

## University of Warwick School of Life Sciences

### **Workers from Departments other than SLS or WMS requesting to work within SLS laboratories**

*In order for staff or students from Departments other than SLS and WMS to work in the SLS laboratories it is necessary for a PI within SLS or WMS to “host” them.*

The process is as follows:

- The PI from an external department makes contact with an appropriate PI in SLS or WMS and receives documented agreement to work under their “auspices” and within their designated laboratory space.
- An amendment to add the worker to the biological risk assessment of the SLS/WMS “hosting” PI is submitted to the Technical Assurance Manager (TAM) in SLS/WMS, or a new biological risk assessment is written and submitted to the TAM along with the agreement from the “hosting” PI and citing the hosting PI as Co-PI.
- The School confirms acceptability for the person to work within the space requested.
- The worker must then be registered as a Visitor in SLS and undertake the necessary laboratory and facility inductions as appropriate.
- The “hosting” PI ensures that the external worker has undertaken all required training, has all necessary documentation in place and is competent to carry out the laboratory activity.