

## 平台启用工作事项

### 09 >>> 平台启用及搬迁进展查询

具体搬迁进度请查看实验室与科研设施部网站的“通知公告”栏目。

联系人：齐小晴老师 Tel: 15267052876  
Email: qixiaoping@westlake.edu.cn



### 10 >>> 平台仪器预约使用

平台仪器通过《大型仪器共享服务系统》预约使用（学校门户网站和实验室与科研设施部网站均有登录入口），各平台仪器按计划分批搬迁，请注意查看仪器状态和所在位置，必要时和仪器管理员老师沟通确认。

联系人：吴纬伟老师, Tel: 18118120813  
Email: wuweimei@westlake.edu.cn

### 11 >>> 平台负责人及联系方式

生物医学实验技术中心	王亚林 Tel: 17718576860
实验动物中心	包晶晶 Tel: 13346174062
物质科学公共实验平台	周桃飞 Tel: 13914060139
分子科学公共实验平台	卢星宇 Tel: 18658800801
高性能计算中心	李南 Tel: 13675844864
先进微纳加工与测试平台	李西军 Tel: 15167418390



## 部门介绍

实验室与科研设施部是学校实验室安全、校级公共平台建设与管理、仪器设备开放共享的综合管理部门。

实验室安全管理的主要内容包括：实验室安全教育培训、实验室安全风险评估、实验室安全检查、监督管理危险化学品/病原微生物/放射源和射线装置/特种设备的安全与合规使用、危化品试剂库房运维工作、实验室危险废弃物回收处置工作。

仪器设备开放共享的主要内容包括：生物医学实验技术中心、实验动物中心、物质科学公共实验平台、分子科学公共实验平台、先进微纳加工与测试平台、高性能计算中心，为学校科研、教学提供生物医学实验、结构解析和表征分析、微纳加工、大规模数据处理和科学计算、动物实验等技术支撑。



■ 动物中心	■ 生医平台	■ 物质平台
■ 分子平台	■ 微纳平台	■ 危化品库房

实验室与科研设施部

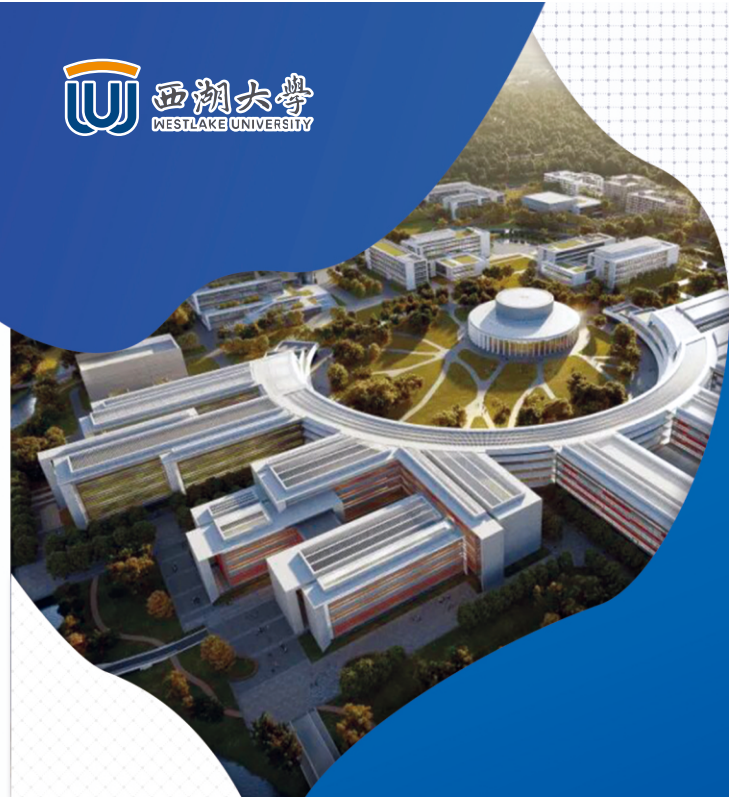
网站: <https://facilities.westlake.edu.cn>

