化工系錐板式黏度計使用申請單

No. _____

日期：　年　月　日　時　至　年　月　日　時

實驗條件：

自備零件及藥品：

1. **使用者對儀器之熟稔情形:**

   □首次使用需 Superuser 協助或教學;

   □非首次使用仍需 Superuser 協助或教學;

   □此次使用由 Superuser 進行考核;

   □可獨立操作之使用者;

2. **借用人在借用期間若因操作不當造成儀器或其配件損壞或遺失，並影響後續使用者之借用權益，需自行負擔相關賠償責任”**

3. **使用前需先填寫借用單，並在儀器保養維護記錄簿上登記。使用後務必確實清潔並將儀器及其配件歸位。初次違規者，將停止個人使用權一個月；如再犯，將視情節加重處分，停權期間可能為一學期、一年，甚至永久停止使用。違規情節嚴重者，亦可能連帶影響該實驗室之使用權限。**

4. 本系使用者需繳儀器維修基金：20元/樣品(自操)，28元/樣品+330元/小時(委測/教學)。一學期年繳滿**10000**元者，則該學年內不需再行繳交。關於儀器維修基金之繳交，本系使用者得於次一學年開始之兩月內繳清，未繳清前，不得再借用該儀器。

5. 校內外系為 **100** 元/樣品，校外研究單位為 **200** 元/樣品，校外非研究單位(營利機構)為 **400** 元/樣品，以上費用另加收 330 元/小時(委測/教學)。

6. 如欲取消已登記的使用時間，應至少在24小時前通知技術員，否則將取消該次使用權利，且照常收費，並縮短其往後登記使用該儀器之最長期限。

7. 嚴嚴禁自行移動儀器之任何元件與在設備上自行加裝輔助裝置，所有類似操作僅能由技術員或Superuser進行。違者，禁止再使用該儀器。

*本儀器目前負責之 Superuser 為 邱仲毅 (E2-303)

*本儀器目前負責之老師為 何明樺 (E2-304)

□本人已詳閱並同意上述內容並願遵守精密儀器及常用設備管理辦法。

借用人簽名：_____

指導教授簽名：_____

儀器負責老師意見及簽名：_____

外系或外校申請者，請化工系主任簽名：_____

化工系錐板式黏度計使用申請單

Registration form for Viscometer

No._____

Registration date (Month/Date/Year):_____

Registration time:_____

Analysis details:

1. **User's familiarity with the instrument:**
   □ First-time user; requires assistance or training from a Superuser
   □ Not a first-time user but still requires Superuser assistance or training
   □ This session will be evaluated by a Superuser
   □ Qualified to operate the instrument independently
2. During the loan period, if the borrower causes damage to or loss of the instrument or its accessories due to improper operation—thereby affecting subsequent users—the borrower shall bear full responsibility for compensation.
3. Before use, a application form must be completed and the usage must be recorded in the instrument maintenance logbook. After use, the instrument and all accessories must be thoroughly cleaned and returned to their proper places.
   For a first violation, the user's access will be suspended for one month. Repeated violations will result in more severe penalties depending on the circumstances, with suspension periods ranging from one semester to one year, or even permanent revocation of access. In cases of serious violations, the usage privileges of the entire laboratory may also be affected.
4. Users within this department are required to pay an instrument maintenance fee: NT$20 per sample (self-operation), or NT$28 per sample plus NT$330 per hour (assisted testing/teaching use).
   If the total payment reaches NT$10,000 within a semester, no further payment is required for that academic year. Department users must settle the maintenance fee within two months at the beginning of the following academic year. Until payment is completed, the instrument may not be borrowed.
5. Fees for other users: NT$100 per sample for other departments within the university; NT$200 per sample for external research institutions; NT$400 per sample for external non-research (for-profit) organizations.
   All the above are subject to an additional NT$330 per hour for assisted testing/teaching.
6. To cancel a reserved time slot, the user must notify the technician at least 24 hours in advance. Otherwise, the reservation will be counted as used, charges will still apply, and the maximum allowable future reservation period may be reduced.
7. It is strictly prohibited to move any components of the instrument or to install auxiliary devices without authorization. Such operations may only be carried out by a technician or a Superuser. Violators will be prohibited from using the instrument.

*The Superuser is Chung-Yi Chiu (E2-303)

*The professor currently in charge of this instrument is Ming-Hua Ho (E2-304).

☐ I have read and agree to the above terms and am willing to comply with the regulations for the management of precision instruments and general equipment.

Borrower's Signature: _____

Advisor's Signature: _____

Comments and Signature of the Responsible Faculty Member: _____

For applicants from other departments or institutions, please obtain the signature of the Chair of the Department of Chemical Engineering: _____