

Application from for the use of Cell Culture Room (CCR)

Applicant's information

Name :

Student no. :

Trainee :

Supervisor :

Sample information:

細胞株 (Cell lines)	公司資料 (Company)	參考編號 (Cat. no.)	級別 (Class or Level)	來源 (Obtained from)
1.				
2.				
3.				
4.				
5.				

Notice:

- Any type of culturing must be clearly declared on this application form. Culturing of bacterial or virus is forbidden in CCR. Serious violation would result in prohibition of laboratory usage.
- All new users have to be thoroughly trained by a trained CCR user for a period of no less than one month. The trainee is appointed by the applicant's supervisor.
- Three category of using status will be appoint to users depends on their performance on culturing skills, aseptic techniques and instrument operation skills by the CCR administrator. Three category is as below: "qualified for cell culture operation", "qualified for outhood operation", "qualified for the operation of specific instrument only (such as the microscope system)"
- None of the unqualified users are allowed to do their experiments during non-office hours.

Student's Signature :

Supervisor's Signature :

Date : _____

For lab technician only

Ref. no. : _____ Technician : _____ Received date : _____

Cell Culture Training Description

A good quality working environment of cell culturing is strongly associated with the supplies of consumables, the instrument conditions and users' awareness on aseptic techniques. Moreover, a high usage rate of the CCR will increase the contamination risk.

Therefore, all new users are requested to be thoroughly trained for a period of no less than one month before use. The culturing information have to be clearly declared on the application form.

要求 Requirement:

- The training period should be on less than one month. The trainee is appointed by the applicant's supervisor.
- Assessment of users on their performance on culturing skills, aseptic techniques and instrument operation skills will be carried out by the CCR administrator.
- None of the unqualified users are allowed to do their experiments during non-office hours.

一、 使用規則 (由管理員於使用前負責培訓)

Regulation (trained by administer before use)

- CCR using regulation and guideline
- The use and packing of plastic consumables
- Reagent labeling
- The using and marking of the Inhood / Outhood materials
- The cleaning and sterilization methods of cell culture durable goods
- The use of filter tips. Waste handling (solid and liquid)
- To tidy the place after experiment. To perform the CCR duty

二、 儀器使用(由管理員於使用前負責培訓)

Instrument operation (trained by administer before use)

- Biosafety cabinet : Biosafety level, air flow direction and alarm
 The preparation of workstation
 Cleaning after use
 aseptic techniques
- Laminar Flow Hood: Biosafety level, air flow direction
- CO2 incubator : Function
 Alarm

三、 培養技術：跟隨師兄/姐學習（人選由導師決定）

Culturing technique : (The trainee is appointed by the applicants' supervisor)

- Medium preparation, culturing skills, etc