# National Good Laboratory Practice
# Compliance Monitoring Programme
# dated on 11 October 2024

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## 1. INTRODUCTION

The guidelines of the OECD as well as the EU provisions oblige the OECD member countries, as well as the non-OECD countries, which have endorsed agreements on mutual acceptance of data, to publish the National Good Laboratory Practice Compliance Monitoring Programme. This document should specify:

- scope and extent of the Programme;
- mechanism of entering test facilities to the Programme;
- categories of the inspections and verification;
- regulations concerning conducting the inspection and verification, the powers of the Good Laboratory Practice inspectors to enter the test facility or certified test facility and access to data to evaluate the compliance with the principles of Good Laboratory Practices in a given facility;
- procedures for carrying out the inspection and verification;
- follow-up to the inspection and verification;
- appeals procedure.

The Programme also includes general information on the Good Laboratory Practice and mutual acceptance of data, information on the monitoring authority as well as information on the fees payable to the monitoring authority.

## 2. GENERAL INFORMATION

The Good Laboratory Practice is a quality system concerning the organisational process and the conditions of planning, conducting and monitoring non-clinical studies of substances and their mixtures in terms of their safety to human health and the natural environment, and recording, archiving and reporting their results. The principles of Good Laboratory Practice are applied in non-clinical studies on safety of medicinal products, veterinary drugs, medical devices, plant protection products, cosmetic products, biocidal products, food additives, feed additives, detergents and chemicals used in industry, services and households. The studies covered by the principles of Good Laboratory practice include studies conducted in laboratories, in greenhouses and in the field.

In Poland, in accord with other member states of the European Union and the European Economic Area, the obligation to carry out studies pursuant to the principles of Good Laboratory Practice is specified in the following provisions of law:

1) Medicinal products
   - article 17(1) of the Act of 6 September 2001 "Pharmaceutical Law" (Journal of Laws of the Republic of Poland [Dziennik Ustaw] of 2024, item 686), implementing point 9 in the "Introduction and general principles" and point 2.2 in Module 4 in part III of Annex I to the Commission Directive 2003/63/EC of 25 June 2003 amending Directive 2001/83/EC of the European Parliament and of the Council on the Community code relating to medicinal products for human use;
   - article 25 of the Regulation (EU) No 536/2014 of the European Parliament and of the Council of 16 April 2014 on clinical trials on medicinal products for human use, and repealing Directive 2001/20/EC (current consolidated version: 05/12/2022).

2) Veterinary drugs
   - article 17(1) of the Act of 6 September 2001 "Pharmaceutical Law" (Journal of Laws of the Republic of Poland [Dziennik Ustaw] of 2024, item 686), implementing point 6 in the "Introduction and general principles" of Annex I to the Commission Directive 2009/9/EC of 10 February 2009 amending Directive 2001/82/EC of the European Parliament and of the Council on the Community code relating to medicinal products for veterinary use.

3) Plant protection products
   - article 59(1), Article 60(3), and Article 80(2) of Regulation (EC) No 1107/2009 of the European Parliament and of the Council of 21 October 2009 concerning the placing of plant protection products on the market and repealing Council Directives 79/117/EEC and 91/414/EEC (current consolidated version: 21/11/2022).
   - point 3.1 in the "Introduction" in Annex to the Commission Regulation (EU) No 283/2013 of 1 March 2013 establishing the requirements concerning the data for

active substances, pursuant to the Regulation of the European Parliament and of the Council (EC) No 1107/2009 concerning the placing of plant protection products on the market (current consolidated version: 21/11/2022).

- point 3.1 in the "Introduction" in Annex to the Commission Regulation (EU) No 284/2013 of 1 March 2013 establishing the requirements concerning the data for plant protection products, pursuant to the Regulation of the European Parliament and of the Council (EC) No 1107/2009 concerning the placing of plant protection products on the market (current consolidated version: 21/11/2022).

4) Food additives
   - article 5(7) of the Commission Regulation (EU) No. 234/2011 of 10 March 2011 implementing Regulation (EC) No. 1331/2008 of the European Parliament and of the Council establishing a common authorisation procedure for food additives, food enzymes and food flavourings (current consolidated version: 27/03/2021).

5) Feed additives
   - general remarks in Annex II to the Commission Regulation No 429/2008 of 25 April 2008 on detailed rules for the implementation of Regulation (EC) No 1831/2003 of the European Parliament and of the Council as regards the preparation and the presentation of applications and the assessment and the authorisation of feed additives (current consolidated version: 27/03/2021).

6) Cosmetic products
   - article 10(3) of Regulation No 1223/2009 of the European Parliament and of the Council (EC) of 30 November 2009 on cosmetic products (current consolidated version: 24/04/2024).

7) Biocidal products
   - point 6 in the introduction to Annex II and point 6 in the introduction to Annex III to the Regulation No 528/2012 of the European Parliament and of the Council (EC)

of 22 May 2012 concerning the making available on the market and use of biocidal products (current consolidated version: 11/06/2024).

