

Anesthesia System Usage Regulations

Article 1 The Anesthesia System Usage Regulations have been formulated to optimize instrument usage efficiency.

Article 2 The instruments include the following:

- (1) XGI-8 Anesthesia System.
- (2) An oxygen cylinder.

Article 3 The instruments are used mainly by researchers from the Taipei Medical University (TMU), TMU Hospital, TMU Shuang Ho Hospital, and Taipei Municipal Wanfang Hospital.

Article 4 Instrument storage location: United Medical Building (Back Building) F1, Laboratory Animal Center.

Article 5 Reservations are made as follows:

- (1) Reservations should be made through the online instrument reservation system located at the Core Facility Center or the Laboratory Animal Center 1–10 days before the experiment date.
- (2) Opening hours: Monday to Friday 9:00–17:00.
- (3) Applicants who are unable to use the instruments at the reserved time must cancel the reservation. If the Laboratory Animal Center confirms that on three occasions, the applicant did not use the reserved instruments and did not cancel before the reserved time, the applicant's instrument usage right will be revoked for one month.
- (4) During the instrument reservation period, the user should enter and leave from the lab at the times registered online. Users who do not enter the lab at the start of the registered period and fail to cancel their reservation are charged according to the original reservation period.
- (5) During the reservation process, the Laboratory Animal Center will determine whether the applicant has unsettled payments. The Laboratory Animal Center retains the right to deny the applicant a reservation.

Article 6 Instrument usage regulations:

- (1) Upon the occurrence of a lab instrument malfunction, the user should quickly report the malfunction to the administrator. Users that cause instrument damage will be held responsible for the cost of repair.
- (2) The instruments must be cleaned after use.

- (3) The lab does not provide narcotics; the user must prepare the drugs to be used.
- (4) Use in the anesthesia device of anesthetics other than isoflurane is prohibited.
- (5) The instrument usage payment only covers the basic material costs and does not include instrument purchase and maintenance costs.
- (6) Users should contact the technician to confirm the instruments' reservation status before making a reservation.

Article 7 The instrument usage cost standard has been established to ensure optimal service quality and to increase the effective service years of each instrument. Based on the discussion of the Office of Research and Development, personnel or research units that use the instruments must share the expenses related to instrument consumables, maintenance, and operating personnel service.

- (1) Payment standard: NT\$100 per hour.
- (2) Payment calculation: Payments are calculated for the period starting from the time at which the instruments are borrowed to their time of return.
- (3) Payment method: When returning the instruments, the user should obtain a payment notice from the manager and settle the payment at the school cashiers section. Users must submit the payment receipt (Form 1) to the Laboratory Animal Center.

Article 8 Instrument contact personnel:

Laboratory Animal Center Technician: Wang Chueh-Yi 27361661#22463

Article 9 The regulations are implemented after the internal discussion and approval of the Office of Research and Development. Similar procedure is adopted for future revisions of the regulations.