

Reference Material 1. Kumamoto University Rules for Control and Management of Chemical Substances

(Rules No. 42 of March 18, 2009)

(Purpose)

Article 1

The purpose of the Rules is to set out the necessary conditions and procedures for promoting autonomous and appropriate management of certain types of chemical substances at Kumamoto University (hereinafter referred to as “the University”) and preventing these chemical substances from impairing or posing a threat to safety, causing health impairment and environmental impact.
(Compliance with Relevant Laws and Regulations)

Article 2

The handling of chemical substances at the University shall be in compliance with the provisions set out in the Fire Service Act (Act No. 186 of 1948), Poisonous and Deleterious Substances Control Act (Act No. 303 of 1950), High Pressure Gas Safety Act (Act No. 204 of 1951), Industrial Safety and Health Act (Act No. 57 of 1972), Act on Confirmation, etc. of Release Amounts of Specific Chemical Substances in the Environment and Promotion of Improvements to the Management Thereof (Act No. 86 of 1999), Act on Preventing Environmental Pollution of Mercury (Act No. 42 of 2015), and any other applicable laws and regulations (hereinafter collectively referred to as “the Laws and Regulations, etc.”) as well as the Rules.

(Definitions)

Article 3

As used in the Rules, the terms listed in the individual items below shall have the meanings respectively defined.

- (1) Chemical Substances: chemicals (i.e., reagents, pharmaceuticals, and chemical agents) and their mixtures (excluding items widely used in general lifestyles, infectious or radioactive, or controlled or managed through the University Hospital’s pharmaceuticals management system) and high pressure gases
- (2) Sections, etc.: education and research organizations, etc. (including Departments, etc. of the administrative organization) that manage Chemical Substances
- (3) Departments, etc. of the administrative organization: Audit Office, Strategic Management Planning Department, and relevant departments
- (4) Section Heads, etc.: heads of Sections, etc.
- (5) Chemical Substance Handling Groups: organizations formed for the purpose of education, research, inspection, measurement, etc. by using Chemical Substances
- (6) Chemical Substance Handlers: all individuals who handle Chemical Substances at the University

(Organization for Management)

Article 4

The organization for managing Chemical Substances at the University shall be as shown in Appended Table 1 of the Rules.

(Responsibility and Authority of the President, Trustees in Charge, General Safety and Health Managers, and Section Heads, etc.)

Article 5

1. The President, who is the highest-ranking supervisor of the University’s management of Chemical Substances, shall implement necessary measures in accordance with the Laws and Regulations, etc. and the Rules.
2. The trustee in charge of safety and health management (hereinafter referred to as “Trustees in Charge”), who assumes overall responsibility for managing Chemical Substances at the University, shall assist the President in performing the duties and obligations. If there is any violation of the Laws and Regulations, etc. and the Rules, the Trustees in Charge may order the General Safety and Health Manager and Section Heads, etc. to halt the pertinent operations and discontinue the use of any relevant equipment.
3. The General Safety and Health Managers (with respect to the Kyomachi operation sites, the

chairperson of the Safety and Health Committee responsible for these operation sites, and the same shall apply hereinafter), as specified in Article 6 of the Kumamoto University Employee Safety and Health Management Rules (established on April 1, 2004), shall assume the responsibility for managing Chemical Substances at the University operation sites. If there is violation of the Laws and Regulations, etc. and the Rules, the General Safety and Health Managers may order discontinuation of the pertinent operations and the use of any relevant equipment.

4. Section Heads, etc., who are responsible for managing Chemical Substances within their respective Sections, etc., shall assist the General Safety and Health Managers in directing and supervising management of chemical substances within respective Sections, etc.
(Responsibility of Chemical Substance Managers)

