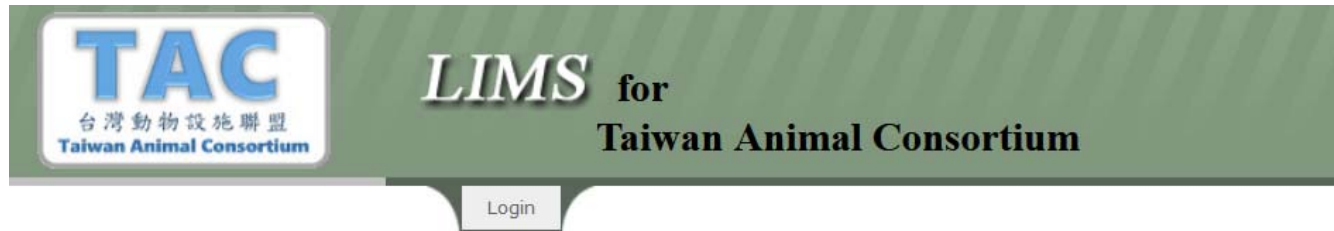


Step1- Registration (One time only)



Welcome to TAC LIMS !

3 Log in

Email:

Password:

驗證碼: 

在此輸入圖片中的數字

2

After registration, please click the link in confirmation letter sent to your e-mail box.

1

[建立帳號 Register Account](#)

[忘記密碼 \(Forget Password\) ?](#)

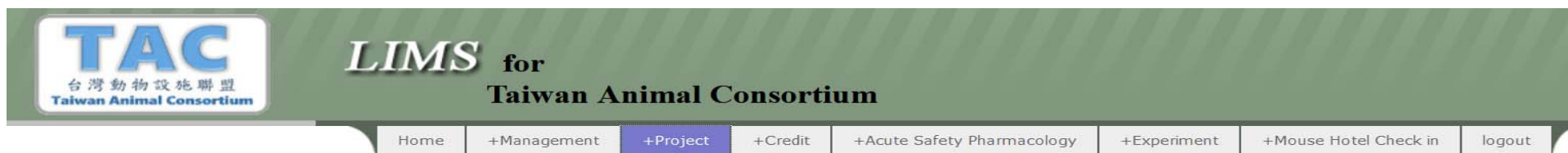
使用說明 (Protocol):

1. [TAC LIMS 操作手冊 \(Create project, Credit purchase and Experiment request\)](#)
2. [Acute Safety Pharmacology](#)



- 建立計畫後，可同時進行點數購買、實驗申請及入室申請省去反覆申請的困擾
After the project is created, you may place a credit purchase, experimental request and animal check in continuously.
- 了解付款方式
Payment procedure.

Step2- To create project (Each project needs to be created one time only)



Select Working Project :

PI Project

Create Project

Manage Projects

Switch Working Project

Select

1

注意事項:

- 您目前所登入的LIMS帳號(Email)必須是計畫主持人、共同負責人或主要聯絡人的其中之一。若計畫主持人和共同負責人尚未有LIMS帳號，請先協助他們完成註冊，您才能申請Project。
- 請確認計畫主持人的LIMS帳號(Email) 是其本人可收信的Email帳號。
- 註明 * 為必填欄位

計畫主持人LIMS帳號(Email)*: (PI's e-mail address)

計畫共同負責人 LIMS帳號(Email):

主要聯絡人LIMS帳號(Email)*: (Your e-mail address)

(next) (reset)

2

PI → 計畫主持人:

計畫共同負責人:

主要聯絡人姓名:

主要聯絡人電話:

主要聯絡人email:

Your personal information

Project number → 計畫編號*:

Title of Project → 計畫名稱*:

Affiliation → 計畫所屬機構*:

Apartment → 計畫所屬部門*:

Is this project collaborated with industry? → 產學合作*: 是 否
Yes No

Source of budget 1 → 經費來源類別*:
(1 Industry. 2 MOST. 3 Others)

Source of budget 2 → 計畫經費來源*:
(please see the next slide for more detailed)

發現業界用學界價格要補差價,如有任何欺騙行為將負後續責任

當計畫餘額低於此值 (必須 > 0) 時,系統將會發信通知 (不填表示不啟用)

Project period → 計畫執行期限*: ~

購買點數與申請實驗之系統通知信需通知PI
(系統每月1日將會寄送月帳單給PI)

(preview)

If PI would like to get an e-mail of monthly statement, please check it.

