

## **Internet Website Management and Operation Provisions**

Detailed rules concerning the management and operation of the website are formulated by Term 6 (Information Disclosure) of the "Provisions for Voluntary Registration of Quality and Safety Data etc."

### **1. Objective**

These detailed rules stipulate the rules concerning the disclosure of data voluntarily registered by "Voluntary Registration Sheet for Quality and Safety Data I, II, III and IV" via the website in given form, and the promotion of public relations concerning the members and activities of the Society of Industrial Technology for Antimicrobial Articles (hereinafter referred to as this society) and the provision of information on antibacterial nature useful for consumers, so as to help to improve the profitability of the business activities of members, to promote the sound evolution and advance of relevant industries, and to raise the standard of living for consumers.

### **2. Website-related Operations**

The Secretariat shall conduct the following website-related operations in order to accomplish the objectives in Term 1. Part of the operations may be outsourced with the approval of the Board of Directors.

- (1) Management of the "List of Member Names", including generation, additions, corrections and deletions
- (2) Management of the "List of Registered Antibacterial Agents and Antibacterial Products" page, including generation, additions, corrections and deletions
- (3) Management of the "List of Registered Antifungal Agents and Antifungal Products Page", including generation, additions, corrections and deletions
- (4) Management of the "List of Names of Test Institutions Certified by this Society Page", including generation, additions, corrections and deletions
- (5) Management of the "Pages for Articles of Incorporation, Rules, Test Method and Operating Manuals", including generation, additions, corrections and deletions
- (6) Management of the "Pages concerning the Procedures for Admission", including generation, additions, corrections and deletions
- (7) Management of the "Pages concerning Questions and Answers", including generation, additions, corrections and deletions
- (8) Management of the "Pages concerning Public Relations for this Society, including News, Activities of Each Committee and Message from the Chairperson", including generation, additions, corrections and deletions
- (9) Management of pages for communications on antibacterial and antifungal nature, including generation, additions, corrections and deletions
- (10) Contact address for inquiries on the website via e-mails etc.
- (11) Maintenance work for the Internet, e-mails and personal computers etc. available at the Secretariat
- (12) Other operations necessary for the accomplishment of objectives in Term 1, which are approved by the Board of Directors.

### **3. Items for Indication in Individual Lists**

The following items shall be indicated in the lists specified in Terms 2-(1) to 2-(3).

- (1) "List of Member Names"
  - (i) Membership number
  - (ii) Member name and its logo
  - (iii) Link to the website of the member company or institution
- (2) "List of Registered Antibacterial Agents and Antibacterial Products"
  - (i) Registered product number

- (ii) Name of classification (applications)
  - (iii) Product name
  - (iv) Product number
  - (v) Registered member name
- (3) "List of Registered Antifungal Agents and Antifungal Products"
- Antifungal agents listed in the positive list  
Items (i) to (iv) are presented on non-member pages and items (i), (ii)-i), (iii)-i) and from (iv) to (vii) are presented on the member-only pages.
- (i) Registration number
  - (ii) Registration applicant (member) information
    - i) Name of the company that applied
    - ii) Address
    - iii) Competent department
    - iv) Telephone number
    - v) Fax number)
  - (iii) Product content
    - i) Product name
    - ii) Name of chemicals (Chemical name or middle classification name in the classification table or not disclosed)
    - iii) Nonproprietary division (nonproprietary name or major classification name in the classification table)
  - (iv) Product content
    - i) Concentration of effective ingredients
    - ii) CAS No.
    - iii) JCSCCL No.
    - iv) Relevant laws and regulations
  - (v) Antifungal effect (minimum inhibitory concentration (MIC)-microbial species, bacterial strain No., test results)
  - (vi) Information on restriction of product use
    - Either of the following items i) or ii) and item iii) must be indicated.
    - i) Recommended amount to be added (highest acceptable compounded amount)
    - ii) Maximum blending amount appropriate to each testing condition (service condition and the maximum conditional compounded amount)
    - iii) Prohibited use application
  - (vii) Safety/environmental impact information
    - The following items i), ii), iii), iv) and vi) must be indicated.
    - i) Acute oral toxicity
    - ii) Primary skin irritation
    - iii) Mutagenicity
    - iv) Skin sensitization potential
    - v) Extensive carcinogenicity test or genetic toxicity
    - vi) Toxicity to fish
    - vii) Octanol-water partition coefficient
  - (viii) BOD/COD
    - 6
    - oList of antifungal products
  - (i) Registered product number
  - (ii) Name of classification (applications)
  - (iii) Product name
  - (iv) Product number
  - (v) Name of the registered member

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(4) "List of Names of the Test Institutions Certified by this Society"

- (i) JNLA-certification number
- (ii) Name of laboratory
- (iii) Name of responsible person
- (iv) Contact address (telephone, FAX)

4. Updating the Website

- (1) The website may be updated as required in the judgment of the Secretariat.
- (2) The Secretariat shall post on the website as appropriate the society's event schedule, action policies, action plans and their results and all other information that must be notified to non-members or members.
- (3) The Secretariat shall immediately post on the website the admission of a new member and new registration of an antibacterial agent, antifungal agent, antibacterial product and antifungal product.

5. Responding to Inquiries by E-mail etc.

- (1) The Secretariat shall check e-mails daily, and respond and process them from time to time. The Secretariat shall keep all e-mails in a sorted manner and store for 2 years with periodical backups.
- (2) In responding and processing, e-mails judged to require consultation with the Steering Committee, Board of Directors, competent committees, etc. shall be promptly transmitted to the same to seek advice on the process, and shall be processed in accordance with the conclusion.

6. Penalties

In the following cases, the Secretariat shall immediately notify the fact to the Board of Standing Directors or Board of Directors, and take any necessary actions, including suspension of publication, deletions, and corrections.

- (1) Falsehood is revealed in the contents of "Voluntary Registration Sheet for Quality and Safety Data" etc. which are source data for the information posted.
- (2) The information posted is judged to be faulty.
- (3) Other cases of considerable error that cause lack of confidence in this society or actions that might result in distrust of this society.

Formulated: November 30, 1998

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