and Appendix V respectively.

Appendix III Laboratory Safety Acknowledgment Form for New Faculty and Staff

Laboratory Safety Acknowledgment Form

for New Faculty/ Staff

This is to certify that I have read the “Laboratory Safety Rules and Protocols". I will comply with the safety protocols, handbook, campus policy and any applicable provincial and national laws and regulations.

I have completed laboratory safety training. I am aware that failure to observe these instructions can cause serious injury to others and to myself. I also acknowledge that it is my responsibility to handle all materials and equipment with care.

1.I will take full responsibility for supervising students in the project.

2.I ensure that students will be trained before experimental operation and the use of any lab equipment.

3.Students will do the research under my inspection and follow the laboratory safety regulation.

Signature _____

Date _____

Appendix IV Laboratory Safety Acknowledgment Form for Students

Laboratory Safety Acknowledgment Form for students

This is to certify that I have read the “Laboratory Safety Rules and Protocols" and have been given verbal and online instructions concerning safety procedures. I am aware that failure to observe these instructions can cause serious injury to others and to myself. I also acknowledge that it is my responsibility to handle all materials and equipment with care.

I have been shown the locations of the fire extinguishers, emergency eye and body washes, and chemical, biological and sharps waste bins. I am familiar with the basic work-flow of the lab and the use of common equipment.

In order to avoid damaging equipment and causing injuries to others and myself, I will observe and obey these rules at all times.

I understand that if I neglect these safety rules, I may be barred from entering the laboratory, and concomitantly be removed from the laboratory portion of the course.

Instructor’s Name _____
Student’s Name _____
Course/Project_____ Date _____

Appendix V

Student Lab Work Supervision Confirmation Letter

Student information

Student name (English)		Student ID no.	
Student name (Chinese)		Gender	

I hereby confirm that:

1. The above-named student will work with me in lab from_____ (Date) to_____(Date) and would like to get access to Room_____(No. of the laboratory rooms);

2. The student has attended safety training and past the safety test;

3. Risk assessment has been done for the project and the student has been accepted relevant training;

4. The student has attended safety training of hazardous chemicals and read Material Safety Data Sheets (MSDS);

5. I ensure that the student will be trained before experimental operation and using any lab equipment;

6. Lab safety acknowledge form has been signed by the student;

7. I will take full responsibility for supervising student in the lab in order to avoid damaging equipment and causing injuries.

Signatures and date:
Supervisor:_____ Date:_____
Student:_____ Date:_____

Regulations on the Control Over Safety of Hazardous Chemicals at Wenzhou-Kean University (Trial)

In accordance with the State Council's "Regulations on the Control Over Safety of Hazardous Chemicals" (State Council Decree 591), "Regulations on the Management of Drug Precursor Chemicals" (State Council Decree 445), and other relevant laws and regulations, the following regulations have been formulated to

- standardize and strengthen the management of hazardous chemicals in our laboratory

- prevent accidents and ensure the safety of all students, faculty, and staff members

- secure and keep safe the property of Wenzhou-Kean University

Article 1 The term "hazardous chemicals" used herein refers to explosive chemicals, compressed gases, liquefied gases, flammable liquids, flammable solids, spontaneously flammable chemicals, flammable materials when wet, oxidants, organic peroxides, toxic chemicals, corrosive chemicals, drug precursor chemicals, radioactive chemicals, etc. For specific chemicals, please refer to "Hazardous Chemicals Catalog (2018 Version)" and "Catalogue of Classification and Varieties of Drug Precursor Chemicals (2018 Version).”

Article 2 The Laboratory Center of Academic Affairs Department shall be in charge of the management of hazardous chemicals. Management must be performed by professional personnel with relevant qualifications. An eligible specialized storeroom should be used for hazardous chemicals storage. Management regulations of hazardous chemicals and emergency plans for potential accidents should be prepared.

Article 3 Management of hazardous chemicals must strictly adhere to safety regulations and is measured with "five twos" (i.e., two-person management,

two-person use, two-person transportation, two-person storage, and two-locks) as the core procedure.

Article 4 The receiving and storage of hazardous chemicals shall be regularly checked, and any hidden danger detected shall be eliminated in a timely manner. The Laboratory Center of Academic Affairs Department is responsible for daily inspection. The Academic Affairs Department Security Team (membership including faculty representative, student representative, staff representative of campus safety leading group, etc.) is responsible for organizing monthly inspections. The University Safety Leadership Team is responsible for organizing irregular inspections at least twice a year.

