

## Kyushu University Rules for Chemical Substance Management

Kyushu University Rules No. 92 of 2011

Effective date: March 23, 2012

Last amended: March 13, 2024

(Kyushu University Rules No. 68 of 2023)

### (Purpose)

Article 1 These Rules shall provide for necessary matters be governed by Poisonous and Deleterious Substances Control Act (Act No. 303 of 1950, hereinafter referred to as the "Act for Poisonous and Deleterious Substances"), Fire Service Act (Act No. 186 of 1948), Industrial Safety and Health Act (Act No. 57 of 1972, hereinafter referred to as the "Act for Industrial Safety and Health"), Act on the Assessment of Releases of Specified Chemical Substances in the Environment and the Promotion of Management Improvement (Act No. 138 of 2000), and other relevant laws and regulations (hereinafter referred to as "relevant laws and regulations"), and other than what is decided shall provide for the matters necessary for the proper use and management of chemical substances at Kyushu University (hereinafter referred to as the "University").

### (Definition)

Article 2 In these Rules, the meanings of the terms set forth in the following items are as respectively in those items:

- (i) Chemical Substance: Chemical substances classified in accordance with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). However, this does not include medical-use pharmaceuticals, radioactive materials, or high-pressure gases as defined in the High Pressure Gas Safety Act (Act No. 204 of 1951);
- (ii) Faculty: includes each undergraduate school, each graduate school, each faculty, Faculty of Arts and Science, Institute for Advanced Study, each Attached Research Institute, International Institute for Carbon-Neutral Energy Research, Hospital, the Attached Library, Research Institute for Information Technology, Platform of Inter/Transdisciplinary Energy Research, Institute for Asia and Oceania Studies, Academic Research and Industrial Collaboration Management Office, Promoting Organization for Future Creators, each Center for Common Education and Research, University Farm School of Agriculture, University Forest School of Agriculture, Ito Clinic, the Administration Bureau, Administrative Office of each Faculty and each center stipulated in Article 2 of Kyushu University Rules on Centers for Specified Large-Scale Education and Research Projects (Kyushu University Rule No. 11 of 2007);
- (iii) Faculty Director: the head of each division referred to in the preceding item;
- (iv) Students, etc.: students of the University and a research student or any person accepted based the various systems, etc. of the University;
- (v) Chemical Substance Manager: for the appropriate use and management of chemical substances at University, the Industrial Safety and Health Regulations (Ordinance of the Ministry of Labor No. 32 of 1972, hereinafter referred to as the "Industrial Safety and Health Regulations") shall be established. (hereinafter the "Safety and Health") A person appointed in accordance with Article 12-5 of the Industrial Safety and Health Regulations (Ordinance of the Ministry of Labor No. 32 of 1972) for the appropriate use and management of chemical substances at the University;
- (vi) Personal Protective Equipment Wearing Management Officer: a person appointed in accordance with Article 12, paragraph (6) of the Safety and Health, maintenance, and management of effective personal protective equipment and other operations related to personal protective equipment at the

University;

(vii) Risk Assessment: an investigation of the hazards or harmfulness, etc., as defined in Article 57, paragraph (6), item (1) of the act for Industrial Safety and Health.

(Summary)

Article 3 The President shall oversee the management of chemical substances at the University.

(Chief of Chemical Substance Management Officer and General Manager of Office for Promotion of Environmental Management, Health and Safety)

Article 4 Chief of Chemical Substance Management Officer shall be appointed to oversee the management of chemical substances at the University.

(2) Chief of Chemical Substance Management Officer shall be an Executive Vice President or Vice President designated by the President.

(3) General Manager of Office for Promotion of Environmental Management, Health and Safety shall assist the Chief of Chemical Substances Management Officer in the operation of health and safety management and health management related to chemical substances at the University.

(University-wide Chemical Substance Manager)

Article 5 The University has in place faculty, the University-wide Chemical Substance Manager who shall be responsible for operations related to the management of chemical substances throughout the University, and shall be appointed by the Director of the Center of Environment and Safety.

(2) The University-wide Chemical Substance Manager may appoint Deputy the University-wide Chemical Substance Managers as necessary to assist duties.

(3) The University-wide Chemical Substance Manager is responsible for Chemical Management System (hereinafter referred to as the "Management System") and oversees its operations.

