

## **Appendix C-5 Laboratory Management Policy Document**

### **List**



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## **School of Art and design laboratory management system**

- 1.The equipment and equipment of each laboratory should be placed neatly, keep the laboratory clean, and clean the ground, desktop and equipment.
- 2.No spitting, littering. After the completion of the experiment, the equipment and articles should be sorted out and the environmental hygiene should be done.
- 3.Keep the laboratory quiet, do not make loud noises or play.
- 4.During the epidemic period, according to the requirements of COVID-19 prevention and control work, attention should be paid to prevention and control measures (hygiene, disinfection and ventilation), information registration of personnel entering the laboratory should be carried out, and epidemic prevention requirements of the school should be strictly observed to ensure the health and safety of teachers and students.



## **Rules and regulations for the safe use of the laboratory of the College of Art and Design**

- 1.The person in charge (or manager) of each laboratory shall be the person responsible for safety, responsible for the safe use of laboratory instruments and equipment, student safety education, safety inspection and removal of hidden dangers. The director of the center shall supervise and inspect at any time. The college security officers regularly inspect the safety precautions of each room.
- 2.Laboratory management personnel should conscientiously do their own work, specifically responsible for electricity, fire, equipment use, anti-theft and other safety work, do a good job of safety prevention and inspection.
- 3.Laboratory opening must have a responsible person or management personnel present, otherwise students or non-laboratory personnel can not enter the laboratory, if there are safety problems in violation of the rules, the responsibility is borne by the related teaching director, the person in charge of the laboratory.
- 4.The responsible person in charge of laboratory safety should remind teachers and students of accident-prone equipment and parts, deal with accidents in time, and notify the responsible person in charge of central laboratory safety.
- 5.Strengthen the safety education of students, first-grade students must carry out laboratory safety training, and pass the laboratory safety assessment, before being allowed to enter the laboratory to carry out experimental activities.
- 6.Students must be trained in the safe operation of the equipment before using the equipment, and freshmen must participate in the freshman laboratory safety exam before entering the laboratory to study.



7. Laboratory equipment should have reliable safety protection measures, special and important equipment should have safe operation procedures, and students are required to strictly implement.
8. Each room should check the safety situation of water, electricity, doors and Windows every day, and find problems, faults or hidden dangers, should be reported and solved in time.
9. Laboratory water, electricity, doors and Windows must be closed at the end of work every day.
10. Smoking is strictly prohibited in the laboratory, and the use of illegal electrical appliances is strictly prohibited. If there is a violation, the relevant teaching unit should trace the person and cancel his qualification to use the laboratory. The person who causes the safety accident shall bear the safety responsibility, accept the punishment, and stop the laboratory qualification.
11. The laboratory is a teaching place, and non-working and non-teaching personnel are strictly prohibited from entering or staying in the laboratory.
12. The key card and key of the laboratory shall be taken care of by specially-assigned person. Without the consent of the person in charge of the laboratory, the key shall not be made up or lent to others at will. If the key is lost or improperly kept, does not report after the event, and does not take timely measures to cause property theft, the college will investigate the person in charge of the laboratory and personal responsibility, and according to the seriousness of the case, punishment and compensation.
13. Non-working hours (evening, holidays, holidays) to use the laboratory need to fill in the application form in advance, report to the laboratory person (or administrator) to sign the opinion, agreed to submit to the central laboratory registration and record before entering the use, at the same time need to strictly implement the relevant provisions of the laboratory and listen to the guidance of the experimental administrator, responsible for the safety of the laboratory.



14. Before the holidays, all laboratory personnel should conduct security checks and close the door. The staff on duty during the holidays should deal with and report any abnormal situation in time.

15. In principle, the laboratory with no overtime use during the holidays should be sealed with a seal, and the temporary unsealing should be approved by the teaching director of the teaching unit.

16. Strengthen the management of flammable, explosive, toxic and harmful goods, to set up special safekeeping, store counters, and strictly check when receiving. Regulate the management of laboratory waste gas, waste liquid, waste residue, shall not be dumped at will or disposed of by itself.

17. All laboratory personnel should be able to use fire extinguishers correctly, report and dispose of fire hazards in time, take the initiative to fight and rescue fire, and timely alarm (67791100).

18. Accidents should be kept calm, protect the scene, the first time to report to the college, the school security department, laboratory management personnel should actively take effective emergency measures, timely treatment to prevent the expansion and spread of the situation. According to their own characteristics, each laboratory should work out emergency treatment measures and publicize them to teachers and students.



