实验室规范制度

1. 目的　Purpose
   建立实验室的规范制度以规范实验室人员的行为
   To standardize laboratory staffs and students conduct
2. 适用范围　Scope
   适用于所有实验室有关的人员
   Applicable to all laboratory staffs and students
3. 操作规程　Standard operating procedure
   3.1　仪器管理 Equipment Management
   3.1.1 仪器设备的使用人员须先熟知设备的性能和操作规程，方可操作，新人员在使用仪器时需经过培训的人员陪同下操作
   The operation staff must be well aware of the equipments performance and operation procedure before they start to operate. The new staff must operate the machine under the guidance of trained staff.
   3.1.2 实验室人员需按照仪器操作说明书进行仪器的维护、保养，掌握实验室设备的运行情况，发现仪器设备运行不良时应并及时报告给实验室组长并通知工程部进行维修
   The laboratory personnel must control the machine's running and maintaining as stated in the Operation Instruction. Once find out unusual performance, we must report to the lab's leading head and inform the Engineering Department to schedule the maintenance.
   3.1.3 实验室人员需必须保持仪器清洁，不得使仪器接触强酸、强碱等腐蚀性物品，仪器的放置要远离水源、火源、气源等不安全源。各仪器要根据其保养、维护要求，进行及时或定期的干燥处理、充电、维护、校验等，确保仪器正常运转
   The laboratory personnel must keep the equipment clean and keep away from the corrosive liquids like strong acid and alkali. The position of the equipment must be far away from insecured sources like water, fire, gas and etc.
   3.2　实验室药品的摆放 The Placement of the Lab Medicine
   3.2.1 根据药品的 MSDS 区分药品的酸碱性、避光性、可燃性和毒性
   Distinguish medicine' acidity, photophobism, flammability and toxicity according to their MSDS.
   3.2.2 酸碱或易发生化学反应的药品需分开摆放
   The acid-base or incidental chemical reaction medicine must be positioned separately.
   3.2.3 不可避光的药品需放置在暗處
   The nonlightproof medicals should be placed in dark.
   3.2.4 可燃性的药品需放在空调房内保存
   The flammable medicine should be kept in air-conditioned room.
   3.2.5 含毒性的药品需由实验室组长单独保管
   The toxic medicine must be kept by lab's leading head alone.

3.3　玻璃器皿的清洗

使用肥皂、洗涤剂等以毛刷进行清洗，然后依次用自来水、蒸馏水清洗

Use hairbrush with soap and detergent to wash first, and use tap water and distilled water in order to clean.

3.4　生活废弃物的處理 Domestic Waste Disposal

生活废弃物需按照规定倒入相应的垃圾桶中

The domestic waste needs to dump into the right garbage bin according to the regulation.

3.5　培训 Training

3.5.1 符合实验室的安全培训体系

Qualifying safety training system

3.5.2 经过培训的人员才能正式开展实验

Only trained staff can start to work.