

Duke Kunshan University - The First People's Hospital of Kunshan

Joint Brain Sciences Laboratory Access Guideline

昆山市第一人民医院与昆山杜克大学联合筹建

脑科学实验室安全准入指引

1 Guideline Introduction 指引概述

1.1 Basic introduction 基本介绍

Laboratories pose potentially serious hazards to individuals who gain access to them. It shall be understood that every person who enters the laboratory should adhere to this guideline, and commit to follow all applicable standard operation procedures (SOPs), procedures and laws. Any failure to comply may result in injuries, incidents, or even civil penalties. Duke Kunshan University (DKU) Office of Lab and Research Safety (OLRS) will serve as a resource for evaluation of the compliance.

进入实验室面临潜在的危害风险。因此，任何进入实验室的个人都应遵守本指引，并承诺遵守所有适用的标准作业程序、流程和法律。任何违规行为都可能导致伤害、事故甚至是民事处罚。昆山杜克大学（以下简称“学校”）实验室与科研安全办公室为评估规章制度遵守情况提供资源。

All the authorized persons who access this laboratory must follow the “Duke Kunshan University Laboratory Access Guideline”. In addition, the special requirements mentioned below for this laboratory must also be followed.

所有进入该实验室的授权人员均须遵守《昆山杜克大学实验室安全准入指引》。此外，还必须遵循该实验室的以下特殊要求。

The terms and conditions of this guideline are subject to interpretation by the OLRS.

本指引由实验室与科研安全办公室负责解释。

1.2 Purpose 目标

DKU is obligated to provide a written laboratory access guideline to minimize the risk to students and employees from health hazards exposure by hazardous chemicals, pathogen microorganisms, procedures, or devices used in both our teaching and research laboratories. This guideline outlines the application process for individuals to get lab access and what procedures they should follow after gaining access.

为最大限度减少学生和雇员在教学和科研实验室中使用危险化学品、病原微生物、程序或设备受到健康危害的风险，学校特制定书面准入指引。本指引概述了个人获得实验室准入权限的申请流程，以及获得准入权限后应遵循的程序。

1.3 Access Application Flow Chart 准入申请流程表

Application procedure for the use of Duke Kunshan University - The First People's Hospital of Kunshan Joint Brain Sciences Laboratory includes two parts: personnel admission approval, and research project approval.

昆山市第一人民医院与昆山杜克大学联合筹建脑科学实验室的申请使用程序包括人员准入申请和研究项目准入申请。

1) Personnel admission approval: all team members who want to enter this laboratory should attend relevant general and specific lab safety trainings and pass the safety related examination to get qualification for lab access application. As for post-doctors, graduate students or undergraduate students, interns, their applications should be approved by their supervisors at first.

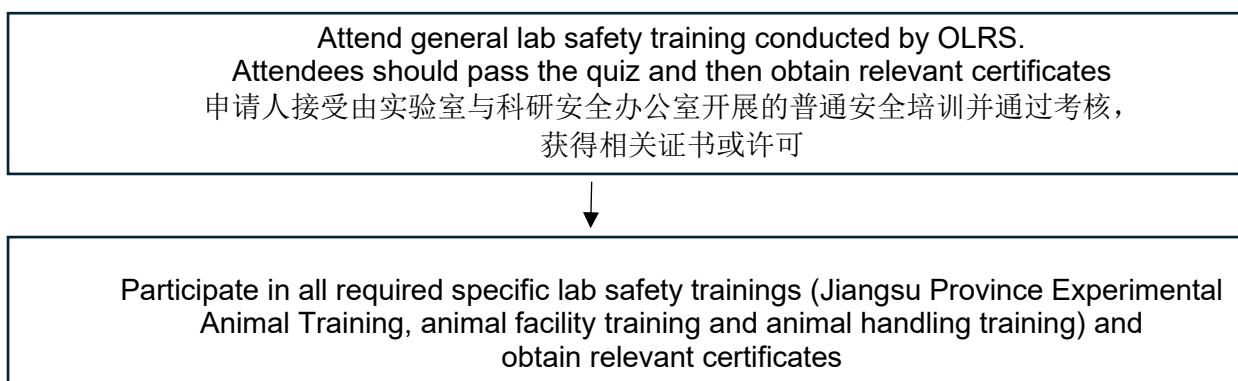
人员准入申请：所有想要进入该实验室的项目研究人员须参加相关的普通和专项实验室安全培训并通过考试，获得实验室准入申请资格。对于博士后、研究生、本科生和实习生，其申请首先需通过导师的同意。

2) Project approval: for the research activities to be carried out in this laboratory, only DKU faculty, part-time faculty, or visiting scholars can submit an application form to the Duke Kunshan University Institutional Animal Care and Use Committee (IACUC). Researchers must submit their research plans and other materials required to the DKU IACUC for any research project involving Animal Subjects and obtain the approval of the research plans from the DKU IACUC prior to conducting the research. The conduct and review of all research involving Animal Subjects shall be carried out according to the laws and administrative regulations, and relevant provisions issued by the People's Republic of China, and other applicable laws, without violating moral and ethical principles or damaging public interests.

研究项目准入申请：对在该实验室开展的研究活动，只有学校教师、兼职教师或访问学者可以向昆山杜克大学实验动物使用与管理委员会提交申请。研究人员向昆山杜克大学实验动物使用与管理委员会提交任何涉及动物受试者的研究项目的研究计划和其他所需材料，并在开展研究之前获得昆山杜克大学实验动物使用与管理委员会对研究计划的批准。所有涉及动物受试者的研究的开展和审查都应遵守法律、行政法规、中华人民共和国的有关规定和其他适用法律，不得违反道德和伦理原则或损害公共利益。

During the implementation process, once the key contents of the project are changed, such as the purpose, or the experimental activities, the project should be re-applied and approved.