Source of budget 2

科技部 (Ministry of Science and Technology)
衛生福利部 (Ministry of Health and Welfare)
經濟部 (Ministry of Economic Affairs)
中研院 (Academia Sinica)
國衛院 (National Health Research Institutes)
教育部 (Ministry of Education)
醫院 (Hospital)
學校 (University)
一般研究單位 (Others)

Step3- To Purchase Points



1. Please select a project for payment.

Select Working Project :
PI [dropdown] Project [dropdown]

Purchase Credit
Purchase Credit(Customized)
Manage Purchase Credits



台灣動物設施聯盟 實驗室使用合約書

2. TAC contact

• 實驗動物活體、血液或組織若經特殊處理，如病毒、細菌、病原體、重金屬、毒化物、放射性物質等，請先與台灣動物設施聯盟聯絡，再填寫點數申請單。

說明：「台灣動物設施聯盟 實驗室使用合約書」的目的為維護台灣動物設施聯盟 (簡稱甲方) 及申請者計畫主持人 (簡稱乙方) 雙方應履行的義務及共同權益。

內容：

1. 甲方所提出之收費標準僅針對服務項目之實驗操作，不包含結果的判讀。
2. 申請前，乙方應確認實驗的項目及數量，計算出所需負擔之費用，再送交甲方確認無誤後，進行繳費。乙方完成繳費後，甲方始進行乙方委託之實驗。乙方如欲中途中止實驗，繳交之費用無法退回亦不能移為下年度委託實驗時使用。
3. 乙方須負責所送件之檢體品質，及遵循甲方之規定製備檢體。如因檢體本身之因素，導致實驗結果不準確或失敗，責任歸屬不在甲方，乙方須自行承擔責任。
4. 委託進行血液分析時，乙方若因故無法如期送交檢體，須於預訂送交日期前一天通知甲方，如因未通知甲方而導致甲方損耗試劑，乙方仍需支付原委託之費用。
5. 檢測血液或血清檢體時，乙方如已知檢體濃度過高，可事先進行稀釋，再送交甲方檢測，甲方僅針對送來之檢體直接進行檢測，如發現實驗數據超過可測定的範圍，乙方如欲稀釋樣品再測，請自行決定稀釋倍數並稀釋好樣品再送測，此稀釋再測的費用須由乙方支付。
6. 實驗動物活體、血液或組織若經特殊處理，如病毒、細菌、病原體、重金屬、毒化物、放射性物質等處理，乙方應先取得乙方機構之生物安全或實驗動物委員會許可，並於送檢體至甲方前事先告知，甲方得依狀況評量後決定是否接受委託。乙方須了解甲方有權拒絕接受此類案件。乙方若刻意隱瞞，致使甲方人員健康受損或設施遭受損失，乙方應負法律及賠償責任。
7. 實驗動物活體之接收：甲方僅接受符合 SPF 規範之動物。乙方應於輸出動物至甲方 3 個工作天前向甲方提出申請，同時檢附動物所處動物設施最近連續半年之健康監測報告；經甲方同意後，乙方始得運送動物至甲方。
8. 於實驗及檢疫期間，若非因人為因素造成之小鼠死亡，甲方無須負責。
9. 乙方若欲於實驗結束後領回實驗動物，須於向甲方申請委託時提出，否則實驗動物一律於實驗結束後，直接進行安樂死。
10. 實驗結果歸屬於乙方。未經乙方書面許可，甲方不得將實驗結果或活體動物私自利用、繁殖或移轉給第三者。甲方須對乙方所委託服務的各項資料及成果保密，不得擅自公開。
11. 乙方於成果報告及發表時，須於各相關文件及文章上致謝甲方 (生技醫藥核心設施平台動物設施聯盟-台灣小鼠診所-國家綜合表現型暨藥效分析中心。 Taiwan Animal Consortium- Taiwan Mouse Clinic- National Phenotyping Center, the National Core Facility for Biopharmaceuticals, MOST)。若依雙方協議，進行合作，由甲方提供判讀或諮詢服務，乙方必須將甲方同時列名於其成果報告及發表中。列名的人員名單，須由甲乙雙方共同商議後決定。

我已經詳細閱讀並且同意台灣動物設施聯盟 實驗室使用合約書
I have read and agreed the contract listed above



Check this box for “我已經詳細閱讀並且同意台灣動物設施聯盟 實驗室使用合約書” and click “下一步” (next step).

3. Please click the facility to see all service items provided by that facility.

- ▶ 臺灣小鼠診所 (TMC)
- ▶ 陽明分子影像中心 (NYCU-MAGIC)
- ▶ 動物影像設施 (AIF)
- ▶ 成大醫學院實驗動物中心 (NCKU-Lac)
- ▶ 高長實驗動物型態鑑定暨診斷核心實驗室 (KCGMH-PDC)

4. Find out the items, fill in numbers in the spaces for sample amount and the dates TAC arranged to perform your experiments .
LIMS will calculate the total fee after you press mouse button.