(4) The University-wide Chemical Substance Manager may request the Faculty Director and the Faculty Chemical Substance Manager specified in Article 7 (hereinafter referred to as "Faculty Directors") to report on the status of proper use and management of chemical substances as necessary.

(5) The University-wide Chemical Substance Manager shall report the status of proper use and management of chemical substances to the Chief of Chemical Substance Control Officer and the President through General Manager of Office for Promotion of Environmental Management, Health and Safety.

(The Faculty Director)

Article 6 The Faculty Director must oversee the management of chemical substances in their faculty division and shall strive to prevent health and safety hazards, theft, loss, and environmental pollution caused by chemical substances.

(2) The Faculty Director shall report to the University-wide Chemical Substance Manager on the status of proper use and management of chemical substances at the designated time each year.

(3) The Faculty Director must, from time to time or at the request of the University-wide Chemical Substance Manager, conduct investigations into the proper use and management of chemical substances in their faculty division, evaluate the hazards and risks of chemical substances handled in their faculty division, and take measures to reduce risks and improve environmental safety management.

(4) The Faculty Director must notify the faculty Chemical Substance Manager or Chemical Substance Handling Manager becomes unable to perform duties due to transfer, etc. (meaning transfer, long-term business trip, leave of absence, retirement, etc.; the same shall apply hereinafter), the head of the

facultydivision must appoint a successor facultydivision Chemical Substance Manager or Chemical Substance Handling Manager (hereinafter referred to as "successor") without delay and supervise the transfer of duties to the successor.

(Faculty Chemical Substance Manager)

Article 7 The University shall appoint a person in charge of the Faculty Chemical Substance Manager, who shall be appointed by the Faculty Director from among the persons responsible for Chemical Substance Handling Manager in the department concerned, to perform operations related to the management of chemical substances in the department.

(2) The Faculty Chemical Substance Manager of a facultydivision shall grasp the status of chemical substance management in said facultydivision, and shall provide guidance and advice on chemical substance management to students, etc. and faculty members who handle chemical substances (hereinafter referred to as "chemical substance handler").

(3) The Faculty Chemical Substance Manager may appoint a deputy Faculty Chemical Substance Manager from among the Chemical Substance Managers of said facultydivision to assist duties.

(4) When the Faculty Chemical Substance Manager finds that he/she is no longer able to perform duties due to perssonel change, etc., he/she shall request the Faculty Director to appoint a successor without delay.

(Chemical Substance Handling Manager)

Article 8 In order to have chemical substances properly managed, the Faculty Director shall appoint a Chemical Substance Handling Manager for each laboratory that handles chemical substances, who shall be selected from among the faculty (members) who are Chemical Substance Handling Manager in said laboratory.

(2) Chemical Substance Handling Manager must prevent safety and health hazards, environmental pollution, etc. to chemical substance handler.

(3) Chemical Substance Handling Manager in said laboratories, must strictly observe the management methods stipulated in related laws and regulations, etc., and must periodically check and verify the inventory status of chemical substances with the records, etc.

(4) Chemical Substance Handling Manager must take measures to prevent chemical substance storage rooms and shelves in said laboratories, etc. from tipping over and to avoid falling or mixing of chemical substances.

(5) Chemical Substance Handling Managers must provide education and guidance on the proper use and management of chemical substances to chemical substance handler.

(6) When having chemical substance handler use personal protective equipment, the person responsible for handling the chemical substance must instruct them in its proper use.

(7) In the event of a perssonel change of a Chemical Substance Handler, the person responsible for handling the Chemical Substance shall ensure that the Chemical Substance Handler properly transfers or disposes of the Chemical Substance under control.

(8) When it becomes clear that the person responsible for handling chemical substances will no longer be able to perform duties due to perssonel change, etc., must request the Faculty Director to appoint a successor without delay.

(9) When a successor is appointed, the Chemical Substance Handling Manager shall, upon consultation with said successor, complete the transfer or disposal of all chemical substances under control to said successor by the date of perssonel change, etc., and report to the Faculty Director to that effect.

(10) When a person responsible for handling chemical substances ceases to use chemical substances due

to the termination of educational and research activities, etc. at a laboratory, etc., he/she must report to the faculty chemical substance manager and properly transfer or dispose of all chemical substances under control.

