



Information for employees and students working at the Faculty of Science (W&N)

This information sheet is meant for employees and students that work with gmo's or work in a gmo laboratory. This sheet is a summary of the faculty's implementation of gmo legislation. It describes the most significant tasks and responsibilities, procedures and measures that are in effect within the faculty.

1 Tasks and authorizations

Title	Description	Authorizations	Tasks/responsibilities
Research Leader, Dutch: "Onderzoeks-leider" (OL)	Performs research independently, and holds an appointment at the university as, for example, a research trainee (AIO), postdoc, or researcher.	May, in consultation with the VM, add GMO constructs (that is, new inserts, vectors, or hosts) at level I (that is, ML-I, D-I, PC-I, and the like).	<ul style="list-style-type: none"> • Enlists students for instruction. • Keeps his/her own records up to date. • Ensures VM's access to records. • Checks if insert, vector, or host are registered on the A1, A2, or A3 list. • Consults with a VM/BVF in case of doubt.
Principal Investigator, Dutch: "Verantwoordelijk Medewerker" (VM)	<p>a. Experienced GMO employee, with a permanent appointment, who, based on his/her knowledge and experience, is capable of performing the necessary risk assessment.</p> <p>b. The responsibility concerning permits based on the previous GMO Decree always rests with a VM.</p>	<ul style="list-style-type: none"> • May authorize access to GMO labs to students and OL (based on the GMO instruction register of attendance). • Always has access to the OLs' records. • May, on his/her own authorization, start working with new GMOs, as long as this is done at level I. • Applies for new permits (or adjustments of permits) through BVF, whenever necessary. 	<ul style="list-style-type: none"> • Enlists students and OLs for instruction. • Keeps his/her own records up to date and performs peer checks for OLs, and, upon request, also for other VMs regarding the risk assessment (Does the article number fit the classification?) • Consults with the BVF in case of doubt. • Supplies his/her own records and those of OLs upon request. • Reports incidents (with hazards to the environment or health) to the BVF.
Student	Works under supervision only.	May perform GMO work and obtain access to GMO lab after instruction.	Is personally responsible for following the procedures according to the instructions. Prepares activities. Reports anomalies (potential issues) to OL or VM.

Company Safety Officer (BVF)	Supervisor for the University Board (CvB)	<ul style="list-style-type: none"> • Authorizes VMs • Always has access to the current GMO records. • May stop any work in case of high-risk activities or lack of compliance with rules or regulations. • May perform lab inspections as verification. 	<ul style="list-style-type: none"> • Advises, checks, and instructs. • Applies for permits and adjustments to current permits. • Supplies VMs with a GMO instruction register of attendance.
University Board (CvB)	Permit holder		

2 Procedure new GMO employees and students

- 1) New GMO employees and students are enlisted by a supervisor (VM/OL) into the monthly GMO instructions by the BVF.
- 2) The new employee is added to the GMO records of the VM/OL.
- 3) After instruction, the new employee/student obtains access to the required GMO labs; a number of authorized VMs informs the Service Desk that the employee/student is allowed access to the GMO labs. The Service Desk can remotely activate said access.
- 4) At the end of the employment contract or traineeship the authorization to the labs is withdrawn. The GMO employee's authorization withdrawal is incorporated into the records.

3 Procedure new GMO constructs and adjustments

- 1) Level I (ML-I, D-I, PC-I, etc.)

An OL may use new inserts, vectors, or hosts that are either already permitted at level I, or are registered on the current A1, A2, or A3 lists, on his/her own.

This is always done in consultation with the VM who checks the applied risk assessment (as peer check).

In case of approval, the new combinations are added to the records according to the format supplied.

A VM has the same authorizations as an OL, but may perform the risk assessment on his/her own authority. However, he/she can always ask for a peer check or advice from another VM or BVF.

2) Level II or higher (ML-II, DM-II, PCM-II, etc.)

If, based on the supplied lists / risk assessment, the level does not amount to level I, all subsequent steps are routed through the BVF.

In those cases one has to either:

- apply for a new permit, or
- apply for an adjustment, or
- start a downscaling (2.8) procedure.

3) All adjustments or variations (other insert, host, or vector) require a new check / assessment. The new GMO construct and the risk categorization article are added to the records.

At the end of the activities with a certain GMO, the GMO is recorded as discontinued (not removed, in view of possible publications, or activities by others at a later date.)

4 Supplemental remarks

The storage (freezer, refrigerator, seed storage), as well as pilot experiments are also considered to be activities with GMOs.

Please keep activities at different levels separated whenever possible. Materials that have been within a ML-II lab, may not be returned to a ML-I lab, and conventional materials that have been in a GMO lab, may not be returned to a conventional lab. They will be considered to be GMO materials. This applies to lab coats as well. Therefore, please use the lab coats with the green label only, and keep these within the lab. Lab coats from a ML-II lab are autoclaved first and only then cleaned. The same applies to lab coats from a ML-I lab with a visible contamination with GMO material. ML-I lab coats without any visible contamination may be collected and cleaned together with the conventional lab coats.

Students or employees that require access to a GMO lab, are obliged to follow the GMO instructions first, because they must be familiar with the risks and corresponding measures and procedures.