Procedure working safely with animal material

Introduction

This procedure is written as a guideline for working safely with animal material, while also complying with the Animal By-Products (ABP) Regulation. The necessary forms can be found on the HSB website. If the animal material may contain pathogens that are harmful to humans, additional protective measures may need to be taken. Please contact the BSO for this.

The regulations distinguish three categories of animal by-products based on the level of risk they pose to human and animal health:

- Category 1 comprises materials that present the highest risk. This includes, among others, carcasses of cattle suspected of being infected with a transmissible spongiform encephalopathy (TSE). Carcasses and materials originating from laboratory animals are also classified as Category 1.
- Category 2 includes a wide range of animal by-products that do not fall under Category 1 or Category 3. Examples include gastrointestinal tract contents, manure, and bedding derived from (laboratory) animals. Any animal by-product that meets the definition of an animal by-product but is not specifically classified as Category 1 or Category 3 is also assigned to Category 2.
- Category 3 comprises materials of animal origin that pose the lowest risk to human and animal health. Examples include animal-derived products that have been declared fit for human consumption or animal feed but are no longer intended or used for those purposes.

Receipt from cat. 1, 2, and 3 material

From the Netherlands

- Archive the commercial document (see Commercial Document ABP form) completed by the sender and signed by the sender and carrier and/or the delivery note within the department for at least 2 years. Also, send a copy of the trade document to the BSO.
- If you are going to collect animal material yourself, you will draw up a trade document in duplicate on which the approval number of both parties must be stated. The form must be signed by both parties. You leave one copy with the supplier and take the other signed copy back with you for your own administration. See the form Explanation-filling-in-trade document for further explanation on filling in the trade document. Also, send a copy of the trade document to the BSO.
- Store the material in a refrigerator or freezer and keep records of this that are accessible to third parties.

From an EU Member State

- Archive the commercial document (see Commercial Document ABP form) completed by the sender and signed by the sender and carrier and/or the delivery note within the department for at least 2 years.
- Store the material in a refrigerator or freezer and keep records of this that are accessible to third parties.

From other countries

- For receipt from non-EU countries such as Switzerland, UK, USA etc. an import exemption is available. In the procedure, Importing animal by-products from non-EU countries details regarding the import of animal by-products from non-EU countries are described in detail.
- Archive the delivery note supplied with the shipment within the department and keep these documents for at least 2 years.
- Store the material in a refrigerator or freezer and keep records of this that are accessible to third parties.

Activities

1. General

- No administration besides registration of experimental data is allowed in the laboratory.
- The work area must be kept neat and clean. No unnecessary furniture or instruments are allowed to be present.
- Vermin is not allowed to be present.
- Smoking, eating, drinking, and storing food, applying cosmetics, or inserting contact lenses is not permitted; loose hair must be tied back.
- Avoid hand-face contact.

- Pipetting with the mouth is prohibited; use a balloon or pipettor.
- Filter tips may be used to prevent contamination of the mechanical parts of a pipette.
- Only use paper handkerchiefs or tissues if necessary.
- Before leaving the work area, hands must be washed with soap and water.
- Prevent the formation of aerosols by waiting several minutes before opening tubes until aerosols have settled, allowing a pipette to run against the wall of a tube and not squeezing it out forcefully, etc.
- Avoid using a syringe with a needle whenever possible to reduce the risk of needle stick injury, aerosol formation, or spillage.
- Use the safe needle system as much as possible.
- If the use of the safe needle system is not possible, never recap the needle. Immediately dispose of the needle in the designated needle container.
- Use closed centrifuge tubes (preferably with screw caps) and/or closed buckets.
- Rotors that are contaminated as a result of leakage or breakage must be disinfected immediately after the end of centrifugation, see the work instruction Disinfection of laboratories.

2. Decontamination and disinfection

- A suitable disinfectant must be available before starting an experiment, see work instruction Disinfection of laboratories.
- The work surfaces (table or safety cabinet) are disinfected with a suitable disinfectant at the end of the work and at the end of each working day.
- If there is a spill, the spill must be cleaned up by covering it with tissues soaked in a suitable disinfectant. Leave it to work for the prescribed time and then clean it up; deposit tissues with spills in a blue (SZA) or yellow (GMO) WIVA container. Then clean the work surface with water and disinfect again.

3. Biological contaminated waste

- Liquid waste can be collected, and by adding a gelling agent the collected liquid is converted into a gel. The container containing the gelled liquid can be deposited in the blue (SZA) or yellow (GMO) WIVA container.
- Dispose of the solid material as potentially contaminated waste via a blue (SZA) or yellow (GMO) WIVA container. Disinfect the outside of the WIVA container with a suitable disinfectant after closing it. Leave the WIVA container in the laboratory until it is collected (UM) or take it to the nearest waste collection point (MUMC+).
- Carcasses are disposed of via the CPV.

Shipping of cat. 1, 2 and 3 material

Within the Netherlands

- Provide a package with cat. 1, 2 or 3 material with a trade document (see form Trade document ABP). Fill in the NVWA approval number for working with animal by-products of the sending and receiving party. And have both parties sign the document. See form Explanation-filling-in-trade document for further explanation on filling in the trade document.
- Archive a copy of the trade document within the department for 2 years. Also, send a copy of the trade document to the BSO.

To an EU member state

- Provide the material with a trade document drawn up in English, and archive a copy for 2 years. Also send a copy of the trade document to the BSO.

To other countries

- Ask the recipient what the rules are for sending ABP material to the country in question and archive a copy of the necessary forms.

Storage

- Always store animal material at a maximum of 4°C and separate from flammable or explosive substances (guideline for storage of hazardous substances PGS15). For longer storage, freeze at -20°C or -80°C (if this does not conflict with the desired activity of the biological material).
- Label the stored material and administer it in such a way that it is insightful to third parties (inspection)

Accidents and incidents

- Immediately press the wound so that the wound bleeds well, and then rinse the wound with tap water under a running tap or with physiological saline.
- Disinfect the wound or skin with a skin disinfectant such as 70% ethanol, chlorhexidine, or iodine tincture.
- Rinse contaminated eyes for 10 minutes with the available eyewash facility.
- Rinse a contaminated mouth with water.
- If the bleeding is severe, immediately activate the company emergency services via telephone number 1333 (UM)/1000 (MUMC+) or 043-3875566 (GSM).
- Report the incident via the internal reporting system UM, or Iris (MUMC+).

Pest control

The Animal By-Products Regulation requires pest control. Pest control involves combating and preventing all types of pests, such as pigeons, insects, and rodents. The pest control service regularly inspects the university buildings, checks for the presence of pests, and advises on adjustments to prevent pests. Pest nuisance can be reported via Servicepoint-FS. For more information, see UMployee/Practical Information/Pest Control

Abbreviations

ABP	Animal By-products
BSO	Biosafety Officer
Cat. 1	Category 1
CPV	Central Laboratory Animal Facility
EU	European Union
GMO	Genetically Modified Organism
MUMC+	Maastricht University Medical Centre+
NVWA	Netherlands Food and Consumer Product Safety Authority
SZA	Specific Hospital Waste
UM	University Maastricht

References

- NVWA animal By-products (Dutch only) https://www.nvwa.nl/onderwerpen/dierlijke-bijproducten/regelgeving-over-dierlijke-bijproducten
- Website HSB Maastricht

Further information

For further information, please contact the BSO.