

# National Chung Hsing University

## Agreement Form of Recombination Experiments

All principal investigators (PI) who wish to conduct genetic recombination experiments must complete the recombination agreement form. The form shall be sent to the Biological Safety Commission for approval. The approved copy will be returned to the applicant while a photo copy will be kept in the Biotechnology Center for future reference. The form is required for grant applications submitted to government agencies. After the research plan is approved, the genetic recombination experiment must be carried out consistent with the application. If the experiment is changed to a higher biosafety level, the PI is required to fill out and submit the "application form" again to the Biological Safety Commission for approval.

**Project title :** \_\_\_\_\_

**Department/Center :** \_\_\_\_\_

**Project funding agency :** \_\_\_\_\_

**Name of principal investigator :** \_\_\_\_\_ **Title :** \_\_\_\_\_

**Telephone :** \_\_\_\_\_ **Fax :** \_\_\_\_\_ **E-Mail :** \_\_\_\_\_

### 1. Experiment :

- (1) Is genetic recombination involved ? -- Yes  No
- (2) Is microbial culture involved ? -- Yes  No
- (3) Is gene transfer in animals involved ? -- Yes  No
- (4) Is gene transfer in plants involved ? -- Yes  No
- (5) Is it an inbreeding plant ? -- Yes  No

### 2. Biological Risk Level of Recombinant genes, microorganisms, viruses and host (Reference Gene Recombination Experiment Code Schedule 2)

a. source of recombinant gene : \_\_\_\_\_

RG1 ,  RG2 ,  RG3 ,  RG4

b. The vector of the recombinant gene and its source : \_\_\_\_\_

RG1 ,  RG2 ,  RG3 ,  RG4

c. The microorganisms or host for recombinant experiments (or culture) : \_\_\_\_\_

RG1 ,  RG2 ,  RG3 ,  RG4

### 3. Equipment and transfer method required for gene transfer

a. Equipment required for Gene transfer in animals :  SPF ( Specific Pathogen Free )  IVC ( Individual Ventilation Cart )  other \_\_\_\_\_

b. Equipment required for Gene transfer in plants :  Growth Chamber;  Green house;  Field;

other \_\_\_\_\_

c. Gene transfer method :  Transient;  Transgenic

Method :  virus;  microinjection;  liposome;  gene gun;  Agrobacterium;  other ( Please describe

in detail.) \_\_\_\_\_

4. The biosafety level of operating laboratory :  BSL1  BSL2  BSL3

5. The biosafety level of your laboratory :  BSL1  BSL2  BSL3

6. The location and room number of the operating laboratory : \_\_\_\_\_ biosafety level : BSL1 BSL2 BSL3

7. Attachment :  Grant proposal and abstract  Biological Laboratory Safety Checklist  Personal Data Collection Agreement

- Signature of the principal investigator : \_\_\_\_\_ Date: \_\_\_\_\_(DD/MM/YY)
- Signature of Supervisor : \_\_\_\_\_ Date: \_\_\_\_\_(DD/MM/YY)

### Special Remarks from Biological Safety Committee

The agreement form shall be returned to the applicant after approval by the Biological Safety Commission. If any item is inappropriate or incomplete, please return it to the applicant for correction.

- Can this gene recombination experiment be performed?  Agree  Disagree
- Note : (No need to fill)
- Signature of Review committee : \_\_\_\_\_ Date: \_\_\_\_\_(DD/MM/YY)
- Signature of Chairman : \_\_\_\_\_ Date: \_\_\_\_\_(DD/MM/YY)

# Biological Laboratory Safety Checklist of National Chung Hsing University

(P1 laboratory of the size below 20 liters)

## 1. Basic Information

No. :	Inspection date :	
Department :	The location and room number of the operating laboratory :	
Types of experiment : <input type="checkbox"/> cell culture ; <input type="checkbox"/> microbes ; <input type="checkbox"/> animals ; <input type="checkbox"/> plants		
The principal investigator :	Contact person :	Tel :
Operators :		

## 2. Check items

### A. Laboratory equipment

Yes     No    1. With sterilization device. Location: \_\_\_\_\_ .

### B. Experimental implementation

Yes     No    2. Standard operating procedure handler for contamination.

Yes     No    3. With disinfectant:  70% ethanol;  5-10% bleach;  1% wescodyne;  
 \_\_\_\_\_.

Yes     No    4. With anti-fouling paper.

Yes     No    5. With pipette.

Yes     No    6. Sharp appliance management:  blade;  needle.

Yes     No    7. Personal Protective Equipment:  gloves;  lab coat;  Goggles;  Mask ;  
 \_\_\_\_\_.

Yes     No    8. Eating, smoking and food preservation in the laboratory are forbidden.

Yes     No    9. Wash hands after recombination experiment or before leaving the lab.

Yes     No    10. Prevention from non-experimental animals such as insects and rodents.

### C. Biomaterial waste treatment

Yes     No    11. Bio-waste containers are labeled.

Yes     No    12. Biological wastes are treated with autoclaving.

Sterilization conditions: \_\_\_\_\_ kgf/cm<sup>2</sup>; \_\_\_\_\_ °C; \_\_\_\_\_ min

### D. Other suggestions

● **Signature of the principal investigator :** \_\_\_\_\_

● **Signature of the Applicant :** \_\_\_\_\_

● **Signature of the Biological Safety Commission :** \_\_\_\_\_

## Personal Data Collection Agreement of National Chung Hsing University

According to the Personal Data Protection Act, National Chung Hsing University (hereinafter as NCHU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCHU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

### I. Basic Data Collection, Renewal and Management

- (I) NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCHU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCHU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
  1. To check or review the collected data.
  2. To receive a photocopy of the collected data.
  3. To supplement or revise the collected data.
  4. To cease the collection, processing or use of the collected data.
  5. To delete the collected data.

However, NCHU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests; NCHU shall not be held responsible for any compensation.

### II. Purpose of Personal Data Collection

- (I) NCHU collects your personal data to meet the needs of Animal experiment application review.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCHU, you may lose certain rights or benefits as a

### III. Basic Information Security

If your personal information have be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCHU, or the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCHU shall inspect the cause and inform you by phone, mail, e-mail or website notice.

### IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCHU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCHU website. Should you disagree with any amendments, please exercise your right to request that NCHU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

### V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Taichung District Court as the court of the first instance jurisdiction.

**Note:** The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

**I have read and accepted the above consent form. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_