

Technical guidance note: Ozone Depleting Substances (ODS) Registration and Use at Swansea University



1 Introduction

This document seeks to clarify what end uses of Ozone Depleting Substances (ODS) are still permitted for laboratory and analytical purposes under EU and UK environmental law and what associated registrations need to be gained in order for Swansea University to be compliant in using ODS in permitted laboratory and analytical conditions.



The guidance contained within this document is in line with British and Welsh legislation and Swansea University requirements. It covers operations within the University at the Singleton and Bay campuses, or other associated sites.

This document includes the following sections:

- Section 2 What is an Ozone Depleting Substances?
- Section 3 What uses are allowed?
- Section 4 Registration of ODS use at Swansea University
- Section 5 What should I do if I am using or need to use an ODS?
- Section 6 What if your use is not considered an essential use?
- Section 7 Supplier considerations
- Section 8 Responsibilities
- Section 9 Key contacts



2 What is an Ozone Depleting Substances?

ODS are chemicals including CFCs and HCFCs, which damage the ozone layer in the upper atmosphere. ODS are shown in Table 1. The full list of substances within the listed groups are detailed on the [ODS guidance webpage¹](#) on the government website.



Table 1: ODS

Group	Abbreviation	Description
Groups I and II	CFCs	Chlorofluorocarbons
Group III	Halons	Halons (1211, 1301 and 2402)
Group IV	CTC	Carbon tetrachloride
Group V	TCA	1,1,1-Trichloroethane
Group VI	MB	Methyl bromide
Group VII	HBFCs	Hydrobromofluorocarbons
Group VIII	HCFCs	Hydrochlorofluorocarbons
Group IX	BCM	Bromochloromethane (Halon 1011)

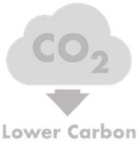


3 What uses are allowed?

ODS use is phased out and therefore illegal to use. However, the use of ODS for ‘essential laboratory and analytical’ purposes is an exemption to this, as long as the use can be justified and falls under



¹ <https://www.gov.uk/guidance/ozone-depleting-substances-ods>



the definitions of 'essential' use. These essential uses need to be registered with the Environment Agency (or other defined Regulatory Body) for them to be legal.

Please refer to the following guidance for permitted laboratory and analytical uses.

- [Register to use ozone-depleting substances for laboratory or analytical purposes²](#)



Restrictions surrounding ODS use include:

- All isomers and all forms of the above-mentioned substances, including, for example, radioactively marked substances
- Any mixture, product or equipment that contains these substances or relies on them in order to function
- All quantities of these substances; there is no minimum threshold concerning exemptions



4 Registration of ODS use at Swansea University

Swansea University manage their ODS Registration through the Sustainability team, who keep a central log of uses. If anyone has any queries about the Registrations in their area, they should get in touch with the team.

In the use of ODS, Swansea University and suppliers/contractors must comply with the following legislation and guidance:



- Regulation (EC) No. 1005/2009 on substances that deplete the ozone layer
- Ozone-Depleting Substances Regulations SI 2015/168
- Regulation (EU) 291/2011, on essential uses of controlled substances other than hydrochlorofluorocarbons for laboratory and analytical purposes
- [Ozone-depleting substances: guidance for users, producers and traders³](#)



5 What should I do if I am using or need to use an ODS?

If you require ODS for your research you should follow the process in Figure 1. A summary is also provided below:

- Contact the Sustainability Team (sustainability@swansea.ac.uk) or your local Environment Officer (see Section 9 for contact details) to inform them of your intended use
- Complete the form in Appendix 1 – ODS Feedback Form and submit to the Sustainability team with the following:
 - Safety data sheet for applicable ODS
 - Risk assessment
 - Confirmation that it is considered an essential use (see Section 3)
 - Consider whether there is an alternative more environmentally friendly substance or way in which the process can be carried out to avoid the use of ODS. You will also need to consider any safety requirements and hazards of alternatives. This can be done in association with the Health and Safety Lead for your area (see Section 9 for more information).



² <https://www.gov.uk/guidance/register-to-use-ozone-depleting-substances-for-laboratory-or-analytical-purposes>

³ <https://www.gov.uk/government/collections/ozone-depleting-substances-guidance-for-users-producers-and-traders>



- If there is no alternative and the use is considered essential then the Sustainability team will submit a registration for your use to the Environment Agency (or other defined Regulatory Body). Once approved, we shall receive an ODS ID / registration number that can then be quoted to a supplier to enable them to provide you with an ODS.