Article 6

1. Each Chemical Substance Handling Group shall appoint a Chemical Substance Manager, who shall serve as the person responsible for the Group.
2. The Chemical Substance Managers shall manage the Chemical Substances possessed by their respective Groups in the approved manner, while keeping in mind the possibilities of theft, loss, leakage, etc. of Chemical Substances. The Chemical Substance Managers shall provide appropriate instructions for Chemical Substance Handlers.
3. A Chemical Substance Handling Group may appoint a Chemical Substance Management Promoter to assist the Group's Chemical Substance Manager in performing the duties and obligations stipulated in the preceding Item. In such a case, the Chemical Substance Management Promoter shall be selected by the Chemical Substance Manager from among the University staff members belonging to the Group.
4. In principle, for each Chemical Substance Handling Group, the Chemical Substance Manager shall submit a Report on Handling of Chemical Substances (refer to Form 1 attached to the Rules) to the President by way of Section Heads, etc.
5. If a Chemical Substance Manager plans to change the name of his or her Chemical Substance Handling Group, Chemical Substance Manager, or Chemical Substance Management Promoter, or dissolve the existing Chemical Substance Handling Group, a notification shall be given to the President, by way of the Section Heads, etc., using a Notification of Change/Dissolution of a Chemical Substance Handling Group (refer to Form 2 attached to the Rules) at least 30 days prior to the planned date of such change or dissolution in principle.
6. When a Chemical Substance Manager resigns from his/her position, the Chemical Substance Manager shall create a list of Chemical Substances in possession and hand over the list and the Chemical Substances to the successor who will serve as the new Chemical Substance Manager.
(Responsibility of Chemical Substance Handlers)

Article 7

Chemical Substance Handlers shall implement any measure that may be established by the President, Trustees in Charge, General Safety and Health Managers, Section Heads, etc., and other relevant personnel in accordance with the Laws and Regulations, etc. and the Rules.

(Purchase of an Accident Insurance Policy, etc.)

Article 8

1. Students, etc. who handle Chemical Substances shall be enrolled in Personal Accident Insurance for Students Pursuing Education and Research and other accident insurance, etc.
2. The Section Heads, etc. shall check that students in the Sections, etc. are enrolled in Personal Accident Insurance for Students Pursuing Education and Research and other accident insurance, etc.

(Registration of Chemical Substances in the Chemical Substance Management Support System)

Article 9

The Chemical Substance Managers shall register Chemical Substances possessed by their respective Chemical Substance Handling Groups into the Kumamoto University Chemical Substance Management Support System (hereinafter referred to as "YAKUMO").

(Chemical Substances Exempted from the Requirement for Registration in YAKUMO)

Article 10

Notwithstanding the provisions set out in the preceding Article, certain types of Chemical

Substances may be exempt from the requirement for registration in YAKUMO. These Chemical Substances are as follows:

- (1) Chemical Substances (e.g., liquid mixture, liquid waste) generated by the Chemical Substance Handling Groups
- (2) Chemical Substances included in commercially available test kits and experiment kits, etc.
- (3) Items that are managed through the distribution system operated by the University Hospital
- (4) Gaseous Chemical Substances (excluding high pressure gas cylinders) and cryogenes
- (5) Items specified in Article 2 of the Explosives Control Act (Act No. 149 of 1950)
- (6) Items specified in Article 2 of the Stimulants Control Act (Act No. 252 of 1951)
- (7) Items specified in Article 1-2 of the Agricultural Chemicals Regulation Act (Act No. 82 of 1948)
- (8) Items listed in Appended Table 1 of the Narcotics and Psychotropics Control Act (Act No. 14 of 1953)
- (9) Items designated by the Environmental Safety Center in addition to what are specified in the preceding items

(Collection of Data on Toxicity and Hazards of Chemical Substances)

Article 11

The Chemical Substance Managers shall, in purchasing any Chemical Substance, bringing in any Chemical Substance from outside the premises, or taking over any Chemical Substance from outside their respective Groups, collect data pertaining to the toxicity and hazards of the Chemical Substance.

(Storage of Chemical Substances)

Article 12

1. Chemical Substance Managers shall install a storage location dedicated to storage of the Chemical Substances in his or her Group's possession and implement necessary measures in preparation for possible disasters (e.g., earthquakes) or accidents, etc. to secure the storage location, prevent Chemical Substance containers from falling off the shelves, and prevent damage due to contact with one another, etc.
2. Chemical Substance Managers shall regularly check the status of registration of poisonous substances and deleterious substances in YAKUMO and the quantity of inventory. Chemical Substance Managers shall implement measures (e.g., disposal) promptly for chemical substances that are unlikely to be used in the future.

