

Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Security and Safety of Server Room and Laboratory

To ensure the successful scientific research, and the safety, security and clean of the laboratory, this System is hereby formulated.

1. The laboratory is an important base for scientific research. Unauthorized personnel are strictly prohibited from entering. Everyone working in the laboratory should be serious and conscientious and comply with SOP and laboratory rules.

2. Propose and improve security and safety measures, properly manage fire-fighting equipment, and regularly make indoor tidy and clean.

3. The laboratory chairman should manage the keys of the laboratory, The duplication and issuance of keys must be recorded in the corresponding laboratory , and keys must not be privately duplicated or used by others.

4. Smoking, eating and littering of waste paper and debris are strictly prohibited in the laboratory, and foreign personnel unrelated to work are not allowed to enter the laboratory.

5. It is strictly prohibited to use electric heater such as electric furnace and air conditioner in the laboratory for non-working needs. Power of the electrical appliances such as electric furnace and air conditioner must be cut off after legal using.

6. Strengthen the security and safety management of power use. Overloading of electricity is not allowed. Regularly check and eliminate hidden dangers such as wire aging.

7. The laboratory should be kept clean and tidy, the layout of instruments and equipment should be reasonable, a regular cleaning system should be established, and it is strictly prohibited to pile up debris in the laboratory.

8. Make no secret of theft and accidents, and it is necessary to protect the scene and report to the property department and the competent department for immediate handling as soon as possible. The unit where the accident occurred must submit a written accident report to the property department and the Department of Laboratory and Equipment Management and await disposition.

9. Designate special personnel to custody poisonous, harmful, inflammable and explosive articles and develop strict use management system.

10. Fire-fighting equipment should be placed in an obvious and easily accessible position where debris should be piled around. Regularly check the fire-fighting equipment. Timely take remedial actions and give an alarm in case of problems.

11. Safety is the responsibility of everyone who should turn off the light and close the doors and windows before leaving the position.

12. Fire reporting telephone: 119

Work Code for Researchers of Super Computing Laboratory

1. Laboratory researchers (including regular researchers and guest researchers) must acknowledge and strictly observe all rules, regulations and management measures in the open laboratory of national key disciplines, have the obligation to maintain the normal operation of the laboratory.

2. Take an active part in the daily activities of the laboratory (such as academic exchange, cleaning, etc.).

3. Laboratory keys are for the exclusive use of laboratory personnel, which cannot be duplicated or lent to others. A key holder is responsible for the security and safety of the laboratory. He/she must return the key when he/she leave the laboratory position.

4. Do not chat or engage in activities unrelated to their own work in the laboratory during working hours.

5. The personnel of the laboratory should not bring strangers to the laboratory in principle or even more, use the instruments and equipment, software in the laboratory to do experiments for strangers. If found, the laboratory reserves the right to punish the person concerned.

6. All kinds of property, including instruments, equipment and tools, are strictly forbidden to take out of the laboratory. In case of special needs to do so, it is necessary to be approved by the manager, and the person who take out the above articles should be responsible for their return. None of the facilities will be lent for private use. Laboratory personnel must do their due diligence to ensure the normal operation of the laboratory.

7. Laboratory personnel should strictly keep confidential, and should not spread or disclose laboratory confidential or involve laboratory confidential to irrelevant personnel inside and outside the laboratory.

8. Take good care of clean and keep all laboratories tidy; No eating or smoking in the laboratory.

9. If personnel working in the laboratory violate the rules and regulations of the laboratory, the laboratory has the right to criticize them, and impose economic penalties according to the relevant regulations.