Article 5 Applications for the purchase or use of hazardous chemicals must first be approved by the principal investigator of a research group. A "Wenzhou-Kean University Hazardous Chemicals Application Form" must also be filled out and submitted (See Appendix II). Once the application is approved, The Laboratory Center of Academic Affairs Department will purchase chemicals periodically, restricting procurement to only what is needed.

Article 6 The purchased hazardous chemicals shall be kept by the Laboratory Center of Academic Affairs Department. No individual or research group may purchase or store hazardous chemicals without authorization. Signs of warning and precaution must be posted in the storeroom and reagent cabinets where hazardous chemicals are stored.

Article 7 Inspection of chemicals, acceptance of chemicals, and their registration shall be strictly enforced for all hazardous chemicals entering and leaving the storeroom. Hazardous chemicals storage records must be meticulously kept. This includes the types, specifications, quantities, storage time, collection time, and users of hazardous chemicals. Regular inventory checks must be conducted.

Article 8 Principal investigators are responsible for the safe use of hazardous chemicals in their respective research groups. Before use, handlers must thoroughly

understand the chemical and physical properties of materials, their safe use, and storage/disposal methods. The handlers of hazardous chemicals in a research group must be specially-trained by the principal investigator.

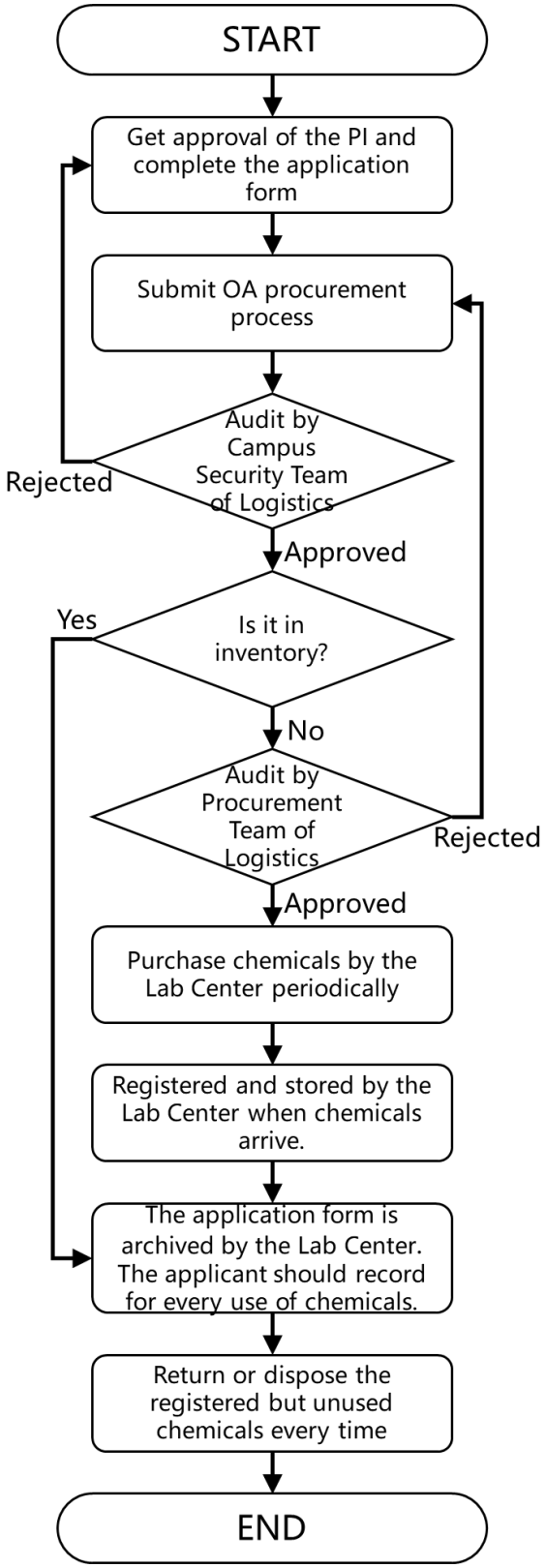
Article 9 Laboratories handling hazardous chemicals shall implement state-of-the-art safety protection measures and use appropriate personal protective equipment.

Article 10 Unused hazardous chemicals shall not be stored on the laboratory bench or on the fume hood. They shall be weighed after use and returned to the storeroom. If they cannot be reused, they shall be discarded as experimental waste.