(Use of Chemical Substances)

Article 13

1. When using Chemical Substances, Chemical Substance Managers shall carry out the following matters.
 - (1) Chemical Substance Managers shall inform Chemical Substance Handlers that it is necessary to obtain information about toxicity and hazards of chemical substances from Safety Data Sheets (SDSs), etc.
 - (2) If a Chemical Substance is determined to be extremely toxic or hazardous, the Chemical Substance Manager shall endeavor to replace the Chemical Substance with any other Chemical Substance that is less toxic and hazardous.
 - (3) Chemical Substance Managers shall implement measures (e.g., personal protective equipment and local exhaust ventilation systems) to prevent people's exposure to, and airborne contamination by, Chemical Substances, and inspect local exhaust ventilation before Chemical Substances are put into use.
 - (4) Chemical Substance Managers shall prohibit smoking and consumption of food and beverages at operation sites, and place relevant notices in conspicuous locations.
 - (5) Chemical Substance Managers shall prohibit any person except authorized personnel from entering operation sites and place relevant notices in conspicuous locations.
2. When using or handling Chemical Substances, Chemical Substance Handlers shall fulfill the following requirements.
 - (1) Check the Safety Data Sheet (SDS), etc. and understand the toxicity, hazards, etc. of the Chemical Substance before using it
 - (2) Avoid handling Chemical Substances in poorly ventilated areas.

(Disposal of Chemical Substances)

Article 14

1. Chemical Substances shall be disposed of in accordance with the relevant Laws and Regulations, etc. and any instruction that may be provided by the Environmental Safety Center.
2. When storing Chemical Substances to be disposed of in a laboratory, the Chemical Substance Manager shall implement necessary measures to prevent theft, loss, proliferation, leakage, exudation, effluence, etc. of the Chemical Substance.
3. If a Chemical Substance Manager finds it impossible to hand over Chemical Substances to a successor (as specified in Article 6, Item 6), the Chemical Substance Manager shall dispose of the Chemical Substances on his or her responsibility.
(Education on Handling of Chemical Substances)

Article 15

The Section Heads, etc. shall provide training and education on the method of handling and management of Chemical Substances for the Chemical Substance Handlers of the Sections, etc.; provided, however, that such training and education may be replaced by a seminar or seminars held on handling of Chemical Substances by either the Special Committee for Management of Chemical Substance of the Kumamoto University Superior Committee for Safety and Health, or the Environmental Safety Center.
(Order for Improvement, etc.)

Article 16

1. If a General Safety and Health Manager finds, as a result of carrying out safety and health management activities at the University, that a Chemical Substance is likely to cause a fire, explosion, etc., health impairment, or environmental pollution, the General Safety and Health Manager may order the Section Heads, etc. to implement measures for improvement, including suspension of the purchase or use of the Chemical Substance.
2. Upon receipt of an order to implement improvement measures, the Section Heads, etc. shall immediately implement the necessary measures for improvement. In this case, expenses required for improvement measures shall be paid by the Sections, etc. concerned in principle.
3. The Section Heads, etc. who have implemented improvement measures shall immediately report to the General Safety and Health Manager and provide details of the measures implemented, upon confirming that the Chemical Substance is unlikely to cause a fire, explosion, etc., health impairment, or environmental pollution.
(Development of an Emergency System, etc.)

Article 17

The Chemical Substance Managers shall develop an emergency communication system and emergency measures, which shall be known to and fully understood by the Chemical Substance Handlers of their respective Chemical Substance Handling Groups, in preparation for health impairment or environmental pollution that may be caused by a fire, explosion, etc. attributable to a Chemical Substance or by the spread, leakage, effluence, etc. of a Chemical Substance.
(Emergency Measures)

Article 18

1. If a Chemical Substance Handler finds that a fire, explosion or other accident attributable to a Chemical Substance or the spread, leakage, effluence, etc. of a Chemical Substance causes or is likely to cause health impairment or environmental pollution, the Chemical Substance Handler shall report immediately to the Chemical Substance Manager and implement necessary measures.
2. A Chemical Substance Handler, upon discovery of theft or loss of a Chemical Substance, shall report immediately to the Chemical Substance Manager.
3. Upon receipt of the report specified in the two preceding paragraphs, the Chemical Substance Manager shall immediately report to the Section Heads, etc.
4. Upon receipt of the report set out in the preceding paragraph, the Section Heads, etc. shall contact and coordinate with relevant authorities as necessary and report the status, etc. to the General Safety and Health Manager and the Trustees in Charge.
(Measures for Residents, etc. in the Vicinity)

Article 19

The President shall implement necessary measures to obtain sufficient support and

understanding about the University's management of Chemical Substances from residents in the vicinity and local communities.

