



實驗室管理和資訊系統

LABORATORY INFORMATION
AND MANAGEMENT SYSTEM



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

實驗室管理和資訊系統 Laboratory Management and Information System



Sign In

Account:

Email

Password:

Password

Captcha:

* n v gh

Sign In

[Forgot Password](#)

Register Now

News

- Why don't men live as long as women?
- How your brain reacts to emotional infor...
- Rubber expansion threatens biodiversity...
- The oceans can't take any more: Fundamen...
- Interesting (Computational) Neuroscience...
- Dear Einstein, Do Scientists Pray?

About



SKL
QRCM-UM

State Key Laboratory of Quality Research in Chinese
Medicine Institute of Chinese Medical Science (ICMS)
University of Macau More>

Notices

[Laboratory Safety Declaration Form](#)

[Lab Check In--> ICMS Laboratory Registration Form_Full
user](#)

[Full User](#)

[Lab Check Out --> Application ICMS lab check out](#)

LIMS MAIN FUNCTION

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

ACCESS RIGHT FOR FULL USERS

實驗室管理和資訊系統
Laboratory Management and Information System

Hi, Lab Tech_6F

Student Home

+
Instrument

+
Resource Application

+
Procurement

+
General Application

+
Statistics

Processing ▾

No Content

History ▾ More>

ID	Type	Justification	Status	Time	Action
3616	Instrument	Thermo iCAP Qs ICP-MS	Rejected	08/15/18 12:34	
5732	Resource Application	lab use requested by Hada	Completed	07/26/18 09:27	
5714	Resource Application	6027 one bottle , 6013 one bottle	Completed	07/20/18 12:29	
5690	Resource Application		Completed	07/20/18 12:25	
5694	Resource Application		Completed	07/19/18 09:30	
5691	Resource Application		Rejected	07/17/18 09:49	
1522	Instrument	Leica TCS SPS Confocal Laser Scanning Microscope System 激光掃描共聚焦顯微系統	Rejected	05/15/17 16:34	
62	Instrument	Thermo iCAP Qs ICP-MS	Reserved	01/19/16 10:46	
11	General App	ICMS Animal room cage booking application	Rejected	09/15/15 18:25	
60	Instrument	TEST	Reserved	08/31/15 11:16	

Following ▾

ID	Name	Cat No.	Brand	Total Storage	Unit Price	Following			
				Regulation	News	Device	Notice	About	Home

INSTRUMENT BOOKING

- ❖ Leica TCS SP8 Confocal Laser Scanning Microscope System
- ❖ Bruker UltrafleXtreme 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

Student Home +
Instrument +
Resource Application +
Procurement +
General Application
Statistics

Search
ID: Name: Lab: Show: Status : 

Device List

ID	Image	Name	Lab	Type	Status	Archives	Action
115		<u>Leica TCS SP8 Confocal Laser Scanning Microscope System</u> 激光掃描共聚焦顯微系統	N22-7039	Super Precise	Available		

INSTRUMENT BOOKING

[Back >](#)

Name: Leica TCS SP8 Confocal Laser Scanning Microscope System 激光掃
描共聚焦顯微系統

Status: Available



07 : 00-12 : 30

13 : 00-18 : 30

19 : 00-22 : 30

Date time	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30		
Mon 29/08/16	+	+	+	+	+	+	-	-	-	-	-	-	All	Cancel
Tue 30/08/16	+	+	+	+	+	+	-	-	-	-	-	-	All	Cancel
Wed 31/08/16	+	+	+	+	+	+	-	-	-	-	-	-	All	Cancel
Thu 01/09/16	+	+	+	+	+	+	-	-	-	-	-	-	All	Cancel
Fri 02/09/16	+	+	+	+	+	+	-	-	-	-	-	-	All	Cancel
Sat 03/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Sun 04/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Mon 05/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Tue 06/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Wed 07/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Thu 08/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Fri 09/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Sat 10/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Sun 11/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Mon 12/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel
Tue 13/09/16	+	+	+	+	+	+	+	+	+	+	+	+	All	Cancel

Apply

RESOURCE APPLICATION

實驗室管理和資訊系統
Laboratory Management and Information System

Hi, Lab Tech_7F

Student Home

+
Instrument

+
Resource Application

+
Procurement

+
General Application

+
Statistics

New Resource Application

Search :

