

Guidelines regarding Experiments at Future University Hakodate

Decided at Faculty Meeting as of September 15, 2006
Decided at Education and Research Council as of January 20, 2014
Decided at Education and Research Council as of August 1, 2016
Decided at Education and Research Council as of August 24, 2020

Article 1. Purpose

The guidelines mentioned here provide basic rules for the operation of various experiments aiming at promoting proper operation in experiments and investigations at Future University Hakodate (hereinafter referred to as “the university”), from the viewpoints of safety, hygiene, protection of personal information, and animal welfare.

Article 2. Applicable Scope

The guidelines mentioned here shall be applied to the following experiments conducted by faculty members, researchers and students of Future University Hakodate (hereinafter referred to as “the university’s experimenters”) and experiments conducted by faculty members, researchers and students of other institutes in collaboration with the university’s experimenters at Future University Hakodate.

- (1) Animal experiments (using mammals, birds, reptiles)
- (2) Of animal experiments other than the ones mentioned in (1), the experiments that may cause environmental pollution and pose hygiene risks at outside the laboratory and the breeding room
- (3) Experiments using pathogens or recombinant DNA experimental subjects
- (4) Physical or chemical experiments that may cause hazards on human body or facilities, such as by: strong electromagnetic wave, large amount of heat, noise, vibration, toxic substances, large amount of wastes
- (5) Experiments or surveys that may cause violation of participants’ human rights, health hazards, or the leak of personal information

(Note) Experiments and investigations other than above (1)-(5) are excluded from the scope of application. (e.g. The university shall be aware of personal information protection for the analysis in the case the personal information is included at the time of data collection, and the experiments and investigation that presented the results without presuming or identifying personal information do not fall under (5).)

Article 3. Compliance Rules for the Operation of Experiments

Experiments should be operated after creating the experimental plan based on the rules or guidelines on all sorts of safety, hygiene, human rights, and animal welfare.

- (1) Regarding animal experiments, the experiment must be operated based on the “Future University

Hakodate Guidelines for Animal Experiments” (The Decision at the Faculty Meeting on September 15, 2006), and the “Future University Hakodate Operation Procedure in Animal Experiments” (The Decision at the Faculty Meeting on September 15, 2006), and the “Future University Hakodate Operation Procedure in Animal Experiments” (The Decision at the Faculty Meeting on September 15, 2006).

- (2) Regarding the use of experimental facilities, the experimenter must follow the “Future University Hakodate Guidelines for the Use of Facilities for Biological Experiments” (The Decision at the Faculty Meeting on September 15, 2006), and the “Guidelines for Experiments and Use of the Ubiquitous Sensor Network (USN) Systems” (The Decision at the Faculty Meeting on Feb.17 2006).
- (3) Regarding the personal information protection, the experimenter must follow the Personal Information Protection Act by Hakodate Wide Area Unification of Public University.

Article 4. Examination, Guidance and Advice Given by Ethics Committee

- (1) An application must be submitted to the Ethics Committee (hereinafter referred to as “the committee”) which is established by the President when a person implements experiment and/or investigation applied Article 2 (hereinafter referred to as “experimenter/ investigator”).
- (2) The committee must discuss the advisability of the requested experimental plan, by examining fitness for the guidelines from the viewpoints of safety, hygiene, protection of personal information, and animal welfare to determine whether or not, and issue written permission for implementation if the applied contents conforms to the conditions.
- (3) The committee monitors the circumstances of the experiment by requesting report to the experimenter in the case there is concern that the experiment and/or investigation is not implemented following by the permitted implementation plan, and shall be able to request the experimenter to cancel or improve the experiment/investigation.
- (4) The committee shall report to the president when the experimenter/investigator does not follow the committee’s guidance and advice.

Article 5. Submission of Implementation Plan and Implementation Result Report

An experimenter/investigator must fill out Form 1 and submit “Implementation Plan” to the committee at least two weeks prior to the experiment/investigation. Moreover, the experimenter must submit “Implementation Result Report” to the committee by filling out Form 2 within a week after the experiment/ investigation.

Chart 1: Flow of the procedures