# Methods for the management of laboratory personnel in

## College of Art and Design

In order to guarantee high-quality and high-level teaching and scientific research, the College of Art and Design must establish a high-level experimental team that ADAPTS to the construction of the discipline. These Measures are formulated in order to strengthen the construction and management of the experimental team, give full play to the enthusiasm, initiative and innovation of the experimental technical personnel, constantly improve their professional level, and encourage the experimental personnel to make greater contributions to teaching and scientific research.

### **I. Allocation of experimental team**

The laboratory is set up according to the development of disciplines and the actual needs of teaching and scientific research. In principle, the school sets up an experiment center with a number of laboratories, research rooms and master studios.

The director of the practice center shall be employed by individuals, opinions of the college, and appointed by the school. He is required to hold senior professional and technical positions and be able to conscientiously perform relevant work duties.

Laboratory personnel allocation should be based on the needs of teaching, scientific research and management, according to the college post allocation measures, and set up posts as needed.

Teachers should be encouraged to participate in the construction of the laboratory. Make due contributions to the reform of experimental teaching methods and the improvement of experimental teaching level.

### **II. the task of the experimentalists**

1. Under the leadership of the director of the practice Center, the experimentalists shall complete the teaching, scientific research and management tasks undertaken by the position according to their duties.
2. According to their practical technical ability, the experimenter can participate in the content of experimental teaching practice within 2 courses per semester (within 8 class hours/week), complete the guidance of experimental content and the evaluation of experimental reports.
- 3 Experimental personnel should ensure the smooth progress of experimental teaching, so that the equipment is in good condition, and the equipment should be repaired in time to ensure the needs of



teaching. The experimental are responsible for the management of teaching instruments and equipment, so that the accounts, cards and things are consistent and ensure that the completeness rate of the equipment reaches 99%. In case of equipment loss, the experimentalists should compensate according to the price.

4. Laboratory personnel should carry out experimental technology research, improve teaching quality, cooperate with scientific research activities, and participate in the project declaration and construction work at the upper level of the discipline.

5. The laboratory should carry out scientific and technological service work, give full play to the role of existing equipment, and improve the efficiency of equipment use.

6. Laboratory personnel shall be responsible for the safety work within their jurisdiction.

7. The laboratory director shall be responsible for the work and staff management of the whole room, and cooperate with the director in charge to be responsible for the overall planning of the laboratory.

### **III. Rules that laboratory personnel should abide by**

1. Laboratory personnel must abide by the personnel management system of the university, go to work on time, do not be late, do not leave early, and complete the task as planned. If any teaching accident is caused by the laboratory personnel, it will be dealt with according to the regulations on identification and treatment of teaching accident.

2. Laboratory personnel shall abide by the teaching management system, ensure the quality and quantity as planned, and complete the experimental teaching hours. Individuals or units shall not reduce the class hours or change the experimental teaching content without permission.

3. Laboratory personnel shall abide by the laboratory safety and health management system.

4. Laboratory personnel must work according to the operating procedures of instruments and equipment.

5. Laboratory personnel must comply with the relevant school leave system.

### **IV. Rewards and punishments for laboratory personnel**

Second-level units (hospitals, centers) must conduct annual work assessment for laboratory personnel, and the assessment results are linked to renewal and promotion. Laboratory personnel who violate the university's management rules and regulations will be dealt with according to the relevant regulations of the university.



## **Rules for the use of laboratory students in College of Art and Design**

In order to cultivate students' rigorous style in experimental teaching, ensure personal and equipment safety, and successfully complete teaching and research tasks, the following rules are formulated.

1. Students must strictly abide by the admittance system, that is, students can only enter the laboratory with the permission of the laboratory management personnel, and graduate students can only enter the laboratory with the permission of the head of the laboratory.
2. When entering the laboratory, students should obey the management of the course teacher and the laboratory teacher, strictly abide by the safe operation procedures, take good care of the equipment and facilities of the laboratory, and it is strictly forbidden to disassemble or move the equipment and equipment without authorization.
3. Students should receive laboratory safety education and equipment safety operation training before the experiment.
4. When using electricity for important equipment, be sure to check the line by teachers or laboratory managers before switching on electrical appliances. Live wiring or diswiring is strictly prohibited. After connecting the line, carefully review to ensure that no error can be connected to the power supply. If you are not sure, please ask the laboratory management to review.
5. Observe classroom discipline and maintain a clean and quiet laboratory teaching environment.
6. If you want to add or change the content of the experiment, you must get the teacher's consent in advance.
7. Instruments and equipment not used in this experiment course are not allowed to be used without the teacher's permission.
8. The damaged instruments and equipment should be reported to the teacher immediately, and a written inspection should be made. The liability accident should be compensated as appropriate.
9. In case of an accident, keep calm, quickly cut off the power supply, protect the scene, and report to the teacher or laboratory management.
10. After the end of the experiment, turn off the power, pull off the switch, and arrange and restore the relevant experimental supplies, and do a good job in laboratory hygiene.



