

Aide memoire for completion of GM risk assessment

Assessor(s) – person(s) drafting the assessment. For GM assessments, this should be the Principal/lead investigator (see also item 2.4)

Approver – the Departmental Genetic Modification Safety Officer (GMSO)

Specialist Authoriser – the University Biological Safety Adviser (UBSA)

1. **Status of assessments:** all work with transgenic animals should be marked as confidential.
2. **General details**
 - 2.1. **Assessment Outline field** – use this field to give a brief scientific background to the work to be carried out.
 - 2.2. **Further Location Information field** - record additional details about organisational and location information here. Record room number(s) here and if you are working in more than one department and/or building, record this here.
 - 2.3. **Documents and attachments field** - Add any supporting documentation here – eg supporting scientific literature or data, local codes of practice etc.
 - 2.4. **Assessor(s) field** - Your name will appear here but if there is more than one assessor, eg a joint project, add additional names here. You will need to agree who will take the lead eg on dealing with any queries or comments.
 - 2.5. **Approver(s) field** - The Approver for GM assessments is your Departmental GMSO. If you don't know who your GMSO is there is a list on the Safety Services website.
 - 2.6. **Distribution list field** - Add the names of all those working on the project here – your Head of Department's name should be added here for Class 2 and Class 3 projects. You can add people to this list as they join the project.
3. **GM specialist assessment**
 - 3.1. If are not sure whether your work is Class 1 or Class 2, fill in the Class 2 form as this asks for more information so the reviewer (s) will more easily be able to determine whether its Class 1 or 2 (and it will be easier for you quicker to cut and paste the relevant information back into the shorter form – but remember to delete the unnecessary form).
 - 3.2. The hover-over guidance from all the forms is also available as a pdf document at on the GM pages of the Safety Services website.
 - 3.3. Specialist authoriser field - You need to set the specialist authoriser in this part of the form – this UBSA who must review the assessment (on behalf of the UCL GM Safety Committee), along with your GMSO. There is only one name to select when you open up this pop-up window.
 - 3.4. At the end of the assessment is a mandatory step that is common to all types of risk assessment available in RiskNET – the final assessment of risk level. Assign levels as follows depending on the Activity Class of your work:

Activity Class	Risk Level
Class 1 (and GM animals and plants if no more hazardous than parental organism)	Very low/trivial
Class 2 (and GM animals and plants if more hazardous than parental organism)	Low/tolerable
Class 3	Medium/moderate

- 3.5. If your assessment is rejected by any of the approvers/authorisers, make the changes needed to the assessment and record what you have done in the comments log so that it is clear what changes have been made. Don't forget to save the comments before resubmitting the assessment.