实施过程中，当项目主要内容发生改变时，如研究目的、实验活动等，该项目应重新申请并获得同意。



参加所有必需的实验室安全专项培训(江苏省实验动物培训, 动物设施培训, 动物操作培训)并获得相关证书



The applicant fills the application form
(https://dukekunshan.formstack.com/workflows/dnas_lab_access_application_form)
申请人填写申请表格



Seek approval from LRF or LM, division chairs and OLRS
获得实验室责任人或经理、学部主任和实验室与科研安全办公室批准



Submit research plans and other materials required to the Duke Kunshan University Institutional Animal Care and Use Committee (IACUC) for any research project involving Animal Subjects and obtain the approval of the research plans from the DKU IACUC prior to conducting the research.
对于任何涉及动物受试者的研究项目, 应向昆山杜克大学动物护理和使用委员会 (IACUC) 提交研究计划及其他所需材料, 并在开展研究之前获得昆山杜克大学 IACUC 对研究计划的批准。

2 Laboratory Access Guidelines 实验室准入准则

2.1 General Rules 一般规则

1) Experimenters should make access records as required. Access cannot be borrowed or transferred.

实验人员应按要求做好出入记录。准入权限不能被借用或转让。

2) Specific safety training should be conducted before applying lab access approval from OLRS. All the original documents such as training content, participants' sign-in records, safety examination records, etc., shall be kept by the laboratory administrators and the trainers for three years for future reference.

在向实验室与科研安全办公室申请准入前，应进行专门的安全培训。全部原始培训文件如培训内容、参加人员签到记录、个人考核记录等，由实验室管理员和培训者保存三年备查。

3) Personnel entering the laboratory should wear Personal Protection Equipment (PPE) for their protection and safety, and the laboratory will provide a full set of protective equipment.

进入实验室人员应按规范穿戴个人防护用品，实验室提供全套防护装备。

4) When undergraduate students carry out experiments, the supervisor should be in the laboratory to ensure the safety of the students.

本科生实验期间，指导教师应在实验室内确保学生安全。

5) The LRS office shall conduct regular inspections.

实验室与科研安全办公室应定期开展巡查工作。

6) Normally research labs access can't be used during holidays. If access is needed during holidays, please go to related lab access rules during holidays for clear information.

通常情况下，科研实验室的准入权限不能在节假日期间使用。如在节假日期间需要进入，查阅对应的实验室假期准入规则文件。

7) Access should be suspended if the applicant enters labs during access forbidden time without prior authorization.

如申请人在禁止进入的时间内进入实验室，并且没有获得提前授权，准入权限应被暂停。

8) The closure of buildings due to emergencies, severe weather events or other unexpected events may prevent access to buildings and/or labs. In these situations, specific access restrictions will be announced by related authorities (LRF or LM).

由于紧急情况、恶劣天气或其他突发事件而关闭大楼，可能会导致大楼和/或实验室无法进入。在这些情况下，相关部门（实验室责任人或实验室经理）将宣布具体的访问限制。

9) Visitors should obtain permission from the LRF/LM in advance. If the laboratory plans to have visitors, the visitors must be accompanied by laboratory personnel.

访客在参观前应征得实验室责任人或实验室经理的许可。如实验室计划有访客进入，访客必须由实验室人员陪同。

2.2 Laboratory-Specific Training 实验室特定的培训

The PI/LM shall conduct laboratory-specific training for each laboratory employee or student before that person begins working in the lab. This training must cover all items specified in the laboratory-specific training, such as handling animals, lab animal housing, how to use specific instrumentation safely, waste disposal, etc. Laboratory users are expected to be familiar with and to follow any generic and laboratory-specific SOPs relevant for their laboratory work. Lab specific trainings can be combined at the level of individual unit to enhance coherence.

课题组组长/实验室经理应在每个实验室雇员或学生开始实验室工作之前，对其进行实验室特定培训。该培训必须涵盖实验室特定培训中规定的所有项目，如处理动物，实验动物饲养，如何安全使用特定的仪器设备、废物处理等。实验室使用者应熟悉并遵守与其实验室工作有关的任何通用和实验室特定的标准操作程序。为提高一致性，实验室特定安全培训可在各单位范围内集中开展。

3 Emergency number 紧急电话号码

- Lab Responsible Faculty: Prof Sze Chai Kwok 0512-3665-7232
- 实验室负责人：郭思齐教授 0512-3665-7232
- DKU Campus Emergency Hotline (English and Chinese) 0512-3665-7110
- 昆山杜克大学校园紧急热线（英文和中文） 0512-3665-7110
- Office of Environmental Health & Safety (English and Chinese) 0512-3665-7281
- 环境健康与安全办公室（英文和中文） 0512-3665-7281
- Emergency or Fire (Chinese only) Tel. 119
- 紧急情况或消防（仅限中文） 电话：119
- Police (Chinese only) Tel. 110
- 报警（仅限中文） 电话：110
- Ambulance (Chinese only) Tel. 120
- 救护车（仅限中文） 电话：120

In case of an emergency call, please provide information using the following guideline:

如果需要紧急呼叫，请按照以下指南提供信息：

- WHO is reporting?
- 谁在报告？
- WHERE does the accident take place (Detailed location)
- 事故发生在哪里（详细位置）
- WHAT happened (Fire, Injure, Slip & Fall, etc.)
- 发生了什么（火灾、受伤、滑倒和跌倒等）
- HOW MANY people are injured (Exact number)
- 有多少人受伤（确切人数）
- WAIT for further instructions
- 等待进一步指示