

温州肯恩大学危险化学品安全管理办法

第一章 总 则

第一条 为加强学校危险化学品的安全管理，预防和减少危险化学品事故，保障师生员工生命财产安全，保护环境，根据《中华人民共和国安全生产法》《危险化学品安全管理条例》《浙江省高等学校实验室安全管理办法》等法律法规，结合我校实际情况，制定本办法。

第二条 本办法所称危险化学品是指具有毒害、腐蚀、爆炸、燃烧、助燃等性质，对人体、设施、环境具有危害的化学品和药品，包括：

（一）《危险化学品名录（2022版）》中的剧毒化学品和危险化学品；

（二）《民用爆炸物品品名表》中的爆炸品；

（三）《易制毒化学品的分类和品种目录》中的易制毒化学品；

（四）《易制爆危险化学品名录（2017年版）》中的易制爆化学品；

（五）《麻醉药品品种目录（2013年版）》和《精神药品品种目录（2013年版）》中的药品。

其中，剧毒化学品、爆炸品、易制毒化学品、易制爆化学品、麻醉药品、精神药品等公安及食品药品监管部门认定的需要管制

的化学品，统称管制类化学品。

若国家相关部门对管制类化学品名录版本进行更新，则以最新版本为准。

第三条 本办法适用于各学院及相关职能部门所有涉及危险化学品的采购、储存、使用和处置等全过程安全管理。

第二章 管理机构与职责

第四条 学校实验室安全工作领导小组负责全校危险化学品及其废弃物安全管理的指导和监督。

第五条 教学部（实验室管理中心）是危险化学品管理的主管部门，负责完善危险化学品安全管理规章制度；指导和监督全校危险化学品全程管理。

第六条 后勤与资产管理部（党委安全保卫部）负责监督与指导危险化学品的安全管理，协助办理管制类化学品的申购（赠予）备案，指导和协助做好管制类化学品储存和使用场所的安全管理，并配合、指导相关部门组织开展危险化学品事故的应急处置与演练。

第七条 各学院、部门主要负责人是危险化学品安全管理第一责任人，负责建立健全学院、部门危险化学品安全管理责任制；指定专人负责危险化学品日常管理工作；组织危险化学品安全管理检查和隐患排查；组织开展危险化学品安全教育和应急演练；配合学校做好危险化学品事故应急处置等工作。

第八条 实验室安全负责人是本实验室危险化学品安全管理

的直接责任人，负责严格执行学校危险化学品管理规定；制定并张贴危险实验安全操作规程；组织实验人员安全培训和考核；管理危险化学品的购买、储存、使用和处置；配备必要的安全防护设施和应急器材等。

第九条 采购危险化学品时，应由使用人提出申请，经所在学院、部门审核后方可采购，采购时应遵守相关采购管理规章制度。采购管制类化学品时，应由使用人填报申购单，经所在学院、部门审核后，由学校管制类化学品管理部门统一报当地公安部门批准后，统一向具有经营相应管制类化学品资质的供应商采购。严禁私自购买，严禁向无合法资质的厂商购买。

第三章 储存与管理

第十条 危险化学品必须存放在条件完备的专用仓库、专用场地或专用储存室（柜）内，设置相应的通风、防爆、防漏、防火、报警、灭火等安全设施，并设专人管理。

第十一条 危险化学品应当分类分项存放，保持安全距离，严禁超量储存。化学性质相抵触或灭火方法不同的危险化学品不得混存。

第十二条 实验室须建立危险化学品管理台账，准确记录种类、数量、存放位置等信息。同时应建立化学品安全技术说明书（MSDS）档案，配备相应的应急物品。

第十三条 管制类化学品管理要求

（一）管制类化学品的管理必须严格遵守“五双”管理制度

(双人保管、双人收发、双人使用、双人运输、双把锁);

(二) 必须进行精确计量和记录, 防止被盗、丢失、误领、误用;

(三) 发现问题立即报告后勤与资产管理部(党委安全保卫部)、教学部(实验室管理中心)和当地公安部门。

第十四条 气体钢瓶应存放在安全位置, 妥善固定, 远离热源。易燃易爆气体与助燃气体必须分开存放。对于涉及有毒、易燃易爆气体的场所, 必须配备必要的气体泄漏检测报警装置。

第四章 使用与处置

第十五条 实验室必须制定危险性实验的安全操作规程, 并张贴在明显位置。学生初次使用危险化学品前, 教师必须进行详细指导和安全教育。

第十六条 实验人员必须严格执行安全操作规程, 做好安全防护, 及时准确记录使用情况:

