

**Date:** Friday, 17/02/2023

**Time:** 1.30pm

**To:** Committee Member

**At:** [REDACTED]

**Subject:** AWERB Operations Committee

**Attendees:** [REDACTED]

**Apologies:** [REDACTED]

**Minutes:** [REDACTED]

**Mentioned within text:** [REDACTED]

**1. Minutes**

The previous minutes were approved.

**2. Matters Arising**

[REDACTED] asked everyone to introduce themselves as there are new staff members in attendance. [REDACTED] confirmed that the counting pups document is being reviewed and will be circulated to all attendees for the March meeting. [REDACTED] has sent a base change SOP back that [REDACTED] will be circulating. [REDACTED] has met with [REDACTED] regarding some work at [REDACTED]. The work has been approved and the repairs to the aviaries will start shortly if they haven't already. [REDACTED] to speak to [REDACTED] about bird assessments. [REDACTED] reported that the meeting with [REDACTED] was on Wednesday who have made some modifications to the system. Still awaiting changes to flow sensors. [REDACTED] reported that [REDACTED] have agreed to provide services so they will be removing the autoclaves and rack wash from the [REDACTED] and will start putting in services required. A programme for the work has not been provided.

**3. Establishment Licence Holder Report/Update**

Establishment licence amendments are ongoing which [REDACTED] will act on. These are one at [REDACTED] for [REDACTED] and a fish room for [REDACTED]. There are potentially a couple more schedule 1 killing rooms as non-regulated procedures have been submitted for chick eggs and one for lamprey. These are non-regulated but as they are being killed in the regulated stage they need to be done in a designated place.

#### 4. What is happening in your unit?

##### a) What is happening with animals in your unit?

█ reported that the wrong health status mice were sent to █ two weeks ago but thankfully were in their own room in IsoCaging. █ has been shut down for four months due to contamination but is now in the process of being reopened. It will hopefully be open by April. The isolators are currently in bits so will need rebuilding. Water and food was being irradiated but now the unit are switching to autoclaving. Some germ free re-training is taking place. There have also been three studies in the █ which the team have all been getting involved in.

█ reported that █ have had issues with microchipping. No issues until recently where there has been a spate of bleeding and haemorrhages which has resulted in animals having to be killed. Some 'keep alive' requests to ASRU have been sent but there is nothing in the protocol to say that they can have that. This problem is still happening but they have been unable to find the cause. It has been agreed that a cadaver can be kept to investigate. The unit are trying not to chip in the meantime and are reviewing processes to see if notching will be sufficient.

█ reported that a CL2 room is in the process of being set up on █. They are waiting for some risk assessments from the users who are hoping to start studies in a few weeks. There are a couple of bacterial studies happening at the moment. There is also a pilot study for a user who would look to run more studies if all goes well.

##### b) What is happening with staff in your unit?

█ has a temporary to permanent member of staff starting who has not yet been placed please contact him with a request.

##### c) What is happening with researchers in your unit?

█ confirmed that █ held a surgery tech meeting and the minutes will be circulated in the next AOC Teams meeting in March. █ reported that the colony management meeting will happen next week and the minutes will also be fed into the March meeting. █ informed the committee that the database will be offline on Monday next week for a couple of hours due to an upgrade. All the NACWO's and researchers have been sent a crib sheet with the major changes on.

#### 5. Overview of RCA's and SC18's

█ reported that since the last meeting there have only been 4 reports which have consisted of water provision, traps that have been missed on checks, a flooded cage and a procedure being performed in an undesignated area. The malocclusion feedback will be collated in time to be discussed at the next meeting. Thank you to everyone who is using the new template and RCA email address. Learning cards are in first draft, they will be reviewed and then circulated. █ asked what everyone would like in terms of RCA updates in the meetings. It was suggested that information on process changes would be beneficial. It was agreed that small groups of learning cards would be distributed ahead of meetings so a discussion could be had around them in the meetings. It was agreed that having the date on the learning cards would be useful.

█ reported that there have been 31 Standard Condition 18's since the last meeting with repeat issues regarding Weight loss; Microchip bruising/haemorrhage; i/p injection; o/g technique; miss-dose; saphenous bleed bruising. █ explained that there has been some saphenous bleed bruising alongside the issue with the chipping and she is looking into this.

## 6. Non-regulated Procedures

Changes to the forms are being reviewed. Questions are being numbered and re-worded so they are answered correctly. Please can everyone promote the 3R's enquiry list in their facility. There was a conversation about the reason [REDACTED] are not on the 3R's list and a discussion and agreement that there should be a disclaimer on there to say we cannot transfer mice to the benefit of an external company. The University have paid for the animals so they are University property.

[REDACTED]  
No comments.

[REDACTED]  
No comments.

[REDACTED]  
Will the animals be individually or group housed (if applicable)?

[REDACTED]  
No comments.

[REDACTED]  
No comments.

## 7. Biofacility Infrastructure

[REDACTED] reported that there is a biosecurity issue at the moment with a pinworm infestation in the rats in [REDACTED]. The cause is uncertain. [REDACTED] is compiling a summary of steps taken for the next meeting in the hope that everyone can learn from it. [REDACTED] mentioned that the main weakness on [REDACTED] is out of hours and it was agreed that a summary of pro-actions can be distributed to personal licence holders along with the pet policy via the group email.

[REDACTED] had a discussion with [REDACTED] who said that there is a device that can be fitted to a tap to test for Legionella automatically. [REDACTED] is looking into this. Thank you to those who have met with [REDACTED] so far regarding staffing requirements. There is a paper going to UBSG on Wednesday requesting more resources.

## 8. Health and Safety (RA's, COSHH)

UBS safety meeting next Thursday has been cancelled and will possibly be rescheduled for the end of March. A reminder to keep an eye on AssessNET to sign off accidents and incidents if you manage people.

## 9. Training and Competencies

[REDACTED] reported that applications are coming in for the Researcher Assessors Course which is scheduled to run between March and September. Dates will be set out in an email with more information. [REDACTED] is currently visiting the units and finding out what the training, competency and assessment situation is and what support can be offered. [REDACTED] is also reviewing DOPS to ensure that there are DOPS for all Biofacilities and procedures.

## 10. Any other business

No other business.

**Date of next meeting:** Friday 17<sup>th</sup> March on MS Teams