## **School of Art and design experimental equipment open sharing management measures**

In order to further strengthen the shared use of instruments and equipment of our college, improve the efficiency of use, and make it better for teaching and scientific research services, according to the Ministry of Education "Instruments and equipment Management Measures for colleges and universities" and "Shanghai University of Engineering Science and Technology Management Measures for large-scale precision instruments and equipment", combined with the actual situation of our college, this method is formulated.

All large precision instruments and equipment which are mainly used for experiment, analysis, testing and scientific research in the college's teaching and research account, regardless of what kind of funds are purchased, whether they are donated or transferred, these provisions shall be implemented. Note: The unit price of more than 100,000 yuan (inclusive) is for large instruments and equipment.

The Art Practice Center of the College of Art and Design (and its affiliated laboratories and research rooms), as the central management department of the open sharing of experimental instruments and equipment of the college, is responsible for coordinating the organization, coordination, fund settlement (large equipment borrowed from inside and outside the school as paid services), performance assessment and supervision and inspection.

The experimental equipment of the college shall first ensure the normal teaching and scientific research tasks. In addition, the college has the obligation to ensure that the experimental equipment is open and shared. The practice center shall be equipped with professional experimental technicians for the open and shared experimental instruments and equipment, who shall be trained and managed by special personnel; For the management of large instruments and equipment, establish a sound operation and maintenance system and open service standards; Establish equipment manuals, open service records and archives, and strengthen supervision and inspection.

The Application Form for the Use of Experimental Instruments and Equipment of the School of Art Design (hereinafter referred to as the Application Form, attachment) is compiled by the School. Users can download the application form by themselves, and fill in the name of the experiment or



research project, the name of the equipment used, the required experimental materials, the time of use and related matters one week in advance according to the requirements of the application form, and submit it to the Practice Center of the school. The Practice Center shall give a reply to the applicant within two days at the latest after receiving the Application Form, and assign special personnel to do all the preparatory work. Equipment is not necessary for research, generally not lent, such as lent off-campus use, need to be signed and approved by the relevant school leaders, the loan can be used, the period is generally 1 day, no more than 3 working days. Large experimental equipment is generally not loaned out of school for use.

If the staff in the hospital apply for the use of the equipment, the equipment administrator can only let the teacher operate the equipment independently after confirming that the teacher can operate the equipment independently. If personnel outside or outside the hospital apply to use the equipment, it must be operated by the equipment management personnel or supervised in the whole process of use; After the use of the equipment, the equipment management personnel must fill in the use record.

**Fund settlement:**

Open sharing of large precision instruments and equipment according to the approval and approval of the Assets Department and the Finance Department of the College, the paid service is implemented (see the "Detailed Table of Fees for large Equipment of the College of Art and Design", hereinafter referred to as: "Fee Schedule", Annex 2), reasonable pricing, unified charges, reasonable distribution, encourage the opening of large precision instruments and equipment to the outside world, and gradually realize the goal of making more contributions to the school and the society. Internal and external personnel (including postgraduate students engaged in scientific research) who apply for the use of large precision instruments and equipment shall be charged according to the Schedule of Fees for Large Equipment of the College of Art and Design. No fees shall be charged for teaching experiment activities.

The Finance Office of the University has an "Open and Shared Account for Equipment". For the use of large instruments and equipment need to be charged, the user must fill in the use Application Form, the relevant director in charge of the approval, submitted to the practice center related equipment administrator for arrangement. After the use, the user shall sign and confirm the actual use and charge amount on the "Application Form". Campus staff shall transfer the corresponding fee amount into the "Equipment Open Sharing Account" set up by the Finance Office in the form of campus fund transfer.



The off-campus staff shall pay the fees to the Finance Office with the "Collection Notice" stamped with the official seal of the College, issue an ordinary invoice or receipt, and the amount shall be transferred to the "Equipment Open Sharing Account". At the end of each semester, the Practice Center of the College shall send the Application Form to the Finance Office of the University for unified settlement. It is hereby explained that these measures shall be supplemented and adjusted in time according to the actual situation.