

NATIONAL TAIWAN UNIVERSITY

Regulations for the Establishment of Laboratories

December 29, 2009 Amended and passed by the Environmental Protection and Occupational Safety and Health Committee
January 19, 2010 Passed by the 2,608th Administrative Meeting
January 10, 2012 Amended and passed by the 2,700th Administrative Meeting

Article 1 (Rationale)

National Taiwan University (NTU or “the University”) formulates the NTU *Regulations for the Establishment of Laboratories* (“the Regulations”) to regulate the establishment of laboratories, improve their operating efficiency, ensure environmental protection and occupational safety and health, and safeguard the well-being of NTU faculty, staff, and students.

Article 2 (General provisions)

An application is required for every new laboratory to be established at the University. A new laboratory may only begin operations after an application is submitted to the competent managing unit for review to ensure compliance with safety, health, and water/electricity guidelines, as well as other laboratory-related regulations of the University. Said regulations shall be formulated separately by the University.

Article 3 (Definitions of Terms)

The definitions of terms used herein are as follows:

1. Laboratory: A laboratory, venue for experiments/tests, or pilot factory/plant used for conducting experiments, teaching, or research. Laboratories are further divided into special laboratories and general laboratories.
2. Special laboratory: A laboratory which handles lasers or biological, radioactive, optical, hazardous, toxic, or flammable materials; which operates under conditions involving dust, high/low temperatures, noise, high/low atmospheric pressure, high magnetic fields, high voltages, or high altitude environments; or where dangerous machinery or equipment is operated. Matters not addressed herein shall be subject to announcements made by the central supervisory authority.
3. General laboratory: A laboratory that is not a special laboratory as defined in the preceding paragraph.
4. Managing units: The top-level unit and the Environmental Protection and Occupational Safety and Health Center (“the EHS Center”).
5. Top-level unit: The ultimate superordinate unit of the laboratory, such as a college (academical top-level unit) or the Office of Research and Development (administrative top-level unit).

Article 4 (Establishment and dissolution of laboratories)

1. All on-campus laboratories must be established in accordance with the provisions herein in order to receive accreditation.
2. Upon discovery of a privately established laboratory that is not accredited under the Regulations, the managing unit shall suspend its operations immediately and turn over the laboratory (and all

accompanying equipment) to the University for temporary seizure, to which the user(s) may not object.

3. In the event of a regulatory violation by a laboratory, the laboratory representative shall be held legally liable. Furthermore, the University may, based on the seriousness of the offense, cut off the laboratory's water/power supply, seize its equipment, revoke its accreditation, or administer other appropriate disciplinary measures in accordance with the *NTU Regulations for the Management of Environmental Protection and Occupational Safety and Health, Directives Governing Follow-Up Measures for Laboratories and Non-Laboratory Units in Violation of Environmental Protection and Occupational Safety and Health Regulations*, and other applicable regulations. The University authorizes the EHS Center to suspend a laboratory's operation in the event of an emergency.

Article 5 (Eligibility of laboratory representatives)

An applicant for a new laboratory must be a quota-based faculty member or research fellow or a person approved by the competent department/graduate institute, top-level unit, and the Environmental Protection and Occupational Safety and Health Committee. The applicant shall also serve as the laboratory representative ("representative"). A laboratory may have more than one representative.

Article 6 (Laboratory application and review procedures)

1. To establish a new laboratory, the applicant shall fill out an application form that clearly indicates the name(s) of the representative(s), name of the laboratory, nature and purpose of experiments to be conducted, and the applicant's acknowledgment of and agreement to comply with the provisions herein. A re-review shall be requested in the event of any changes arising from the retirement, resignation, or replacement of representatives.
2. Applications for laboratories belonging to a department, graduate institute, or center shall be reviewed by the competent top-level unit (college or top-level center), whereas applications for project-based laboratories shall be reviewed by the Office of Research and Development. Each top-level unit shall formulate its own review procedures, which shall be implemented upon passage by the Administrative Meeting.
3. Approvals of general laboratories by the competent top-level unit shall be referred to the EHS Center for reference. The EHS Center may perform further inspections of randomly selected applications and may revoke the accreditation of a laboratory if deficiencies are found.
4. Special laboratories may only be established following passage of a preliminary review by the competent top-level unit and a secondary review by the EHS Center in conjunction with the Office of General Affairs and the Campus Planning Office. The aforementioned reviewing units may seek the opinions of other concerned units before making a decision.

Article 7 (Scope of Application)

The Regulations shall apply to all laboratories located within NTU as well as any venues leased or borrowed by the University.

Article 8 (Transition clause)

Laboratories established prior to the implementation of the Regulations shall be required to submit an application within six months of the implementation date. The operations of laboratories that fail to receive an approval within one year of submitting the application shall be suspended until such approval is granted.

Article 9 (Date of implementation)

The Regulations shall be passed by the Environmental Protection and Occupational Safety and Health Committee and the Administrative Meeting and then implemented on the date of promulgation.