

Nagoya Institute of Technology Regulations on the Management of
Poisonous and Deleterious Substances

Established on April 1, 2004

(Purpose)

Article 1 The purpose of these Regulations is to specify matters that are necessary to ensure appropriate management of poisonous and deleterious substances (hereinafter, “poisonous/deleterious substances”), substances that are specified or designated by law (hereinafter, “specified/designated substances”), and containers used for the storage of high-pressure gases at Nagoya Institute of Technology (hereinafter, “the Institute”); the aforementioned management shall comply with the provisions of the Poisonous and Deleterious Substances Control Act (Act No. 303 of 1950; hereinafter, “the Act”), other applicable laws and regulations, and these Regulations.

(Definitions)

Article 2 The definitions of the terms used in these Regulations shall be as follows:

- (1) Poisonous/deleterious substances: Poisonous and deleterious substances as defined in Article 2, Paragraphs 1 and 2 of the Act
- (2) Specified/designated substances: Specified and designated substances as defined in Article 2, Paragraphs 3 and 4 of the Act on the Prohibition of Chemical Weapons and the Regulation of Specific Chemicals (Act No. 65 of 1995)
- (3) Containers used for the storage of high-pressure gases: Containers that are used for the storage of high-pressure gases in conformity with the High Pressure Gas Safety Act (Act No. 204 of 1951)
- (4) Drug Management System: The system operated by the Institute for centralized management of inventories, status of use, and other conditions of chemical substances
- (5) Group Leaders: Persons who represent the groups that are registered in the Drug Management System
- (6) Drug Supervisors: Persons in charge of the management of chemical substances within the groups that are registered in the Drug Management System
- (7) Users: Persons who use poisonous/deleterious substances for educational and/or research purposes

(Managing Organization)

Article 3 The President of the Institute shall supervise the overall management of poisonous/deleterious substances.

2. For metallic safes that are installed in research rooms and laboratories at the Institute (hereinafter, “Laboratories”) for the storage of poisonous/deleterious substances (hereinafter, “Safes”), persons

must be assigned to be responsible for the management of poisonous/deleterious substances (hereinafter, “Managers”).

(Appointment of Managers)

Article 4 The President of the Institute shall appoint Group Leaders who store poisonous/deleterious substances to be Managers as defined in Article 3, Paragraph 2, on the basis of Drug Management System Use Application and Change Notice Forms (Form No.1, as indicated in Annex, hereinafter, “Use Application/Change Notice Forms”) submitted by Group Leaders.

2. Managers shall promptly notify the President by submitting a Use Application/Change Notice Form (Form No. 1) when the use of a poisonous/deleterious substance is newly commenced or a change in Managers is necessary.

(Managers' Duties)

Article 5 The Managers shall be well informed at all times of the status of poisonous/deleterious substances stored in Laboratories, supervise and direct their group members to ensure appropriate management of the poisonous/deleterious substances in compliance with the present Regulations and other applicable laws and regulations, and perform the following duties:

- (1) Maintenance and management of facilities and equipment required for the storage and management of poisonous/deleterious substances, and other related duties
- (2) Storage and management of keys to Safes, and other related duties
- (3) Disposal of poisonous/deleterious substances, and other related duties
- (4) Other duties related to the management of poisonous/deleterious substances

(Appointment of Chief Users)

Article 6 The Managers shall appoint the Drug Supervisors of groups to be the chief users of poisonous/deleterious substances (hereinafter, “Chief Users”), on the basis of Use Application/Change Notice Forms (Form No. 1) submitted by Group Leaders.

2. Managers shall promptly notify the President by submitting a Use Application/Change Notice Form (Form No. 1) when Chief Users are appointed, changed, or replaced.

(Chief Users' Duties)

Article 7 The Chief Users shall appropriately process or dispose of poisonous/deleterious substances under the Managers' instruction and supervision.

(Users' Duties)

Article 8 When using poisonous/deleterious substances, Users shall be fully aware of essential points for ensuring safety and take necessary precautions to prevent accidents, according to the Managers' and Chief Users' instructions.

(Handling of Poisonous/Deleterious Substances)

Article 9 The Managers and Chief Users shall be accurately informed of the quantities of poisonous/deleterious substances that are stored under their management and are scheduled to be used, and make arrangements to acquire the minimum required quantities of such substances according to schedule.

(Storage of Poisonous/Deleterious Substances)

Article 10 Poisonous/deleterious substances shall be stored separately from general chemical substances and in Safes that can be locked at all times to prevent theft, loss due to earthquakes, or other incidents.

2. Safes and Laboratories shall be locked when not used to prevent theft.
3. Safes shall be equipped with anti-fall devices.
4. The interior of Safes shall be provided with accessories, such as partitions and trays, to prevent the spread, splash, or spill of the contents.
5. The Chief Users shall input required pieces of information into the Drug Management System when the quantities of poisonous/deleterious substances stored change following acquisition, use, disposal and the like, with regard to each item or bottle of the substances concerned.
6. When deleterious substances are removed from their original container to several smaller containers, required pieces of information shall be registered in the Deleterious Substance Management Accounts (Form No. 2, as indicated in Annex), with regard to each item or bottle of the substances concerned.