Article 11 Any produced hazardous chemical waste shall be classified and disposed of in accordance with respective environmental protection regulations. Each laboratory shall set up waste chemical tanks according to types of hazardous chemical waste, and collect them for periodical disposal. It is strictly forbidden to dump hazardous chemical residue or chemical liquid waste generated by experiments into the garbage bin or the drain. It is also prohibited to stack hazardous chemical waste outside the laboratory. For detailed implementation rules, please refer to "Laboratory Waste Disposal Regulation at Wenzhou-Kean University (Trial)".

Article 12 These regulations shall be interpreted by the Laboratory Center of Academic Affairs Department.

Appendix I Flowchart for the Purchase and Use of Hazardous Chemicals at Wenzhou-Kean University



Appendix II

Wenzhou-Kean University Hazardous Chemicals Application Form

*Note：A list is required to be attached when applying for more than one chemical

Wenzhou-Kean University Hazardous Chemicals Application Form			
Applicant		Chemical Name	
Place of use		Amount	
The date or time period for use		Is this a drug precursor? (Y/N)	
Main use or main reaction of chemical：			
Potential risks in chemical use and corresponding emergency plans：			
Protective equipment needed in the use of chemicals, and whether the current laboratory protective equipment meets criteria：			
Will hazardous waste will be generated after chemical use? If so, corresponding treatment methods：			

Safety Responsibility Commitment

1. I fully understand the "Wenzhou-Kean University Hazardous Chemicals Safety Management Regulations" and promise to strictly abide by regulations pertaining to the use of applied chemicals.

2. I have read the MSDS of the applied chemical and am familiar with the properties, safe use, storage and disposal methods of the applied chemical. Those who will handle the chemical during the experiment will be trained by me.

3. In regard to waste generated in the experiment, I will strictly abide by the "Wenzhou-Kean University Experimental Waste Disposal Regulations (Trial)." Waste will be treated by the Laboratory Center after classification and collection by my team.

4. If an accident occurs due to violation of regulations, causing personal injury and property loss, I will bear the corresponding responsibility.

Covenantor (Signature):

Date:

Physics Laboratory Safety Rules at Wenzhou-Kean University (Trial)

Article 1 The laboratory is NOT open to all students nor all faculty, except for (a) physics faculty, (b) students who are enrolled in experimental courses, (c) scientific researchers, and (d) laboratory technicians, no one else can enter the laboratory without permission.

Article 2 Wear shoes which completely cover your feet. Sandals or any open-toed footwear are NOT permitted. Long hair should be tied back and jewelry should not be worn in the laboratory.

Article 3 KNOW the location of exits, fire extinguishers, the first aid box, and emergency phone numbers. All aisles must be kept open at all times.

Article 4 Do not begin working or gathering supplies or equipment until your instructor is present.

Article 5 Before beginning lab activity, read the lab manual completely and pay close attention to instructions given by your instructor.

Article 6 Before performing any experiment, examine all apparatus for defects. DO NOT use damaged equipment or defective glassware. Immediately report to your instructor or lab technician any equipment that does not function properly.

Article 7 DO NOT perform unauthorized experiments.

Article 8 Eating, drinking, or smoking are NOT allowed in the lab.

Article 9 Horseplay in the lab is strictly forbidden.

Article 10 Wear lab coat, safety goggles, protective gloves, and a surgical mask when instructed by your teacher.

Article 11 Please exercise caution when handling electrical devices.

Article 12 DO NOT connect wires indiscriminately in the laboratory. Equipment wires, plugs, and terminal blocks must meet the requirements for electricity safety. If you suspect any damage, immediately report it to your instructor or lab technician.

Article 13 Notify your instructor and lab technician IMMEDIATELY of any injury, spill, fire or explosion. Regardless of severity, all injuries and accidents must be reported. In case of an emergency, IMMEDIATELY contact campus security personnel or call the police.

Article 14 NEVER leave an ongoing experiment unattended.

Article 15 Leave your work station clean and organized before leaving the lab.

Article 16 Emergency contact numbers:

Security Center of Logistics and Asset Management Department: 0577-55870110

University Infirmary: 0577-55870120 (For non-emergency fire, medical or security incidents)

Contingency Plan for Laboratory Animals at Wenzhou-Kean University (Trial)

Chapter I General Provisions

Article 1 This plan has been created to safeguard the life and property of faculty, students, and staff. It has also been formulated to prevent and reduce (a) damage caused by laboratory animals and (b) emergencies while working with laboratory animals.

