**Target**

To ensure the safety of collections, collections should be duplicated in other genebanks. In Europe, the ECPGR working groups [(](http://www.ecpgr.cgiar.org/)http://www.ecpgr.cgiar.org/) call for storing 'safety-duplicates' of collections in other genebanks. CGN accepts orthodox seeds of all crops in this context. In addition, third-party seed, not belonging to the 'safety duplicate' material, is stored. This is covered on the last page of this document.

**EXPLANATION OF PROCESS DIAGRAM**

**1) Memorandum of Understanding (MOU)**

If a fellow genebank or other collection holder makes it known to a curator or otherwise that it wishes to use the CGN facilities to store its 'safety-duplicates', the curator shall consult with the Collection Management Project Leader and the Seed Manager to ascertain whether sufficient space is available, before proposing to the Head CGN to enter into an agreement with the fellow genebank.

If the Head CGN agrees, a 'Memorandum of Understanding' ('black box arrangement') is entered into with the fellow genebank or other collection holder according to the format in FOR-CGN-PG-035. The curator will arrange for the form to be completed in duplicate and the Head CGN will sign it on behalf of the CGN. The contract is sent in duplicate to the peer genebank, which should return one copy signed.

The 'Memorandum of Understanding' ('black box arrangement') with the relevant genebank is made once and also applies to follow-up shipments.

**2) Contact with submitter**

The curator will inform the submitter of the peer genebank or other collection holder of the terms and conditions:

* packaging method: preferably dried and sealed in aluminium bags. If this is not possible, CGN may repackage depending on the quantity and method of packaging the seed material,
* identification: the material must be identified with a code recognisable to the consignor; the crop must also be indicated and furthermore,
* CGN consults with the submitter on the expected arrival of the material.

**3) Entry material**

The duplicate seed material is delivered, accompanied by correspondence and, if necessary, the MOU, if not already done in a previous shipment, is returned for signature.

1. **Entry control**

The Seed Manager checks 'safety-duplicate' samples on entry:

* on the correct packaging method (airtight packaging),
* on the documents and necessary phytosanitary certificates present, and
* on the presence of a signed "Memorandum of Understanding.

1. **Missing documents**

If the necessary documents or a signed MOU are missing, the trustee will contact the submitter.

1. **Unwanted additions**

If the packaging method does not conform to CGN requirements (airtight packaging), the material is opened by the Seed Manager. The Seed Manager visually checks the material for unwanted organisms or other undesirable additives (e.g. chemicals). If the material meets the requirements, it is stored in the drying room and repacked and dried. If the material does not meet the requirements, the consignor is contacted and a solution is sought.

1. **Assign batch number**

The Seed Manager assigns a 'batch number' to the relevant shipment and characterises the shipment (see UIT-CGN-PG 6.2.41 'Identification and traceability'). The 'safety-duplicate' samples are stored in a box or crate in the freezing room.

1. **Registration**

In GENIS, the shipment of 'safety-duplicate' samples is registered (see: Genis Data Dictionary: GNS-Batch-Storage in the "KMS\_attachments" folder) with 'Batch number' and 'Batch type'.

Batch number and details of the shipment are recorded on a network drive (N:Documentations) in the 'CGNSC003 (Safety duplicates)' folder.

* Address and address code of sender (Institute/Genebank)
* Batch receipt date
* Description of the material (which crops)
* Number of samples and number of boxes/boxes
* Shelf number (location in warehouse)
* Contact details
* Link to the MOU

**9) Archiving**

The Seed Manager files the correspondence and associated statements and lists by 'batch number'. The original 'Memorandum of Understanding' is scanned and registered by the CGN in Corsa.

**10) Storage of seed material**

The 'safety-duplicates' are stored indefinitely by the Seed Manager in the long-term storage facilities (at -20°C). After a storage period of five years, the owner is contacted each time whether further storage is still necessary.

**11) Return shipment**

'Safety-duplicate' material will only be returned by CGN at the request of the submitter. However, if CGN is no longer able to safeguard, CGN will notify the owner in writing six months before the effective termination date.

**12) Packaging and shipping**

The 'safety-duplicate' material to be returned will be packaged and shipped by seed management in accordance with the relevant sections from INS-CGN-PG-007.

**13) Adding documents**

Attached to the material are the documents added to the seed material by the submitter at the time of deposit. Copies of these will be retained by the CGN.

**Liability for deviations**

If the 'safety-duplicate' material is lost, for example through loss, fire, or damage, the owner will be informed in writing. The CGN is not liable, e.g. mutually agreed in the MOU. If the 'safety-duplicate' material is lost, this is considered an anomaly and should be recorded in the complaints and deviations document under PGR Complaint handling in the KMS. Cause determination and corrective actions to be taken are handled through procedure 5.2 Complaints, deviations and improvements.

MANAGEMENT OF OTHER THIRD-PARTY EQUIPMENT

CGN's preservation facilities store third-party seed, other than 'safety duplicate' material, in addition to CGN material.

This material is stored with an orange label, if necessary in 'batches' under 'batch number' (material stored at -20°C). Table 1 of process UIT-CGN-PG 6.2.41 ('Identification and traceability') gives details of the information on the labels, storage location and where to find further information. The material should never, without the owners' consent, be given to third parties.

Third-party seed material can be classified into the following categories:

1) material from collecting missions for third parties

2) leased shelves containing third-party seed material

3) material used for research purposes by CGN

4) material multiplied by CGN or third parties for the benefit of third parties

Re 1) Seed material originating from process Acquisition and not belonging to the CGN crops. It has been collected for third parties, commissioned or otherwise, and has not received receipt numbers. Pending dispatch, if the destination is clear, the material is stored in the drying room. If the destination is not yet clear, the material is stored as a 'batch' with a 'batch number' at -20°C. Once a destination is found, the material is shipped and the 'batch' is administratively cancelled.

ad 2) Space has been reserved in the -20°C freezer and drying room for some of PRI's research departments. Contracts have been concluded on the duration and remuneration of this reservation. Arrangements have been made for access to this material by owners. The seed material kept at -20°C is stored as a 'batch' with a 'batch number' until the end of the contract and is then transferred to the owners. The material in the drying room is not given a 'batch number'.

Re 3). Material used for research purposes by the CGN or by third parties in collaboration with the CGN, but which does not belong to the CGN collection. Material to be kept for a longer period (> five years) is given a 'batch number' and stored at -20°C. Other material is kept in the drying room provided with information regarding the nature of the material.

Re 4) Material multiplied for third parties.

* Material propagated under ECPGR by third parties or the CGN for sister gene banks whose collections are under threat.
* Old Dutch varieties that do not belong to the CGN collections but are propagated by Plantum companies for inclusion in sister genebanks.
* Material propagated for programmes in Organic farming. This material is temporarily kept in the drying room. Lists of this material are kept with the seed and relevant curator.

Once every five years, the Seed Manager checks whether the retention is still applicable.