

# Operational Guidelines for the Laboratory Animal Blood Pressure Testing System Service

Article 1 The Operational Guidelines for the Laboratory Animal Blood Pressure Testing System Service were established to maximize the utility and effectiveness of the device mentioned herein.

Article 2 This device's equipment includes the following:

1. IITC laboratory animal blood pressure and pain analysis system
2. Blood pressure data monitoring and analysis software
3. Blood pressure sensor
4. Analytical mainframe
5. Special restrainer for blood pressure measurement
6. Brand-specific accessory pack

Article 3 The device is located in the Laboratory Animal Center on the first floor of the Back Building of the United Medical Building.

Article 4 The main service targets of the device are researchers from Taipei Medical University and its three associated hospitals.

Article 5 This device can be used for the following:

1. To detect the heartbeat of laboratory animals
2. To detect the average blood pressure of laboratory animals
3. To detect systolic pressure and calculate diastolic pressure

Article 6 Reservation methods:

1. Users can apply for the digital authority to operate the device after being approved by the Laboratory Animal Center as qualified operators. Once the application for digital authority is completed, the user is free to register to use the device.
2. Please register use of the device in the reservation systems of the Core Facility Center or Laboratory Animal Center 1–10 days prior to the prescheduled service day and phone the technicians to borrow computer equipment.
3. Technical service time: Monday to Friday, 09:00 am to 05:00 pm

Article 7 Rules for using the device are as follows:

1. Analysis reports of this service are provided in digital formats. Users should prepare USB storage devices to download reports.
2. Any user who has made a reservation to use the device should complete sign-in and sign-out processes properly in accordance with

the reservation time. If the user fails to sign in in due time without cancelling the reservation, the reservation will remain valid and be charged according to the original reservation hours.

3. Before a user makes a reservation to use the device, the Laboratory Animal Center shall examine whether the user has paid all previous charges. The Center reserves the right to block users with unpaid charges.
4. In case of device malfunction, users should not disassemble the device without permission; instead, they should promptly notify the administrator of the malfunction. Users who inflict damage to the device must pay relevant maintenance fees.
5. When a user completes using the device, he or she is responsible for cleaning the device.
6. The charging standard of this device only covers the costs of basic consumables and excludes the costs of device purchase and maintenance.
7. This device can only be operated in the Operation Room on the first floor of the Laboratory Animal Center.

Article 8 The charging standard of this device is determined to ensure optimal service quality and extend the effective service duration of the device. Upon resolution of a Meeting of the Office of Research and Development, individuals or units that use the device must pay for necessary consumables, maintenance, and operator services.

1. Charging standard: NT\$100/hour.
2. Payment method: The Laboratory Animal Center calculates technical service uses and relevant fees every month and sends payment notices to users. Users must pay and verify the technical service fees within 3 months of the payment notice being issued. Users can visit the Cashier Section of Taipei Medical University to pay the fees, or have their expenditures charged from research project funds or school budgets.

Article 9 Device contact person:

Laboratory Animal Center technician: Wang, Chueh-Yi, extension: 7153

Laboratory Animal Center technician: Wu, Wen-Chi, extension: 7515

Article 10 These Guidelines shall be implemented upon approval by an Office Meeting of the Office of Research and Development; the same procedure applies to any amendment.