

# The Standard Operating Procedures of CGN Plant

## Introduction

The Centre for Genetic Resources, The Netherlands (CGN) is a ISO9001:2015 certified genebank that operates according to the FAO Genebank Standards (with slight modifications) and distributes all its material under the Standard Material Transfer Agreement (SMTA). Information about the genebank can be found on its website: [www.wur.nl/cgn](http://www.wur.nl/cgn)

CGN is an organisation with responsibilities in various domains, including plant, animal and forestry genetic resources. This document will focus on the plant-specific component, and more specifically the genebank-related tasks. The 'overarching documents' that describe the organisation, leadership and communication, independence, staff and knowledge management, facility management, acquisition of goods, etc. are not included in this overview. Also not included are the documents that describe the quality management as such the procedures for handling complaints and other feedback, internal and external audits, quality planning, etc. All documents can be requested. This overview will focus on the procedures that are specific to running an *ex situ* plant genebank.

Most documents in the quality management system are written in the Dutch language, only some are originally in English or used in both languages. For the purpose of sharing the Standard Operating Procedures (SOPs) with the international plant genetic resource (PGR) community, all documents were translated into English.

The documents of a quality management system such as this are permanently under review and being updated. As a result, there can be inconsistencies in naming or content of the documents, and sometimes the documents do not completely describe the current situation. However, to allow sharing of the documents it was decided to publish the finished documents as they are, even if some are (partly) outdated since a new version is under development.

Sometimes abbreviations or acronyms are used in the text. A list of these is added to this document as an appendix.

## Types of documents

The CGN Plant genebank-specific procedures are described at different levels of detail. At the highest level are the 'UIT' documents that describe the overall processes.

Document code	Dutch title	English translation
UIT-CGN-PG 62 10	Selectie	Selection
UIT-CGN-PG 62 20	Verwerving	Acquisition
UIT-CGN-PG 62 21	Vermeerdering	Multiplication
UIT-CGN-PG 62 22	Kiemkrachtbepaling	Viability testing
UIT-CGN-PG 62 30	Opname	Incorporation in the collection
UIT-CGN-PG 62 40	Voorraadbeheer	Inventory management
UIT-CGN-PG 62 41	Identificatie en naspeurbaarheid	Identification and traceability
UIT-CGN-PG 62 42	Documentatie en informatie	Documentation and information
UIT-CGN-PG 62 43	Duplicaatmateriaal	Duplicate material
UIT-CGN-PG 62 44	Materiaal derden	Third-party material
UIT-CGN-PG 62 47	Karakterisering en evaluatie	Characterization and evaluation
UIT-CGN-PG 62 50	Aanvraag en Afgifte	Requests and Distribution

These documents all are available in both languages. They contain many references to other documents in which aspects are elaborated. In turn, these documents can also contain references. The code of these referenced documents either starts with PRT (protocol), INS (instruction), OVZ (overview), FOR (form) or ADV (advise). These categories have not always been maintained strictly.

The Excel spreadsheet “The Standard Operating Procedures of CGN.xlsx” gives an overview of all documents with a brief title, and indicates their availability in Dutch and/or English.

### **Privacy and security**

For reasons of privacy and/or security some documents were slightly edited. For example, names of persons have been replaced by their initials, passwords have been replaced by a series of X's, etc.

### **References**

In some documents, references to documents are made that are not included in this package, but available on local CGN disks or elsewhere. An example is the ‘KMS appendices’ directory. It is also possible that reference is made to screens or functionalities of the documentation system GENIS. Additional information or copies of the documents can be made available on request.

### **Disclaimer**

A quality management system is a living organism, and will not always be completely up-to-date, and can contain errors that will be corrected over time. The translations of Dutch documents were done automatically and although they have been checked, can contain an extra layer of errors as a result of the translation. Finally, some documents contain flow diagrams that in some of the translated documents have not been translated.

**With these documents, CGN gives complete transparency regarding the reality of its genebank. As you will see, it is far from perfect.**

**We hope this material will help others in setting up their quality management systems, and in providing transparency regarding their genebank operations. We also hope that it will start discussions and generate constructive feedback regarding our methods helping us to improve.**

**In the end, we all want to conserve plant genetic resources as efficiently as possible, for the generations to come, and provide access to these resources for the current generation of users.**

**Theo van Hintum**

**CGN  
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## APPENDIX

### Abbreviations and Acronyms used in the CGN-QMS Documents

CGN	Centre for Genetic Resources The Netherlands
EURISCO	European Search Catalogue for Plant Genetic Resources
IT-PGRFA	International Treaty on Plant Genetic Resources for Food and Agriculture
MoU	Memorandum of Understanding
NI	National Inventory (of <i>ex situ</i> PGR)
NPPO	National Plant Protecting Organisation
NVWA	Netherlands Food and Consumer Product Safety Authority (= Dutch NPPO)
PGR	Plant Genetic Resources
SDC	Safety Duplicate Collection
SMTA	Standard Material Transfer Agreement