My Shopping Cart

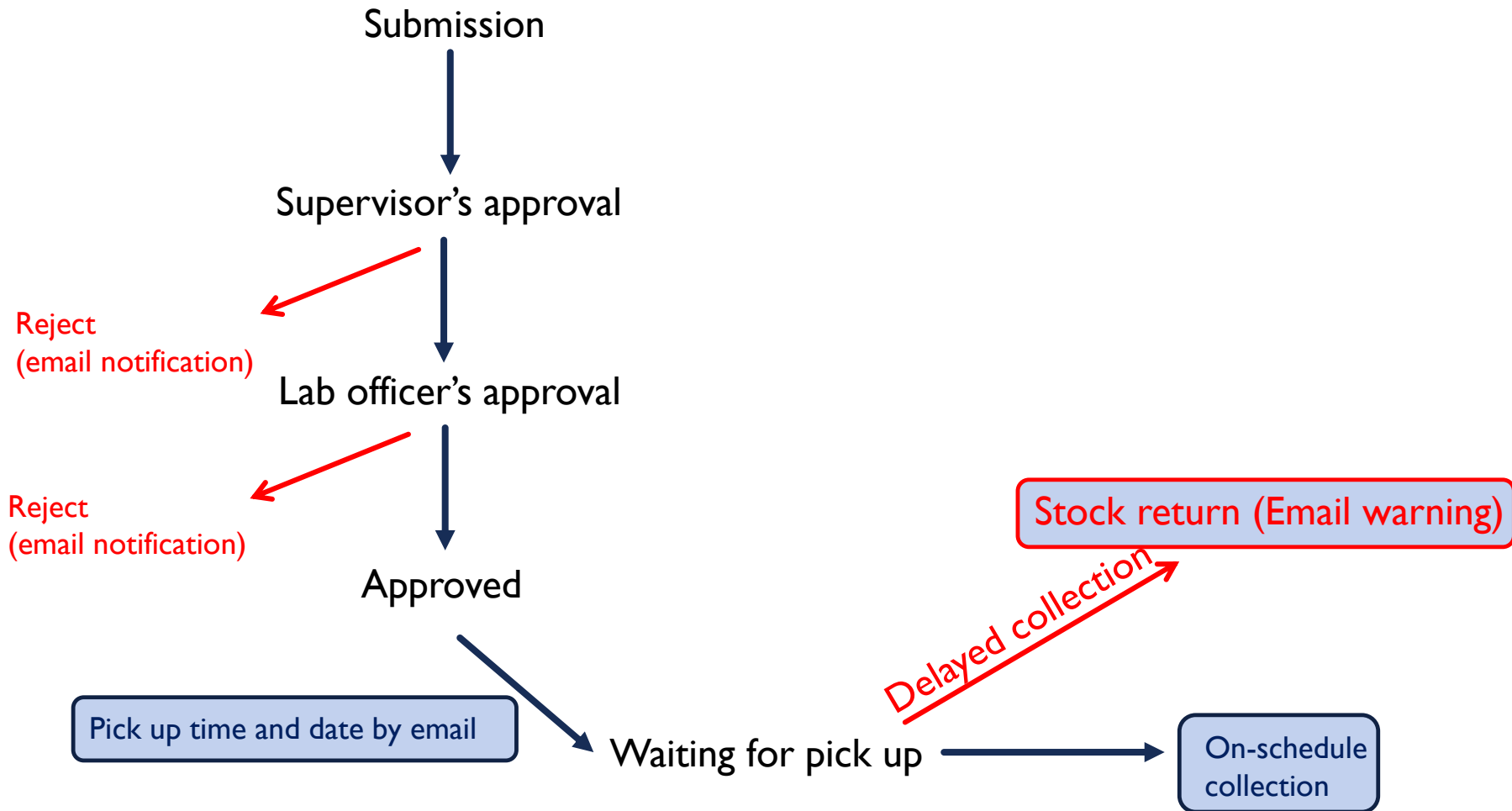
Name	中文名稱	Cat No.	CAS No.	Brand	Packing For Sale	Price	Total Storage	Quantity	Sub Total	Action
<u>7F - KIMWIPES CLEANING PAPER 114X215 mm</u>		34155		Kimwipes	1.0 's / box	0.0	359.0 box	2	0	
Total Price:								0		
Justification:	<div></div>									

Submit

Clear all

Resource Application List									
Search: ID: <input type="text"/> Type: <input type="text" value="All"/> <input type="button" value="Search"/>									
ID	Type	Name	Cat No.	Brand	Packing for sale	Price	Available for lend	Total Storage	Following
2678	Chemical	6F - 1,2 dichloromethane (AR)	--	天津市大茂化学试剂厂	500.0 ml / Bot	30.0	No	652.0 Bot	★
2684	Chemical	6F - Acetone(AR)	--	天津市大茂化学试剂厂	500.0 ml / Bot	40.0	No	821.0 Bot	★
2780	Chemical	6F - Acetonitrile (HPLC)	M100030.2500	Merck	2.5 L / Bot	370.0	No	2.0 Bot	★
2677	Chemical	6F - Acetonitrile (LCMS)	9829-03	JT Baker	2.5 L / Bot	730.0	No	30.0 Bot	★

