



MINUTES

**BioEscalator Genetic Modification Safety Committee Meeting
held on Wednesday 12th September 2018, 10:00-11:00 Meeting Room 1, Level 0**

Present:

Dr Khwaja Islam (Chair) (BioEscalator Biological Safety Officer)
Dr Julie Hamilton (University Divisional Safety Officer)
Prof Len Seymour (Macrophox)
Dr Kerry Fisher (Theoyltics)
Dr Shuji Hachisu (Moa-Technology)
Dr Claire Shingler (Observer) (Operation Manager)

1. Apologies:

Graham Ross (University Divisional Safety Officer)

2. Introduction of Members

Everyone consented to be on the committee.

3. BioEscalator Premises number update

KI reported that he is still awaiting for the BioEscalator Premises number from HSE. Invoice has been paid on the 3rd of September 2018 by the BioEscalator. The payment takes two days to clear into the HSE's account. Once the payment clears, within 10 days we will receive a formal acknowledgement letter which will include the premises number. The BioEscalator premises centre number will be passed on to the tenants who will be working with GMO as this is required on the HSE notification forms.

4. New risk assessments

The GM users will need to complete GMO risk assessments and then the completed GMO risk assessments will be emailed to BioEscalator biological safety officer (BSO) who will circulate the forms to the GM safety committee for comments. Once the forms have been approved by the GM safety committee (and signed off by the BioEscalator BSO) and the next step will be for each individual company to notify the HSE with the notification fees (please refer to the HSE website: GMO notification fees). First Class 2 activity the notification period is 45 days from date of acknowledgement by the HSE. Each individual company will organise their own occupational health surveillance for their staff and this may be organised through the University occupational health service and the person to contact is Caroline Harris (caroline.harris@ouohs.ox.ac.uk).

KF asked if it was alright to amend the University GMO risk assessment pro forma and JH said that is fine as long as there is no reference to the University of Oxford on the forms and it should have their company name. LS asked for the BioEscalator to have a health and safety section on their website which can be access by all tenants.

Action- KI to email University GMO risk assessment pro forma and to set up health and safety section on the BioEscalator website.

There was concern by the committee members regarding confidentiality i.e. work that can be patent which may be disclosed in the GMO risk assessment. KF asked if there will be confidentiality agreement document that the committee members can sign up to beforehand.

Action- CS to consult University legal personal.

It was agreed the GM safety committee will meet once a year and any subsequent GMO risk assessment that needs approval can be done by correspondence. It was agreed that the committee will meet again in October 2018.

5. Any Other Business

None

6. Date and venue of next meeting – TBA for October 2018.