# 實驗室管理和資訊系統

# LABORATORY INFORMATION AND MANAGEMENT SYSTEM

Safety Training, Oct 2022

# 實驗室管理和資訊系統
# LABORATORY INFORMATION AND MANAGEMENT SYSTEM

## CHECK IN

# TO ACCESS…

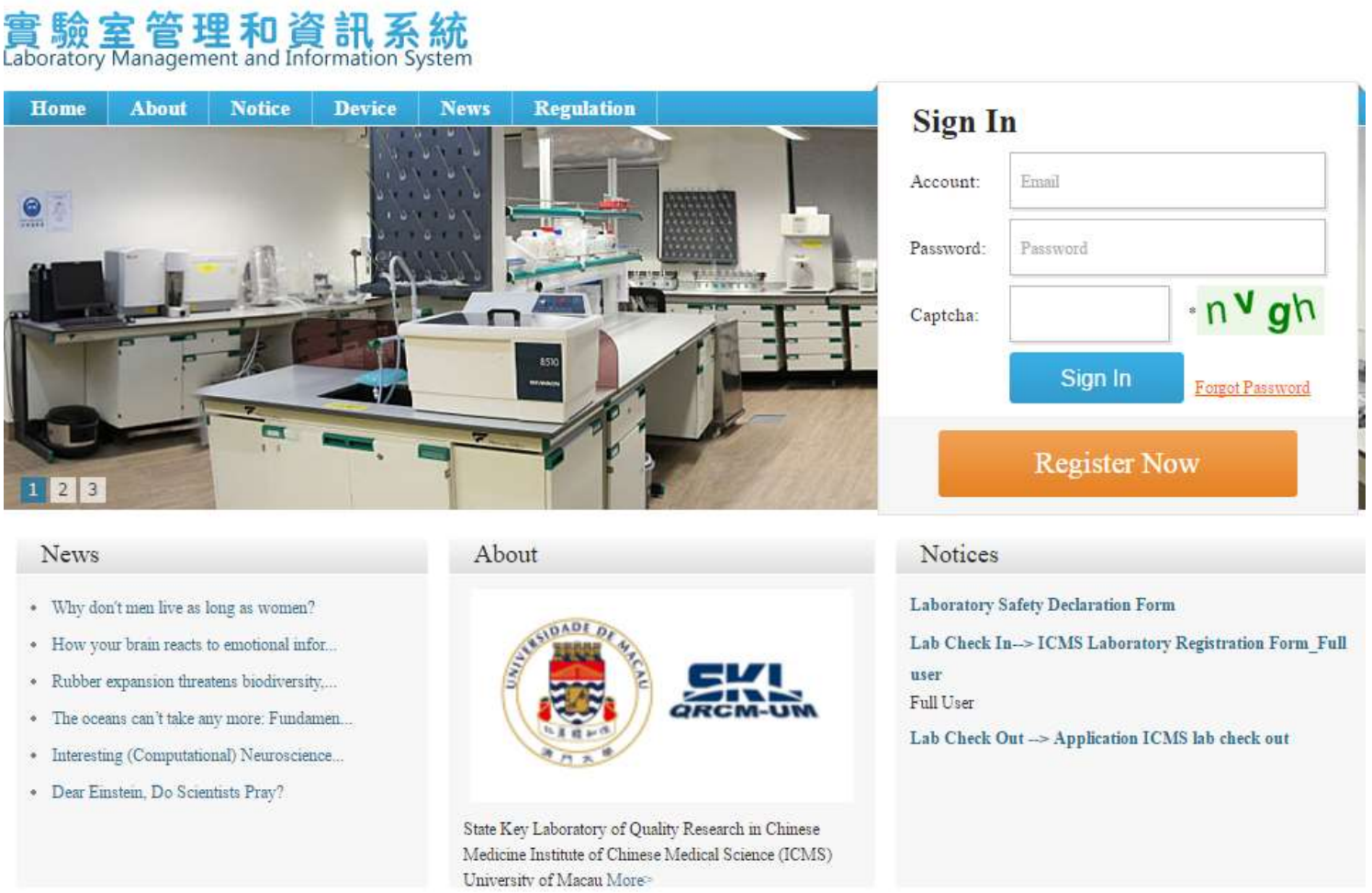
- Link: http://10.112.31.1/

- Only accessible within UM  network

- Or connect through VPN

  (Details please refer to ICTO)

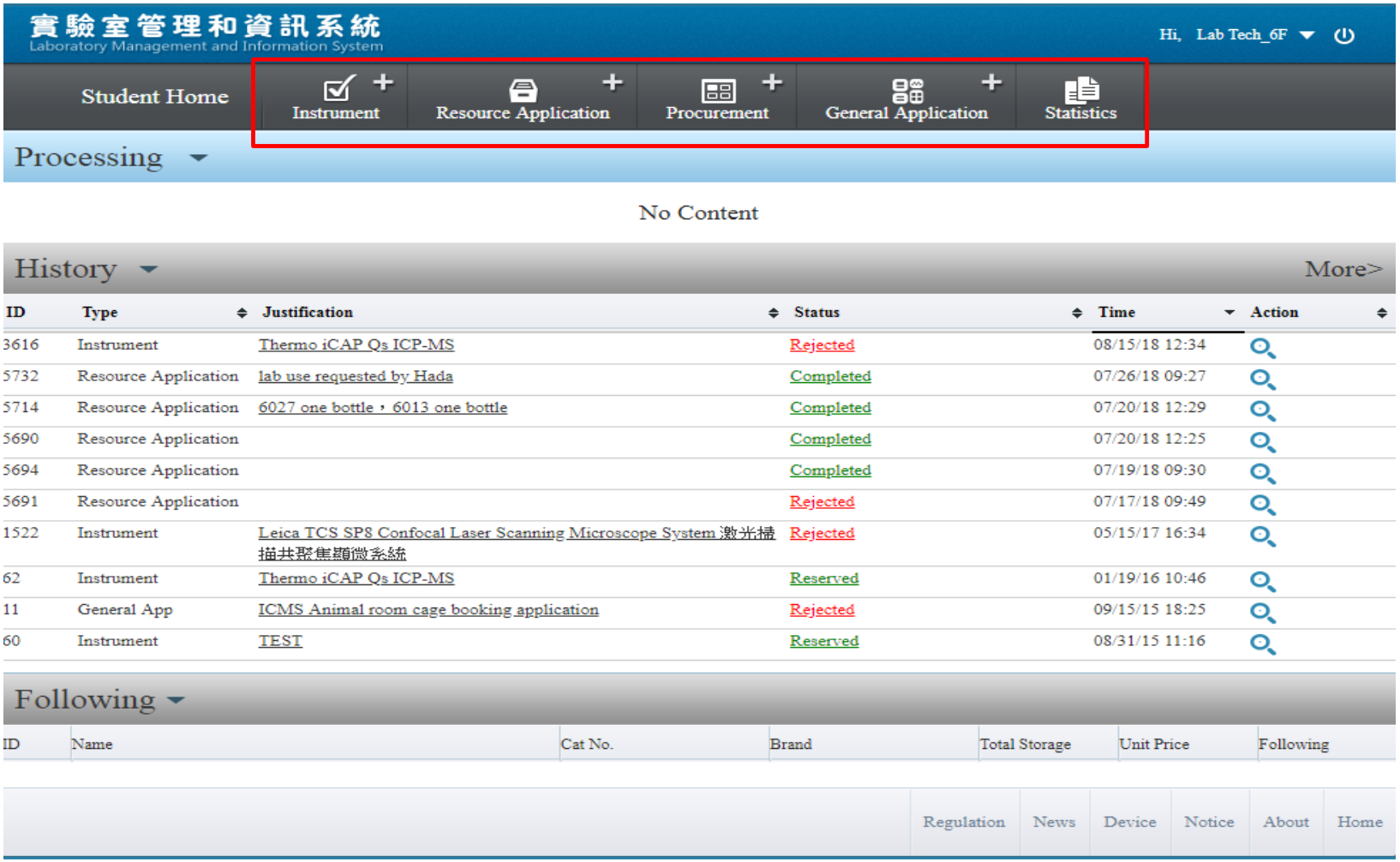
# LIMS LOG IN/REGISTRATION



# LIMS MAIN FUNCTION

- Users registration and account management
- Laboratory notice
- Instrument reservation
- Resource application