RESOURCE APPLICATION



RESOURCE APPLICATION

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

GENERAL APPLICATION

實驗室管理和資訊系統
Laboratory Management and Information System

Hi, Lab Tech_SF

Student Home

Instrument

Resource Application

Procurement

General Application

Statistics

General

Leave application form (Master Student of Chinese Medicinal Science)

Download

Submit

Leave application form (Ph.D. Student of Biomedical Sciences - Major in Chinese Medicinal Science)

Download

Submit

For 6F lab users only

No record!

For 7F lab users only

No record!

Animal room

ICMS Animal room cage booking application

Download

Submit

ICMS Animal room regulation

Download

Submit

Accident Handling Procedure of Bite by Animal

Download

Submit

ICMS animal room cage booking cancellation

Download

Submit

ICMS animal room cage coding

Download

Submit

Euthanasia

Download

Submit

ICMS animal room application

Download

Submit

Agreement of ICMS animal room usage

Download

Submit

Certificate of passing animal room practice and management training

Download

Submit

No record!

ACCESS RIGHT FOR TEMPORARY USERS

The screenshot displays the ICMS interface for a user named NG CHEOK IN. The top navigation bar includes the system title "實驗室管理和資訊系統" and the user's name. Below this, a dark grey menu bar contains several options: "Student Home", "App status" (highlighted with a red box), "General Application", and "Statistics". The "App status" option is accompanied by a checkmark icon and a plus sign. Below the menu bar, there are three main sections: "Processing" (with a dropdown arrow), "History" (with a dropdown arrow and a "More>" link), and "Following" (with a dropdown arrow). At the bottom, a footer bar contains links for "Regulation", "News", "Device", "Notice", "About", and "Home". The copyright notice "Copyright Laboratory Management and Information System of ICMS." is visible at the very bottom.

實驗室管理和資訊系統
Laboratory Management and Information System

Hi, NG CHEOK IN ▾ 🔌

Student Home

App status +

General Application +

Statistics

Processing ▾

History ▾ More>

Following ▾

Regulation News Device Notice About Home

Copyright Laboratory Management and Information System of ICMS.

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

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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU



中華質量研究國家重點實驗室(澳門大學)
Laboratório de Referência do Estado para Investigação de
Qualidade em Medicina Chinesa (Universidade de Macau)
State Key Laboratory of Quality Research in Chinese Medicine
(University of Macau)



中醫藥研究所
Instituto de Ciências Médicas Chinesas
Institute of Chinese Medical Sciences

About Us

People

Programmes

Centres

Research

News & Events

Resources

Home

Laboratory Check-in & Registration

+ 臨時使用者 Temporary Users

+ 正式使用者 Full Users

LIMS (Intranet)

Useful Links

Forms

Laboratory Safety

Laboratory Check-in &
Registration

Laboratory Check-Out &
Oral Defense

Instrument Reservation |
Training | Maintenance

Laboratory Registration 實驗室註冊

HOMEPAGE → RESOURCE → FORMS & GUIDELINES →

LABORATORY CHECK-IN

About Us

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Home

Laboratory Check-in & Registration

+ 臨時使用者 Temporary Users

+ 正式使用者 Full Users

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 | <input type="checkbox"/> passed | ALL NEW USERS |
| 2) ICMS Equipment training | <input type="checkbox"/> passed | MSc / PhD Students |
| 3) Lab practice | <input type="checkbox"/> passed | MSc Students |
| 4) Other lab certification or trainings | <input type="checkbox"/> 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 (abbrs. 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 spillage 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 user : _____
Signature of the lab user : _____
Date : _____

PI signature

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

實驗室管理和資訊系統 Laboratory Management and Information System

[Home](#) [About](#) [Notice](#) [Device](#) [News](#) [Regulation](#)



1 2 3

Sign In

Account:

Password:

Captcha: * ykxx


[Sign In](#) [Forgot Password](#)

[Register Now](#)

News

- Why don't men live as long as women?
- How your brain reacts to emotional infor...
- Rubber expansion threatens biodiversity....
- The oceans can't take any more: Fundamen...
- Interesting (Computational) Neuroscience...
- Dear Einstein, Do Scientists Pray?

