



Safety and Security Regulations of the Innovation Laboratory for Undergraduates

The innovation laboratory of the school of biology was opened in 2010. It is located on the ground floor (B076) of the life science research center of the west campus of China agricultural university, with a laboratory area of 160 square meters. The innovation laboratory is equipped with various advanced instruments and equipment. The laboratory has imported instruments such as BIO-RAD Gel DocTM XR Gel imager, ishinazu UV-2450 uv-visible spectrophotometer, BIO-RAD PTC200 PCR instrument, SONICS ultrasonic fragmentation instrument in the United States. The laboratory also has molecular hybridization instrument, light incubator and other commonly used domestic instruments, which can meet the basic experimental requirements in various fields of biology.

- Innovation lab usage process
 1. The student himself/herself shall submit a written application, stating the project name, project category, term of use, proposed instrument and equipment, tutor's name, etc., with the signature of the instructor and the student himself/herself, and send the electronic version to the email box of the laboratory leader, chuangxin@cau.edu.cn.
 2. After the audit, the person in charge of the innovation laboratory shall register the relevant information, pay the deposit, apply for the laboratory access control card, and explain the relevant management regulations and requirements.
 3. Experimenters must be trained before use laboratory equipment. Registration is required to use the instrument. Reagents should be placed in different refrigerators and areas by category
 4. After the completion of the project, students should fill out the card withdrawal application form, confirm the handover and cleaning of reagents and samples,

instruct teachers and students need to sign their names, and send the electronic email to the email of the person in charge of the laboratory, chuangxin@cau.edu.cn.

5. Student return the card and get the deposit.

- Innovation laboratory management method

- 1. Scope of use of innovation laboratory**

- 1) Graduate laboratory courses offered by the graduate school.
- 2) Free innovation programs for college students and all kinds of scientific research training programs that are really needed (life science experimental classes and biology science base students are preferred). The applicant should be guided by a tutor and strictly implement the requirements of this regulation.
- 3) Young teachers in need.

- 2. Users of the innovation laboratory must fill in the "application form", register relevant information, sign by the applicant and the instructor, and apply for the access control card after the approval of the person in charge.**

- 3. The first use of the instrument must be supervised by an administrator or instructor (or trained by the laboratory). For students using the laboratory, the instructor shall remind them of safety education and matters needing attention in using the instrument.**

- 4. To enter and leave the laboratory, please register the details of personnel, time, etc.**

- 5. The use of instruments and equipment must be in accordance with operational requirements**

- 1) Before operation, please attend relevant training and consult the operation instructions and precautions of the instrument carefully.
- 2) Check the normal operation of the instrument, and record the operation status and use time of the instrument on the instrument use book. If any problem is found, it should be reported to management immediately.
- 3) Once the instrument breaks down in operation, it should stop using immediately. Explain the situation on the operating book and report to the management personnel.
- 4) The manager has the right to suspend the use of the instrument according to the

degree of the problem.

- 5) It is forbidden to open instruments and equipment unrelated to the experiment items without authorization and to engage in activities unrelated to the experiment in the laboratory.
- 6) Be sure to turn off the power before leaving the lab.
- 6. In the event of instrument damage or accident caused by violation of operating rules, the person responsible shall be subject to criticism, education, written examination and fine, depending on the extent and circumstances of the damage.**
- 7. Laboratory drugs are ordered and managed uniformly. Some special drugs should be registered according to regulations.**
- 8. Practice strict economy and prohibit waste during the experiment.**
- 9. Users are responsible for cleaning their used utensils and maintaining public health. Keep the instrument clean, ensure the normal operation of the instrument.**
- 10. Check water, electricity, air conditioning and doors and windows before leaving the laboratory to ensure safety.**
- 11. If any violation is found and fails to correct after education, the management personnel shall have the right to refuse users to continue using the laboratory.**
- 12. In order to facilitate management, the laboratory has installed a surveillance camera to monitor the activities in the laboratory.**
- 13. After the completion of the project, the user shall clean the refrigerator, light incubator and test bench within 15 days, and then handle the procedures of drug handover and card return. Violators will be recorded in the teaching center and will not enjoy the innovation program preferential policy. Serious violators will be reported to the college and have their university diplomas confiscated.**