8) Detergents

- article 7 and Annex I point 1 of Regulation No 648/2004 of the European Parliament and of the Council (EC) of 31 March 2004 on detergents (current consolidated version: 01/06/2015)[1].

9) Other chemicals - regulated by the provisions of law on chemical substances and their mixtures

- article 13(4) of Regulation No 1907/2006 of the European Parliament and of the Council (EC) of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC (current consolidated version: 06/06/2024);
- article 8(4) and (5) of Regulation No 1272/2008 of the European Parliament and of the Council (EC) of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (current consolidated version: 01/12/2023).

10) Genetically modified organisms

- article 4(1) and (2) of the Commission implementing Regulation (EU) No 503/2013 of 3 April 2013 on applications for authorisation of genetically modified food and feed in accordance with Regulation (EC) No 1829/2003 of the European Parliament and of the Council and amending Commission Regulations (EC) No 641/2004 and

[1] Studies conducted to verify compliance of detergents with the requirements of Regulation (EC) No 648/2004 – the obligation of compliance with the principles of Good Laboratory Practice or with EN ISO/IEC 17025 Standard.

(EC) No 1981/2006.[2]

11) Medical devices

- point 6.1. in Annex II to Regulation (EU) 2017/745 of the European Parliament and of The Council of 5 April 2017 on medical devices, amending Directive 2001/83/EC, Regulation (EC) No 178/2002 and Regulation (EC) No 1223/2009 and repealing Council Directives 90/385/EEC and 93/42/EEC (current consolidated version: 09/07/2024).

The principles of Good Laboratory Practice have been drafted for the purpose of ensuring high quality and reliability of data to avoid their duplication in various countries. Equally important is the aim of decreasing the number of laboratory animals sacrificed for the purpose of the studies. On the one hand, it leads to measurable savings, and on the other, strengthens the protection of laboratory animals. The decision C(81)30/Final of the OECD Council concerning the mutual acceptance of data in the assessment of chemicals (amended by the decision of the Council C(97)186/Final) introduced common application of the principles of Good Laboratory Practice among OECD member countries. This decision stipulates that the data generated during testing the chemicals in one of the OECD member countries, carried out with the use of methods specified in Annex I to this decision and according to the principles of Good Laboratory Practice specified in Annex II to this decision, should be accepted in other OECD member countries for the assessment of tested products and for other purposes related to the protection of human health and environment. The decision of the OECD Council C(97)114/Final concerning the adherence of non-member countries to the Council Acts related to the mutual acceptance of data in the assessment of chemicals provides the possibility for the non-member OECD countries to be included in agreements on the mutual acceptance of data.

[2] The obligation of compliance with the principles of Good Laboratory Practice only for toxicological studies. Studies other than toxicological are subject to the obligation of compliance with the principles of Good Laboratory Practice or with relevant ISO standard.

At present in the European Union, the Directive 2004/10/EC of the European Parliament and of the Council of 11 February 2004 on the harmonisation of laws, regulations and administrative provisions relating to application of the principles of Good Laboratory Practice and the verification of their application for tests on chemical substances introduces the principles of Good Laboratory Practice specified in the OECD. The directive also stipulates that, the placing on the market of the chemical products through questioning the studies on such products, may not be prohibited, restricted or stopped if such studies have been carried out in laboratories complying with the principles of Good Laboratory Practice. In Poland, the principles of Good Laboratory Practice have been adopted in Annex No 1 to the Regulation of the Minister of Health of 3 August 2021 on Good Laboratory Practice and performance of studies in compliance with the principles of Good Laboratory Practice that implements the Directive 2004/10/EC. The implementation of the decision of the OECD Council in Poland concerning the acceptance of data in other countries is guaranteed by Article 16, paragraph 6 of the Act on chemical substances and their mixtures, which stipulates that where a test facility is registered outside of the territory of the Republic of Poland, it shall be recognized that this facility complies with the principles of Good Laboratory Practice following the submission of a valid certificate or another appropriate document granted to this facility by a competent authority responsible for the inspection and verification of compliance with the principles of Good Laboratory Practice in member countries of the OECD or other countries in which such authorities have been established in agreement with the OECD.

Monitoring of the compliance by test facilities carrying out the studies pursuant to the principles of Good Laboratory Practice harmonised in all countries is a necessary condition for the mutual acceptance of data obtained in such test facilities. The guidelines for the harmonised monitoring of the compliance with the principles of Good Laboratory Practice in OECD member countries have been specified in the Decision-recommendation of the OECD Council C(89)87/Final on compliance with principles of Good Laboratory Practice, amended by the decision C(95)8/Final. In the European Union the guidelines concerning the procedures to monitor Good Laboratory Practice compliance have been specified in the Directive 2004/9/EC of the European Parliament and of the Council of 11 February 2004 on the inspection and verification of Good Laboratory Practice, adopting the

above mentioned guidelines of the OECD. In Poland, the foregoing guidelines are at present included in the regulation of the Minister of Health of 3 August 2021 on Good Laboratory Practice and performance of studies in compliance with the principles of Good Laboratory Practice, in particular in Annex No 2 to the regulation. Some requirements of the guidelines were introduced in Article 16 of the act on chemical substances and their mixtures.