# ACCESS RIGHT FOR FULL USERS



# INSTRUMENT BOOKING

- Leica TCS SP8 Confocal Laser Scanning Microscope System
- Bruker UltrafleXtrame MADLI-TOF
- Bruker maXis impact QTOF-MS
- Bruker Nuclear Magnetic Resonance (NMR) Spectrometer
- Thermo iCAP Qs ICP-MS
- Thermo LTQ Orbitrap XL hybrid FTMS
- Waters SYNAPT G2-Si QTOF HDMS

# INSTRUMENT BOOKING

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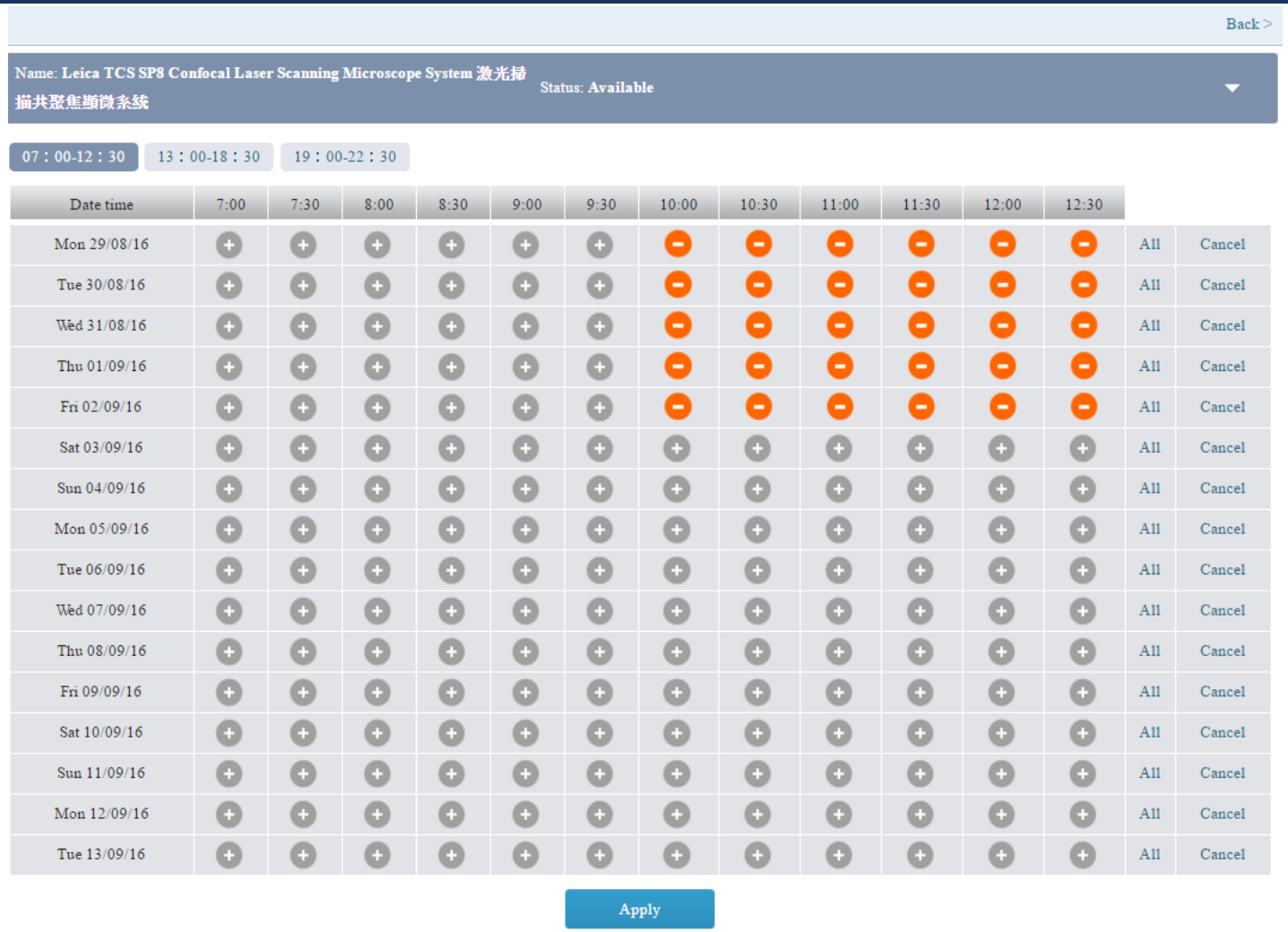
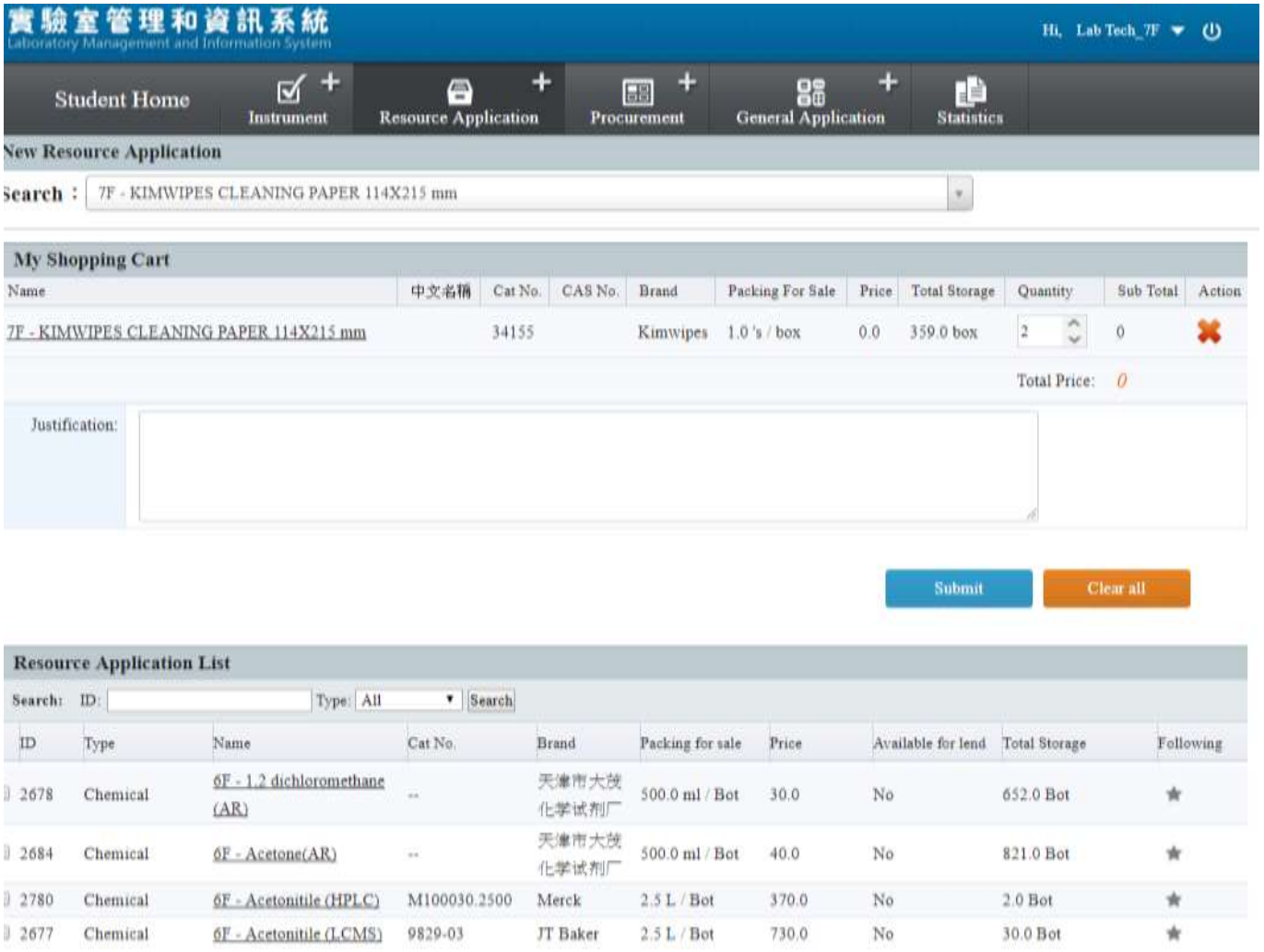