This plan has been prescribed by PRC law per

a) national public emergency contingency plans
b) the prevention and control of infectious diseases
c) Zhejiang province laboratory animal environment and facilities
d) Zhejiang province animal quarantine statutes (i.e., GB 14925-2010)
e) Zhejiang province emergency disposal plans to guard against harmful pathogenic micro-organisms

Article 2 This plan pertains to (a) the feeding and breeding of laboratory animals, (b) animal experiments, and (c) disposal of laboratory animal carcasses.

Chapter II Organization and Responsibilities

Article 3 Academic Affairs Department Emergency Response Team (membership including the school leader in charge of university laboratory and the leader of Academic Affairs Department) is responsible for laboratory animal emergencies. The Laboratory Center Emergency Response Team (membership including the staffs of laboratory center) is responsible for the biosafety of the laboratory.

Article 4 In case of laboratory animal emergencies, the Academic Affairs Department Emergency Response Team is led by The University Safety Leadership Team. The Laboratory Center Emergency Response Team is responsible for on-site command, coordination and emergency response.

Chapter III Accident Prevention

Article 5 Emergency Supplies Preparation

Equipment and supplies are as follows: Gloves, protective clothing, shoe covers, masks, face masks, and emergency medicines. Also, the biosafety cabinet, autoclave sterilizer, disposable inoculating ring, screw bottle, sample and waste transport container, transportation machine, etc.

Chapter IV Classification of Laboratory Animal Emergencies

Laboratory animal emergencies are divided into three categories, namely, (I) extraordinarily serious, (II) serious and (III) general.

Article 6 Extraordinarily serious emergencies (Level I):

(1) Laboratory animals having infectious zoonosis that may spread (i.e., Class I infectious diseases).

(2) Laboratory technicians or other workers who have been infected by zoonosis (i.e., Class I infectious diseases) and have been diagnosed.

(3) Animals suspected to be suffering from zoonosis that have gotten loose.

Article 7 Extraordinarily serious emergencies (Level II):

(1) Laboratory animals having infectious zoonosis that may spread (i.e., Class II and III infectious diseases). Laboratory technicians or other workers who have been diagnosed with zoonosis (i.e., Class II and III infectious diseases).

(2) More than one case of animal fulminating infectious disease that has been detected in a laboratory.

(3) Animals suspected to be suffering from fulminating zoonosis that have gotten loose.

Article 8 Extraordinarily serious emergencies (Level III):

(1) Laboratory animals having infected zoonosis that may spread (i.e., Class IV infectious diseases). Laboratory technicians or other workers who have been diagnosed with zoonosis (i.e., Class IV infectious diseases).

(2) General zoonotic diseases that are detected in a laboratory.

(3) Animals suspected of suffering from general infectious diseases that have gotten loose.

Chapter V Incident Reporting Procedure

Article 9 When an incident occurs involving an animal, the Lab Center Emergency Response Team should report to the Academic Affairs Department Emergency Response Team. After reporting, the Security Department must immediately direct personnel to block the scene of the incident. For Class I and Class II emergencies, the Academic Affairs Department Emergency Response Team is responsible for reporting information to the (a) Prevention and Control Center, (b) Animal Husbandry and Veterinary Bureau, and (c) other relevant departments within two hours after confirmation. The report should include (a) time and place of the incident, (b) type of diseased animal (e.g., species, breed, etc.), (c) where animal was purchased, (d) and clinical symptoms, as well as details of infection and/or death of individuals. The report must also include control measures taken as well as department contact information.

Until otherwise notified, “Class I and Class II emergency” daily progress reports must be submitted addressing prevention and control of such emergencies.

Chapter VI Contingency Plan for Laboratory Animal Emergencies

Article 10 Emergency Disposal

(1) When an experimental animal emergency occurs, Academic Affairs Department Emergency Response Team is responsible for convening an on-site meeting to assess the situation and report to The University Safety Leadership Team. Based on information from the meeting, the related department initiates emergency response, convening another meeting to procure contact information of experts who may be consulted if necessary.

(2) For Class I and II laboratory animal emergencies, The University Safety Leadership Team should ensure that emergency response is carried out systematically. Under the guidance of the Health Administrative Department, diagnosed and suspected cases should be quarantined, put under medical observation, and treated. People in the incubation period who are entering and leaving the laboratory, as well as close contacts of infected individuals, should take necessary precautions.