Aside from the application of GLP principles, credible, harmonised methods of testing are also a crucial element evaluating the acceptance of data obtained in one country by the administration of the other country. Regularly updated Annex I to the decision of the OECD Council C(81)30/Final on mutual acceptance of data in the assessment of chemicals includes a set of harmonised Test Guidelines. At present, the Test Guidelines adopted by the OECD Council may be found on the website: https://www.oecd.org/en/topics/sub-issues/testing-of-chemicals/test-guidelines.html.

In the European Union the test methods are adopted by the regularly amended Commission Regulation (EC) No 440/2008 of 30 May 2008 laying down test methods pursuant to the Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Authorisation and Restrictions of Chemicals (REACH). Some of the provisions introducing in the EU the requirement of carrying out the studies pursuant to the principles of Good Laboratory Practice allow using other test methods accepted internationally.

The OECD documents concerning Good Laboratory Practice, including acts of the Council and guidelines may be found on the following website: https://www.oecd.org/en/topics/sub-issues/testing-of-chemicals/good-laboratory-practice-and-compliance-monitoring.html.

The Polish provisions of law concerning Good Laboratory Practice, in Polish and in English, the OECD documents in English, and the EU directives concerning Good Laboratory Practice in Polish and in English are available on the following website: https://www.gov.pl/web/chemikalia/dobra-praktyka-laboratoryjna;

https://www.gov.pl/web/chemical/good-laboratory-practice.

## 3. POLISH PROVISIONS OF LAW CONCERNING GOOD LABORATORY PRACTICE

Polish provisions of law concerning Good Laboratory Practice are included in four following legal acts:

1) in the Act of 25 February 2011 on the chemical substances and their mixtures (Journal of Laws of the Republic of Poland [Dziennik Ustaw] of 2022, item 1816), hereinafter referred to as the "Act," in particular Article 2, point 25, Article 12(1) point 9, Article 13(1), Article 16, Article 17 and Article 87(3),
2) in the Regulation of the Minister of Health of 3 August 2021 on Good Laboratory Practice and performance of studies in compliance with the principles of Good Laboratory Practice (Journal of Laws of the Republic of Poland [Dziennik Ustaw] of 2021, item 1422), hereinafter referred to as "the regulation,"
3) in the Regulation of the Minister of Health of 26 May 2021 on granting the statute to the Bureau for Chemical Substances (Journal of Laws of the Republic of Poland [Dziennik Ustaw] of 2021, item 1046 with subsequent amendments), in particular in § 1 of the regulation and in § 1 (17), § 3 of the Annex to that regulation,
4) in the Regulation of the Minister of Health of 19 June 2012 on the amount and methods of payment of the fees by test facilities for the inspection and verification of the compliance with the principles of Good Laboratory Practice (Journal of Laws of the Republic of Poland [Dziennik Ustaw] of 2012, item 723).

## 4. THE NATIONAL GLP MONITORING AUTHORITY

In the Republic of Poland, under the provisions of the Article 16(3) of the Act, Bureau for Chemical Substances, hereinafter referred to as "the Bureau", is a competent authority for the inspection and verification of compliance with the principles of Good Laboratory Practice by the test facilities or certified test facilities. The inspection and verification shall be carried out by the Good Laboratory Practice inspectors, each time designated by the person in charge of the Bureau, the President of the Bureau for Chemical Substances, hereinafter referred to as "the President of the Bureau", from among the employees of the Bureau, for whom

the President of the Bureau ensures periodical trainings, including trainings organised by the OECD. In justified cases when it is required by the specificity of the facility or the specificity of tests it conducts, other persons designated by the President of the Bureau may take part in the inspection and verification of the compliance with the principles of Good Laboratory Practice by the test facility or certified test facility.

The address of the Bureau is as follows:

**Biuro do spraw Substancji Chemicznych**
30/34 Dowborczyków St.
Lodz
Tel: +48422538400;
Fax: +48422538444
https://www.gov.pl/web/chemikalia
https://www.gov.pl/web/chemical
e-mail: biuro@chemikalia.gov.pl

Pursuant to the internal regulations of the Bureau, three persons are entitled to conduct the inspection of test facilities as the Good Laboratory Practice inspectors.
All GLP inspectors are employed at the Department for Good Laboratory Practice.
If required by the specificity of the study, a person from outside of the Bureau may take part in the inspection and verification. The Department for Good Laboratory Practice is responsible for all administrative activities related to Good Laboratory Practice, including the preparation of proposals of legislative changes concerning Good Laboratory Practice for the Ministry of Health. The Department is also responsible for the international cooperation in the field of Good Laboratory Practice, in particular within competent working groups of the OECD and the European Commission.

