

Procedure for release of equipment, furniture, and GMO laboratories that may be contaminated by GMOs

Introduction

Equipment, furniture, and GMO laboratories may be contaminated by GMOs. If repairs are needed to the equipment and/or in these rooms, employees are at risk of being contaminated themselves. In addition, there is also a risk of GMOs escaping into the environment (outside of contained rooms).

By following this procedure, the risk of maintenance, facility services, and external employees being contaminated is minimized. In addition, following this procedure also minimizes the risk of the environment being contaminated with GMOs and/or PMOs.

Release of equipment and furniture for maintenance

If an item of equipment or furniture is broken, it must be repaired. In addition, routine maintenance work must also be carried out on the equipment. This repair and/or maintenance may be carried out in the GMO laboratory or maintenance department workplace. The equipment or furniture must be released in all cases. Release and maintenance are carried out in accordance with the following:

- In the event that the ABV is not the person who submitted the request for repair, the ABV will be informed of the appointment by the respective employee.
- The ABV will clean the equipment or furniture and disinfect it with a suitable disinfectant.
- The ABV will then complete the form [Release equipment](#). For the release of the BSC, the form [Release Biosafety Cabinet \(BSC\)](#) needs to be used. The ABV can sign this form for level I. For level II, the BSO must also sign the release form.
- When the equipment or furniture is handed over, the signed release form must be presented/handed over to the maintenance service/facility services.
- The maintenance service/facility services employee will report to the ABV before the repair work is commenced.
- The ABV will provide a clean lab coat and disposable gloves and instructions for the maintenance service/facility services employee.
- The maintenance service/facility services will carry out the repair on the equipment/furniture and inform the ABV of the work completed.
- If the work is carried out by an external company, the company will firstly report to the maintenance service/facility services before commencing the repair work..

Release of GMO laboratories

In some cases, repairs or maintenance may need to be carried out on the GMO laboratory itself. This might include repairs to the walls, floors, or electricity in the GMO laboratory. Before work on the GMO laboratory can commence, the laboratory will need to be released. This is done as follows:

- The ABV will clean and disinfect the laboratory. Only the part of the laboratory in which the work is to take place needs to be cleaned and disinfected. Once the room has been released, no further laboratory work can be carried out. The ABV will then complete the form [Release contained laboratories for the purpose of repair work](#). The ABV can sign this form for level I. For level II, the BSO must also sign the release form.
- The maintenance service/facility services employee will report to the ABV before the repair work is commenced. Before repair work can commence, the signed release form must be presented/handed over to the maintenance service/facility services.
- The ABV will provide a clean lab coat and disposable gloves and instructions for the maintenance service/facility services employee.
- The maintenance service/facility services will carry out the repair/maintenance on the GMO laboratory and inform the ABV of the work completed.
- The ABV will then check (the changes to) the GMO laboratory before it can be brought back into service.
- In the event of general work on GMO laboratories by external personnel, the external employees will receive a general instruction. If necessary, the BSO will communicate with the ABVs concerning precautionary

measures that need to be taken according to the work/repairs that are to be carried before the work is commenced.

To ensure that maintenance/repairs and release proceed smoothly, it is recommended that appointments be made with FS (UM) when maintenance is required.

Table 1: Summary of responsibilities for release of equipment, furniture, and GMO laboratories: RASCI table

RASCI	Responsible	Accountable	Support	Consult	Inform
Activiteit					
Instruction for (external) maintenance personnel	Facility services/ maintenance service	Facility services/ maintenance service	ABV/BSO	BSO	ABV
Cleaning and disinfecting equipment, furniture, and GMO workspaces	ABV	ABV	Equipment manager and BSO	BSO	Facility services/ maintenance service
Completing release form for equipment/BSC/room	ABV/BSO	ABV	Equipment manager	BSO	Facility services/ maintenance service
Maintenance personnel	Maintenance personnel	Facility services/ maintenance service	ABV	BSO	ABV
Activities of external company	Employee of external company/external company	Facility services/ maintenance service	ABV	BSO	ABV
Supervision during work, if required	ABV		Equipment manager	BSO	Facility services/ maintenance service

The head of department/research group chairman has ultimate responsibility for all activities.

Maintenance service: understood to refer to IDEE (UM) and TS (MUMC+)

Abbreviations

ABV	Departmental Expert for Biosafety
BSO	Biosafety Officer
FS	Facility Services (UM)
GMO	Genetically Modified Organism
IDEE	Instrument Development, Engineering and Evaluation (UM)
MUMC+	Maastricht University Medical Centre+
PMO	Pathogenic microorganism
TD	Technical Service (MUMC+)
UM	University Maastricht

References

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

Further information

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