(Miscellaneous)

Article 20

In relation to the implementation of the Rules, any other necessary procedures or requirement than those stipulated in the Rules shall be separately prescribed.

Supplementary Provisions

The Rules shall come into force as from April 1, 2009.

Supplementary Provisions (Rules No. 278 of December 24, 2009)

The Rules shall come into force as from January 1, 2010.

Supplementary Provisions (Rules No. 172 of September 30, 2010)

The Rules shall come into force as from October 1, 2010.

Supplementary Provisions (Rules No. 120 of September 14, 2011)

The Rules shall come into force as from October 1, 2011.

Supplementary Provisions (Rules No. 98 of March 23, 2015)

The Rules shall come into force as from April 1, 2015; provided, however, that the provisions of Article 10 after revision under the Rules shall come into force as from June 1, 2015.

Supplementary Provisions (Rules No. 179 of March 31, 2016)

The Rules shall come into force as from April 1, 2016.

Supplementary Provisions (Rules No. 211 of September 28, 2017)

The Rules shall come into force as from October 1, 2017.

Supplementary Provisions (Rules No. 123 of March 22, 2018)

The Rules shall come into force as from April 1, 2018.

Supplementary Provisions (Rules No. 88 of March 28, 2019)

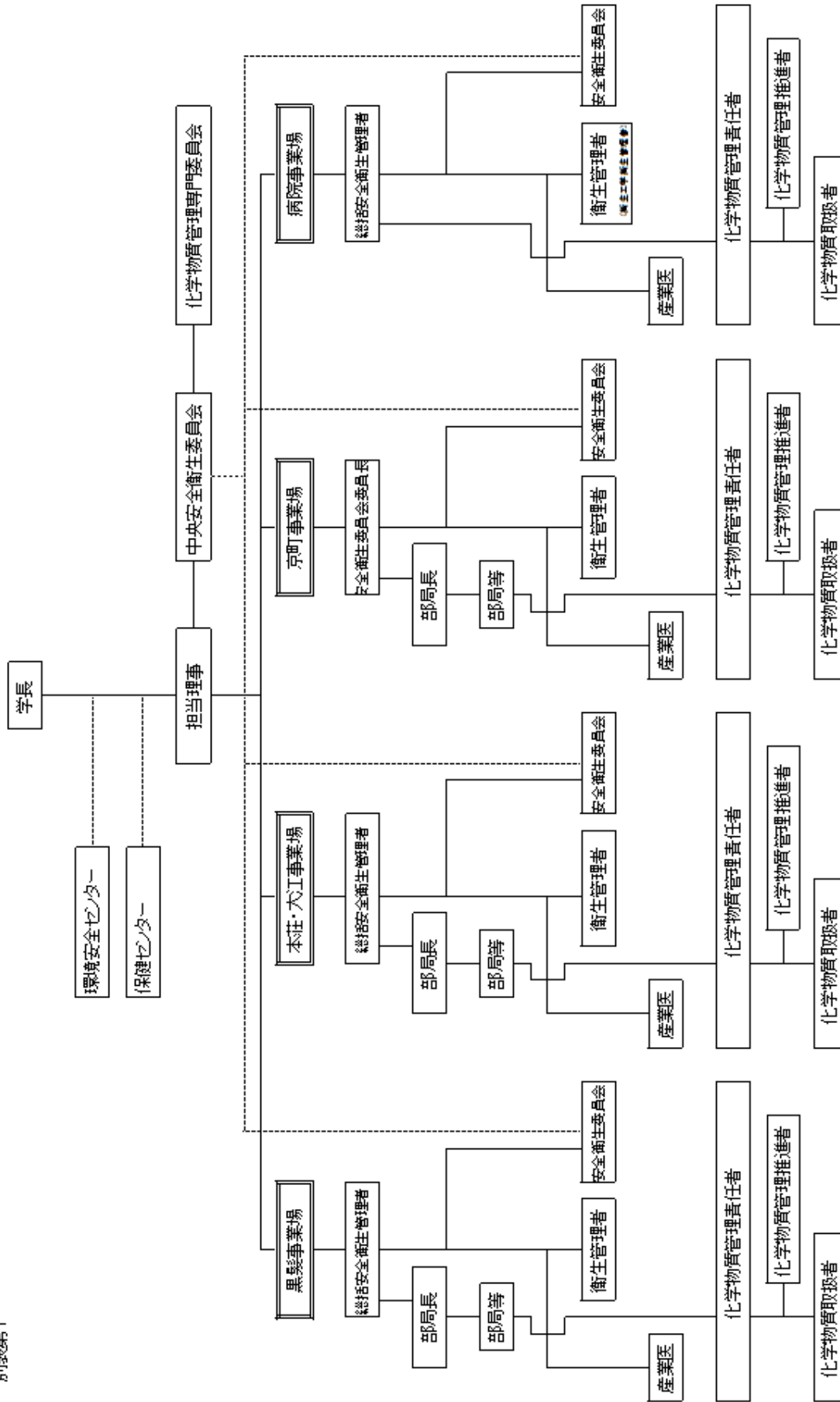
The Rules shall come into force as from April 1, 2019.