Pursuant to the internal agreements it has been decided that in order to become a Good Laboratory Practice inspector one should, aside from possessing knowledge on the Good Laboratory Practice and the monitoring procedures of compliance with those principles, undergo at least one training organised by the OECD. However, it is not a necessary

condition. In addition one should participate as an observer in at least ten inspections organised by the Bureau or the authority responsible for the monitoring of compliance with the principles of Good Laboratory Practice in a member state of the European Union. Pursuant to the internal agreements in the Bureau, Good Laboratory Practice inspector should possess chemical, biological, pharmaceutical, medical analytics, environment protection or related university education (preferably with the degree of a doctor [Ph.D.] or higher). He or she should also have laboratory experience in studies in the field of Good Laboratory Practice. No relations which may influence the objectivity of the assessment may exist between Good Laboratory Practice inspectors or other persons performing the inspection and verification of compliance with principles of Good Laboratory Practice and the inspected test facilities or certified test facilities. Pursuant to the provisions of Article 16(11a) of the Act, the President of the Bureau is obliged to ensure that the Good Laboratory Practice inspectors or other persons conducting the inspection and verification of compliance by the test facilities with principles of Good Laboratory Practice have no financial or other interest in the inspected test facility or the firm sponsoring the studies in the test facility.

Pursuant to the internal procedures described in the Order No 1/DPL/PBSCH/2022 of the President of the Bureau for Chemical Substances of 23 February 2022 on establishing procedures of inspection and verification of compliance with the principles of Good Laboratory Practice of certified test facilities and test facilities, Good Laboratory Practice inspectors each year by 15 January sign a statement (No conflict of interest) concerning the absence of relations with the certified test facilities or test facilities inspected. In case when new application is submitted by test facility, the above mentioned document is updated by the director of the Department for Good Laboratory Practice, and then the new statement is signed by the Good Laboratory Practice inspectors. In case there is a relationship between Good Laboratory Practice inspector and certified test facility/test facility, the relationship of a financial nature or any other type of relationship that may affect the objectivity of the assessment, the Good Laboratory Practice inspector informs the President of the Bureau about such situation and sign the relevant statement. In case of such situation, Good Laboratory Practice inspector is subject of exemption, in accordance with Article 24 of the Act of June 14, 1960 - the Polish Code of the Administrative Procedure (Journal of Laws

of the Republic of Poland 2024, item 572), from participation in inspection and verification in a given certified test facility/test facility.

## 5. THE SCOPE AND EXTENT OF THE PROGRAMME

Article 16, paragraph 1 of the act stipulates that "where the provisions issued pursuant to this Act, the provisions of the regulations listed in Article 1(of the Act) or separate provisions require that the substances or their mixtures should be tested in accordance with the principles of Good Laboratory Practice, such tests shall be conducted by test facilities which hold a certificate of Good Laboratory Practice and have been listed in the register of the Good Laboratory Practice certified test facilities". It means that the provisions of the act which concern the principles of Good Laboratory Practice shall be applied to the studies on all products referred to in the point entitled "General information" in this document for which in Poland, in harmonisation with members of the European Union and of OECD, it is required that such tests shall be conducted in compliance with the principles of Good Laboratory Practice.

§ 3(2) of the regulation stipulates that the studies carried out in compliance with the principles of Good Laboratory Practice may in particular include:

1) Physical chemical testing

   The specification of physical and chemical properties (e.g.: melting temperature, solidification point, density, vapour pressure, surface tension, flammability, ignition temperature, explosive properties, oxidising properties, etc.), spectral characteristics, stability testing.

2) Toxicity studies

   Acute toxicity testing (e.g.: oral**,** dermal or inhalation), reproduction toxicity, carcinogenicity, chronic/long-term/repeated toxicity, pharmacological studies in terms of the safety of pets and farm animals in veterinary medicine, etc. Studies are conducted with using test systems both *in vitro* and *in vivo*.

3) Mutagenicity studies

   Genetic toxicity studies (*in vivo* and *in vitro),* e.g. Ames test, chromosomal aberrations, micronucleus test**, s**ister chromatid exchange test, etc.

4) Studies on aquatic and terrestrial organisms

   Testing of acute and chronic toxicity for aquatic and terrestrial organisms. Toxicity for fish, algae and daphnia. Toxicity studies on earthworms, bees and arthropods. Toxic studies on marine organisms, such as fishes, invertebrates, bacteria and algae. Studies of phytotoxicity and the energy of plant's growth.

5) Studies on the fate in water, soil and atmosphere, bioaccumulation studies

   Studies on the distribution of substances in natural environment and the level of degradation. It usually relates to the biodegradation (in soil and sewage sediment). Absorption and desorption of substances in natural environment. Degradation - chemical/biochemical oxygen demand, biodegradation. Soil microorganisms - studies of the carbon and nitrogen cycles.

6) Residue studies

   The category for test facilities testing residues of plant protection products (field and analytical part) and for units determining the residue of veterinary medicinal products in biological matrixes (animal tissues, blood, plasma and urine).

7) Studies on effects on mesocosm and natural ecosystems

   Field testing not included in points 5 and 6, carried out in artificial or natural environment. Studies on the interaction with natural populations of invertebrates, and also with mixed populations imitating natural ecosystem.

8) Analytical and clinical chemistry testing

   Analyses of the content of chemical substances in a biological material (blood, plasma and urine).