# RESOURCE APPLICATION



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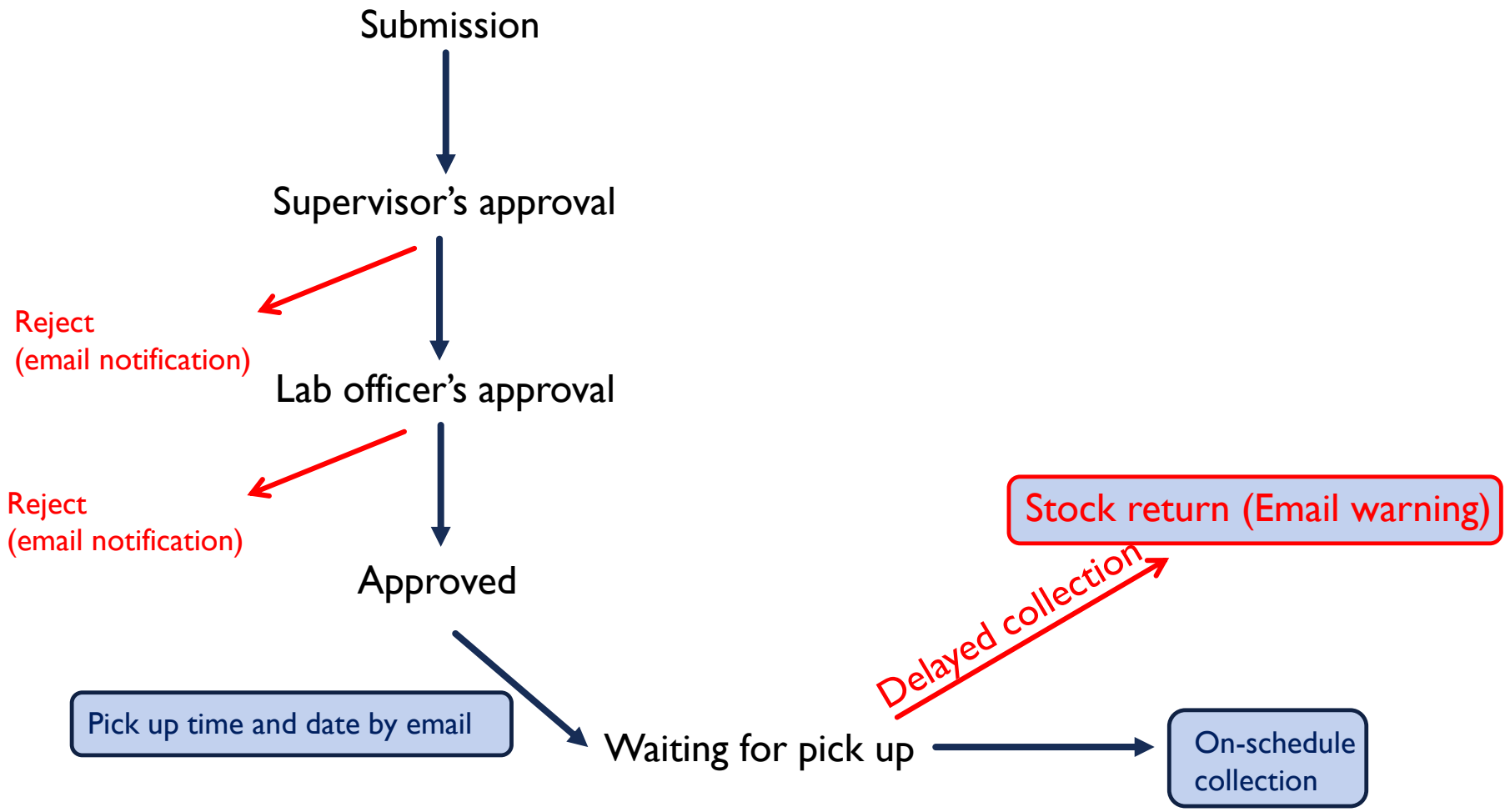
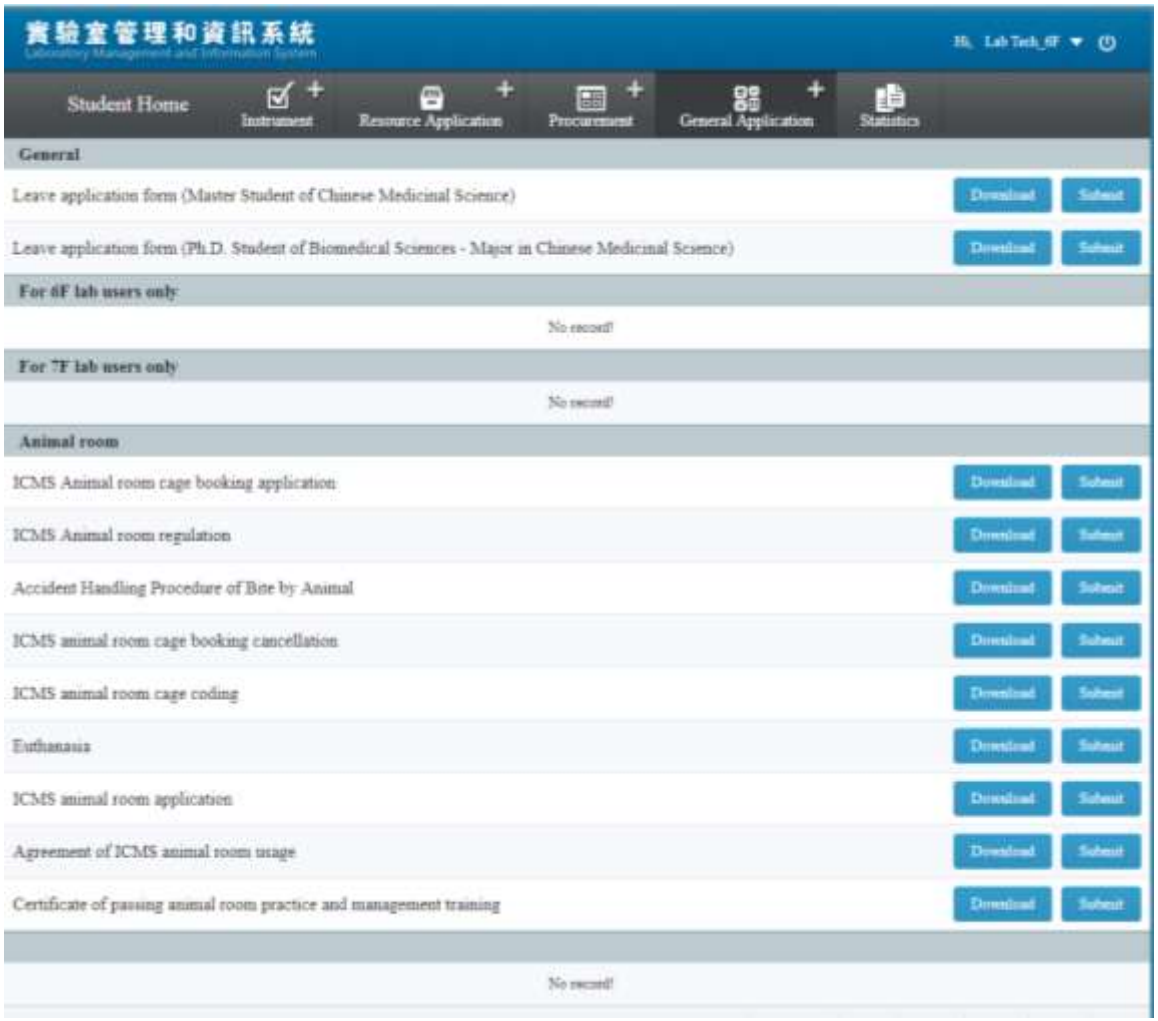