About



State Key Laboratory of Quality Research in Chinese Medicine Institute of Chinese Medical Science (ICMS) University of Macau [More>](#)

Notices

ICMS Laboratory Registration Form_Full user
Full User

Safety Declaration Form
Safety Declaration Form

ICMS Laboratory Registration Form_Temporary User
Temporary User

Devices

[More>](#)

LIMS → REGISTER → DONE

實驗室管理和資訊系統 Laboratory Management and Information System

[Home](#)[About](#)[Notice](#)[Device](#)[News](#)[Regulation](#)

Sign up for LMIS

Sign in Information

Role

Lab User ▼

Type

PhD Student ▼

Login Email

Password

Confirm Password

Registration Form

Declaration Form

Others

PhD Student

Master Student

Undergraduated Student

Post Doc Fellow

Research assistance

Internship

Others

選擇檔案

未選擇任何檔案

選擇檔案

未選擇任何檔案

Check-in protocol

LIMS → REGISTER → DONE

實驗室管理和資訊系統 Laboratory Management and Information System

[Home](#)[About](#)[Notice](#)[Device](#)[News](#)[Regulation](#)

Sign up for LMIS

Sign in Information

Role	<input type="text" value="Lab User"/>	
Type	<input type="text" value="Master Student"/>	
Login Email	<input type="text" value="@umac.mo"/>	*
Password	<input type="password" value="....."/>	*
Confirm Password	<input type="password" value="....."/>	*
Registration Form	<input type="button" value="選擇檔案"/> Safety decl... form .pdf	*
Declaration Form	<input type="button" value="選擇檔案"/> Safety decl... form .pdf	*
Others	<input type="button" value="選擇檔案"/> 未選擇任何檔案	

LIMS → REGISTER → DONE

Contacts Information

Email *

Address

Telephone No.

Mobile No. *

Emergency Contact Person *

Emergency Contact Tel *

Primary Supervisor *

Secondary Supervisor *

Lab ☒ 7F ☐ 6F ☐ N22-G012 *

Education Information

Highest Qualification *

Institute *

Submit

LIMS → REGISTER → **DONE**

實驗室管理和資訊系統

Laboratory Management and Information System

[Home](#)[About](#)[Notice](#)[Device](#)[News](#)[Regulation](#)

Registration



Congratulations

Thanks for your registration. Before you can login, you must active your account with the link sent to your email address.

If you entered an incorrect email address, you will need to re-register with the correct email address.

[Back>](#)

Check-in protocol

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:

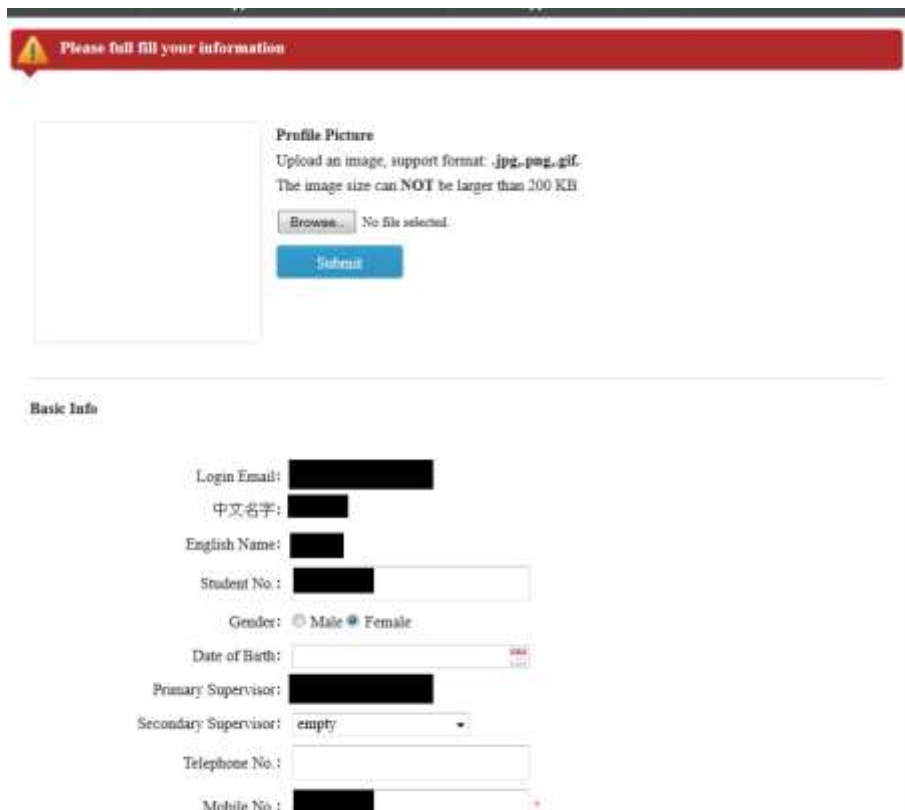
[Confirm](#)