(一) 剧毒化学品、第一类易制毒化学品、爆炸品的使用须逐次逐条双人记录;

(二) 易制爆化学品的使用须逐次逐条记录;

(三) 其他化学品可按包装规格一次性登记。

第十七条 实验设计应遵循减少危害原则, 在能够达到实验目的的前提下, 尽量不使用或少使用管制类化学品。

第十八条 涉及有毒、有害、有气味化合物的实验必须在通风柜中进行, 并配备必要的防护和处理设施。

第十九条 使用麻醉药品、精神药品应当建立专用账册，实行专人管理，专用账册保存期限自药品有效期期满之日起不少于5年。

第二十条 化学实验废弃物的处置按照《温州肯恩大学实验室废弃物安全管理办法》执行，各学院应严格依照此办法做好废弃物分类回收处理工作。

第五章 应急管理 with 责任追究

第二十一条 发生危险化学品事故时，应当按照《温州肯恩大学突发事件总体应急预案(2024年修订)》立即启动应急预案，采取有效措施控制事态发展，并及时向学校主管部门报告。

第二十二条 对违反本办法规定的学院、部门，学校将视情节轻重给予相应处理；造成安全事故的，依法追究相关责任人的责任；构成犯罪的，移送司法机关处理。

第六章 附 则

第二十三条 本办法由教学部(实验室管理中心)负责解释。

第二十四条 本办法自发布之日起施行。

Wenzhou-Kean University Hazardous Chemicals Safety Management Regulations

Chapter I General Provisions

Article 1 To strengthen the safety management of hazardous chemicals on campus, prevent and reduce hazardous chemical accidents, safeguard the life and property of faculty, staff, and students, and protect the environment, these Regulations are formulated in accordance with the *Law of the People's Republic of China on Work Safety*, the *Hazardous Chemicals Safety Management Regulations*, the *Zhejiang Province Higher Education Institution Laboratory Safety Management Regulations*, and other relevant laws and regulations, in light of the actual conditions of Wenzhou-Kean University.

Article 2 For the purposes of these Regulations, “hazardous chemicals” refer to chemicals and drugs that are toxic, corrosive, explosive, flammable, or oxidizing and pose hazards to human health, facilities, or the environment, including:

2.1 highly-toxic chemicals and hazardous chemicals listed in the *Hazardous Chemicals Catalogue (2022 Edition)*;

2.2 explosives listed in the *Table of the Names of Explosives for Civilian Use*;

2.3 precursor chemicals for drug production listed in the *Catalogue of Precursor Chemicals Categories and Varieties*;

2.4 explosive-precursor chemicals listed in the *Explosive-Precursor Hazardous Chemicals Catalogue (2017 Edition)*;

2.5 drugs listed in the *Narcotic Drugs Catalogue (2013 Edition)* and the *Psychotropic Drugs Catalogue (2013 Edition)*.

Among these, highly toxic chemicals, explosives, precursor chemicals for drug production, explosive precursor chemicals, narcotic drugs, and psychotropic drugs that are subject to control by public security authorities and food and drug regulatory authorities are collectively referred to as Controlled Chemicals.

Whenever the competent national authorities update the relevant catalogues of Controlled Chemicals, the most recent version shall prevail.

Article 3 These Regulations apply to the whole-process safety management of hazardous chemicals, including their procurement, storage, use, and disposal, by all colleges and relevant functional departments of the University.

Chapter II Management Organizations & Responsibilities

Article 4 The University Laboratory Safety Leadership Group is responsible for guiding and supervising the safety management of hazardous chemicals and their waste across the University.

Article 5 The Office of Academic Affairs (Laboratory Management Center) is the competent department for hazardous chemicals management. It is responsible for improving rules and regulations and guiding and supervising the whole-process management of hazardous chemicals across the University.

Article 6 The Office of Logistics and Assets Management (Security Center) is responsible for supervising and guiding the safety management of hazardous chemicals, assisting with the filing procedures for the procurement (including donations) of Controlled Chemicals, and providing guidance and support for the safety management of storage and use sites for Controlled Chemicals. It shall also cooperate with and guide relevant departments in organizing

emergency response and drills for hazardous chemical accidents.

Article 7 The head of each college or department is the primary person responsible for hazardous chemicals safety management within the unit and shall: establish and improve the responsibility system for hazardous chemicals safety management; designate personnel for the daily management of hazardous chemicals; organize safety inspections and hazard identification and rectification; carry out safety education and emergency drills; and cooperate with the University in the emergency response to hazardous chemical accidents.