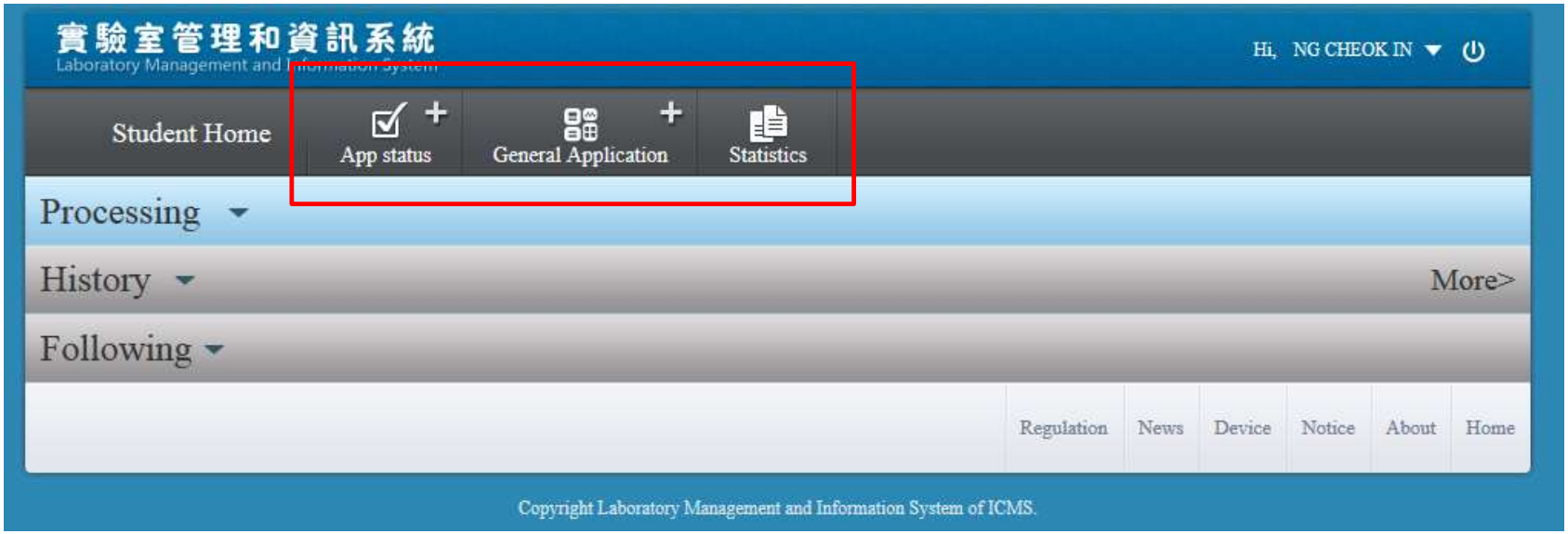
# RESOURCE APPLICATION

| | Collection schedule | Last application |
|---|---|---|
| 6 F | **Consumables**<br>Friday 9:30 am – 11 am | Thursday before 12:30 pm |
| | **Chemical solvent/reagent**<br>Monday, Wednesday, Friday 9:30 am – 11 am | One day prior to collection |
| | **Dangerous goods**<br>Monday, Wednesday, Friday 9:30 am – 11 am | One day prior to collection |
| 7 F | **Consumables**<br>Tuesday 3 pm – 4 pm<br>Friday 3 pm – 4 pm | Before 10 am the day prior to collection |

# GENERAL APPLICATION



# ACCESS RIGHT FOR TEMPORARY USERS



# 註冊
# REGISTRATION

1. ICMS HOMEPAGE HTTPS://SKLQRCM.UM.EDU.MO/
2. DOWNLOAD, FILL IN & SIGN FORMS
3. REGISTER & UPLOAD FORMS ONTO LIMS
4. SUBMIT HARD COPY TO N22-8031

Check-in protocol

# HOMEPAGE → RESOURCE → FORMS & GUIDELINES → LABORATORY CHECK-IN

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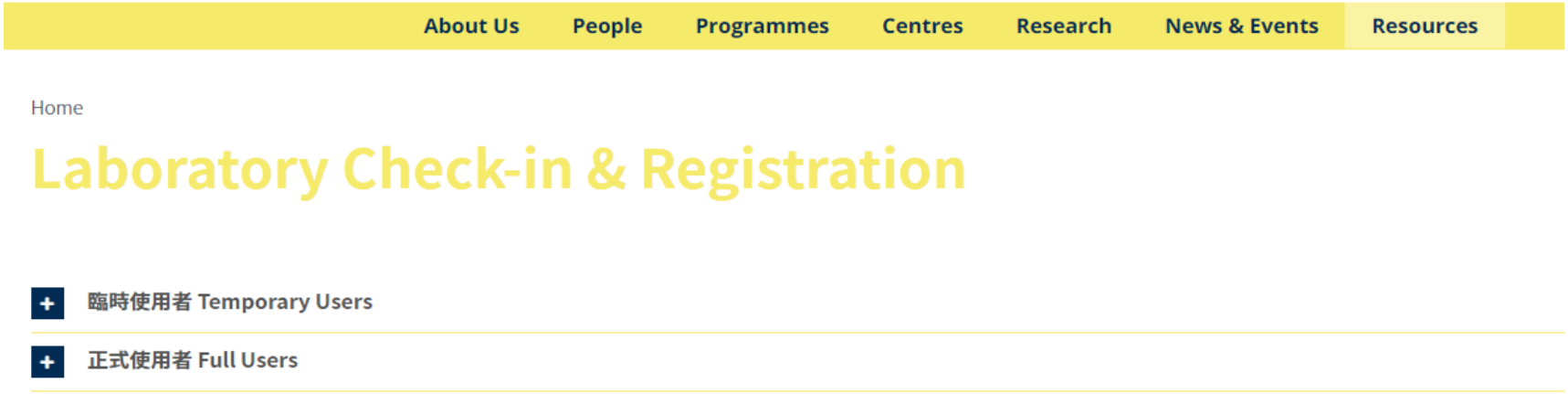



TEMPORARY USER (臨時使用者) – users who DID NOT ATTEND/PASS the safety training

FULL USER (正式使用者) – users who ATTENDED and PASSED the safety training

# HOMEPAGE → RESOURCE → FORMS & GUIDELINES → LABORATORY CHECK-IN

- PhD students

  Full User application form

  Safety declaration form

- Master students

  Full User application form

  Safety declaration form

  Application letter for laboratory probationary training (Student's record)

  Application letter for laboratory probationary training (Laboratory's record)

  Registration form for laboratory probationary training

# LABORATORY REGISTRATION FORM

Ref.:

ICMS Laboratory Registration Form

**Full User**

Re:001

**Applicant detail**

Name: _____ Student number/ Title : _____

Contact no. _____ Supervisor/ Responsible staff: _____

E-mail. : _____@um.edu.mo

**Registration Lab:** _____

**Training and skill**

1) ICMS safety training ☐ **passed** ALL NEW USERS
2) ICMS Equipment training ☐ **passed** MSc / PhD Students
3) Lab practice ☐ **passed** MSc Students
4) Other lab certification or trainings ☐ **Please provide supporting**

**Experiment and support facilities****

a) Research topic* / Experiment : _____

b) Duration*: _____

c) Expected instruments: _____

d) Dangerous goods*: _____

e) Safety evaluation*: _____

Check-in protocol

# LABORATORY REGISTRATION FORM

**For supervisor/responsible staff only****

This applicant will be guided by the **full lab user** to conduct the experiment until they are fully familiar with the operation in the laboratory. (name of **full lab user**: Group members with FULL USER access (Senior student)

Special requirements or remark (such as experiment special support , lab safety, dangerous chemical)

Endorsement & signature: PI signature Date:

**Laboratory Technician**

Remark*:

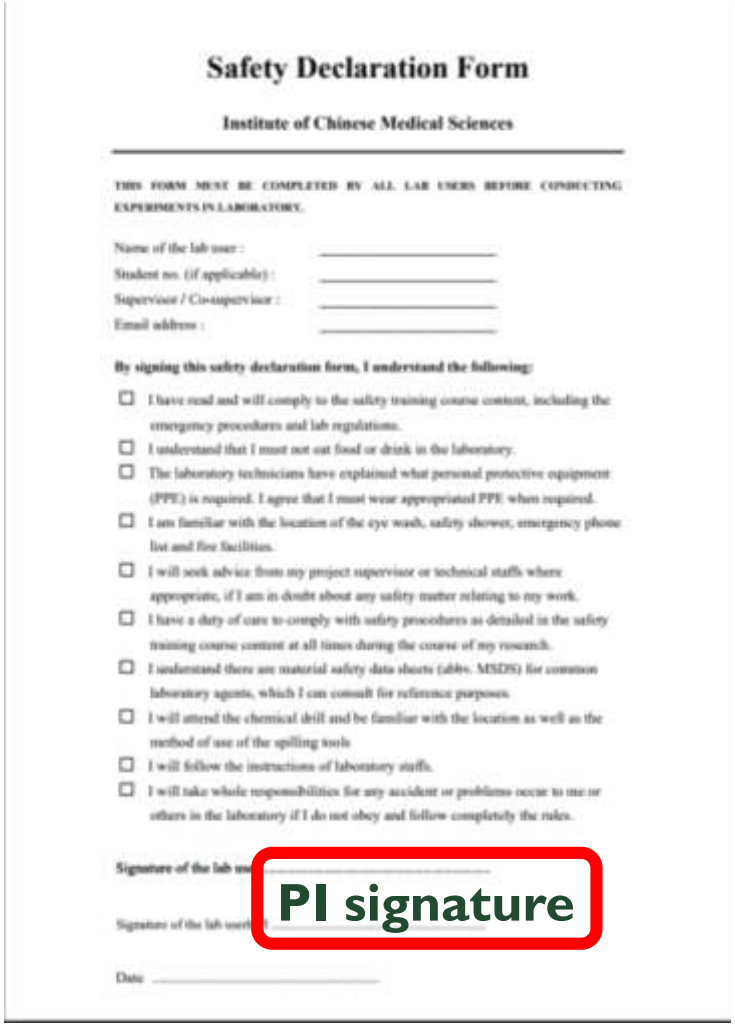
Signature Lab tech of responsible floor Date:

* if applicable

** The supervisor/student is requested to inform the laboratory technician about the usage of new hazardous chemicals and the related preventive measures in time.