Lab	Number	Service items	Note	Fee (NTD)	Sample amount	TAC安排之實驗時間	Comment
TMC	A12-B-8.1	Technical Support-Phenotyping	For 藥物配製 (drug preparation)、麻醉使用 (isoflurane usage)、特殊資料分析 (data processing) 及正式統計報告 (formal statistical report) 等。Please specify the items in "comment".	200 <input type="text" value="4"/>	0.5 hour	4/6/2021 <input type="text" value="17"/>	<input type="text" value="seahorse"/>

For A12-B-8.1 and A12-B-8.2, please input information such as data analysis, isoflurane usage, seahorse, body weight, animal labelling.. etc.

Note. For living animal tests in TMC/AIF, please purchase the item of A12-A-6.1.3 Animal Handling Fee (/10cages/time) for mice check-in.

5. Roll down to the bottom and find “總計” (total price) : XXXX NTD “. For any living animal tests, please fill in approved IACUC number Click “確認送出” (submit).

申請活體實驗者，請於此填入該單位同意該計畫使用實驗動物證明之IACUC 編號。如未提供此編號，此次申請將會被退件。
 IACUC number: ← Fill in IACUC no.

Note: ** represents that one of every ten mice will need to be quarantined, and if the mouse number less than ten will be counted as ten.
 >> 總計： 800 NTD

6. Confirm the experimental items and numbers. If correct, please click “確認購買” (submit).

單位	代號	服務名稱	單價	使用數量或次數	點數(一點即一元)	TAC安排之實驗時間	備註
TMC	A12-B-8.1	Technical Support-Phenotyping	200	4(0.5 hour)	800	2021/4/6	seahorse

Back Submit

7. 點數購買流程已經告一段落，請等候 TAC 核對申請內容無誤。謝謝！

是否要直接建立實驗申請* Yes No
 僅供單次購買單筆實驗者使用。如擬使用餘額者，請勾選“否”。
 (For those who use the previous points to request experiments, please choose "no".)

Would you like to place an experiment request?

1. If the credits purchased is for the whole experiment, please check “Yes” . Then click submit.
2. For using the balance, please check “No”. After finishing your payment and the points is deposited into PI’s account, please login LIMS to apply experiment request.

Step 4- To fill out experiment request

1. Please fill in the information in this page

Apply for the Experiment Case

選擇 working project **填寫實驗申請資料** 預覽並確定實驗申請資料 完成申請，系統給予 Service Request ID

1 2 3 4

活體實驗如申請血清血液或組織切片服務，請申請血液收集或組織採樣服務。(For living animal test, please request blood collection for blood chemistry / CBC or tissue trimming for

Available Credits
Required Credit

Project: user test1

* Expected Mice/Sample Delivery Date : 選擇小時 : 選擇分鐘 選擇AM/PM

For blood chemistry, CBC and urine analysis, please fill out the time between 9:00 AM and 3:00 PM.

* Mice/Sample IDs:
小鼠或檢體編號

Note :
特殊需求 例如：
健康狀態、特殊
飼料、毛色

Sex: Male / Female
如有申請活體實驗，
請於空格處填寫數量

Age:

Identification Method:
辨識動物的方式如：耳號、
趾號，並請上傳圖檔

↑ 上傳檔案

Strain:

是否請TAC進行sac: No Yes (如為活體實驗，此為必填。凡勾選“是”者，請於實驗完成前，e-mail 簽名之委託犧牲動物同意書(Authorization Form for Animal Sacrifice) 至 mousehotel@tmc.sinica.edu.tw或傳真至02-77505505)

* Contact Name:

* Contact Telephone: 27899091

Contact Mobile:

* Contact E-mail: service@tmc.sinica.edu.tw

Please e-mail the signed Authorization Form for Animal Sacrifice to mousehotel@tmc.sinica.edu.tw before the experiment is done.

Survey for Drug Screening

* Is this experiment related to drug screening or development? (必填)

- no
 yes

- LIMS will paste the numbers of experimental items except that of mouse hotel on your experimental request automatically.
- Find out "Points for Attention" on the bottom and check the box of "I have read the notes for applicants". Then click "submit".

★ **Points for Attention**

- [Blood, Serum and Tissue](#)
- [Slide scanning](#)
- [Mouse hotel](#)

1 我已詳細閱讀注意事項 (I have read the notes for applicants)

2

- Please confirm the numbers of experimental items. If the information is right, click "confirm".