办公地址：云栖校区 石龙山街18号5号楼317、400办公室

云谷校区 墩余路600号行政楼210办公室

云栖试剂周转站地址：云栖校区4号楼负一层入口处

云谷危化品库房地址：云谷校区西北角地下车库入口处



西湖大学云谷校区

实验室启用指南



实验室与科研设施部 制

## 实验室启用工作准备事项

### 01 >> 实验室安全风险评估与管理

实验室安全信息牌：实验室填写《实验室安全信息表》，学校安排制作安全信息牌。

实验室安全管理制度牌：实验室制定安全管理制度/应急预案/SOP，申领《实验室值日安全巡查记录本》、《实验室安全培训记录本》。

安装实验安全提示牌：学校安排上门安装安全提示牌，实验室根据危险源类型申领贴纸类的安全标识并张贴。

联系人：吴婷婷老师 Tel: 13173671627  
Email: wutingting@westlake.edu.cn

### 02 >> 实验室人员安全准入管理

实验人员登录“安全考试系统”完成实验室安全准入考试，获取考试合格证书，签订《2022年度西湖大学实验室人员安全责任书》，获取实验室安全准入资格。

联系人：吴婷婷老师 Tel: 13173671627  
Email: wutingting@westlake.edu.cn

### 03 >> 配备个人防护及应急用品

实验室根据危险源类型自行购买：防护服、防眼镜、防护手套、口罩、消毒液等个人防护用品，以及应急药箱、试剂溢洒应急处理包等应急处置用品。

实验室根据火灾危险类型联系总务部，由学校安排上门配送灭火器、灭火沙等消防器材。

联系人：钱正源老师 Tel: 15039482106

请登录实验室与科研设施部网站  
(<https://facilities.westlake.edu.cn>) “下载中心”获取相关电子表格和模板

### 04 >> 化学试剂及实验气体

化学试剂及实验气体采购请登录采购系统下单（实验气体：采购系统-通知公告-实验室气体供应商清单）。

剧毒品、易制毒、易制爆等管控类化学试剂，根据国家相关法律法规，必须由学校向公安机关统一办理备案证明后购买，如有需要，请联系学校危化品库房。实验室如需暂存易制毒、易制爆化学试剂，需选定专用暂存柜，落实“双人双锁”的管理要求并做好台账、安全告知（危险化学品安全储存提示语等）等管理工作。

联系人：赵骥灵老师 Tel: 15757173069  
周琦凯老师 Tel: 13967883341  
郑蓓蕾老师 Tel: 15958190025  
Email: zhengbeilei@westlake.edu.cn

### 05 >> 实验室特种设备的使用

原校区搬迁的高压灭菌锅等实验室特种设备重新投入使用前需告知联系人进行移装变更登记。

新购置的实验室特种设备及其安全附件等装置必须进行检定检验，检定合格报告以及《特种设备制造监督检验证书》等设备出厂资料需在设备使用前1个月内提交联系人进行使用登记。

设备管理人员、设备操作人员均需参加特检院的特种设备安全管理员/操作人员培训，考试通过后方可扫码上岗作业。

实验室应在使用区域做好安全警示、台账记录等管理工作。

联系人：郑蓓蕾老师 Tel: 15958190025  
Email: zhengbeilei@westlake.edu.cn  
周琦凯老师 Tel: 13967883341

请登录采购系统网站  
(<https://supply.westlake.edu.cn>) “校化学试剂周转站”搜索相关试剂和产品

### 06 >> 射线装置的使用

原校区搬迁的以及新购置的射线装置，在投入使用前1个月内办理辐射工作场所备案。

辐射工作人员（含操作射线装置的学生），须完成持证培训、职业健康体检、个人剂量计配备等准入事宜，方可使用射线装置。

实验室应在辐射工作场所做好安全警示、台账记录等管理工作。

联系人：王菊华老师 Tel: 15869016600  
Email: wangjuhua@westlake.edu.cn

### 07 >> 病原微生物的使用

在原校区已备案的病原微生物生物安全实验室，搬迁至云谷校区后，须在浙江省病原微生物实验室安全管理信息网(<https://zjsys.wsjkw.zj.gov.cn/>)更新实验室地址、实验室面积等信息，并完成现场布置。

新建病原微生物生物安全实验室，须完成备案手续。备案流程及相关要求详见我部网站“下载中心”。

联系人：王菊华老师 Tel: 15869016600  
Email: wangjuhua@westlake.edu.cn

### 08 >> 实验废弃物管理

实验室选定实验废弃物暂存区域（废液区、化学废液区、生物废液区）的位置后告知联系人，学校安排上门配送危废收集容器，张贴相关警示标识。

联系人：杨孝言老师  
Tel: 13646719095

请登录实验室与科研设施部网站  
(<https://facilities.westlake.edu.cn>) “下载中心”获取相关电子表格和模板

## Research facilities initiation-related issues

### 09 >>> Research facilities relocation progress inquiry

For the specific progress of relocation, please refer to the Notice column on the website of the Office of Laboratory and Research Equipment.

