

# Animal Behavior Laboratory Instrument Usage and Management Regulations

Established by the TMU Core Facility Center on November 28, 2006

Revised by TMU Laboratory Animal Center on April 28, 2015

1. Purpose:

The laboratory instrument usage and management regulations have been formulated to optimize the instrument usage efficiency.
2. Users:
  1. The laboratory instruments are mainly used by TMU teachers and students, teachers and students visiting TMU during field trips, and researchers from research units.
  2. Applicants must submit their applications to the Laboratory Animal Center to obtain usage certificates for instruments in the laboratory.
3. Instruments:
  1. GaitLab system.
  2. Water maze.
  3. Video tracking system.
  4. Rotarod system.
  5. Drinking and feeding monitoring system.
4. Usage reservations:
  1. Reservations should be made 1–10 days before the reservation date at <https://rdsys.tmu.edu.tw/icweb/default.asp>.
  2. The laboratory is open Monday to Friday 9:00–17:00.
  3. Applicants unable to use the instruments at the reserved time must cancel their reservation. Applicants who make instrument reservations and then fail to use them on two occasions will be have their usage right revoked for one month.
  4. For various instruments, the applicant must borrow a key from the Laboratory Animal Center technicians 30 minutes before their reserved instrument usage time.
5. Instrument usage regulations:
  - (1) Basic regulations:
    1. Eating, drinking, smoking, and preserving food are prohibited in the laboratory.

2. Upon the occurrence of laboratory instrument malfunction, the user should quickly report the malfunction to the manager. Users are prohibited from taking apart the instruments themselves.
3. Users that cause instrument damage will be held responsible for the cost of repair.
4. Users should bring their own data storage devices to save their required image files. Storing image files on the computers is prohibited.
5. After use, the instrument and operation platform must be cleaned.
6. Users are prohibited from using computers while wearing gloves.
7. Instrument training course participants are required to pass an evaluation to obtain the right to use the instruments.
8. The standard usage fees of the instruments only cover the basic material costs and do not include instruments purchase and maintenance costs. Users should ensure that their sample is well prepared before instrument usage. If the experiment yields unsatisfying experiment results not the result of an instrument malfunction, the user will still be required to pay the original instrument usage payment.

(2) Water maze use regulations:

1. All experiment personnel should pay attention when inputting water to prevent water from overflowing. The water input time is approximately one hour.
2. Skim milk powder should be used to prevent a layer of fat from forming on the surface of the water and causing reflective interference.
3. Experiment personnel should be attentive of the supporting light position to prevent the light from directly shining on the liquid surface and camera and thereby influence the computer tracking function.
4. To prevent instrument function interference, software unrelated to the experiment should not be installed on the analysis and recording computer.
5. The lab door should be closed during the experiment to exclude external light and personnel interference.
6. After completing their experiment, the user should clean the experiment instruments, scoop up the floating experiment waste, and open the water discharge valve to drain the water used.

7. The user must thoroughly wash the water maze tank with clean water to prevent the milk powder from turning sour and causing an unpleasant odor.
6. Usage payment standards:

To ensure optimal service quality and to increase the effective service years of each instrument, personnel or research units that use the instruments must share the expenses related to consumables, maintenance, and operating personnel service. Instrument usages and demonstrations conducted according to teaching and research plans are also subject to instrument usage fees.

  - A. Standard fee for TMU personnel: Please see the usage fee standard for each instrument.
  - B. Standard fee for non-TMU personnel: Three times the usage payment for TMU personnel.
  - C. Payment method: According to the TMU Laboratory Animal Center Instrument Service Usage Payment Notice Regulation, users who choose to pay in cash should obtain a payment notice from the administrator after using the instrument and pay at the school cashiers section. After completing the payment, the user should keep the payment receipt to receive the experiment data and related information. Users who are supported by research projects or are paying through TMU budget write-offs should complete the reporting and write-off process within the one month after using the instrument.
7. Instrument storage location: Laboratory Animal Center 3F
8. Advisor professors and units
  1. Technician Wu Wen-Chi, Laboratory Animal Center TEL: 27361661#22464