(Indication of Poisonous/Deleterious Substances)

Article 11 The Chief Users shall display the following indications on Safes, containers, and packages that are used for poisonous/deleterious substances.

- (1) Poisonous substance: The inscription, “non-medical use” and the word “poison” in white against a red background
- (2) Deleterious substance: The inscription “non-medical use” and the word “danger” in red against a white background.

(Management of Keys to Safes)

Article 12 The Chief Users shall process matters relating to the following with regard to the management of keys to Safes.

- (1) Matters relating to entries in the Poisonous/Deleterious Substances Storage Safe Key Keepers Ledger (Form No. 3, as indicated in Appendix, hereinafter, “Key Keepers Ledger”)
 - (2) Matters relating to entries in the Poisonous/Deleterious Substances Storage Safe Key Use Ledger (Form No. 4, as indicated in Appendix, hereinafter, “Key Use Ledger”)
2. The Chief Users shall keep the Key Keepers Ledger and the Key Use Ledger handy at all times to

ensure that the locations of the keys and the open/closed status of the Safes are clearly known.

3. When Chief Users are replaced, the Key Keepers Ledger and the Key Use Ledger shall be immediately transferred from the predecessor to the successor.

(Periodic Inspection by Chief Users)

Article 13 The Chief Users shall conduct an inspection regarding the following as of the end of March of every year.

- (1) Matters relating to the inventories of poisonous/deleterious substances
 - (2) Matters relating to the status of Safes
 - (3) Matters relating to the status of keys to Safes
 - (4) Other necessary matters relating to the management of poisonous/deleterious substances
2. The Chief Users shall examine the matters listed in the paragraph above during the periodic inspection, check the inspection results against the information provided by the Drug Management System, fill out a Poisonous/Deleterious Substances Inspection Sheet (Form No. 5, as indicated in Appendix, hereinafter, "Inspection Sheet") and submit it to their Manager.
 3. The Managers shall examine or confirm the Inspection Sheet submitted by their Chief User and submit it to the President.
 4. The President shall, upon detecting irregularities in the Inspection Sheet, devise necessary remedial measures.

(Periodic Inspection by President)

Article 14 In every October in principle, the President of the Institute shall conduct a periodic inspection of the management of poisonous/deleterious substances that are stored and supervised by Managers.

2. In addition to the periodic inspection as per the paragraph above, the President may conduct a special inspection as the need arises.
3. To conduct a periodic or special inspection as per the two paragraphs above, the President may designate an assistant or assistants.
4. Upon completing a periodic or special inspection as per Paragraphs 1 and 2 above, the President shall promptly prepare a Poisonous/Deleterious Substances Inspection Report (Form No. 6).
5. The President shall advise Managers to take remedial measures to improve areas in which the need for improvement is detected in inspections.

(Disposal of Poisonous/Deleterious Substances)

Article 15 With regard to poisonous/deleterious substances that are stored under their supervision and are unlikely to be used in the future, the Managers and the Chief Users shall promptly undertake necessary disposal procedures in compliance with applicable laws and the Institute Regulations to appropriately dispose of such substances.

(Anti- and Post-Accident Measures)

Article 16 The Managers and the Chief Users shall devise necessary measures to prevent the poisonous/deleterious substances under their management from scattering, splashing, leaking, or penetrating into the ground below the facilities in which such substances are stored.

2. The Managers and the Chief Users shall immediately notify the President when harm or damage is anticipated due to any of the poisonous/deleterious substances under their management, and devise necessary measures to prevent such harm or damage.
3. The Managers and the Chief Users shall immediately notify the President in the case of theft or loss of any of the poisonous/deleterious substances that they have stored or handled, and file an official report by completing a Poisonous/Deleterious Substances Accident Report (Form No. 7).
4. Upon receiving a report as per the paragraph above, the President shall notify related organizations of the incident thus reported as the need arises.

(Seminars)

Article 17 The President shall organize seminars on the appropriate management and handling of poisonous/deleterious substances.

2. Necessary details relating to the organization of seminars shall be determined by the President separately from these Regulations.

(Education and Training)

Article 18 The Chief Users shall provide Users with necessary education and training relating to the safe handling of poisonous/deleterious substances to prevent accidents.

(Specified/Designated Substances)

Article 19 The provisions of Articles 3 – 18 shall apply to specified/designated substances.

(Administrative Matters)

Article 20 Administrative matters relating to these Regulations shall be performed by the Safety Control Office with cooperation from the Accounting Division.

(Miscellaneous Provisions)

Article 21 Other matters that are necessary for appropriate management of poisonous/deleterious substances and are not specified hereunder shall be specified separately by the President.

Supplementary provision:

These Regulations shall come into force on April 1, 2004.

Supplementary provision:

These Regulations shall come into force on April 1, 2006.

Supplementary provision:

These Regulations shall come into force on April 1, 2007.

Supplementary provision:

These Regulations shall come into force on April 1, 2007.

Supplementary provision:

These Regulations shall come into force on May 1, 2009.

Supplementary provision:

These Regulations shall come into force on June 24, 2009.

Supplementary provision:

These Regulations shall come into force on August 5, 2009.

Supplementary provision:

These Regulations shall come into force on April 1, 2010.

Supplementary provision (Regulation No. 7 of July 26, 2012)

These Regulations shall come into force on August 1, 2012.

Appended Forms: Omitted