(11) The Chemical Substance Handling Manager shall report to the Faculty Chemical Substance Manager when a notification is made in accordance with paragraph (6) of the following Article.

(Chemical Substance Handler)

Article 9 Faculty, staff, students, etc. who handle chemical substances at the University shall be referred to as Chemical Substance Handler. Chemical substance handler must follow the instructions and guidance of the Faculty Director, the Faculty Chemical Substance Manager, and Chemical Substance Handling Managers, and shall use and manage chemical substances properly and strive to prevent environmental pollution, etc., in accordance with the relevant laws and regulations.

(2) Chemical substance handler must always wear protective goggles and gloves when handling chemical substances, and must also use appropriate personal protective equipment depending on the chemical substance used.

(3) Chemical substance handler must register and manage the chemical substances they use in the management support system.

(4) Teachers and employees who are chemical substance handler must provide education and guidance to students, etc. on the proper use and management of chemical substances.

(5) When chemical substance handler transfer, dispose of, or use all chemical substances managed by the management support system, they must promptly record this in the management support system and complete the prescribed procedures.

(6) Chemical substance handler must notify the Chemical Substance Handling Manager of the laboratory in question when any of the following items applies.

(i) Specified Poison Researcher as defined in Article 3-2 of the Poisonous and Deleterious Substances Control Law

(ii) Narcotics researchers as defined in Article 2, item (20) of Narcotics and Psychotropics Control Act (Act No. 14 of 1953)

(iii) Stimulants Control Act (Act No. 252 of 1951, hereinafter referred to as "Stimulants Act") Stimulants Researcher stipulated in Article 2, paragraph (4).

(iv) Stimulants Act material researchers as defined in Article 2, paragraph (10) of the Methamphetamine Act.

(Center of Environment and Safety Committee)

Article 10 Matters concerning the proper use and management of chemical substances at the University shall be deliberated by the Center of Environment and Safety Committee.

(Chemical Management System)

Article 11 Chemical substances used at the University shall be registered and managed in the Management Support System, and necessary matters concerning the Management Support System shall be prescribed separately.

(2) Maintenance of the management support system shall be performed by the Center of Environment and Safety and by departments designated by the Center Environment and Safety Committee.

(Handling of Poisonous and Deleterious Substances)

Article 12. Poisonous and Deleterious Substances Control Act Poisonous and Deleterious Substances

Designation Order (hereinafter referred to as "Poisonous and Deleterious Substances Control Act") The same shall apply hereinafter). (hereinafter the same shall apply) and deleterious substances prescribed in Appended Table 2 of the Poisonous and Deleterious Substances Control Law and Article 2 of the Designation Order (excluding, however, pharmaceuticals and quasi-drugs). The same shall apply hereinafter). The storage room shall be secure and lockable, and the person in charge of handling chemical substances of handling chemical substances shall strictly manage the key.

(2) Chemical substance handler must store poisonous, deleterious, and other chemical substances separately.

(3) Persons responsible for chemical substance handling manager must label the storage, containers, and packaging of poisonous and deleterious substances with the words "Not for Medical Use," the word "Poison" in white on a red background for poisonous substances, and the word "Deleterious Substance" in red on a white background for deleterious substances, respectively.

(4) The person responsible for chemical substance handling manager must be able to keep track of the amount of inventory and usage of poisonous and deleterious substances at all times by means of a management support system.

(5) The person responsible for chemical substance handling manager must periodically reconcile the amount of toxic and deleterious substances used with the amount of inventory recorded in the management support system in accordance with the preceding paragraph.

(6) Chemical substance handling manager shall promptly dispose of toxic and deleterious substances that have been stored for a long period of time and are not expected to be used in the future.

(Personal Protective Equipment Wearing Management Officer)

Article 13 The University shall establish a University-wide Ppersonal Protective Equipment Wearing Management Officer to oversee the selection, maintenance, and management of effective protective gear and other operations related to protective gear at the University, and the Director of the Center of Environment and Safety shall serve in this capacity:

(2) When deemed necessary by the University-wide personal protective equipment Wearing Control Manager, a Department personal protective equipment Wearing Control Manager shall be appointed by the Faculty Director from among the Department Chemical Substance Handling Manager to perform operations related to the management of protective gear in the department;

(3) The Faculty chemical substance manager may also serve as the faculty Personal Protective Equipment Wearing Management Officer;

(4) The University-wide Personal protective equipment Wearing Officer may appoint a Deputy University-wide Personal protective equipment Wearing Officer to assist duties, as necessary.