Supplementary Provisions (Rules No. 104 of March 29, 2019)

The Rules shall come into force as from May 1, 2019.

熊本大学化学物質管理組織

別表第1



Attachment: Form No. 1 (Related to Article 6)

Chemical Substance Handling Group No.

* To be used by the administrative personnel

Reporting Date: (MM)(DD) (YY)____/____/____

To: The President

Chemical Substance Manager
(Name of Section, etc.)
(Name)

Report on Handling of Chemical Substances

The following information pertains to the Group's use and handing of Chemical Substances.

Regarding handling of Chemical Substances, we comply with relevant laws and regulations and the Kumamoto University Rules for Control and Management of Chemical Substances, etc.

Details

Group Name	
Chemical Substance Manager	(Name) (Title) (Contact person) Ext.: Email address:
Chemical Substance Management Promoter	(Name) (Title) (Contact person) Ext.: Email address:
Number of Chemical Substance Handlers* (estimated)	Number of persons Teaching staff: _____: (Professors, Associate Professors, Lecturers, Assistance Professors, and Research Assistants) Staff members: _____: (Part-time workers, technical staff members, secretaries, etc.) Researchers: _____: (Postdoctoral researchers, other researchers, etc.) Students: _____: (Undergraduate students, graduate students, etc.)
Chemical substances usage area No. 1	(District name) (Room No., Floor No. and Building Name) (Name)
Chemical substances usage area No. 2	(District name) (Room No., Floor No. and Building Name) (Name)
Chemical substances usage area No. 3	(District name) (Room No., Floor No. and Building Name) (Name)
Chemical substances usage area No. 4	(District name) (Room No., Floor No. and Building Name) (Name)

(Add a sheet if there are more chemical substances usage areas.)

* Note: Chemical Substance Handlers include personnel involved in receipt of chemicals and transport of liquid waste, etc.

Attachment: Form No. 2 (Related to Article 6)

Reporting Date: (MM)(DD) (YY)____/____/____

To: The President

Chemical Substance Manager
(Name of Section, etc.)
(Name)

Report on Change/Dissolution of a Chemical Substance Handling Group

Regarding handling of Chemical Substances, we hereby inform you of changes in, or the dissolution of, the Chemical Substance Handling Group on (MMM/DD/YYYY)____/____/____.

Details

(Before Change/Dissolution)

Group Name	
Chemical Substance Manager	(Name) (Title) (Contact person) Ext.: Email:
Chemical Substance Management Promoter	(Name) (Title) (Contact person) Ext.: Email:

- We hereby inform you that changes below will be made to the Chemical Substance Handling Group. A list of Chemical Substances presently in the Group's possession is created, and the list and the Chemical Substances are handed over to the successor.

(After Change)

Group Name	
Chemical Substance Manager	(Name) (Title) (Contact person) Ext.: Email:
Chemical Substance Management Promoter	(Name) (Title) (Contact person) Ext.: Email:

- We hereby inform you that the Chemical Substance Handling Group will be dissolved and that the Chemical Substances presently in the Group's possession will be disposed of properly.