



Date: Friday, 19/01/2024

Time: 1.30pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees: [REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

The minutes from the meeting on 15th December 2023 were agreed after some minor changes.

2. Matters Arising

The [REDACTED] humidifier was assessed yesterday afternoon by [REDACTED]. The steam boiler has a crack which is causing a steam leak. [REDACTED] have confirmed it will be ok to run the humidifier over the weekend.

Non-regs are no longer being brought to this meeting, they will now go through a smaller process which has been working well so far. There is a new form to use but the submission process remains the same.

A meeting took place two weeks ago with [REDACTED] and [REDACTED] with a view of [REDACTED] acting as an ED coordinator with [REDACTED].

[REDACTED] and one other person have shown interest in the [REDACTED] and have been given the relevant information.

3. Establishment Licence Holder Report/Update

There was a HOLTIF meeting yesterday. [REDACTED] will not be going to the [REDACTED] meetings anymore and an administrator will take her place.

[REDACTED] has accepted the Licence Manager role and will be starting in that position on 11th March. The NIO role has been advertised.

Some low-level concerns have been fed back from the Home Office about the RCA's regarding tail trapping and water not being provided.

4. What is happening in your unit?

a) What is happening with animals in your unit?

There have been problems with the condition the mice have been arriving in. If this happens, please report it centrally and to the supplier.

██████ had a meeting with two potential contractors for the ██████ refurbishment. There is an 18-week lead time for lights. The ventilation will be fixed by ██████.

██████ are hoping there will be some rodent studies from February and there has been an enquiry from the ██████.

The marmoset breeding is being reassessed as there are now enough for two to three years.

b) What is happening with staff in your unit?

A new technician has been taken on in ██████ and there is another that ██████ is interested in taking on, but they would need to move as they currently live in ██████.

██████ has one temp that has left the fish facility that will need to be replaced.

An interview was held yesterday for bank staff.

██████ are ok for staff now.

There has been one applicant for ██████.

██████ and ██████ posts were advertised last Monday.

██████ last day at ██████ is 14th April. ██████ is the UBS Safety Manager and will report to ██████ and assist ██████. will do visits and risk assessments, ladder safety and face fit testing.

██████ had baby ██████ yesterday.

c) What is happening with researchers in your unit?

██████ has concerns about the pony work. The licence amendment is awaiting a decision from the HO. 14 ponies have been purchased. Staff with horse experience are needed. The risk assessment is being reviewed as the EHV study requires containment. The ponies will be rehomed if they are not used. The researcher will pay for the ponies until they are rehomed.

5. Overview of RCA's and SC18's

Total: 13 reports- total 71 mice, 1 rat

Commonalities: weight loss 3, found dead 3, Compound 1, Tamoxifen 1, Strain 1, cannibalism 51, surgery 1, tail bleed rat 1.

6. Biofacility Infrastructure

■■■■ lighting project is almost complete.

The lighting needs to be replaced upstairs in ■■■■.

The lamprey are still on their way in.

7. Health and Safety (RA's, COSHH)

Visits are still in progress.

A reminder, when booking an engineer ask for their Risk Assessment Method Statement (RAMS) and have a look and make sure they are working safely.

■■■■ had their PAT test this week. ■■■■ will have theirs next week.

8. Training and Competencies

A researcher has been training a PhD student to do schedule 1 ■■■■ will email users with a reminder that training can be done by any competent person but schedule 1 training and assessing must be done by UBS staff. There was a conversation around exceptions to this. A poster may be produced.

■■■■ will send monthly reports to flag expiring competencies to NACWOS for their information. This will give the NACWOs the chance to keep an eye on individuals to make sure their record is kept up to date.

It was requested that when ■■■■ adds a new procedure on MCMS, the NTCOs are told so review frequency can be checked. ■■■■ confirmed this should be when DOPS are written so ■■■■ should do this.

9. Any other business

■■■■ will be starting at ■■■■ on 1st February. Her NACWO documents have been sent to her for completion.

■■■■ preparations are currently being made for ■■■■ at the end of March. It would be great if any technicians showing interest were encouraged to get involved.

■■■■ made a poster showing the UBS structure which has positioning at the professional conference next week. Two technician posters have also gone through which ■■■■ will be representing.

It has been noted that PIL staff are still on the staff list even after they've left so the PILs are being charged. The licencing team need to be told if someone leaves so their licence can be cancelled.

■■■■ will not be at the next meeting, ■■■■ will chair.



UNIVERSITY OF
CAMBRIDGE

University Biomedical Services

Minutes

Date of next meeting: 23rd February 2024, 1.30pm in person.