The provisions of the regulation do not exclude other kinds of studies, such as for example bio-analyses, resistance to exposure, pharmacokinetic and toxicokinetic studies within toxicity studies on mammals. Some of the studies on basic toxicity, e.g. ELISA (*enzyme-linked immunosorbent assay*), RIA (*radioimmunoassay*), *in vitro* tests in the area of cytotoxicity, pharmacological and histopathologic studies, or specific studies on safety not described

above. All kinds of chemical analyses - analyses of the composition, stability and uniformity. It could include in particular studies carried out with the use of test methods outside the catalogue of OECD methods, devised and validated in a given test facility.

## 6. THE MECHANISM OF ENTERING TEST FACILITIES TO THE PROGRAMME

The test facilities carrying out studies pursuant to the principles of Good Laboratory Practice on the territory of the Republic of Poland may participate in the Programme, irrespective of the form of their ownership. Pursuant to the Bureau's internal arrangements, it is possible to enter test facilities which are registered outside of the territory of the Republic of Poland into the programme. This entry will be performed at a request of the Polish business entity conducting studies in such a facility, where the country in which this test facility is registered has not established the National GLP Monitoring Authority or where it is not possible to enter this test facility into the National Good Laboratory Practice Compliance Monitoring Programme binding in this country. The facility can also join the programme if it conducts studies submitted for the purpose of registration in the EU member states. Such activities may also be implemented at the request of the National GLP Monitoring Authority of another country. Pursuant to the provisions of the Article 16(2) of the Act, entering the Programme by the test facility through obtaining by that facility a certificate of Good Laboratory Practice and being registered in the register of the Good Laboratory Practice certified test facilities (having carried out the inspection and verification of the compliance with the principles of Good Laboratory Practice by that facility) takes place at the request of the test facility. The request, pursuant to § 3(1) of the regulation, includes:

1) the name and address, telephone number and email address of the seat of the test facility;
2) the information concerning the organisational structure of the test facility;
3) the type of products tested;
4) scope of studies performed;
5) the first and last name, position and telephone number of the individual or individuals responsible for the quality assurance programme at the test facility;

6) the number of persons employed in the test facility, including persons directly involved in performance of the studies which require compliance with the principles of Good Laboratory Practice;
7) the information concerning implementation of other quality systems at the test facility.

When drafting the request the test facility should take into account information referred to in point 1 of the Annex No 2 to the regulation.

The procedure of entering a test facility into the Programme, having carried out the inspection and verification of the compliance with the principles of Good Laboratory Practice by that facility, is specified in the Article 16, paragraph 4 of the Act. Pursuant to those provisions the President of the Bureau, at the request of Good Laboratory Practice inspectors, confirms in a decision that the test facility complies or does not comply with the principles of Good Laboratory Practice. The President of the Bureau confirms the compliance with the principles of Good Laboratory Practice by issuing a Good Laboratory Practice certificate and registering the facility in the register of the certified test facilities. Pursuant to the provisions of Article 16 (4a) of the Act, the certificate contains the certificate number, the reference to the legal basis to carry out the inspection and verification, the date of conducting the inspection and verification, the name of the certified test facility, the date of granting the certificate, the first and last names and signatures of the Good Laboratory Practice inspectors who have conducted the inspection and verification, the first and last name and the signature of the President of the Bureau, and the scope of tests conducted by the certified test facility in accordance with the principles of Good Laboratory Practice. The register of the certified test facilities includes the name and address of the facility, dates of the conducted inspections and verification, certificate number, the scope of tests carried out by the facility in compliance with the principles of Good Laboratory Practice and nature of inspection and verification. Pursuant to the provisions of the Article 16, paragraph 5 of the Act, the President of the Bureau publishes the list of certified test facilities in the Bureau's Public Information Bulletin. Article 16, paragraph 7 stipulates that following entering the programme, certified test facilities are subject to periodical or ad-hoc inspections and verification of compliance with the principles of Good Laboratory Practice.

## 7. THE CATEGORIES OF THE INSPECTIONS AND VERIFICATION OF TEST FACILITIES AND CERTIFIED TEST FACILITIES

The inspection and verification of test facilities or certified test facilities are conducted in a manner specified in § 5(1) of the regulation:

1) in case of test facilities applying for conducting the inspection and verification in order to enter the Programme (to obtain the certificate and entry to the register of certified test facilities) a pre-inspection shall be performed in order to inform the inspection team of the organisational structure of the test facility, its personnel, infrastructure, equipment and scope of the studies performed in its premises, and to confirm the information listed in the request submitted by this test facility, and then the inspection and verification is carried out, as in the case of certified test facilities; the date of the pre-inspection is arranged by the inspector of Good Laboratory Practice in agreement with the test facility;
2) in case of certified test facilities, the periodical inspection and verification shall be performed, including audit of the performed studies or completed studies in particular; this type of inspection and verification shall be conducted at least every two years; the date of the periodical inspection is arranged by Good Laboratory Practice inspector in agreement with the certified test facility;
3) in case of ad-hoc inspection and verification requested by the President of the Bureau, at his initiative or upon the request of other authorities in Poland, or upon the request of competent authorities responsible for inspection and verification of compliance with the principles of Good Laboratory Practice in member states of the European Union, in the OECD countries, in other countries in which such authorities have been established in agreement with the OECD, upon the request of the European Commission or OECD, or upon the request European Chemical Agency (ECHA), European Food Safety Authority (EFSA), European Medicines Agency (EMA), the audit of specific studies shall be conducted, and in justified cases, inspection of the certified test facility shall also be performed; in case of such

inspection and verification, the seven-day notice period for the certified test facility does not have to be applied, as referred to in § 6(1) of the regulation;