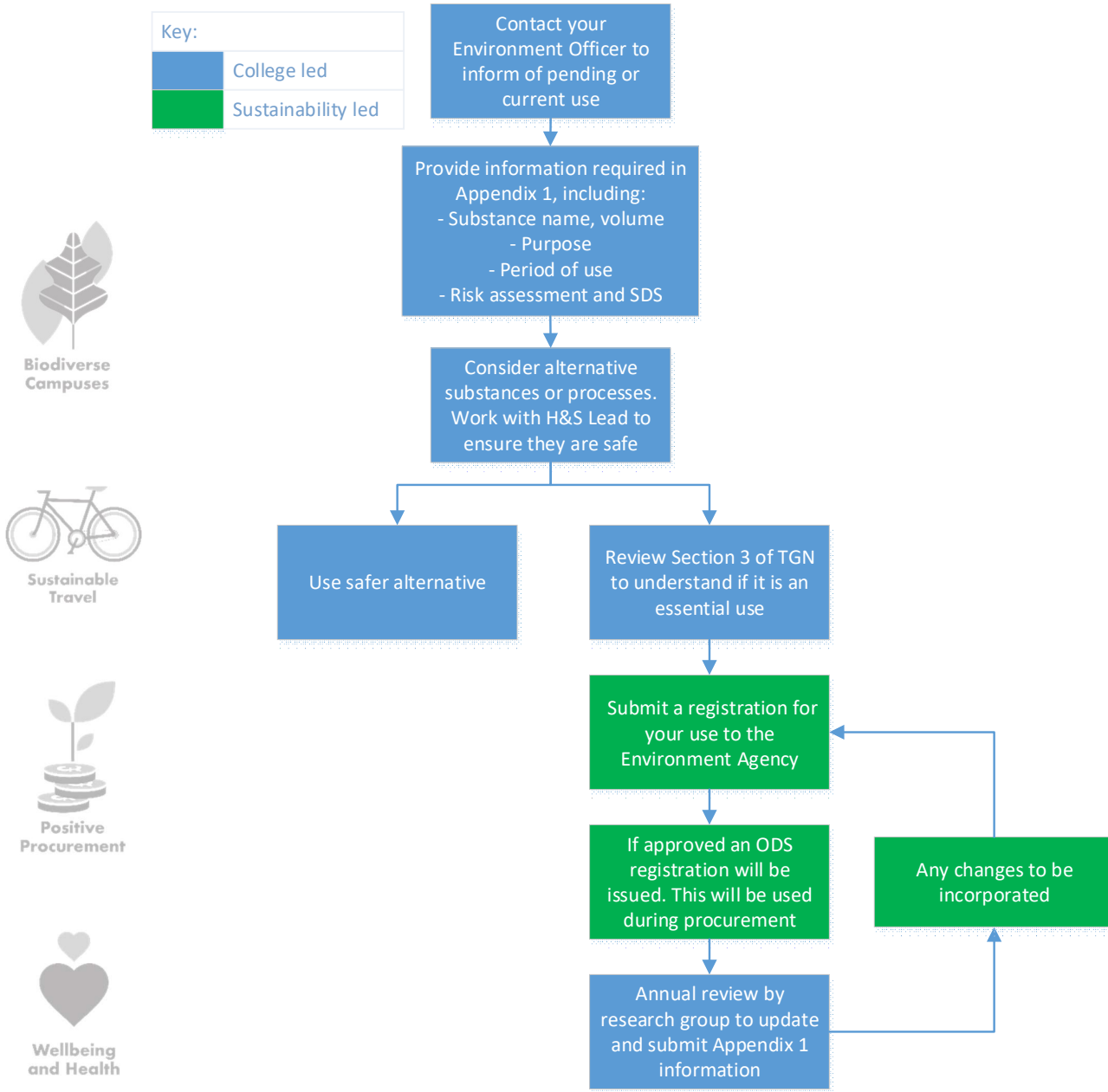
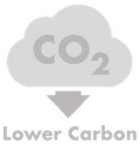


Figure 1: Process for application at Swansea University



6 What if your use is not considered an essential use?

If the use is not essential then the use should stop immediately. Disposal should be undertaken in-line with current UK requirements by a specialist and competent contractor. You can contact estates-waste@swansea.ac.uk for more information.



7 Supplier considerations

In conjunction with the Procurement team, it is your responsibility to ensure checks are carried out on the supply chain to confirm they have the appropriate requirements in place to enable legal sale in the UK:



- Producers must have an ODS producer authorisation
- Importers must have an ODS import licence
- Producers and Importers must have an ODS quota



8 Responsibilities

The Sustainability team will support staff in adding their uses to Swansea University's registration, as required. However, it is the member of staff's responsibility to:



- Abide by the restrictions and requirements associated with the registration
- Ensure that they confirm that their work is aligned to the registration before proceeding or ensure that a suitable registration is developed
- Complete any additional documentation associated with Swansea University procedures, including risk assessments
- Notify the Sustainability team of any proposed amendments to ODS use (change of ODS, additional/reduced volume etc.)
- Ensure waste is disposed of in-line with Swansea University procedure



9 Key contacts

For additional support, you can contact one of the following:

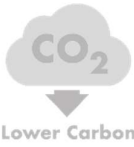
	Environment Officer	H&S Lead
Engineering	Emily Ingram	William Finn-Lewis
Science	Hayley Beharrell	Lorraine Wild
Medicine	Hayley Beharrell	Alison Trace



10 Document Control

Document control	
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Appendix 1 – ODS Feedback Form

Please submit the following information to the Sustainability Team (sustainability@swansea.ac.uk) and your local Environment Officer (see Section 9 for contact details) along with the substance Safety Data Sheet and your Risk Assessment, which includes an evaluation of whether or not the use is essential.



Minimal Waste

Name:	Enter information here	Faculty:	Choose an item.
Research group:	Enter information here	Research lab:	Enter information here
Date:	Click to add date	Current/new use:	Choose an item.
PI:	Enter information here	Contact details:	Enter information here



Biodiverse Campuses

Substance name:	Enter information here
ODS group and description:	Enter information here
Estimated annual consumption:	Enter information here
Use start date:	Enter information here
Use end date (estimated):	Enter information here



Sustainable Travel

Use description (brief):
Enter information here



Positive Procurement

ODS activity details (detailed description):
Enter information here



Wellbeing and Health

Justification for use:
Enter information here



Culture and Community

Items to attach to this form:	
Confirmation of Essential Use (checked Appendix 1 / LabODS Registry Manual)	<input type="checkbox"/>
Safety Data Sheet for ODS	<input type="checkbox"/>
Copy of Risk Assessment (incl. detailed evaluation of whether or not the use is essential)	<input type="checkbox"/>



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