

## X 射线辐照仪钥匙借用用户须知

- 1、在工作日的工作时间，用户须在实验开始前 5 分钟内（实验开始时间以刷卡上机时间为准），在 A125 办公室借用钥匙，并在《X 射线辐照仪钥匙借用登记表》上自觉做好借用登记。实验完成后（以刷卡下机时间为准），用户需在 5 分钟内归还钥匙，放回 A125 钥匙借用处，并自觉进行归还登记。在非工作日，实验开始前 5 分钟内，用户需到动物中心办公室登记并借用钥匙，在使用完毕后 5 分钟内归还至动物中心办公室原位并登记。
- 2、用户须至少提前 2 小时预约仪器，临近实验 2h 内取消实验将扣除信用分 3 分（详见《ZJE 公共技术平台信用分管理规定》第 4 条）。
- 3、仪器预约保护时间为 15 分钟，任何因未及时借用钥匙导致实验失约的情况，用户需自行负责。预约失约后，如用户已借用钥匙，仍需在 5 分钟内归还钥匙，并重新预约实验。
- 4、若用户结束实验关闭仪器前发现 2h 内有其他用户预约的，在与下一位用户联系沟通协商后，则可以不关闭仪器和归还钥匙，但仍需在 5 分钟内告知管理员并在登记表中登记不用归还情况，注明登记时间。
- 5、若在工作日工作时间预约仪器，但仪器使用完毕归还钥匙时已经为非工作时间的，则将钥匙归还至动物中心办公室，做好归还登记，并立刻告知管理员。
- 6、用户需在规定时间内借用及归还钥匙并正确登记信息，否则将扣除信用分 6 分。借用和归还钥匙后未进行登记的，或登记错误信息的，扣信用分 6 分。未及时归还钥匙导致钥匙丢失者，扣除信用分 6 分，赔偿钥匙配制费用。未及时归还钥匙对后续用户造成实验损失的，违反者需承担赔偿责任。
- 7、工作日 A125 办公室钥匙可借用时间（8:30-12:00；13:00-17:00）、非工作日钥匙借用时间以动物中心办公室值班时间为准。
- 8、其他条例根据《ZJE 公共技术平台信用分管理规定》执行。

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## **Biological X-ray irradiator key borrowing instructions**

1. During working hours on working days, users must borrow the key in the A125 office within 5 minutes before the start of the experiment (the start time of the experiment is subject to the time of swiping on the instrument), and consciously register the borrowing time on the "Key Borrowing Registration Form of Rad Source irradiators RS2000pro-225". After the experiment is completed (subject to the time of swiping out), the users need to return the key within 5 minutes, put it back to the A125, and consciously register in the form. During non-working days, users must borrow the key at the Animal Center office within 5 minutes before the start of the experiment, and return it to the Animal Center office within 5 minutes after use and register in the form.
2. Users must make an appointment for the instrument at least 2 hours in advance. 3 credit scores will be deducted if the experiment is cancelled within 2 hours (Article 4 of the "ZJE Core Facility Credit Score Management Regulations" for details).
3. The reservation protection time is 15 minutes. Users should be responsible for it if they miss the appointment due to not borrowing the key in time. If the users have borrowed the key after missing the appointment, the key still should be returned within 5 minutes and a new appointment should be made.
4. If the user finds that there is an appointment within two hours, there is no need to turn off the instrument and return the key after communicating with the next user. However, they still need to inform the administrator and register in the form.
5. If the key is used during working hours, but returned during non-working hours, it should be returned to the Animal Center office. The registration form needs to be registered, and the administrator need to be notified immediately.
6. The user must borrow and return the key within the specified time and register the information correctly, otherwise 6 credit scores will be deducted. Users who do not register, or who register incorrect information, will be deducted 6 credit scores. Users who lose the key will be deducted 6 credit scores and compensated for the cost of remaking the key. The user who caused the loss of the experiment to the next user due to not return the key in time should be liable for compensation.
7. The key can be borrowed at A125 office from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. on weekdays. The non-working days key borrowing time is subject to the duty time of the animal center office.
8. Other situations will be handled in accordance with the "ZJE Core Facility Credit Score Management Regulations".

ZJE Core Facility reserves the right of final interpretation

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