

Bylaws on the use of specimen/sample from the University of Tokyo Hokkaido Forest

Developed on July 1, 2020

Corrected on April 20, 2021

(Purpose)

Article 1.

The purpose of these bylaws is to ensure the fair and orderly use of the specimen/sample held by the University of Tokyo Hokkaido Forest, Graduate School of Agricultural and Life Sciences, the University of Tokyo (hereinafter referred to as “UTHF”).

(Scope of specimen/sample, specimen/sample use, and specimen/sample users)

Article 2.

Specimen/sample specified in these bylaws refer to specimens, materials, and samples (microorganisms, soil, rocks, animals, plants, etc.) acquired as part of the UTHF operations (including those funded by external sources) and held by UTHF, which have not yet been published.

2. Specimen/sample use refers to the observation, measurement, and analysis of the specimen/sample specified in the preceding paragraph, and their use for research and other purposes.

3. The following persons shall be allowed to use the specimen/sample.

- (1) Faculty, staff, and students of research and educational institutions who use specimen/sample for research purposes.
- (2) Those who conduct research in collaboration with faculty members of the UTHF.
- (3) Those whose use the specimen/sample for the purpose of education, social cooperation or highly public projects; the Director of the UTHF will evaluate the appropriateness of the purpose.

4. “Specimen/sample users” are defined as those who listed as “Applicant” or “Co-users” in the application form which is approved in Article 4.

(Procedures for specimen/sample use)

Article 3.

Applicant shall fill in the prescribed items according to the Application form (Form E) provided by the UTHF, and submit it to the Director of the UTHF to receive a specimen/sample use permit.

(Permission to use specimen/sample, validity period of the permit)

Article 4.

The Director of the UTHF shall evaluate the appropriateness of the application; if the application approved, the Director of the UTHF shall issue a specimen/sample use permit to the applicant. Depending on the specimen/sample, permission may be granted with conditions, such as restrictions on destructive analysis.

2. The valid term of the specimen/sample use permit shall be for a period not exceeding one year through the end

of the Japanese fiscal year (from April to March) when the permit is issued. If an extension is desired, the Application form shall be submitted prior to the expiration of the valid term.

3. When the validity period of the specimen/sample use permit expires, the loaned specimen/sample shall be promptly returned. However, the first sentence of this paragraph does not apply to specimen/sample that are not required to be returned, those that become non-returnable due to analysis, seeding, planting, etc., and products (DNA extracts, etc.) created by the specimen/sample user using the provided specimen/sample.

(Publication of results)

Article 5.

Results refer to the works created by specimen/sample users using the provided specimen/sample. Publication refers to the creation of printed materials, including graduation theses, master's theses, and doctoral dissertations; any articles published in academic journals, books, and other publications; presentation and exhibition at academic conferences and other meetings; and publication on the internet.

2. When specimen/sample users publish or submit research results using the provided specimen/sample, they must clearly state that they have used specimen/sample owned by the UTHF.
3. When the results are published, the specimen/sample user shall submit two copies (photocopies or reprints), an electric file (PDF) or access information (URLs, etc.) of the published results to the Director of the UTHF as soon as possible.
4. The handling of published results shall be in accordance with the provisions of the Copyright Law.

(Obligations of specimen/sample users)

Article 6.

The specimen/sample user shall be prohibited from providing the provided specimen/sample and any unpublished results created from the provided specimen/sample to any third party other than the specimen/sample user.

2. The specimen/sample user shall strictly manage the provided specimen/sample and any unpublished results created from the provided specimen/sample, and shall prohibit them from being leaked to outside parties.
3. It is prohibited to place the provided specimen/sample or any unpublished results created from the provided specimen/sample in a place where it can be accessed by anyone other than the specimen/sample user specified in the application for specimen/sample use.
4. The specimen/sample user shall be responsible for the strict management of any unpublished results using the provided specimen/sample, even outside the period of validity of the specimen/sample use permit, in light of the purpose of these bylaws.

(Revocation of usage permission and penalties)

Article 7.

The Director of the UTHF may revoke permission for specimen/sample use or order the suspension of specimen/sample use when a specimen/sample user violates these bylaws.

2. A specimen/sample user who is ordered to cancel or suspend the research as described in the preceding paragraph shall promptly return any specimen/sample loaned or provided by the UTHF that are returnable. This includes any products (DNA extracts, etc.) created by the specimen/sample user using the provided specimen/sample.
3. The Director of the UTHF may restrict the use of the UTHF for the time being to specimen/sample users who violate these bylaws.

Supplementary Provisions: These bylaws shall come into effect as of July 1, 2020.

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