College of Urban Transportation and Logistics Document

College of Urban Transportation and Logistics [2022] No. 7

Issuance of the "Laboratory Management Regulations of the College of Urban Transportation and Logistics"

To all units of the college:

The "Laboratory Management Regulations of the College of Urban Transportation and Logistics" are hereby issued to you. Please comply and implement them accordingly.

This notice is hereby issued.

College of Urban Transportation and Logistics

May 21, 2022

Laboratory Management Regulations of the College of Urban Transportation and Logistics

Chapter 1 General Provisions

1 To strengthen the development and management of our college's laboratories, ensure the quality of experimental teaching and the level of scientific research, and enhance the efficiency of education, this regulation is formulated based on the relevant provisions of the Ministry of Education's Regulations on Laboratory Work in Higher Education Institutions and the Shenzhen Technology University Laboratory Management Measures (Trial), in conjunction with the actual conditions of the college.

2 Laboratories are teaching or research entities engaged in experimental teaching, scientific research, technological development, and social services. They serve as fundamental conditions for talent cultivation and social services. Laboratory work is an integral part of teaching and research, and a key indicator reflecting the teaching, research, and management levels of the college. College leadership, departments at all levels, and faculty members should prioritize and strengthen the construction and management of laboratories.

3 Laboratory work must emphasize scientific management by establishing and improving regulations and strictly implementing them. At the same time, efforts should be made to enhance the professional assessment, technical training, and ideological education of laboratory staff, continuously improving their professional skills and professional ethics.

4 Laboratory development should be based on the overall development plan of the college and tailored to the specific realities of the college's growth. Comprehensive planning and reasonable configuration should ensure the coordinated development of facilities, equipment, technical teams, and scientific management. This approach aims to achieve resource sharing and maximize the utilization of instruments and equipment.

Chapter 2 Organization and Management

5 The college implements unified leadership for laboratory work and established a Laboratory Technical Safety Committee. The committee consists of: Chairperson: The Dean of the college. Vice Chairpersons: Two positions held by the leader in charge and the director of the laboratory center. Members: Various professionals, including relevant functional managers, program heads, and experts in academic, technical, and management fields, appointed after college deliberation. The total number of members must be odd. The committee can adjust or add members as needed. A full committee meeting must be held once per academic year to review laboratory work. The laboratory center serves as the committee's secretariat, handling daily affairs and acting as the central department for laboratory management within the college.

6 Under the leadership of the Dean, the Laboratory Technical Safety Committee addresses major issues related to laboratory development. It provides recommendations and support on planning, construction, layout, investment, management, and team development for various laboratories in the college. Significant matters concerning laboratory work must fully consider the committee's advice.

7 The primary responsibilities of the Laboratory Technical Safety Committee include:

(1) Implementing national and higher-level regulations on laboratory management and supervising the college's laboratory safety management work.

(2) Addressing major issues in laboratory development, consulting, evaluating, and proposing decisions on significant matters for college approval.

(3) Reviewing and revising major laboratory regulations and emergency plans while guiding laboratory construction and management.

(4) Overseeing laboratory safety, operational management, and environmental protection. Conducting periodic and ad hoc inspections through safety officer teams to rectify safety hazards and management deficiencies.

(5) Evaluating laboratory construction projects, major equipment procurement proposals, and scientific and teaching projects involving significant safety risks.

(6) Managing laboratory emergency incidents, executing emergency plans, issuing directives, and minimizing the scope and impact of incidents.

(7) Reviewing responsibility determinations for laboratory safety accidents.

(8) Assessing the development and execution of laboratory teams, approving annual performance evaluations, and recognizing outstanding laboratory management teams and individuals.

(9) Collaborating with relevant departments to promote laboratory safety education, culture, and emergency drills.

8 Committee members must adopt a broad perspective, act impartially, actively participate in meetings and activities, and provide valuable suggestions for laboratory work. When committee members conduct inspections, all units must provide support and cooperation.

9 The laboratory center is the functional department managing laboratory work, with the following key responsibilities:

(1) Implementing national policies and laws related to laboratory work and formulating relevant management regulations based on the college's needs.

(2) Coordinating with other departments to plan laboratory development, enhance management, and establish comprehensive management systems.

(3) Managing laboratories, equipment, and materials, including reviewing laboratory operations, equipment usage, and financial management, while conducting cost-benefit evaluations.

(4) Organizing the collection, archiving, and reporting of laboratory data and information.

(5) Strengthening the development of technical teams, focusing on training, management, and periodic evaluations of staff performance.

(6) Assisting higher authorities in guiding laboratory safety, environmental protection, hygiene, and other day-to-day management tasks.

(7) Supporting staff recruitment, training, evaluation, rewards, and promotion processes in coordination with higher authorities.

10 The Dean oversees laboratory and equipment management. The director of the laboratory center assists the Dean and appoints laboratory managers (full-time or part-time) to support the management of laboratories and equipment.

11 The college adopts a system where laboratory managers are directly responsible for their respective laboratories. Their main responsibilities include:

(1) Establishing and improving internal regulations, ensuring strict management, and enhancing management and service levels to achieve standardized and systematic operations.

(2) Developing and implementing laboratory construction plans and monitoring their execution.

(3) Handling daily laboratory management, including safety inspections, equipment inventory, and reporting of basic laboratory information. Conducting regular reviews and summaries.

(4) Managing equipment maintenance, calibration, and ensuring operational readiness. Actively engaging in research and developing laboratory devices.