(3) The facility where the incident of zoonotic and animal infection occurred (e.g., university, institute, etc.) should immediately close affected areas, as well as isolate and disinfect the surrounding environment. The facility should cooperate with relevant personnel as to investigations, treatment, disposal procedures, etc. The facility should also provide a layout of floor plans, location of equipment, list of key contact personnel, etc.

(4) For Class III experimental animal emergencies, Academic Affairs Department Emergency Response Team should take charge, implementing emergency procedures. If there is any suspected infection or animal loss, the university must cooperate with the Public Security Bureau, Health Administration and other departments to conduct an investigation.

Article 11 Animal Handling

(1) Kill experimental animals involved in the Class I emergency.

(2) Inspect the experimental animals involved in the Class II and III emergencies and handle them properly, based on known information.

(3) Emergency rescue personnel must take safety protection measures and wear protective equipment. Entrance and exit of the area is to be strictly controlled.

Chapter VII Incident Investigation and Handling

Article 12 Organize experts to find out the cause of laboratory animal infections. Monitor animals and the environment until the blockade is lifted. People who have

been quarantined for observation and treatment can only be released after the Health Department has confirmed that they are harmless and free from contagion.

When it has been determined that the incident is over and resolved, The University Safety Leadership Team will announce the termination of the emergency situation with the approval of the Provincial Health Department, Science and Technology Department, and other relevant departments.

Article 13 In conformity with legal provisions, the Public Security Bureau will oversee loss and/or theft cases of animals in question. The Academic Affairs Department Emergency Response Team should report to the Provincial Health Department and the Animal Husbandry and Veterinary Bureau.

Article 14 The Academic Affairs Department Emergency Response Team should report to the Provincial Health Department and the Animal Husbandry and Veterinary Bureau for investigation of pathogenic pollution incidents.

Article 15 After the emergency situation is resolved, the laboratory center and the security department are responsible for the investigation of the incident, and relevant departments should actively contribute to writing the investigation report.

Article 16 Depending on the severity of the case, departments and personnel with relevant responsibilities will be disciplined. This includes but is not limited to: written censure, financial penalty, and/or other administrative action. If the case in question constitutes a crime, it will be transferred to a judicial agency for investigation.

Article 17 Emergency contact numbers:

Security Center of Logistics and Asset Management Department: 0577-55870556

University Laboratory Center: 0577-55870180

University Infirmary: 0577-55870120

Laboratory Waste Disposal Regulation at Wenzhou-Kean University (Trial)

Chapter I General

Article 1 This regulation is formulated to standardize and strengthen the management of hazardous waste disposal in the laboratory, prevent laboratory hazardous waste from harming the environment, and protect the health of teachers and students in our university. The regulation is formulated in the light of the actual conditions of Wenzhou-Kean University in accordance with “Law of the People’s Republic of China on the Prevention and Control of Solid Waste Pollution”, “Discarded Dangerous Chemicals Pollution Prevention Measures” and other of P. R. China’s related laws and regulations.

Article 2 Laboratories in this regulation only refer to the teaching and research laboratories involving biology, chemistry and earth science.

Article 3 The laboratory waste herein refers to exhaust gas, waste liquids, and waste solids that are produced in the daily laboratory activities of teaching, scientific research, and analytical testing.

Article 4 All departments or individuals that will produce laboratory waste in Wenzhou-Kean University shall observe this regulation.

Chapter II Responsibilities

Article 5 The laboratory center of the Academic Affairs Department is the management unit of waste disposal, and is responsible for regular contact with a certified waste disposal institution for cleaning and transfer.

Article 6 Each laboratory manager shall be in charge of the collection and storage of laboratory waste.

Chapter III Collection and Storage of Laboratory Waste

Article 7 The principle of classified storage shall be observed in all waste disposal. Personnel engaged in experiments shall conduct classified packaging and storage according to the categories and properties of hazardous wastes. The mixing of incompatible wastes is strictly forbidden, as well as mixing hazardous wastes with household wastes.

Article 8 Experiments that produce a small amount of harmful exhaust gas during the experiment should be carried out in a fume hood. Furthermore, experiments that produce a large amount of harmful and toxic gases can't be carried out unless absorption or treatment devices have been supplied.

Article 9 All kinds of waste liquids generated from laboratories should be poured into the corresponding waste liquid tank in accordance with the label instructions. The waste liquid tank should be filled to no more than 90 percent of its capacity. Discharge of toxic and hazardous waste liquids into a sink or drainage is prohibited.

Article 10 All kinds of waste solids generated from laboratories should be collected in an appropriate container. Potentially polluted wastes must be treated with disinfection or sterilization. The sharps should be stored in a special container that is not easily punctured.