4) in case where the periodical inspection and verification have detected deviations from compliance with the principles of Good Laboratory Practice that could affect reliability of the study results, a follow-up inspection shall be performed following implementation of appropriate corrective measures by the certified test facility to verify whether the deviations from compliance with the principles of Good Laboratory Practice have been removed.

Pursuant to the internal procedures described in the Order No 1/DPL/PBSCH/2021 of the President of the Bureau for Chemical Substances of 7 January 2021 on establishing procedures of inspection and verification of compliance with the principles of Good Laboratory Practice in the remote system, regarding to the risk of spreading of the coronavirus SARS-CoV-2 and to ensuring the continuity of the functioning of the National Good Laboratory Practice Compliance Monitoring Programme, the periodical inspection and verification of the certified test facilities could be conducted remotely in the seat of the Bureau. However, the President of the Bureau for Chemical Substances decides in each case, about the possibility of carrying out the inspection and verification in accordance with the principles of Good Laboratory Practice in a remote system. The remote inspection and verification is made by using Cisco Webex Meetings communicator, which allows to carry out inspection in real time. Moreover, provisions of the Article 16 of the Act and of the regulation are still in force. Inspections in the remote system do not apply in case of test facilities applying for conducting the inspection and verification in order to enter the National Good Laboratory Practice Compliance Monitoring Programme (to obtain the certificate and entry to the register of certified test facilities).

## 8. POWERS OF GOOD LABORATORY PRACTICE INSPECTORS FOR ENTRY INTO TEST FACILITY OR CERTIFIED TEST FACILITY AND THEIR ACCESS TO DATA EVALUATING THE COMPLIANCE WITH THE PRINCIPLES OF GOOD LABORATORY PRACTICE

Provisions of the Article 16, paragraph 10 of the Act authorise the Good Laboratory Practice inspectors and, if necessary, other persons designated by the President of the Bureau to:

1) entering into area of the property, buildings or premises of the test facility or certified test facility, where the inspection and verification are conducted, on the days and during the normal working hours of this facility;
2) having access to the documentation, including raw data, and request information and explanations concerning the tests of substances or their mixtures this test facility or certified test facility conducts.

Access of Good Laboratory Practice inspectors or other persons taking part in the inspection and verification referred to in § 6(1) of the regulation to the site of the test facility or the certified test facility, as well as to the location where studies are performed, shall be provided following prior notification of the test facility or certified test facility by the President of the Bureau, which should be received no later than 7 days prior to the planned inspection and verification. The seven-day notification period does not apply to ad-hoc inspections. Pursuant to internal procedures in the Bureau, in the site of the inspected test facility or certified test facility, the Good Laboratory Practice inspectors show an identity card with the picture of the Good Laboratory Practice inspector issued by the President of the Bureau.

The Good Laboratory Practice inspectors are not entitled to access the test facility or certified test facility without the consent of such facility. In case of the absence of consent of the certified test facility to carry out the inspection and verification, the President of the Bureau withdraws the granted certificate and deletes the certified test facility from the register. In case of the absence of consent of the test facility (applying for entering to the Programme) to carry out the inspection and verification the process of entering to the Programme is not completed and the test facility is not granted the certificate and is not registered to the register of certified test facilities.

## 9. THE PROCEDURES OF THE INSPECTION AND VERIFICATION OF TEST FACILITIES AND CERTIFIED TEST FACILITIES

The procedures of inspection and verification of compliance with the principles of Good Laboratory Practice by certified test facilities and test facilities are specified in Order No. 1/DPL/PBSCH/2022 of the President of the Bureau for Chemical Substances of 23 February 2022 on establishing procedures of inspection and verification of compliance with the principles of Good Laboratory Practice of certified test facilities and test facilities.

The inspection and verification of compliance with the principles of Good Laboratory Practice by test facilities and certified test facilities, pursuant to the provisions of the Article 16, paragraph 9 of the act, are carried out based on the written authorisation issued by the President of the Bureau, which includes:

1) first and last name and number of a document which confirms identity of the Good Laboratory Practice inspector or other person conducting the inspection and verification;
2) name of the test facility or certified test facility, where the inspection and verification are carried out;
3) the date of conducting the inspection and verification, description of their scope and envisaged duration.

