

# 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 HSBM Maastricht](#)

## Further information

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