Contact: Ms. QI Xiaoqing Tel: 15267052876  
Email: qixiaoqing@westlake.edu.cn



### 10 >>> Equipment reservation of each facility

Equipment reservation can be made through the Research Equipment Shared Service System, of which the access is available both on the University Portal and the website of the Office of Laboratory and Research Equipment. Since the research equipment is moving as scheduled by each facility, please double check the status and location of the equipment before you reserve to use it. For further more specific information, the equipment owner could be reached out.

Contact: Ms. WU Weiwei Tel: 18118120813  
Email: wuweiwei@westlake.edu.cn

### 11 >>> Contact information of the facility heads

Biomedical Research Core Facilities

Mr. WANG Yalin Tel: 17718576860

Laboratory Animal Resources Center

Ms. BAO Jingjing Tel: 13346174062

Instrumentation and Service Center for Physical Sciences

Mr. ZHOU Taofei Tel: 13914060139

Instrumentation and Service Center for Molecular Sciences

Mr. LU Xingyu Tel: 18658800801

Westlake University High-Performance Computing Center

Mr. LI Nan Tel: 13675844864

Westlake Center for Micro/Nano Fabrication

Mr. LI Xijun Tel: 15167418390



## Department introduction

Office of Laboratory and Research Equipment is in charge of laboratory safety, construction and management of the university research facilities, research equipment shared service.

Laboratory safety management mainly includes laboratory safety education and training, risk assessment and inspection, ensuring the use of hazardous chemicals, pathogenic microorganisms, radioactive source and radiation devices, and special equipment are safe and in compliance with regulations, operation and maintenance of hazardous chemical warehouse, and collecting and disposal of hazardous laboratory waste.

There are 6 research facilities opening to provide shared service:

- Biomedical Research Core Facilities
- Laboratory Animal Resources Center
- Instrumentation and Service Center for Physical Sciences
- Instrumentation and Service Center for Molecular Sciences
- Westlake Center for Micro/Nano Fabrication
- Westlake University High-Performance Computing Center

With large-scale and high-precision instruments and professional technicians, these six research facilities of the university effectively support scientific research and education through services such as biological and medical experiments, structure and characterization analysis, micro-nano fabrication, big data processing and computing, and animal experiments.



- Laboratory Animal Resources Center
- Biomedical Research Core Facilities
- Instrumentation and Service Center for Physical Sciences
- Instrumentation and Service Center for Molecular Sciences
- Westlake Center for Micro/Nano Fabrication
- Hazardous chemical warehouse

Office of Laboratory and Research Equipment

Website: <https://facilities.westlake.edu.cn>

Address: Yunqi Campus: Room 317/400, Building 5, 18 Shilongshan Street

Yungu Campus: Room 210, Administration Building, 600 Dunyu Road

Address of the Yunqi Reagent Turnover Station: Entrance to -1/F, Building 4, Yunqi Campus

Address of the Yungu Hazardous Chemical Warehouse: Entrance to the Underground Parking, Northwestern Corner, Yungu Campus



A Guide to Setting up Your Laboratory  
At Yungu Campus, Westlake University



Compiled by the Office of Laboratory and Research Equipment

## Preparation for setting up your laboratory

### 01 >>> Laboratory safety risk assessment and management

The laboratory safety information plate  
The laboratory shall fill out the *Westlake University Laboratory Safety Information Form* and then submit the form to the university to make a safety information plate.  
The laboratory safety management regulation board

The laboratory shall not only formulate its own safety management regulations, emergency response plans, and SOP, but also apply for and obtain the *Laboratory Daily Safety Inspection Records* and the *Laboratory Safety Training Records*.

The experiment safety reminders

The university will contact the manufacturer of the experiment safety reminder signboards for installation.

According to the type of hazardous source, the laboratory shall apply for the relevant safety labels and stick them in proper places.

Contact: Ms. WU Tingting Tel: 13173671627  
Email: [wutingting@westlake.edu.cn](mailto:wutingting@westlake.edu.cn)



### 02 >>> Laboratory personnel safety access management

Laboratory personnel shall complete and pass the laboratory safety test in the safety examination system to obtain the certificate, and sign the *2022 Westlake University Statement of Responsibilities for Laboratory Safety* to acquire qualification required for laboratory access.