Article 11 Animal carcasses and tissue generated by experiments should be sealed in a plastic bag with a label and stored at a low temperature in a special refrigerator or freezer. It is prohibited to deal with such materials yourself.

Article 12 The collection container with a prominent label shall be kept in good condition, or must be replaced immediately in case of serious damage or leakage. The waste labels must include, but are not limited to, waste name, main components and characteristics, the laboratory producing the waste, and the responsible individual and her/his contact information. Appendix is a reference form for the waste label.

Chapter IV Disposal of Laboratory Waste

Article 13 The exhaust gas generated from experiments can't be discharged directly into the air unless the concentration of harmful substances in the exhaust gas is confirmed to be lower than the national safety emission standard.

Article 14 All of the experimental departments shall regularly transfer the laboratory wastes to the special storage place designated by the Laboratory Center of the Academic Affairs Department. The Laboratory Center shall be in regular contact with a corresponding certified waste disposal institution for cleaning and transfer.

Chapter V Supplementary Articles

Article 15 Where there are no issues mentioned by this regulation, please refer to the national related laws and regulations.

Article 16 This regulations take effect as of the date of promulgation, and the Laboratory Center of Academic Affairs Department is responsible for the explanation of this regulation.

Appendix Waste Labels

<table>
<tr><td colspan="2">_____waste</td></tr>
<tr><td>Main components:</td><td rowspan="3">Hazard classes
 
</td></tr>
<tr><td>Main characteristics：</td></tr>
<tr><td>Safety precautions：</td></tr>
<tr><td colspan="2">Waste from the lab：_____

Date：_____</td></tr>
<tr><td colspan="2">Responsible：_____

Phone：_____</td></tr>
</table>

Laboratory Consumables Management Regulation at Wenzhou-Kean University (Trial)

For the purpose of regulating laboratory center procurement activities, reducing waste, improving efficiency of procurement and ensuring daily teaching and research work, these rules are hereby formulated in the light of the actual conditions of Wenzhou-Kean University in accordance with "Measures for the Administration of Procurement at Wenzhou-Kean University".

Article 1 Laboratories in this regulation only refer to the teaching and research laboratories involving biology, chemistry and earth science.

Article 2 The rules apply to teaching or research items that are not classified as fixed assets, including biomaterials, animal feed, kits, low-value instruments, glassware, etc.

Article 3 Consumables must be procured strictly on the basis of need, be purchased during use, and be economized to avoid wastefulness caused by excessive procurement.

Article 4 According to "Measures for the Administration of Procurement at Wenzhou-Kean University (2019 Revision)", the scope and quotas for department procurement is as follows: low-value goods not included in the current year government procurement catalogue with a unit cost of less than RMB 1,000 Yuan and totaling less than RMB 20,000 Yuan. Items not included in the scope of department procurement should be submitted with a request to be procured by Logistics.

Article 5 The teaching consumables of different majors should be purchased and put into the storage by the corresponding lab technicians. The purchase list will be summarized monthly and kept on file with the consumables manager for eventual reimbursement.

Article 6 In principle, teaching lab consumables are purchased statistically once a month. Information including the name, size, quantity and the unit price should be provided to the consumables manager. Consumables should be procured in accordance with the "Measures for the Administration of Procurement at Wenzhou-Kean University (2019 Revision)".

Article 7 After the supplier delivers the items, at least two people are required to participate in the acceptance. After the inspection and acceptance, the consumables manager should log in to the system and register them in storage.

Article 8 Consumables should be stored and kept in a neat and clear manner, and positioned in an orderly manner for receipt and inspection.

Article 9 In principle, teaching lab consumables should be stored in the warehouse and be managed by the corresponding technician. If instructors need consumables from the warehouse they must inform the technician. Consumables should only be released by the technician and then be registered in the system.

Article 10 At the end of each semester, the lab technician is responsible to develop a procurement plan for laboratory consumables based on next semester's experimental teaching plan (lab syllabus, number of courses, number of students enrolled, etc.) to estimate the need for consumables. Easy-to-store consumables can be purchased in advance.

Article 11 At the end of each semester an inventory of supplies needs to be taken and inventory information should be updated.

Article 12 Research lab consumables should be procured, managed and reimbursed by the research team. The purchased consumables should be managed by the team leader.

Article 13 These Measures shall go into effect as of the date of issue. These Measures shall be interpreted by the Laboratory Center of Academic Affairs Department.