**Noted:**

# SAFETY DECLARATION FORM



## Safety Declaration Form

**Institute of Chinese Medical Sciences**

THIS FORM MUST BE COMPLETED BY ALL LAB USERS BEFORE CONDUCTING EXPERIMENTS IN LABORATORY.

Name of the lab user : _____

Student no. (if applicable) : _____

Supervisor / Co-supervisor : _____

Email address : _____

**By signing this safety declaration form, I understand the following:**

- ☐ I have read and will comply to the safety training course content, including the emergency procedures and lab regulations.
- ☐ I understand that I must not eat food or drink in the laboratory.
- ☐ The laboratory technicians have explained what personal protective equipment (PPE) is required. I agree that I must wear appropriated PPE when required.
- ☐ I am familiar with the location of the eye wash, safety shower, emergency phone list and fire facilities.
- ☐ I will seek advice from my project supervisor or technical staffs where appropriate, if I am in doubt about any safety matter relating to my work.
- ☐ I have a duty of care to comply with safety procedures as detailed in the safety training course content at all times during the course of my research.
- ☐ I understand there are material safety data sheets (abbv. MSDS) for common laboratory agents, which I can consult for reference purposes.
- ☐ I will attend the chemical drill and be familiar with the location as well as the method of use of the spilling tools
- ☐ I will follow the instructions of laboratory staffs.
- ☐ I will take whole responsibilities for any accident or problems occur to me or others in the laboratory if I do not obey and follow completely the rules.

**Signature of the lab us** _____

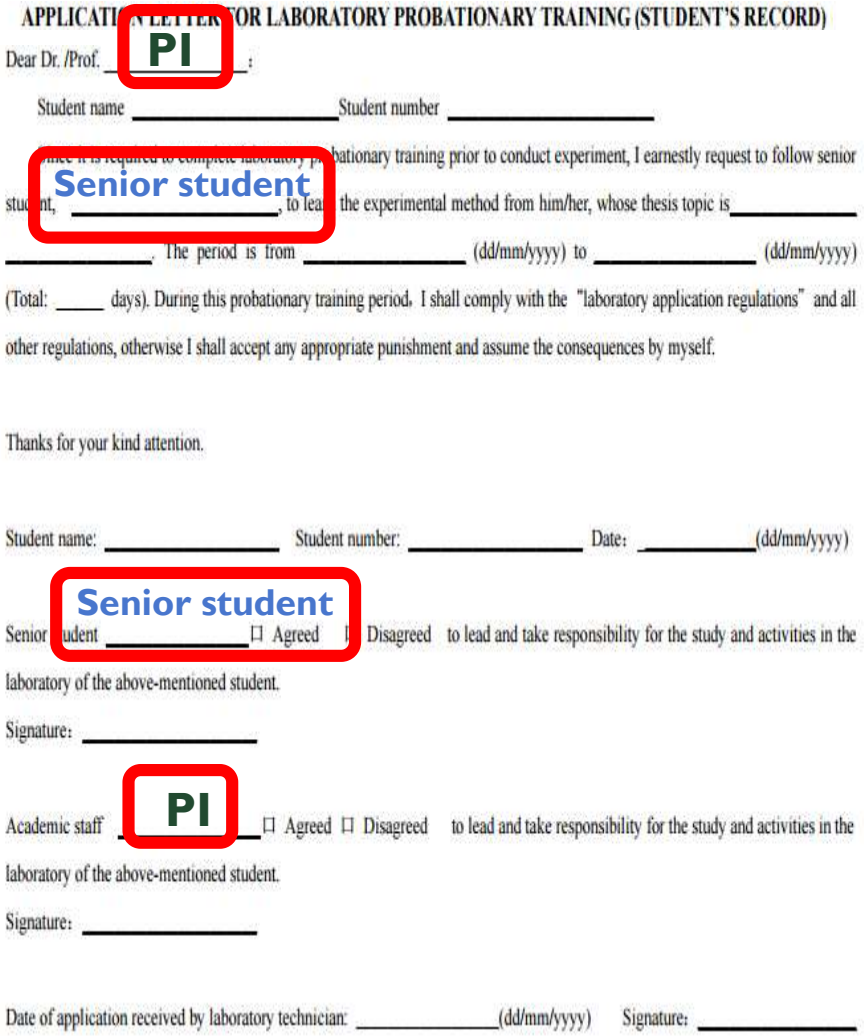
Signature of the lab user : _____

**PI signature**

Date _____

Check-in protocol

# APPLICATION LETTER (STUDENT & LAB RECORD)



APPLICATION LETTER FOR LABORATORY PROBATIONARY TRAINING (STUDENT'S RECORD)

Dear Dr. /Prof. _____ PI :

Student name _____ Student number _____

Since it is required to complete laboratory probationary training prior to conduct experiment, I earnestly request to follow senior student, _____ Senior student, to learn the experimental method from him/her, whose thesis topic is _____ _____. The period is from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) (Total: _____ days). During this probationary training period, I shall comply with the "laboratory application regulations" and all other regulations, otherwise I shall accept any appropriate punishment and assume the consequences by myself.

Thanks for your kind attention.

Student name: _____ Student number: _____ Date: _____(dd/mm/yyyy)

Senior student _____ Senior student ☐ Agreed ☐ Disagreed to lead and take responsibility for the study and activities in the laboratory of the above-mentioned student.

Signature: _____

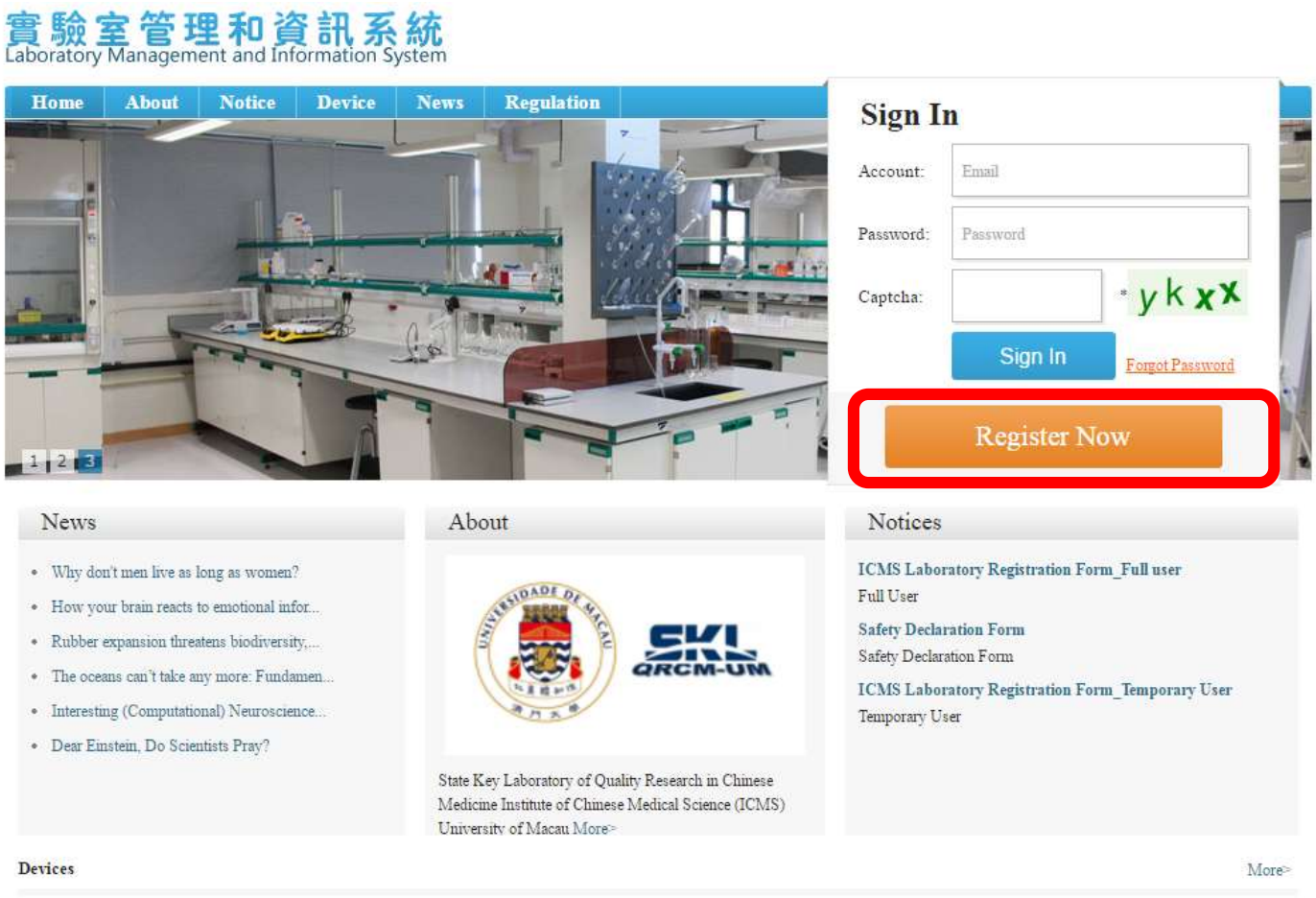
Academic staff _____ PI ☐ Agreed ☐ Disagreed to lead and take responsibility for the study and activities in the laboratory of the above-mentioned student.

