

NATIONAL TAIWAN UNIVERSITY

Regulations Governing the Handling and Management of Toxic Chemicals and Other Chemicals of Concern

November 14, 2000	Passed by the 2,171 st Administrative Meeting
March 19, 2002	Amended and passed by the 2,236 th Administrative Meeting
October 19, 2004	Amended and passed by the 2,360 th Administrative Meeting
February 27, 2007	Amended and passed by the 2,469 th Administrative Meeting
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Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Regulations Governing the Handling and Management of Toxic Chemicals and Other Chemicals of Concern* (“the Regulations”) in accordance with the *Toxic and Concerned Chemical Substances Control Act, Regulations Governing the Handling of Toxic and Concerned Chemical Substances by Educational Institutions*, and other applicable environmental protection laws to effectively manage toxic chemicals and other chemicals of concern, prevent environmental pollution, and safeguard the wellbeing of faculty, staff, and students.

Article 2 Definitions:

1. Competent academic program/college/unit: A department, graduate institute, center, division, or college (or a subordinate unit of the above) which handles toxic chemicals or other chemicals of concern at the University
2. Laboratory: A laboratory, venue for conducting experiments, or pilot plant where toxic or concerned chemical substances are being handled by the competent academic program, college, or unit
3. Laboratory representative: A supervisor, course instructor, or quota-based faculty member appointed by the head of the competent academic program, college, or unit to be in charge of the handling of toxic chemicals or other chemicals of concern in a laboratory
4. Toxic chemicals or other chemicals of concern: Chemical substances that are hazardous to human health or the environment as set forth in the *Toxic and Concerned Chemical Substances Control Act* and the *Occupational Safety and Health Act*, and chemical substances with potential toxicity as recognized by each competent academic program, college, or unit

Article 3 Academic programs, colleges, and units that wish to handle toxic chemicals or other chemicals of concern shall first submit their registration or approval documents to the Management Committee for Toxic Chemicals or other Chemicals of Concern (“the Committee”) for approval. Such documents shall then be forwarded by the Environmental Protection and Occupational Safety and Health Center (“the EHS Center”) to the supervisory authority to process the registration and approval of the applying unit.

Article 4 The EHS Center shall be responsible for the following tasks:

1. Provision of guidance to competent academic programs, colleges, and units on matters related to the *Toxic and Concerned Chemical Substances Control Act, Regulations Governing the Handling of Toxic and Concerned Chemical Substances by Educational Institutions*, and the provisions herein; referrals to the University for further processing
2. Provision of guidance to laboratories to promote resource sharing and reduced use of toxic chemicals and other chemicals of concern
3. Organization of periodic training programs pertaining to the handling and management of toxic chemicals or other chemicals of concern in laboratories
4. Maintenance of records of the toxic chemicals or other chemicals of concern in each laboratory; forwarding of such records to the supervisory authority for reference
5. Assistance in handling incidents or disasters arising from the use of toxic chemicals or other chemicals of concern

Article 5 Each competent academic program, college, and unit shall be responsible for the following tasks:

1. Procurement, storage, and labeling of toxic chemicals and other chemicals of concern at all laboratories, and record keeping and reporting of the use of such substances
2. Formulation of safety standards for toxic chemicals or other chemicals of concern for all laboratories
3. Organization of safety training and emergency response training for the management and use of toxic chemicals or other chemicals of concern at all laboratories
4. Regular inspections of environmental protection, occupational safety, and health-related measures implemented by laboratories handling toxic chemicals or other chemicals of concern

Article 6 Laboratories that wish to procure toxic chemicals or other chemicals of concern shall submit an online application in accordance with the applicable regulations and shall request the safety data sheets and hazard labels of such substances from the provider(s).

If the procured toxic chemicals or other chemicals of concern are to be used at a location that has yet to obtain a registration or approval, an application for toxic chemicals or other chemicals of concern shall be submitted. The EHS Center will forward the application to the supervisory authority to obtain the approval documents, after which the procurement may be processed.

If the University has already obtained the applicable registration or approval documents for the toxic chemicals or other chemicals of concern to be procured, an online application shall be submitted to the EHS Center for approval before the procurement may be processed.

Article 7 Laboratories shall take heed of the following items when conducting experiments which involve toxic chemicals or other chemicals of concern:

1. A diagram of the laboratory's safety equipment and a safety data sheet shall be placed in a clearly visible location.
2. Personnel handling toxic chemicals or other chemicals of concern shall do so only in specified well-ventilated, safe venues with the appropriate safety protection measures in place.
3. The records of the toxic chemicals or other chemicals of concern shall be updated on a daily basis, in accordance with the applicable regulations.
4. After every experiment, all remaining or newly generated toxic chemicals or other chemicals of concern shall be properly disposed of in accordance with the University's *Regulations for the Storage, Disposal, and Handling of Laboratory Waste* and other applicable regulations.
5. The appropriate emergency response and first-aid equipment shall be provided based on the properties of the toxic chemicals or other chemicals of concern involved in the experiment.

Article 8 The storage of toxic chemicals or other chemicals of concern shall be handled as follows:

1. Each competent academic program, college, and unit shall designate an appropriate site for the storage of toxic chemicals or other chemicals of concern and shall appoint a person to manage and oversee the site.
2. Inventories shall be updated immediately upon storing or accessing any toxic chemicals or other chemicals of concern.
3. Toxic chemicals or other chemicals of concern shall be stored in specified well-ventilated, safe venues based on their specific properties.
4. Safety data sheets shall be placed in easily accessible locations around the storage site, and all hazardous substances shall be properly labeled.
5. The appropriate emergency response and first-aid equipment shall be provided based on the properties of the toxic chemicals or other chemicals of concern stored.

Article 9 The laboratory representative shall take immediate emergency response measures and report to the competent units of the University for assistance in accordance with the procedures indicated in the University's Occupational Hazards Reporting and Communication Flow Chart in the event that any of the following incidents occurs when toxic chemicals or other chemicals of concern are being handled:

1. The area outside of the perimeter of the laboratory has been contaminated due to a leak, chemical reaction, or other unexpected incidents.
2. An unexpected incident occurs while the substances are in transit, resulting in potential threats to the environment or human health.

If an incident occurs, the laboratory representative or the head of the competent unit (or a person acting on their behalf) shall arrive at the scene of the incident to take necessary preventive, response, and reinstatement measures. They shall then collect relevant evidence and produce and submit a preliminary investigative report and an incident summary report to the

EHS Center in accordance with the content requirements and deadlines set forth in the *Standard Operating Procedures for Producing Investigative Reports for Incidents Involving Toxic Chemicals Other Chemicals of Concern*. The EHS Center shall then upload the report to a dedicated website maintained by the central supervisory authority.

Article 10 Matters not addressed herein shall be subject to other applicable regulations of the University.

Article 11 The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation.