

**Management Measures of Shenzhen Institute of Advanced
Technology, Chinese Academy of Sciences on Laboratory
"Safety-Norms-Cleanliness" Inspection**

The management measures on laboratory "Safety-Norms-Cleanliness" inspection formulated by Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences are developed in accordance with the relevant national laws and regulations, referring to the management and operation regulations of high-level laboratories of the same category at home and abroad, and tailored to the nature of work and operating conditions of the laboratories at SIAT. Our laboratories have the characteristics of wide disciplinary categories, strong interdisciplinary nature, and high experimental safety levels. At the same time, they also face situations such as frequent mobility of scientific research and experimental personnel, and some personnel lack standardized operation training and good experimental habits. The theme of these Laboratory Management Measures is "Safety, Norms, and Cleanliness," aiming to achieve the goal of safe laboratory operation and standardized management, guiding and supervising scientific research and experimental personnel to strictly abide by the laboratory's regulations, achieve standardized scientific experimental operations and research data acquisition, avoid accidents, cultivate professional personnel with good experimental literacy, build a clean, professional, and international first-class laboratory environment, and ensure the smooth progress of scientific research work.

In order to strengthen the standardization of laboratory management, improve the quality of laboratory and scientific research management, and ensure laboratory safety environment, these "Safety-Norms-Cleanliness" inspection management measures are formulated.

I. The scope of laboratory management inspection includes all laboratories of SIAT, see the attached list of laboratories and responsible persons.

II. The contents of laboratory management inspection mainly include routine safety, fire safety, electrical safety, hazardous materials safety, operation safety of instruments and equipment, safety of special equipment, laboratory operation norms, hygiene, protection, and publicity.

III. The results of laboratory management inspection and evaluation are an important part of the assessment of laboratory management work and mainly consist of three parts: "self-check, platform sampling, and jury inspection". Self-check of laboratories is conducted once a month, led by the laboratory safety officer; the Department of Public Service Platform for Science and Technology conducts sampling inspections about every 2-3 weeks, with 1-3 laboratory safety officers randomly selected by the Department of Public Service Platform for Science and Technology to jointly inspect laboratories within SIAT; jury inspection is conducted by a 7-9 member inspection team composed of representatives of scientific research personnel, leaders of institutes and relevant departments, and inspection teams from the Department of Public Service Platform for Science and Technology. The *"Safety-Norms-Cleanliness" Laboratory Self-check (Inspection) Form* stipulates the inspection items and scoring criteria.

IV. The laboratory management evaluation adopts a rating system. The on-site conditions of the laboratories are rated, with ratings of A, B, C (red, blue, black cards) based on quality. The monthly inspection *"Safety-Norms-Cleanliness" Laboratory Evaluation Form* is compiled by the Division of Auxiliary Platform, and the scores of each laboratory are announced. The inspection results are published on the internal network of the Institute and subject to institute-wide supervision. Each laboratory posts the evaluation cards (such as red, blue, black cards) obtained from the monthly inspection at the entrance. If it is found that the evaluation cards are replaced or abandoned, the monthly inspection rating result defaults to a black card.

V. For laboratories with concentrated, representative, or outstanding problems, the technical service platform will follow up until the issues are resolved.

VI. The laboratory management evaluation selects the annual red laboratories (A-class excellent), blue laboratories (B-class good), and black laboratories (C-class poor). The results are published internally by the Institute and included in the annual assessment of laboratories, laboratory heads, and center chairmen. The annual comprehensive ranking of laboratories is submitted to the year-end assessment panel as a reference material for assessment.

VII. These Measures shall be implemented from the date of promulgation, and matters not covered herein shall be explained by the Department of Public Service Platform for Science and Technology. The original *Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Laboratory "Safety-Norms-Cleanliness" Inspection* (SYK ZI [2019] No. 108) shall be repealed simultaneously.