Pursuant to the internal agreements in the Bureau, a leading inspector is appointed from among Good Laboratory Practice inspectors, who is then responsible for the management of the case. The leading inspector, at the latest 7 days before the planned inspection and verification, sends a letter containing the above mentioned information to the e-mail address of the person designated in the certified test facility/test facility to contact with the Department for Good Laboratory Practice. In the letter there is also a reference to Article 16(11b) of the Act - obligation by Good Laboratory Practice inspectors or other persons designated by the President of the Bureau to carry out the inspection - to maintain confidentiality of the information obtained during inspection and verification, which

constitutes business secret in the meaning of art. Article 11(4) of the Act of 16 April 1993 on Combating Unfair Competition (Journal of Laws of the Republic of Poland of 2022, item 1233).

The inspection and verification, pursuant to the provisions of the Article 16(11) of the Act, are carried out in the presence of an authorised representative of the test facility or certified test facility where the inspection and verification are carried out. Detailed provisions relating to the inspection and verification of test facilities entering the programme and certified test facilities are specified in the regulation, in particular in Annex 2 to the regulation. Pursuant to the provisions of § 4 of the regulation:

1) Inspection and verification of compliance with the principles of Good Laboratory Practice by the test facilities or by the certified test facilities shall include inspection of the test facility or the certified test facility, as well as study audits.
2) Inspection of test facility or certified test facility shall be performed in the seat of the facilities or in the site where the study is performed, while verification may also be performed outside of these sites.
3) Within the inspection and verification:
   a) the management structure and operational procedures are inspected;
   b) interviews with the personnel are delivered;
   c) the integrity of data generated in the test facility is evaluated;
   d) the degree of compliance with the Principles of Good Laboratory Practice is evaluated.
4) Audits of the studies shall be conducted by comparing raw data and associated records to final or interim report in order to determine whether these data have been accurately reported, whether the study has been performed in accordance with the study plan and standard operating procedures, and to obtain additional information not provided in the report, as well as to determine whether the practices employed to obtain the data have not affected reliability of the study results.
5) The inspection of the test facility or certified test facilities and the study audit do not apply to:
   a) the evaluation of the scientific aspects of the studies;

b) the interpretation of results obtained in terms of safety to people and environment.

The detailed way of performing the inspection and verification is specified by Annex 2 to the regulation. In particular, Annex 2 to the regulation stipulates that:

1) The Good Laboratory Practice inspectors prior to the inspection and verification will get familiar with the following in particular:
   a) master schedule of test facility or certified test facility which is related to all studies performed, both studies that require and do not require compliance with the principles of Good Laboratory Practice;
   b) organisation chart of the test facility;
   c) copies of floor plans depicting premises where studies requiring compliance with the principles of Good Laboratory Practice are conducted;
   d) standard operating procedures used;
   e) details of individuals responsible for the quality assurance programme, and details confirming their qualifications;
   f) details of study personnel and details confirming their qualifications;
   g) protocols from previous inspections and verifications including the lists of deviations from the principles of Good Laboratory Practice;
   h) documents informing on the scope of studies conducted in the test facility.

2) Prior to commencement of the inspection and verification, a starting conference should be held. During this conference leading Good Laboratory Practice inspector should in particular:
   a) outline the purpose and scope and agenda of the inspection and verification;
   b) present the members of the inspecting team, the scope of their powers and responsibilities;
   c) present the way of carrying out the inspection and verification;
   d) describe the confidentiality issues;
   e) describe the documents which will be required to perform the test facility inspection, including the list of completed and on-going studies, study plans, final reports,

standard operational procedures, outline principles of access to the documentation received and making copies thereof;

f) discuss the organisational structure of the test facility, including information concerning study personnel;
g) specify the area of the test facility inspection;
h) request information as to the types of studies not covered by the Good Laboratory Practice certificate;
i) specify records and materials required to perform audits of on-going and completed studies;
j) specify the place and date of the closing conference;
k) specify the place and dates of closed meetings of Good Laboratory Practice inspectors.

3) Upon completion of inspection and verification, a closing conference should be conducted, and during this conference, the leading inspector of Good Laboratory Practice should in particular:
   a) present the procedure following the receipt of protocol from the inspection or verification performed;
   b) discuss detected deviations from the principles of Good Laboratory Practice and determine the date of submitting a schedule of implementation of post-inspection recommendations;
   c) present the procedure employed in case the post-inspection recommendations are not implemented;
   d) if necessary, inform about the need to perform a follow-up inspection to check whether deviations from compliance with the principles of Good Laboratory Practice have been removed.

## 10. CONFIDENTIALITY OF DATA OBTAINED DURING THE INSPECTION AND VERIFICATION OF TEST FACILITIES AND CERTIFIED TEST FACILITIES

Article 76(1), point 5 of the Act of 21 November 2008 on Civil Service (i.e. Dz. U. of 2024, item 409) requires that members of the civil service corps shall keep the secret that is protected by law. Article 17(2), point 5 of the Act of 16 September 1982 on Civil Servants (i.e. Dz. U. of 2023, item 1917) also requires that the civil servants keep the secret related to the performance of duties. Pursuant to the provisions of Article 16(11b) of the Act, the President of the Bureau shall ensure that if during the inspection and verification the Good Laboratory Practice inspectors or other persons that he/she has designated to conduct the inspection and verification obtain access to information which constitutes business secret in the meaning of Article 11(4) of the Act of 16 April 1993 on Combating Unfair Competition (Dz. U. of 2022, item 1233), this information may not be disclosed.

