



## 附錄一、現場實習相關表單

公用動物設施 識別證申請門禁感應 通行許可單  
The application form for access admission through AS core

計畫主持人(P.I) : 申請人(User) : 職稱(Job title) :	申請日期(Application date) : 所別(Institute) : 聯絡電話、電子信箱(Phone、E-mail) : <b>IACUC 號碼(IACUC No.) :</b>
<p>使用需知(Must Know):</p> <ol style="list-style-type: none"> <li>1. 本通行許可資格僅供個人使用，不得借與他人，若經發現一律取消進出資格。 The I.D. card is for individual use only, otherwise it will be cancelled.</li> <li>2. 若申請人欲離職時，請至本設施取消該識別證通行資格。 Please inform AS core of access canceling in the I.D. card when you quit a job.</li> <li>3. 遺失該識別證時，請立即通知本單位 02-2789-9911 取消該卡進出權限。 Please inform AS core immediately of access canceling in the I.D. card if you lost yours.</li> <li>4. 本設施將每月定期檢視，若<b>超過三個月以上</b>無任何進出記錄者，將予以取消該卡進出權限。 AS core will have the right to cancel access in the I.D. card of the user without any passing record more than three month.</li> </ol>	
<p style="text-align: right;">如同意並了解上述使用須知，並遵守上述條款 If you agree and will follow the rules, please sign.</p> <p style="text-align: right;">申請人簽名(User signature): 實驗室主持人簽名(P.I. signature):</p>	
<p><b>以下由本設施填寫(By AS core)</b></p> <div style="border: 1px dashed black; padding: 5px; margin: 10px 0;"> <p>獸醫師已確認實驗計畫獲 IACUC 核可(IACUC protocol has already been approved) : <input type="checkbox"/></p> <p>獸醫師已確認線上講習考試通過(Online lecture has already been passed) : <input type="checkbox"/></p> </div> <p>卡片序號(serial number) :                      卡片實際號碼(card number) :</p> <p>時區(time zone) :                                門組(door category) :</p> <p>開卡日期(accessible date) :                   經手人(AS core staff) :</p>	



## 公用動物設施 動物房使用前需知

### AS core

### Precaution before Entering the animal rooms

現場實習日期(Training Date): \_\_\_\_\_

計畫主持人(P.I.): \_\_\_\_\_

<p>1.因作業流程需要，需在 <b>3 個工作天前</b>送出申請，未提前申請由 USER 自行承擔結果。  <b>◎若需要檢疫的動物或需要新增籠位者，請先向公用動物設施確認籠位是足夠。</b>  Please submit your application at least 3 working days in advance. If no application is made, users will be responsible for the outcomes.  *Please ensure that there is sufficient vacancy for new cages before applying.</p>	<input type="checkbox"/> 瞭解 Checked
<p>2.以下事實發生 <b>1 天內</b>，人員不得進入公用動物設施飼養空間：  a、曾進出其他動物房舍(包含中央研究院內)。  b、在實驗室內操作過任何嚙齒類動物實驗。  c、接觸過其他嚙齒類動物(含寵物)。  d、<b>未按照 A 區→B 區→C 區順序進入動物房。</b>  After the following events occur, please don't enter the animal room within <b>1 days</b>:  a. Entering other animal rooms. (Campus in Academia Sinica is included).  b. Operating any rodent experiment in the lab or another animal room.  c. Touching any rodent (including pet).  d. <b>Not following the order of entering area A→B→C.</b></p>	<input type="checkbox"/> 瞭解 Checked
<p>3.動物房內各飼養籠、籠車、器械…等物品皆禁止移動至本設施外，<b>請優先使用運輸籠線上預約</b>，若有大量運輸小鼠之需求，請額外聯絡獸醫師或管理師。  Please do not take away any items belonging to AS core. (cages/cart/equipment...etc.). Make a reservation for transport cages online first. If you have any needs for large amount of animal transportation, please feel free to contact us.  <b>本設施官網 &gt; 運輸籠線上預約 / Official web &gt; Reservation for Transport Cages</b></p>	<input type="checkbox"/> 瞭解 Checked
<p>4. 動物房設有門禁管制，勿將門禁卡借給他人使用，進出動物房都需刷進與刷出。  Bring your I.D. card all the time when entering and leaving the animal room.</p>	<input type="checkbox"/> 瞭解 Checked
<p>5.鼠籠卡牌上資訊請確實填寫，鼠籠位置和方向也請擺放正確。如卡牌上任何資訊異常及錯誤，造成工作人員籠位擺放錯誤，請自行負擔結果。若有其他動物房違規事項發生，皆以卡牌上使用者姓名為違規寄發者。  Ensure that the information on the animal card is accurate. The cages should be positioned and oriented correctly. If any violations occur, the person who's name is on the animal card will be notified by AS core.</p>	<input type="checkbox"/> 瞭解 Checked
<p><b>6.鼠籠須清楚標示籠位、實驗室主持人、使用者、IACUC 號碼、連絡電話。請寫中文全名，不得標記英文或簡稱(外籍使用者除外)；若鼠籠之使用者轉移他人，需立即更新卡牌上使用者名稱或更換標示牌。</b>  Please write down the names of the users and P.I., cage position, IACUC numbers as well as phone numbers. Do not use abbreviations. If the mice are transferred to other users, please update the user's name and the animal card immediately.</p>	<input type="checkbox"/> 瞭解 Checked



<p>7.每次進入動物房內，應隨時保持環境清潔及遵守操作規則。 特別注意事項:1、碰過實驗動物後，請先消毒手部，再去碰觸/操作儀器設備。 2、<b>所有繁殖小鼠，請務必於 28 天(含)前離乳。</b> 3、請共同維護動物房內環境整潔及愛護設施(儀器)。</p> <p>Please follow the rules and maintain cleanliness in the surroundings.</p> <p>a. After handling the mice, disinfect your gloves before touching any other items. b. <b>Wean the mice before 28 days of birth.</b> c. Take care of the surroundings and equipment.</p>	<input type="checkbox"/> 瞭解 Checked
<p>8. 若需使用 BSC、IVIS、氣麻機，<b>請提前進行線上預約(本設施官網&gt;儀器預約使用)</b>。 請各實驗室自行準備 Isoflurane 並安排負責人做好麻醉藥之記錄與管理。 Please make the online reservation of BSC, IVIS and Anesthesia machine. The management and record-keeping of anesthesia drugs are the responsibility of each lab.</p>	<input type="checkbox"/> 瞭解 Checked
<p style="text-align: center;">~如有何任疑問皆可與我們聯繫~ ~Please feel free to contact us if you have any questions.~</p>	



公用動物設施-官方 LINE 帳號  
Official LINE account of AS core



公用動物設施官網 > 動物房管理系統  
AS core website > Management system

本人(Signature)

已實習完畢，已瞭解動物房管理及使用規則，並會遵守相關規定及操作規則。

I have finished the training course and agreed to follow the policy and rules of animal room.

由區長填寫實習區域(Area by  
AS core staff):

公用動物設施 工作人員(AS core Staff):

**\*若有申請 2 區實習者，煩請講習人員帶訓完後，將表格移交給另一區講習員。  
\* If you are applying for 2 area of training course, please hand over this sheet to the other personnel in another area after one training has completed.**