**生物實驗室非常規人員進出紀錄表**

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| 1. **門禁管制方式**
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| □門鎖上鎖，僅實驗室經授權人員能取得鑰匙 □電子門禁 □其他：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **非常規人員進出紀錄**
 |
| \_\_\_\_\_­\_\_年月 / 日 | 進入時間 | 人員 | 事由 | 陪同人員 | 離開時間 |
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系所：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；實驗室位址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；實驗室負責人：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；實驗室環安衛管理人：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_