Where such information is contained in a protocol from the inspection and verification, the protocol may be disclosed at a request of relevant national authorities, the European Commission, test facilities or certified test facilities that have undergone the inspection and verification, and where this concerns a specific test - at a request of the party that has requested this test.

## 11. ACTIONS UNDERTAKEN AFTER THE INSPECTION AND VERIFICATION OF A TEST FACILITY AND A CERTIFIED TEST FACILITY

Pursuant to the provisions of the Article 16, paragraph 12 of the Act, a report on the conducted inspection and verification is drawn up and presented to be signed by an authorised representative of the test facility or certified test facility in which the inspection and verification was carried out. The report on the inspection and verification of the certified test facility/test facility may include post-inspection recommendations. Pursuant to § 7(1) of the regulation the test facility or certified test facility is served with the report within 14 days from the completion of the inspection and verification. Pursuant to the provisions of the Article 16, paragraph 13 of the Act the test facility or certified test facility may bring objections to the report along with the statement of grounds for the objections within 14 days from their receipt. The President of the Bureau examines the objections within 30 days from

the date of their receipt and takes a stand on the matter. The stand of President of the Bureau is final and is delivered to the test facility or certified test facility along with the statement of grounds.

Pursuant to the provisions of § 7(2) of the regulation in the event when the report finds deviations from the compliance with Good Laboratory Practice, the test facility or certified test facility sends to the President of the Bureau a schedule of implementation of post-inspection recommendations within time limit specified in the report.
In case the deviations from the principles of Good Laboratory Practice which are affecting the reliability of study results were found in the certified test facility a verifying inspection is carried out in order to check if they had been removed. Pursuant to the provisions of the Article 16, paragraph 14 of the Act the certified test facility with regard to which post-inspection recommendations were included in the report on the inspection and verification, is obliged to execute them under the penalty of the withdrawal of a certificate and deletion from the register of certified test facilities. If due to the verifying inspection it has been stated that the actions aiming at eliminating the deviations have not been undertaken or are not sufficient enough, the President of the Bureau states that the principles of Good Laboratory Practice are not complied with and withdraws the issued certificate and deletes that facility from the register.
If due to the verifying inspection in test facility it has been stated that the actions aiming at eliminating the deviations have not been undertaken or are not sufficient enough, the President of the Bureau states that the principles of Good Laboratory Practice are not complied with and does not issue a certificate and does not include that facility in the register.

President of the Bureau may also, at the request of the inspectors of Good Laboratory Practice, state that the principles of Good Laboratory Practice are not complied with and may withdraw the certificate and delete the certified test facility from the register in the event when the schedule of implementation of post-inspection recommendations is not submitted within a specified time limit. Pursuant to § 5(2) of the regulation, in the event of an inspection at a request, the President of the Bureau hands over to the requesting party a detailed report on the inspection and verification.

Pursuant to § 8(3) of the regulation on the withdrawal of a certificate and deletion of the facility from the register, the President of the Bureau notifies relevant competent authorities in Poland as well as GLP authorities in the Member States of the European Union, in member countries of the OECD and in other countries in which in agreement with the OECD such authorities have been established, and the European Commission and OECD.

## 12. APPEALS PROCEDURE

The Article 11 of the Act provides for the appeals procedure from the decisions and enactments of the President of the Bureau. The provisions of Article 129 § 1 of the Act of June 14, 1960 - the Polish Code of the Administrative Procedure (Journal of Laws of the Republic of Poland 2024, item 572) are applied to the decisions and enactments issued by the President of the Bureau, whereas the appeals authority in relation to the President of the Bureau is the minister having competence over the health issues.

## 13. FEES

Pursuant to the provisions of the Article 17(1), point 1 of the Act, test facilities applying for the conduct of inspection and verification of compliance with the principles of Good Laboratory Practice for the purpose of obtaining by that facility a certificate of Good Laboratory Practice and for being entered into the register of certified test facilities are obliged to pay a one-time fee (the proof of payment should be submitted by test facility together with the application for obtaining a certificate of Good Laboratory Practice and being registered in the register of the Good Laboratory Practice certified test facilities). Certified test facilities are obliged to pay a fixed annual fee, stipulated in Article 17, paragraph 1 point 2 of the act. The amount of the one-time and annual fee (PLN 6000) is regulated by the regulation of the Minister of Health of June 19, 2012 on the amount and the manner of paying fees by the test facilities for the inspection and verification of the compliance with the principles of Good Laboratory Practice. Pursuant to the provisions of the Article 17(2) of the Act, in the event of obtaining a certificate and being entered into the register of certified test facilities the one-time fee becomes an annual fee for the year in which the test facility

holds the certificate. The obtained fees do not constitute the revenue of the Bureau and are transferred to the state budget.

In accordance with Article 17(3a) of the Act, where the regular annual fee has not been paid, the President of the Bureau in a decision shall revoke the granted certificate and delete the certified test facility from the register of certified test facilities.