Applied Services:

Lab	number	name	fee	amount	credit(1 dollar/ 1 credit)	comment
TMC	A12-B-8.1	Technical Support-Phenotyping	200	4(0.5 hour)		800 seahorse

3

- When "Service Request ID: SRXXXX-XXXX" shows up, your experimental request is set.

You have successfully applied for Experiment Case
實驗申請已成功

Service Request ID: SR2021-00698

如申請活體實驗，請繼續填寫 >> [動物入室申請單](#)

Check detail of experiment case >> [Manage Experiment Case](#)

4 If you need to check in animals in TMC/AIF, please click here to apply for animal check-in. This application is for TMC/AIF only.

Step5- To apply for animal check-in (For TMC and AIF only)

1. Users who request living animal experiments in TMC/AIF, please click “[動物入室申請單](#)” to apply for animal check-in.

You have successfully applied for Experiment Case
實驗申請已成功

Service Request ID: SR2021-00698

如申請活體實驗，請繼續填寫 >> [動物入室申請單](#)

Check detail of experiment case >> [Manage Experiment Case](#)

2. Choose TMC or AIF to access the application form.
3. Fill in all information and upload documents. Then submit / save the application. Please complete the application procedures by 4:30pm on three working days ahead. Otherwise it will be charged as an urgent case.
(The documents required to be uploaded including reports of health monitoring for 6months and the approved IACUC protocol including the pages of IACUC no., service protocols provided by TMC, and mice keeping/experiments conducted in TMC.)
4. If metabolic rate, food & water intake, or home cage is not included in your request, Please choose “The others” and fill in the experiments you request in the blank space in the “Categories of Experiments” of “4. Information of requested experiments”.

四、實驗資料 Information of requested experiments

點數購買單(Purchase agreement No.) 或 Service request ID*

Service request ID

OR

Purchase agreement No.

實驗類別 / Categories of Experiments*

一般性實驗 / General experiments

Metabolic rate and/or Food water intake

Home cage (飼養籠內行為分析)

The others

如選其它請於此處說明

5. Download the application form on the bottom. Then get PI's signature on the application form and upload it. Click “送出申請” (submit).

上傳已簽名的申請表

1. 請先下載申請單並簽名：[下載表單](#) Download application form
2. 承上述，將簽名後的申請單上傳：[瀏覽...](#) 未選擇檔案。 Upload your application form with PI's signature
3. [送出申請](#) Submit

To contact TMC veterinarians,
Please dial +886- 2-7750-5500 ext. 1762~1763

Step 6- Payment

1. When TAC approves your request, LIMS will send an e-mail to you automatically.
2. Login LIMS and find “Unfinished Purchase Credit Records” on homepage.
3. Click the “Form number” of the case.

◆ 未完成的點數申購 *Unfinished Purchase Credit Records*

Showing 1 to 20 of 62 << < 1 2 3 4 > >>

Form No.	PI	Project ID	Project	Apply Date	Total Credits	Receipt	Lab	Status	Update
1 10940	user test	1294	user test1	2021/04/07	800		TMC	TAC 內容核准	Update

4. Download “使用同意證明單(Purchase Agreement Form)” & “台灣小鼠診所實驗室使用合約書(TMC Contract. For TMC only)” and get PI ‘s signatures on them.

STEP5: 申請內容已完成核對，請依下列步驟填寫同意證明單、合約書和繳納費用

1. 請下載「**2** 使用同意證明單」和「**3** 台灣小鼠診所實驗室使用合約書」(小鼠診所使用者必填)
2. 列印「使用同意證明單」四份以及「實驗室使用合約書」兩份並且簽名
3. 付款→前往瞭解付費流程
4. 寄回「115台北市南港區研究院路一段130巷99號 國家生技研究園區A棟7樓A788 台灣動物設施聯盟」收

5. Please see http://tmc.sinica.edu.tw/payment_c_02.html for payment procedures.
6. After finishing payment, you may e-mail the pdf files of the signed “使用同意證明單(Purchase Agreement Form)” & “台灣小鼠診所實驗室使用合約書(TMC Contract. For TMC only)” to service@tmc.sinica.edu.tw and note that “for point deposit” . If you would like to get original Purchase Agreement Form back, please mail 4 original copies of Purchase agreement form and 2 copies of contract (for TMC only) to TAC/TMC instead.

Mailing address:
Taiwan Mouse Clinic
Room A788, 7F, Building A, National Biotechnology Research Park
No. 99, Ln. 130, Sec. 1, Academia Rd, Nankang, Taipei 115, Taiwan

7. After points are deposited into LIMS account, LIMS will send your experiment request to TAC staffs in charge.
8. Data will be uploaded on your experimental request after the experiments are done.