



SAFETY SERVICES
Level 7, The Arts Tower
Western Bank, Sheffield
S10 2TN

Service Level Agreement

Service Name	GENETIC MODIFICATION (February 2011)
Description of Service	To advise on safe systems of work/containment to enable research to proceed without harm to individuals or the environment
Client Groups/ Eligibility for Services	<ul style="list-style-type: none"> ➤ Research staff and students ➤ Relevant laboratory technical staff
Provider Responsibility	<ul style="list-style-type: none"> ➤ To ensure all necessary documentation / risk assessments are completed and submitted to the Local Genetic Modification Safety Committee (LGMSC). ➤ Laboratories are inspected for suitability for proposed projects ➤ Class 2 GM projects are registered with the Health and Safety Executive within 5 working days, and HSE communications are relayed to the relevant PI ➤ To provide current and relevant advice and information through the University website ➤ Review GM work undertaken within the University annually to update relevant databases and files ➤ Administer regulations and procedures as responsible officer for Local Genetic Modification Safety Committee ➤ Identified areas of non-compliance and deficiencies reported to the relevant department
User Responsibility	<ul style="list-style-type: none"> ➤ To submit completed Project Proposals and risk assessments for planned relevant research to LGMSC in advance of commencement of any work, in accordance with the University of Sheffield's procedures, and await formal approval by LGMSC prior to commencement. ➤ To conduct all relevant work in accordance with the Genetically Modified Organisms (Contained Use) Regulations 2000, the Genetically Modified Organisms (Contained Use) (Amendment) Regulations 2005 and relevant Local Rules ➤ Cooperation with LGMSC/Safety Services in completing the necessary documentation for HSE when relevant ➤ Ensure all proposed research workers are screened by, and registered with, the University's Occupational Health Unit before commencement of the work ➤ Instruct/train new workers in relevant safety procedures and containment measures to be used ➤ Work in a safe and competent manner ➤ Inform LGMSC/Safety Services of any change in detail in any

	<p>project as soon as it occurs</p> <ul style="list-style-type: none"> ➤ To provide competent supervision for all workers ➤ To use suitable containment facilities (laboratories) and equipment with appropriate maintenance regimes for the Class of project. ➤ Competent Biological Safety Officer (BSO) ➤ Action any deficiencies in procedures or equipment noted by BSO or Safety Services
Availability of Service	<ul style="list-style-type: none"> ➤ 0900 hours to 1700 hours - All working days ➤
Service/Statistics /Output/Measures	<ul style="list-style-type: none"> ➤ Statistics presented annually to the University's Health and Safety Committee ➤ LGMSC report submitted to each Health and Safety Committee
Dependencies	<ul style="list-style-type: none"> ➤ Health and Safety Executive
Feedback/ Monitoring	<ul style="list-style-type: none"> ➤ By departmental Biological Safety Officer and Safety Services
Benchmarking	<ul style="list-style-type: none"> ➤ Genetically Modified Organisms (Contained Use) Regulations 2000 ➤ Genetically Modified Organisms (Contained Use) (Amendment) Regulations 2005 ➤ General satisfaction of relevant Government bodies
Exclusions	<ul style="list-style-type: none"> ➤ Non-GM projects
Location of Service	<ul style="list-style-type: none"> ➤ Safety Services – also see relevant “Biohazard” web pages on Safety Service website
Contact Details	<ul style="list-style-type: none"> ➤ Dewi Thomas, Safety Services, Ext 26201 (d.g.thomas@sheffield.ac.uk) ➤ Dionne Edwards, LGMSC Secretary, Safety Services, Ext 26198 (d.m.edwards@sheffield.ac.uk)
Charges	<ul style="list-style-type: none"> ➤ HSE levies an administration fee for Class 2 and 3 projects registered. The University makes no charge
Other	<ul style="list-style-type: none"> ➤ None