

**Institute of Plant and Microbial Biology
Small Molecule Metabolomics Core Lab**

儀器使用申請單 Instrument Usage Application Form

User information

Date: : _____

User Name:		PI Signature:	
Institution:		Approved period:	無填寫-不限制期限
Lab No.:		User/Lab Phone:	
Reservation Account:	<input type="checkbox"/>		
Contact email:			
Charges	<input type="checkbox"/> Charge according to the reserved time slot. Please check after confirmation		
Usage	<input type="checkbox"/> User self-operation (operation is permitted only after passing the training). <input type="checkbox"/> Core technician operation <input type="checkbox"/> Core technician extraction and instrument operation (plant hormones)		
Instrument	<input type="checkbox"/> LC-MS: <input type="checkbox"/> ELITE <input type="checkbox"/> Velos-Pro <input type="checkbox"/> LUMOS <input type="checkbox"/> IQX <input type="checkbox"/> GCMSD: 5977B- <input type="checkbox"/> Liquid <input type="checkbox"/> Headspace <input type="checkbox"/> SPME <input type="checkbox"/> GCMSD: 9000- <input type="checkbox"/> Liquid <input type="checkbox"/> UPLC: Waters UPLC System- <input type="checkbox"/> PDA <input type="checkbox"/> ELSD <input type="checkbox"/> FLR <input type="checkbox"/> Fraction Collector <input type="checkbox"/> HPLC: Agilent 1260 Infinity II- <input type="checkbox"/> DAD <input type="checkbox"/> FLD <input type="checkbox"/> FC <input type="checkbox"/> FPLC: AKTA-2 GE AKTE PURE 25M <input type="checkbox"/> HPAEC: DIONEX ICS-5000 <input type="checkbox"/> PAD <input type="checkbox"/> Ion Suppressor <input type="checkbox"/> Fraction Collector <input type="checkbox"/> Training or Other _____		

Operational Guideline

1. Before submitting the application form, please contact the manager to confirm the operation procedure and payment method.
2. After submitting the application, schedule a training date with the manager. IPMB users should use the online reservation system, while users from other institutions should contact the manager directly.
3. Applications are open to all researchers, including those from outside Academia Sinica. Please consult the manager regarding payment.
4. Please prepare your own sample vials, solvents, and columns, though some instruments have shared columns available at no extra charge.
5. All samples must be centrifuged or filtered before analysis.
6. Solvents or solutions must be stored in clean glass containers and labeled with the laboratory name.
7. During operation, monitor for any sample precipitation caused by low temperature or column contact, and observe the instrument's pressure changes.
8. Use sample vials suitable for the instrument and check for volatility, especially for GC samples.
9. Ensure that solvent volumes and waste bottle capacities are sufficient. Please dispose of waste solvents properly to prevent instrument damage.
10. No radioactive samples are permitted on any core facility instrument.
11. Operating instructions are posted at each instrument; review correct procedures before use.
12. After use, clean the instrument, switch to the storage solution, and shut it down. (Note: Some instruments remain powered on 24 hours a day.)
13. If canceling a reservation, do so in the online system at least three days in advance; otherwise, fees apply for the original reservation time.
14. Manager contact: Ms. Yu-Ching Wu, Tel: 02-27871020, Room A227, AT building.

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申請者基本資料

申請日期: _____

申請人: User Name		實驗室主持人簽章: User PI Signature	
單位/學校/系別: Institution		核可使用期限: Approved period	無填寫-不限制期限
實驗室: Lab No.		連絡電話: User/Lab Phone	
線上預約系統帳號: Reservation Account	<input type="checkbox"/>		
email:			
收費: Charges	<input type="checkbox"/> 依預約時段進行收費，確認後請打勾(背面附收費表)。		
使用方式: Usage	<input type="checkbox"/> 自行操作(經教育訓練通過後才能自行操作) <input type="checkbox"/> 由操作人員上機 <input type="checkbox"/> 由操作人員萃取樣品及上機(植物賀爾蒙)		
申請儀器: Equipment	<input type="checkbox"/> LC-MS- <input type="checkbox"/> ELITE <input type="checkbox"/> Velos-Pro <input type="checkbox"/> LUMOS <input type="checkbox"/> IQX <input type="checkbox"/> GCMSD-5977B- <input type="checkbox"/> Liquid <input type="checkbox"/> Headspace <input type="checkbox"/> SPME <input type="checkbox"/> GCMSD-9000- <input type="checkbox"/> Liquid <input type="checkbox"/> UPLC: Waters UPLC System- <input type="checkbox"/> PDA <input type="checkbox"/> ELSD <input type="checkbox"/> FLR <input type="checkbox"/> Fraction Collector <input type="checkbox"/> HPLC: Agilent 1260 Infinity II- <input type="checkbox"/> DAD <input type="checkbox"/> FLD <input type="checkbox"/> FC <input type="checkbox"/> AKTA-2-GE ÄKTA PURE 25M <input type="checkbox"/> HPAEC-DIONEX ICS-5000 <input type="checkbox"/> PAD <input type="checkbox"/> Ion Suppressor <input type="checkbox"/> Fraction Collector <input type="checkbox"/> Training or Other _____。		

上機注意事項:

1. 繳交申請單前，與管理人員聯繫，確認上機方法及繳費方式。
2. 繳交申請單後，與管理人員預約教育訓練日期，通過後即可預約。植微所使用者，請使用線上預約系統，其他單位使用者請與管理人員聯絡。
3. 本服務開放中研院內外學術單位申請，收費方式請洽管理人員，
4. 請自備樣品瓶、溶劑及管柱(部分儀器有公用管柱可使用，不需額外收費)。
5. 所有樣品都要經過**離心或過濾**後才能上機。純水需使用當天製備超純水，須**每日更換**。
6. 溶劑或溶液均需用潔淨的玻璃容器盛放，並**標示實驗室名稱**。
7. 上機過程中請注意樣品是否因低溫或進入管柱後沉澱，請隨時注意儀器**壓力變化**。
8. 請使用適合機台之樣品瓶，並留意是否揮發(尤其是 GC 樣品)。
9. 請留意各項**溶劑體積**是否足夠及**廢液瓶體積(廢液自行帶回)**，才能避免損害儀器。
10. 本核心實驗室所有儀器皆**不開放使用含放射性物質**之樣品。
11. 每台儀器**桌面**皆有注意事項，請先了解儀器正確之操作方法再上機。
12. 使用後請先清潔儀器，並將系統切換為保存溶液後再關機。(註:部分儀器 24 小時不關機)
13. 預約後如欲取消，請在**三天前**至線上預約系統取消，無取消仍以原預約時段收費。
14. 管理人員吳玉菁，電話 02-27871020，農科大樓 A227 室。