Contact: Ms. WU Tingting Tel: 13173671627  
Email: [wutingting@westlake.edu.cn](mailto:wutingting@westlake.edu.cn)

### 03 >>> Personal protection and emergency response supplies

The laboratory can procure personal protection and emergency response products, including protective clothing, safety goggles, gloves, masks, disinfectants, first-aid boxes, reagent spill and splash emergency response kits, based on the actual needs. The laboratory shall also contact the Office of General Service to install proper fire-fighting equipment such as fire extinguishers and fire-fighting sand as per fire hazard categories.

Contact: Mr. QIAN Zhengyuan Tel: 15039482106

Please log into the Laboratories and Research Facilities website (<https://facilities.westlake.edu.cn>) to obtain relevant forms and templates.

### 04 >>> Chemical reagents and experimental gases

Please log into the procurement system to procure chemical reagents or experimental gases. Please follow the steps below to check the supplier list: Procurement System – Notification – Laboratory Gas Supplier List.

According to the relevant laws and regulations of the state, the controlled chemical reagents such as highly toxic, precursor chemicals and explosive precursors shall be purchased by the university after registration with the public security authorities. If you need any of these reagents, please contact the university's hazardous chemicals warehouse. For temporary storage of precursor chemicals and explosive precursors, the laboratory shall set up an exclusive storage cabinet that is managed by two people and secured by two locks, keep a detailed record, and provide safety training (hazardous chemical storage precautions).

Contact: Mr. ZHAO Jiling Tel: 15757173069  
Mr. ZHOU Qikai Tel: 13967883341  
Ms. ZHENG Beilei Tel: 15958190025  
Email: [zhengbeilei@westlake.edu.cn](mailto:zhengbeilei@westlake.edu.cn)



### 05 >>> Special laboratory equipment

Prior to the use of the existing special laboratory equipment that has been moved from Yunqi campus, such as high-pressure sterilizer, please notify the contact person for a relocation registration in advance.

The newly-purchased special equipment and its safety accessories shall be inspected. The inspection report, the *Special Equipment Manufacturing Supervision and Inspection Certificate* and other equipment information shall be submitted to the contact person for registration within one month before the equipment is put into use.

The equipment managerial and operational personnel shall participate in the relevant trainings and take up the post after passing the required examination and scanning the required code.

The laboratory shall post safety warnings, register for use, and complete other management work in the area where the special equipment is used.

Contact: Ms. ZHENG Beilei Tel: 15958190025  
Email: [zhengbeilei@westlake.edu.cn](mailto:zhengbeilei@westlake.edu.cn)  
Mr. ZHOU Qikai Tel: 13967883341



### 06 >>> Radiation devices

All radiation devices, including relocated and newly purchased radiation devices, shall be filed for radiation workplaces within 1 month before being put into use.

Radiation workers (including students who operate radiation devices) must fulfill access requirements such as training and certification, occupational health examinations, and personal dosimeters before they can use radiation devices.

The laboratory shall post safety warnings, register for use, and complete other management work in the area where radiation devices are used.

Contact: Ms. WANG Juhua Tel: 15869016600  
Email: [wangjuhua@westlake.edu.cn](mailto:wangjuhua@westlake.edu.cn)

### 07 >>> Pathogenic microorganisms

After the pathogenic microorganism biosafety laboratory that has been registered at Yunqi Campus is relocated to Yungu Campus, please update the laboratory address, size, and other information on the Zhejiang Province Pathogenic Microbiology Laboratory Safety Management Information Network (<https://zjsys.wsjkw.zj.gov.cn/>), and complete the on-site arrangement.

To build a new pathogenic microorganism biosafety laboratory, please complete the filing procedures. For the filing process and related requirements, please refer to the "Download Center" on our website.

Contact: Ms. WANG Juhua Tel: 15869016600  
Email: [wangjuhua@westlake.edu.cn](mailto:wangjuhua@westlake.edu.cn)

### 08 >>> Laboratory waste management

After outlining a temporary storage area for laboratory wastes (for example, liquid waste area, hazardous chemical waste area, or hazardous biomedical waste area), the laboratory shall notify the contact person to have the relevant hazardous waste containers such as liquid waste buckets, dustbins and medical waste boxes with relevant warning signs on them.

Contact: Mr. YANG Xiaoyan  
Tel: 13646719095



Please log into the procurement system (<https://supply.westlake.edu.cn>) to search for relevant reagents and products.

Please log into the Laboratories and Research Facilities website (<https://facilities.westlake.edu.cn>) to obtain relevant forms and templates.