(5) Leading and organizing the completion of teaching plans, conducting scientific experiments for research projects, and participating in social services, technology development, and academic exchanges.

(6) To ensure the completion of teaching and research tasks, the laboratory may increase its opening hours to

meet the experimental requirements of faculty and students both inside and outside the college. At the same time, the laboratory should actively engage in social services and technology development, fully utilizing its academic and technical strengths to enhance its vitality.

(7) The laboratory is responsible for building its spiritual and cultural environment, focusing on ideological and political education for staff. It should establish job responsibility systems, strictly enforce laboratory regulations, and ensure training and performance evaluations for full-time laboratory staff.

12 The setup of laboratories in the college must meet the following basic conditions:

(1) A stable discipline development direction and sufficient experimental teaching or research, and technical development tasks.

(2) Appropriate rooms and environments that meet the requirements for laboratory technical work.

(3) Basic instruments, equipment, and supporting facilities necessary to complete experimental tasks.

(4) Full-time laboratory staff that match the needs of the laboratory tasks.

(5) Scientific and standardized laboratory management systems and corresponding work guidelines.

13 The construction and development of laboratory hardware should be incorporated into the college's overall development plan, with coordinated arrangements, step-by-step measures, and focused priorities. Laboratories should propose

construction plans based on relevant disciplinary teaching needs and research directions, formulate feasible construction proposals, and conduct scientific evaluations for proper laboratory development.

14 Laboratory construction funds should be raised through multiple channels. In addition to the school's educational funding, the college encourages using research grants, donations, and funds for laboratory development, and strives to secure special laboratory construction funds from national, provincial, and municipal sources.

15 Laboratories should develop and strictly implement regulations and detailed procedures based on their actual situation. Gradually, modern management methods should be used to achieve computer-based management of the laboratory's basic information.

16 Laboratories must strictly adhere to the Regulations on the Safe Management of Chemical Hazardous Substances issued by the State Council and relevant regulations on the management of hazardous, toxic, and easily controlled chemicals from Shenzhen Technology University. Regular checks should be conducted on the implementation of safety measures, including fire prevention, explosion-proofing, theft prevention, and accident prevention. Safety education should be regularly conducted for faculty and students to ensure the protection of personal and property safety. Laboratories engaged in research involving state secrets must strictly follow national confidentiality regulations.

17 Laboratories must comply with national and college environmental protection regulations and not discharge waste

gases, wastewater, or waste materials indiscriminately, so as to avoid environmental pollution.

18 Both instructors and students using the laboratory must strictly follow safety regulations, especially for experiments involving explosives, fires, toxic substances, nuclear radiation, electromagnetic radiation, electrical shock, or any other experiment that could potentially cause personal injury. Proper awareness and corresponding protective measures must be in place. The college and relevant departments will not be held legally responsible for any personal injury caused by violations of laboratory rules and operating procedures.

19 In line with relevant documents, the college must strengthen labor protection for teaching laboratory staff engaged in work involving high temperatures, low temperatures, radiation, pathogens, noise, toxicity, lasers, and ultra-clean environments. In accordance with national regulations on nutrition and health for workers in harmful jobs, health subsidies should be fully applied for and provided to improve the labor protection benefits.

20 Laboratories should regularly assess and evaluate their experimental work and scientific research activities to continuously improve their work standards. Laboratories will implement a graded assessment system, with the Laboratory Center responsible for specific implementation. Collectives and individuals with significant achievements will be recognized and encouraged. Those who violate regulations or cause losses due to negligence or irresponsible work will be required to compensate according to the college's relevant regulations and may face criticism, education, or disciplinary action.

Chapter 3 Team Building

21 Teaching laboratories should establish a reasonably structured and relatively stable team of technical staff based on teaching needs.

22 Personnel in teaching laboratories should include teachers, researchers, engineering technicians, experimental technicians, administrative staff, and workers involved in laboratory operations. All personnel must perform their respective duties, work collaboratively, and jointly complete the various tasks of the teaching laboratories.

23 The teaching laboratory team should remain relatively stable. The transfer, replacement (including internal department transfers), departure, or retirement of key personnel such as technical staff and equipment custodians must be contingent upon identifying successors. Proper inventory checks and handover procedures must be completed before proceeding with other formalities as per the regulations.

24 The institution places great emphasis on building and managing the teaching laboratory team. It plans and organizes professional training to enhance the team's overall capabilities through various channels.

25 The Experimental Center defines the responsibilities of all teaching laboratory staff based on different work objectives and the specific needs of various disciplines. The institution will regularly inspect and evaluate the performance of laboratory staff, offering rewards in accordance with relevant regulations based on their job characteristics and achievements.

26 The institution will conduct regular inspections, summaries, evaluations, and exchanges regarding the work of teaching laboratories. Teams and individuals with outstanding

performance will be recognized and rewarded appropriately. Those who violate regulations, neglect their duties, or cause losses due to irresponsibility will be subject to criticism, education, administrative penalties, or legal accountability where applicable.

Chapter 4 Supplementary Provisions

27 These provisions apply to on-campus and off-campus experimental facilities and equipment under the institution's jurisdiction.

28 The interpretation of these provisions is the responsibility of the institution's Experimental Center.

29 These provisions take effect from the date of publication and remain valid for two years.

College of Urban Transportation and Logistics

May 31, 2022

Cc: school leaders, hospital archives, experimental teaching center

Issued by the comprehensive Office of College of Urban Transportation and Logistics on May 31,2022