Signature: _____

Date of application received by laboratory technician: _____(dd/mm/yyyy) Signature: _____

Check-in protocol

# LIMS → REGISTER → DONE




Check-in protocol

# LIMS → REGISTER → DONE

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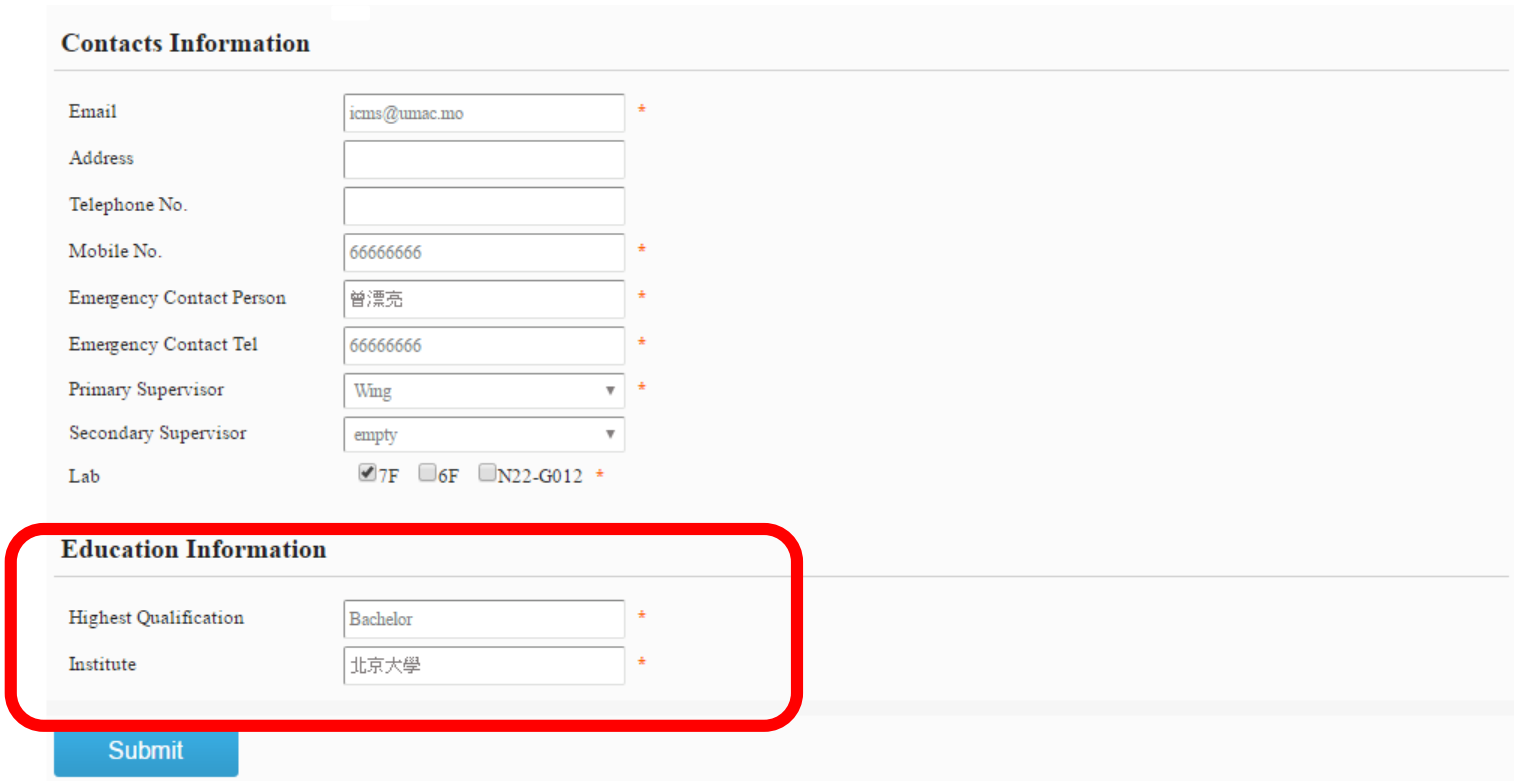
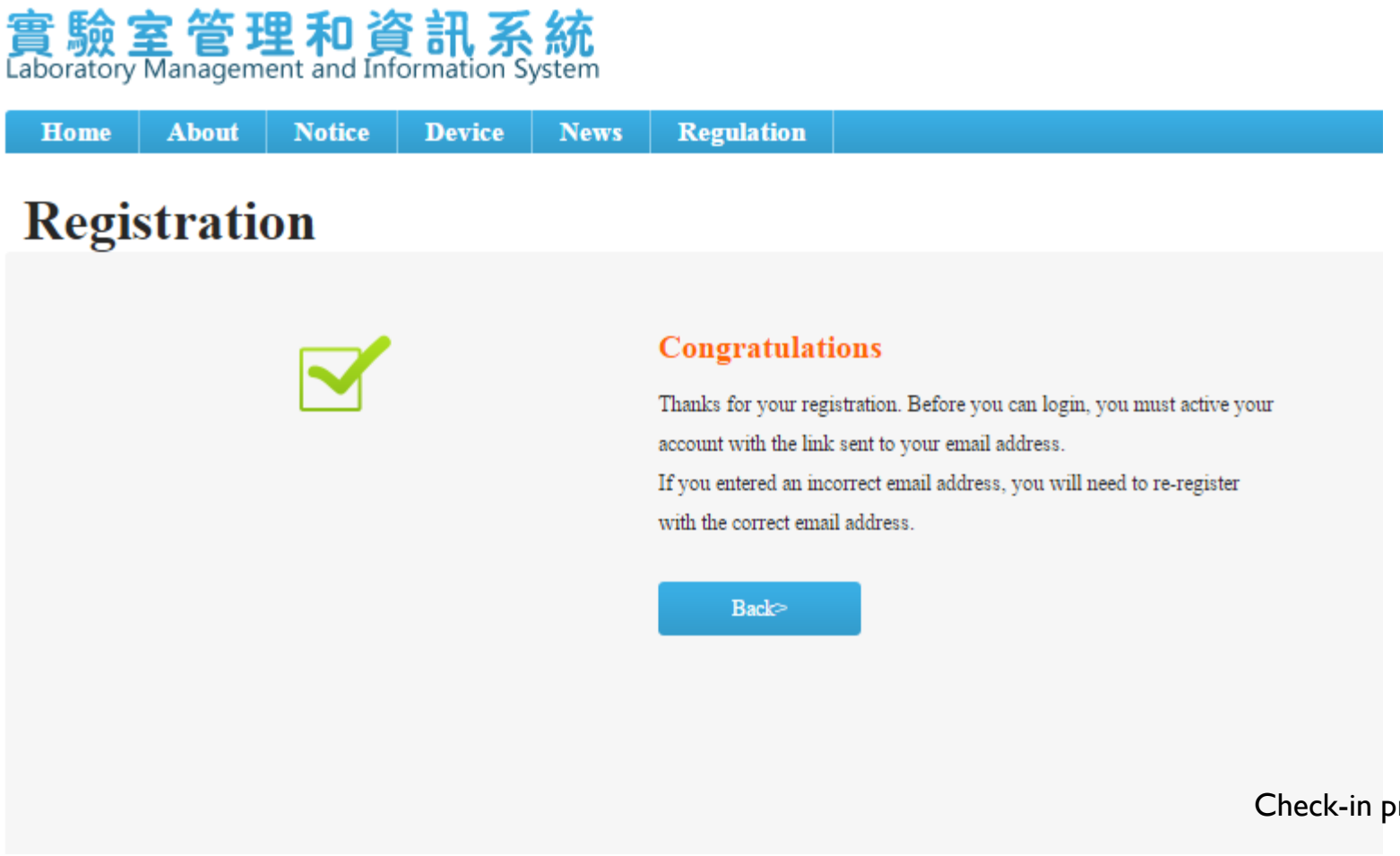
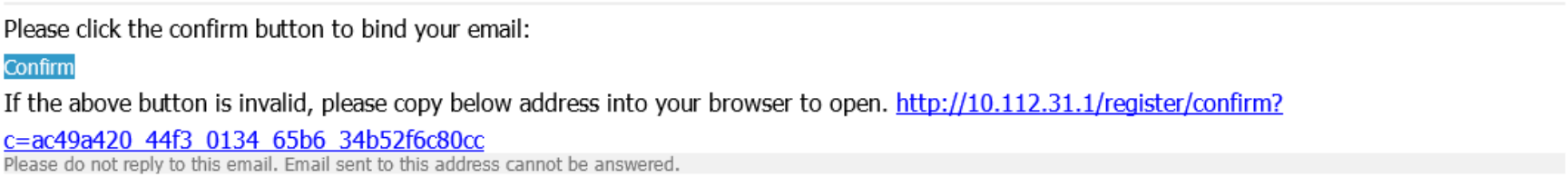


