

The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

Article 1 Responsibilities and procedure

¹ The present directive defines the responsibilities and procedure regarding organism management at EPFL. On the operational level, organism management is primarily the responsibility of the units (research groups, technological platforms, etc.) that use these organisms.

² The coordinator and staff of the Department of Security, Safety and Facilities Operations (DSE) specialised in biosafety support the unit in its obligation to carry out a risk assessment.

Article 2 List of organisms

The authorities of the Confederation require that a representative list of organisms used (with typical examples from the biological safety point of view) be sent to them as part of notifications or authorisation requests. This list must cover the range of organisms used for the carrying out of the project. Any Group 3¹ organisms that may be used must be mentioned.

Article 3 Management plan

¹ The head of unit is obliged to establish an organism management plan and make the necessary arrangements for the plan to be implemented.

² The management plan must contain at least:

- a risk assessment,
- procedures for handling the organism,
- procedures in case of accident,
- organisation of storage.

³ Depending on the project, there may be other points to be added to this plan. The head of unit and the School safety coordinator (COSEC) concerned are obliged to identify and list these points.

⁴ During inspections (internal and external), the head of unit must be able to present the list of organisms and management plan, and demonstrate that this plan is understood and applied by all his staff.

Article 4 DSE Biosafety procedure and responsibility

¹ According to the information provided as part of the activity notification, DSE Biosafety is responsible for the risk assessment for the organisms referred to on the list to be sent to the authorities concerned. In order to do this, it draws up the necessary safety datasheets, with the support of the head of unit. These datasheets serve to transmit the information required by the CO² to the competent authorities, but also as internal instructions for the use of these organisms and other organisms representing the same dangers and risk potential.

² These datasheets are managed and updated by DSE Biosafety. The unit concerned must be informed when these datasheets are updated.

¹ The storage and use of Group 4 organisms are strictly confined to infrastructures of biological safety level 4. Since EPFL has no installations of this type, the possession of organisms of this group is forbidden.

² See the [Ordinance on the Contained Use of Organisms \(Containment Ordinance, CO\)](#) of 25 August 1999.

Article 5 Entry into force

¹ The present directive entered into force on 12th September 2011 (version 1.0), and was revised on 1st January 2017 (version 1.1) and on 15th March 2021 (version 1.2).

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