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

[c=ac49a420_44f3_0134_65b6_34b52f6c80cc](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



Please full fill your information

Profile Picture
Upload an image, support format: .jpg, .png, .gif.
The image size can NOT be larger than 200 KB

No file selected

Basic Info

Login Email: [REDACTED]

中文名字: [REDACTED]

English Name: [REDACTED]

Student No.: [REDACTED]

Gender: ☐ Male ☒ Female

Date of Birth: [REDACTED]

Primary Supervisor: [REDACTED]

Secondary Supervisor: empty

Telephone No.: [REDACTED]

Mobile No.: [REDACTED]

- ❖ 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:	
--	------------	-------	-------------------------	--

240H TRAINING RECORD UPLOAD (MASTER DEGREE)

Basic Info

Login Email : [REDACTED]

中文名字 : [REDACTED]

English Name : [REDACTED]

Student No. : [REDACTED]

Gender : ☒ Male ☐ Female

Date of Birth : [REDACTED]

Primary Supervisor : [REDACTED]

Secondary Supervisor : empty

Telephone No. : [REDACTED]

Mobile No. : [REDACTED] *

Address : [REDACTED]

Email : [REDACTED] *

Emergency Contact Person : [REDACTED] *

Emergency Contact Tel : [REDACTED] *

Highest Qualification : [REDACTED] *

Institute : ICMS *

Others : 選擇檔案 未選擇任何檔案

Submit

After completion

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

Check-in protocol

TEMPORARY USER → FULL USER

Basic Info

Login Email : [REDACTED]

中文名字 : [REDACTED]

English Name : [REDACTED]

Student No. : [REDACTED]

Gender : ☒ Male ☐ Female

Date of Birth : [REDACTED]

Primary Supervisor : [REDACTED]

Secondary Supervisor : empty ▼

Telephone No. : [REDACTED]

Mobile No. : [REDACTED] *

Address : [REDACTED]

Email : [REDACTED] *

Emergency Contact Person : [REDACTED] *

Emergency Contact Tel : [REDACTED] *

Highest Qualification : [REDACTED] *

Institute : ICMS *

Others : 選擇檔案 未選擇任何檔案

Submit

For users who have registered as temporary user before this safety training

- ❖ 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
- ❖ ...

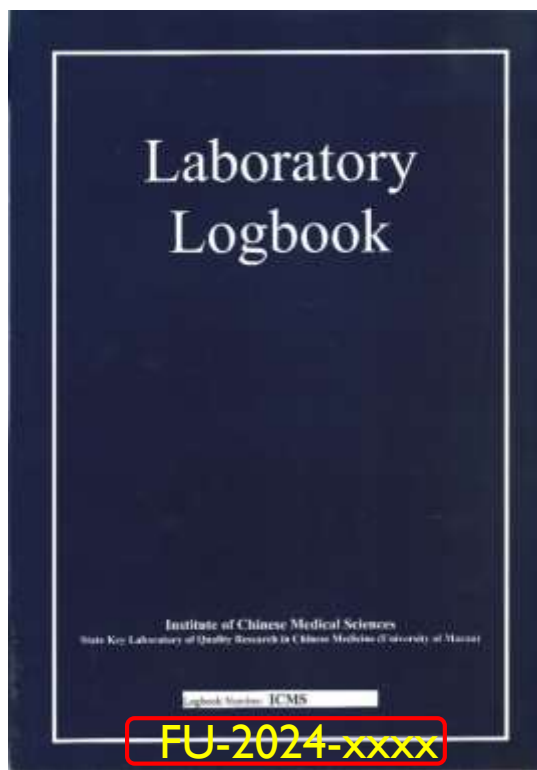
Please contact relevant technicians for access to the specific labs



AFTER REGISTRATION

1. LOGBOOK
2. LAB COAT

LOGBOOK



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. _____

Project Abbreviation:

- 萃 取 物 抑 制 酵 素 活 性 之 研 究
- 萃 取 物 細 胞 毒 性 與 代 謝 途 徑
-
-

Table of Contents (I)

[illegible]

Table of Contents (2)

[illegible]

Project No.: 1
Subject: β -葡萄糖苷酶

Logbook No.: ICMS-FU-2020-XXXX

From Page: 1

Keep a neat record

To page: 5

Endorsed by: **PI Signature**

Date: 30/11/2019

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



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!