

Work instruction for decentralized administration in the context of the GMO Decree and Regulation

Introduction

This instruction outlines how statutory registration should be carried out in the workspace.

Its aim is:

- To satisfy the GMO Decree and Regulation, Environmental Management 2013 of the IenW
- To help comprehend the risks that may occur in the event of an incident or emergency
- To match common procedures in the laboratory (e.g. within the context of Good Laboratory Practices)

Procedure

Registration is carried out at two levels:

1. Area: procedures and authorization for employees by ABV
2. Project: day-to-day activities and storage by VM/OL and project employees

1. The ABV registered (digital)

- Internal guidelines, procedures, work instructions (from the biological safety website and protocols created by the department and approved by the BSO)
- The names of VM/OLs, employees, and students permitted access to the room, the containment level they are permitted to and the IG numbers on which they are working
- A copy of the GMO permit(s) under which the work in the room is being carried out. For notifications, a reference to the IG no. is sufficient. The actual substantive administration is the responsibility of the BSO.
- Incidents and how they are handled.
- The ABV will also supply a form that can be used to register day-to-day activities with the GMO number, host, vector, insert, and origin of the insert as well as the activity carried out.
- The tasks and responsibilities of the ABV are outlined in the appointment letter.

2. The VM/OL is responsible for documenting

- The permit (VM) or notification (OL) under which the work can be carried out.
- The characteristics of the GMOs being used (IG no. of the permit, host, vector, insert, origin of the insert)
- Results of checks of GMO purity and identity.
- A digital database of the stored GMOs detailing the host, vector, insert, origin of the insert, IG no. (permit/notification), and storage location.
- The tasks and responsibilities of the VM/OL are outlined in the appointment letter.

The following is an example of how the database may look.

IG nr	Host	Vector	Insert	Species	Location
IG 56-789	E.coli K12	pcDNA 3.1	MMP-9	Human	Revco 2; tower 1; Box 1; position 5
IG 56-789	COS-1	PUC 18	sertonine	Rat	Revco 2; tower 3; Box 4; position 80

Abbreviations

ABV	Departmental Expert for Biosafety
BSO	Biosafety Officer
GMO	Genetically Modified Organism
IenW	Ministry of Infrastructure and Water Management
OL	Research leader
VM	Responsible Investigator

References

- Decree and Regulation on Genetically Modified Organisms, Environmental Management 2013, IenW April 2014.
- [Website HSB Maastricht](#)

Further information

For further information, please contact the [BSO](#).