# LIMS → REGISTER → DONE



# LIMS → REGISTER → DONE

- Activate account through email (1st activation email)
- Submit form to Justina (Rm 8031)
- Successful applicant → receive 2nd activation email to log in

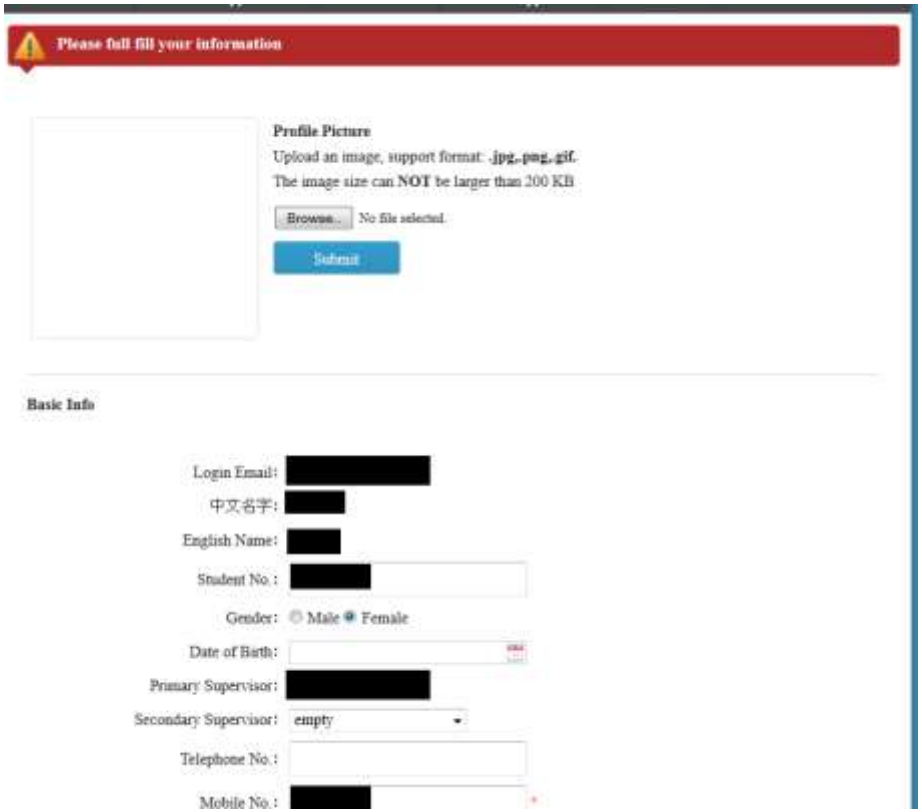

Please click the confirm button to bind your email:

Confirm

If the above button is invalid, please copy below address into your browser to open. http://10.112.31.1/register/confirm?c=ac49a420_44f3_0134_65b6_34b52f6c80cc

Please do not reply to this email. Email sent to this address cannot be answered.

# INITIAL LOG IN




- Fill in required information correctly
- Mobile number should be valid and local (+853)

# 240H TRAINING RECORD (MASTER DEGREE)

**REGISTRATION FORM FOR PROBATIONARY LABORATORY TRAINING**

Student name: _____ Student number: _____

Student instructor: _____ Date: _____

Student instructor: _____ Date: _____

Student instructor: _____ Date: _____

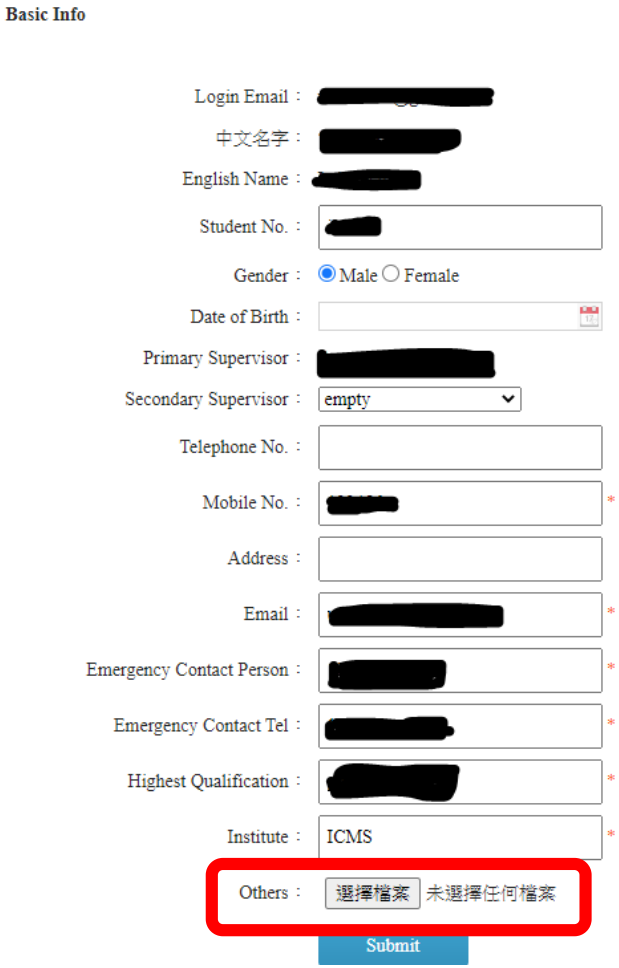
| No. | Date | In time | Out time | Time | Student instructor's signature | Remark |
|---|---|---|---|---|---|---|
| | | | | | | |

**All master students must fulfil 240H training for FULL ACCESS right**

| | Total time | hours | Supervisor's signature: | |
|---|---|---|---|---|

Check-in protocol

# 240H TRAINING RECORD UPLOAD (MASTER DEGREE)

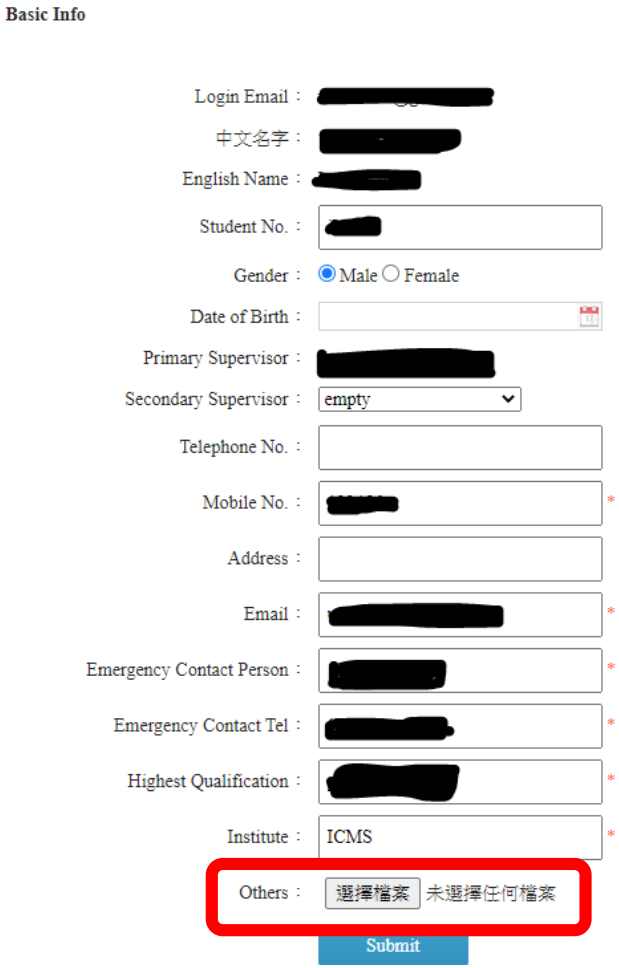



After completion

- Log in and upload form
- Submit hard copy to Justina (Rm 8031)