Article 8 The laboratory safety supervisor is the directly responsible person for hazardous chemicals safety management in the laboratory and shall: strictly implement the University's hazardous chemicals management regulations; formulate and prominently display safe operating procedures for hazardous experiments; organize safety training and assessment of laboratory personnel; manage the purchase, storage, use, and disposal of hazardous chemicals; and ensure the provision of necessary safety protection facilities and emergency equipment.

Article 9 For the procurement of hazardous chemicals, the user shall submit an application, which shall be reviewed by the affiliated college or department before purchase, and all purchase shall be conducted in compliance with relevant procurement regulations. For the procurement of Controlled Chemicals, the user shall fill in a requisition form. After review by the affiliated college or department, the University's Controlled Chemicals management unit shall submit the requisition to the local public security authority for approval. Procurement shall then be conducted centrally from suppliers holding the appropriate licenses for Controlled Chemicals. Private purchase is strictly prohibited, and purchase from unqualified suppliers is strictly prohibited.

Chapter III Storage & Management

Article 10 Hazardous chemicals shall be stored in dedicated warehouses, dedicated sites, or dedicated storage rooms (or cabinets) equipped with appropriate safety facilities, including ventilation, explosion protection, leak protection, fire protection, alarm, and fire-extinguishing facilities, and shall be managed by designated personnel.

Article 11 Hazardous chemicals shall be stored by category and subcategory and maintained at safe separation distances. Excessive storage is strictly prohibited. Hazardous chemicals with incompatible properties or requiring different fire-extinguishing methods shall not be stored together.

Article 12 Laboratories shall establish a hazardous chemicals management ledger, accurately recording information such as types, quantities, and storage locations. A file of Safety Data Sheets (MSDS) shall be maintained, and appropriate emergency supplies shall be provided.

Article 13 Management Requirements for Controlled Chemicals

13.1 The “Five Two-Person” Management System must be strictly implemented, including two-person custody, two-person receipt and issuance, two-person use, two-person transport, and two locks;

13.2 Precise measurement and record-keeping shall be ensured to prevent theft, loss, mistaken receipt, or misuse;

13.3 Any problems shall be immediately reported to the Office of Logistics and Assets Management (Security Center), the Office of Academic Affairs (Laboratory Management Center), and the local public security authority.

Article 14 Gas cylinders shall be stored in safe locations, properly secured, and kept away from heat sources. Flammable and explosive gases shall be stored separately from oxidizing gases. For sites involving toxic, flammable, or explosive gases, gas leak detection and alarm devices shall be installed.

Chapter IV Use & Disposal

Article 15 Laboratories must formulate safe-operating procedures for hazardous experiments and post them in prominent positions. Before students use hazardous chemicals for the first time, instructors must provide detailed guidance and safety education.

Article 16 Laboratory personnel must strictly follow safe-operating procedures, take proper protective measures, and record usage timely and accurately:

16.1 Use of highly-toxic chemicals, Class-I Precursor Chemicals for Drug Production, and explosives must be recorded item by item, with dual signatures for verification;

16.2 Use of explosive precursor chemicals must be recorded item by item;

16.3 Other chemicals may be registered once per package.

Article 17 Experiment design shall follow the principle of hazard minimization: where experimental objectives can be met, the use of Controlled Chemicals should be avoided or minimized.

Article 18 Experiments involving toxic, harmful, or odorous compounds must be conducted in a fume hood, with necessary protective and treatment facilities provided.

Article 19 Use of narcotic and psychotropic drugs shall be recorded in dedicated account books, maintained by designated personnel, and retained for no less than five years after the expiry date of the drugs.

Article 20 Disposal of chemical-experiment waste shall be carried out in accordance with the *Wenzhou-Kean University Laboratory Waste Management Regulations*. Each college shall strictly follow these Regulations to classify, collect, and dispose of wastes properly.

Chapter V Emergency Management & Accountability

Article 21 In the event of a hazardous-chemical accident, the *Wenzhou-Kean University Emergency Response Master Plan (2024 Revision)* shall be activated immediately. Effective measures must be taken to contain the situation, and the incident must be reported promptly to the University's competent departments.

Article 22 Colleges or departments that violate these Regulations shall be subject to appropriate measures commensurate with the severity of the violation. If an accident occurs, relevant responsible individuals shall be held legally liable. If a criminal offense is committed, the case shall be referred to the judicial authorities.

Chapter VI Supplementary Provisions

Article 23 These Regulations are interpreted by the Office of Academic Affairs (Laboratory Management Center).

Article 24 These Regulations shall come into force on the date of issuance.