

Biological Safety Committee (BSC)

Process for communicating 'GMO & Biological Hazard Form' **(http://www.dcu.ie/science_and_health/fsh_template_300507.pdf) to the BSC**

The GMO & Biological Hazards Form has to be completed for all biological work:-

- Involves new GMO work (i.e. work not previously notified or approved)
- classified as Biohazard level 2 or above
- involving primary human tissue, primary tumour or primary blood/plasma/serum
- involving prion material
- involving pathogenic/disease causing microbes

The following SOP details the process to be followed when submitting an application for review to the Biological Safety Committee. Applications can only be accepted by the lead researcher/ P.I.

- Researcher (P.I.) e-mails their submission to the BSC secretary grace.hickey@dcu.ie (in the event the secretary is on leave, the submission should be sent to the Chair (or nominee) michael.burke@dcu.ie).
- The BSC Secretary will copy the submission to a secure location on the V: drive (visible only to BSC members) and notify all BSC committee members.
- A typical maximum period of approximately 4 weeks will be allowed for review and response.
- Committee members will communicate feedback by e-mail to the Chair (or nominee) with recommendations, where necessary.
- Chair (or nominee) will collate the feedback from committee members and communicate the response to the Researcher.
- Based on the feedback, the Researcher will amend the submission and re-submit revision documents to the secretary. The BSC Secretary will notify the committee of revision documents.
- Committee member(s) communicate approval of revision documents to the Chair (or nominee). The Chair will communicate approval to the researcher by means of a formal approval document, and copies will be sent to the secretary of REC and BSC.
- Such approvals will also be recorded at the next convened meeting of the BSC.
- The BSC secretary will copy revision documents to the relevant folder on the V: drive, where they will reside as the approved document of record for that work.
- Any substantial changes in the nature of the work or the hazard involved must be communicated by the PI in writing/ e-mail to the Chair of the BSC.
- Submissions to the Research Ethics Committee (REC) can only be processed when BSC Chair (or nominee) confirms approval. Information on REC forms can be found at: http://www.dcu.ie/internal/research/rec_forms.shtml