Check-in protocol

# TEMPORARY USER → FULL USER




For users who have registered as <u>temporary user before this safety training</u>

- Fill in FULL User form and upload
- Submit hard copy to Justina (Rm 8031)
- **Master student / Bachelor holder must also submit the 240H training record**

# RE-CHECK IN

Previous full users that have checked out

- Sign the Laboratory Safety Declaration Form
- Register a new account
- Submit hard copy to Justina (Rm 8031)
- Information will be transferred to new account after verification

# REGISTRATION OF SPECIAL LABORATORY

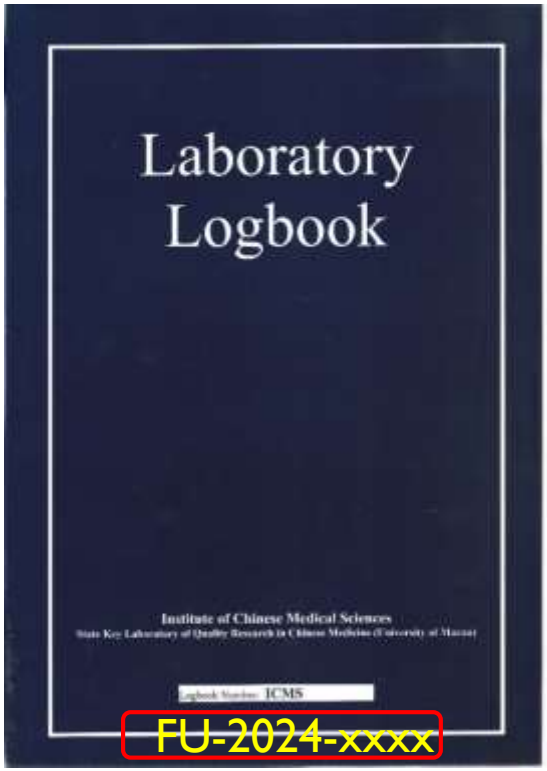
- Fish Room
- Animal Room
- GMP
- …

Please contact relevant technicians for access to the specific labs

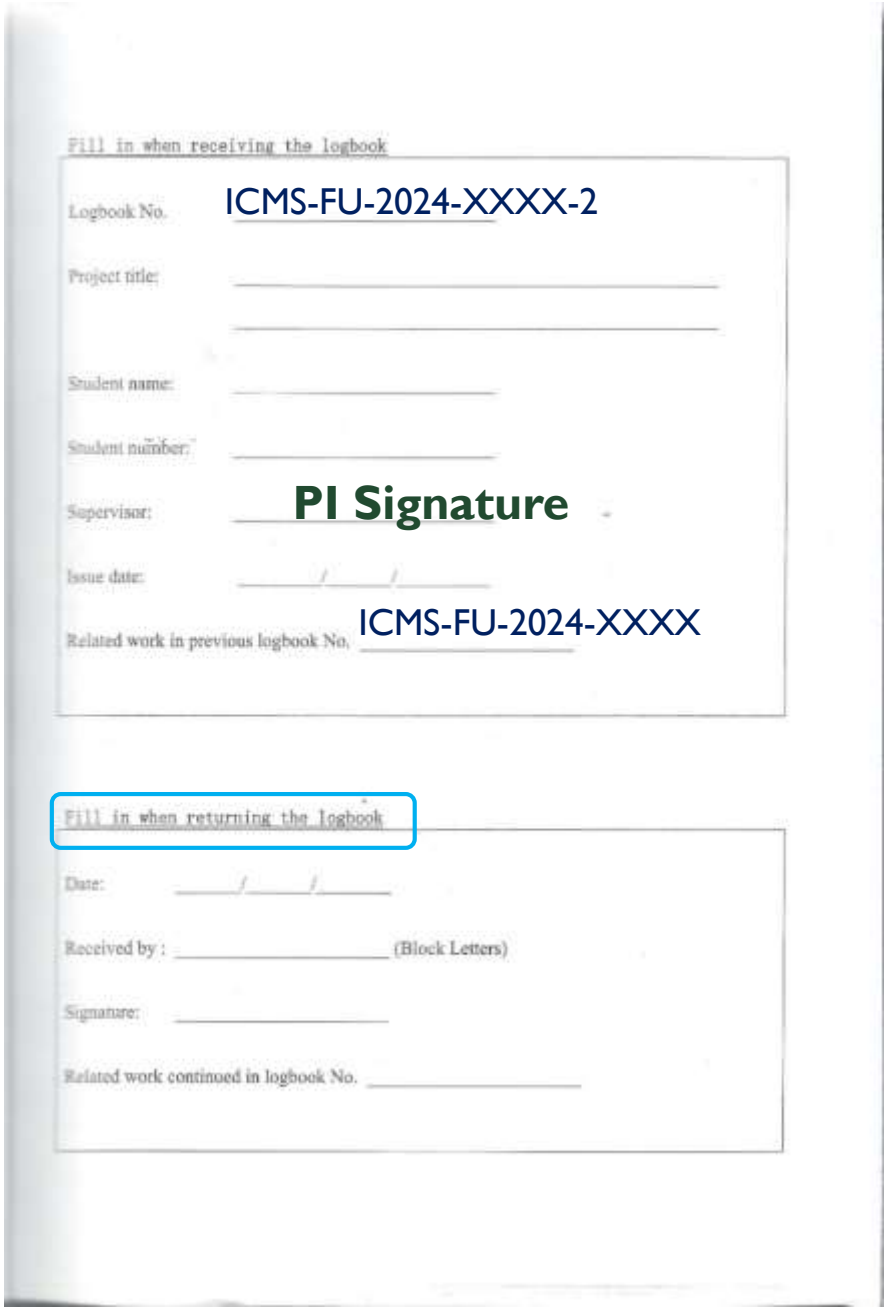
# AFTER REGISTRATION

1. LOGBOOK
2. LAB COAT

# LOGBOOK




Logbook



Fill in when receiving the logbook

Logbook No. ICMS-FU-2024-XXXX-2

Project title: _____

_____

Student name: _____

Student number: _____

Supervisor: **PI Signature**

Issue date: ____/____/____

Related work in previous logbook No. ICMS-FU-2024-XXXX

Fill in when returning the logbook

Date: ____/____/____

Received by : _____ (Block Letters)

Signature: _____

Related work continued in logbook No. _____

Logbook

Logbook No. ICMS-FU-2020-XXXX

Project Abbreviation:

1) 萃取物抑制酵素活性之研究
2) 萃取物細胞毒性與代謝途徑
3) ……..
4) ……..
5)

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| Date | Project | Subject | Page No. |
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| 9/30 | 1 | β-葡萄糖苷酶 | 1,5… |
| 10/1 | 1 | α-葡萄糖苷酶 | 2,7… |
| 10/3 | 2 | …….. | |
| 10/10 | 1 | …….. | |
| | | …….. | |

Logbook No. ICMS-FU-2020-XXXX

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| Date | Project | Subject | Page No. |
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| | 1 | …….. | 16,21… |
| | 2 | …….. | 8,10… |

Logbook

Project No.: 1
Subject: β-葡萄糖苷酶

Logbook No.: ICMS-FU-2020-XXXX

From Page: 1

To page: 5

Endorsed by : **PI Signature** Date: 30/11/2019

- Page 1 -

Project No.: 1
Subject: α-葡萄糖苷酶

Logbook No.: ICMS-FU-2020-XXXX

From Page: 2

To page: 7

Endorsed by : **PI Signature** Date: 02/12/2019

- Page 2 -

# Keep a neat record

Logbook

# 實驗室管理和資訊系統
# LABORATORY MANAGEMENT AND INFORMATION SYSTEM

## CHECK OUT

# HOMEPAGE → RESOURCE → FORMS & GUIDELINES → LABORATORY CHECK-OUT

- Return all borrowed items
- Fill in checkout form
- Submit form along with log book

# END

THANK YOU FOR YOUR ATTENTION!