(Risk Assessment)

Article 14 The person responsible for chemical substance handling manager must conduct a risk assessment to ensure the safety of chemical substance handling in laboratory.

(2) Implementation of risk assessment shall be determined separately.

(Education on handling chemical substances)

Article 15 the University-wide Chemical Substance Managers, the Faculty Chemical Substance Manager, and Chemical Substance Handling Manager must attend training courses on the management of chemical substances specified by the Minister of Health, Labour and Welfare under Article 12-5, paragraph (3), item (2) (a) of the Ordinance on Industrial Safety and Health.

(2) Persons who handle chemical substances for the first time at the University are required to receive

education on the proper use and management of chemical substances.

(Improvement order, etc.)

Article 16 The University-wide Chemical Substance Manager may order the Faculty Director to take remedial measures, including suspension of the use of chemical substances, when an event is found to be in violation of related laws and regulations in a faculty division, or when a chemical substance has caused or is likely to cause environmental health and safety problems or health disorders.

(2) When the Faculty directors determines that the improvement measures ordered and taken in accordance with the preceding paragraph have eliminated the risk of environmental health and safety problems or health hazards, must report the improvement measures taken and the results thereof to the University-wide Chemical Substance Manager.

(Measures for accidents, etc.)

Article 17 When it is discovered that a chemical substance that has a significant impact on society may have been stolen or lost, the person responsible for handling the chemical substance handling manager must immediately report the details of the theft or loss to the Faculty Directors.

(2) Upon receiving a report under the preceding paragraph, the Faculty Directory must take necessary measures to confirm the facts and in cases where theft or loss has been revealed must report the contents and results to the University-wide Chemical Substance Manager.

(3) In the event of dispersion, leakage, or spillage of a chemical substance, the person responsible for handling the chemical substance handling manager must take measures.

(Disposal)

Article 18 Disposal of chemical substances must conducted in accordance with Act on Waste Management and Public Cleansing (Act No.137 of 1970) and the Kyushu University Water Supply, Drainage and Waste Management Regulations (Kyushu University Regulation No. 104 of 2004).

(Miscellaneous Provisions)

Article 19 The necessary matters for the implementation of these rules shall be determined by the Director of the Center of Environment and Safety after deliberation by the Center of Environment and Safety Committee.

2 Beyond what is provided in these Rules, shall provide for necessary matters for out the matters necessary for the proper use and management of chemical substances in faculty division shall be determined by the Faculty Directory.

Supplementary Provisions

1 These Rules come into effect as of April 1, 2012.

2 The Kyushu University Rules for Handling Poisonous and Deleterious Substances (2004 Kyushu University Rules No. 82) shall be abolished.

Supplementary Provisions (Kyushu University Rules No. 97 of 2012)

These Rules come into effect as of April 1, 2013.

Supplementary Provisions (Kyushu University Rules No. 39 of 2013)

These Rules come into effect as of October 1, 2013.

Supplementary Provisions (Kyushu University Rules No. 194 of 2014)  
These Rules come into effect as of April 1, 2015.

Supplementary Provisions (Kyushu University Rules No. 42 of 2008)  
These Rules come into effect as of October 1, 2016.

Supplementary Provisions (Kyushu University Rules No. 40 of 2009)  
These Rules come into effect as of November 1, 2017.

Supplementary Provisions (Kyushu University Rules No. 109 of 2019)  
These Rules come into effect as from April 1, 2020. However, the revised provision adding Ito Clinic to Article 2, Paragraph 1, Item 2 shall apply from February 1, 2019, and the revised provision adding Institute for Asia and Oceania Studies shall apply from April 1, 2019.

Supplementary Provisions (Kyushu University Rules No. 11 of 2021)  
These Rules come into effect on May 1, 2021.

Supplementary Provisions (Kyushu University Rules No. 95 of 2022)  
These Rules come into effect as from April 1, 2023.

Supplementary Provisions (Kyushu University Rules No. 65 of 2023)  
These Rules come into effect as from April 1, 2024.