

**Date:** Friday, 19/04/2024

**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 February and March were agreed.

**2. Matters Arising**

There was a question about a PETA FOI regarding non-compliance from Jan 2019 to 2022. This has been submitted and dealt with. A new request has been received and they have been referred to the website as all the required information can be found there.

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

The PEL has been updated and [REDACTED] has been removed from Level 4 rooms and added to Level 2. Welcome to [REDACTED], the new NIO.

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

[REDACTED] cage wash is still not operational. The solenoid valve and electrics are being replaced and a pipe is being reconfigured. There is also a faulty gas valve.

[REDACTED] and [REDACTED] have booklice. They are currently contained and there is a plan in place.

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

There have been false positives for fur mites in [REDACTED]. This was due to contaminated tools.

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

[REDACTED] has a temp-to-perm in cage wash who is working out well. There is also someone from [REDACTED] who has been offered a position. There was a question about whether these staff would be trained

when [REDACTED] cage wash is up and running again. They go to [REDACTED] on Fridays, so they know how to use an autoclave. [REDACTED] will be leaving to go to [REDACTED] so there will be an advert for a senior post. There was a conversation about the grading differences between [REDACTED] and other departments. There is also a grade 3 vacancy in [REDACTED] which is currently filled by agency staff.

[REDACTED] has one temp to perm that will be made permanent next week. There is a Grade 3 vacancy and [REDACTED] is currently covering [REDACTED].

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

There was a conversation about a researcher who wants to import pseudo-pregnant female mice from France. The embryo transfer facility will be approached.

[REDACTED] has requested a list of everyone who needs Schedule 1 training from researchers but has not received one.

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

There are no Learning cards to discuss. [REDACTED] discussed SC18 graphs that had been distributed around the table. There was a big spike in March when a researcher looked at their retrospective procedures and noticed they hadn't previously recorded pup deaths.

### 6. Biofacility Infrastructure

Over the next two Fridays, the frost indicators in the AHUs are being replaced in [REDACTED].

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

[REDACTED] has started her new position and will be making visits to units and [REDACTED]. OHF29 allergen monitoring forms are going to be distributed and [REDACTED] will also be doing face fit testing. An outside company will be employed to undertake lung function testing.

### 8. Training and Competencies

There will be a slight change on MCMS, the template where PIL Course practical forms are uploaded will be deactivated. Forms should be sent to the Training Centre.

There are places available in June and July for the Researcher Assessor course. There is still one free place per group. Assessors that have previously attended the course are now leaving so they will need to be replaced, leavers will need to be tracked by revokes as we are not often told when someone is leaving. If a DOPS assessment is in place, then that should be used to sign people off as competent. [REDACTED] and [REDACTED] can be available to assess if needed.

NTCOs will be sending out training information soon and [REDACTED] is working on flow charts to send out to everyone, including researchers, to help them know when to reassess the training, assessment and reassessment process.

In CAF there have been a few RCA's where food and water haven't been provided out of hours and where colonies have been set up with hydrocephalus. [REDACTED] will be meeting [REDACTED] soon and they are going to discuss training needs that have come up from the colony management group, as well as training for the Techs. [REDACTED] will signpost colony management resources.

### 9. Any other business



The Cambridge Festival was very successful. There are some ideas for next year.

There was a query about a malocclusion workshop. This will be uploaded on to Moodle and staff will be contacted to take the workshop.

PST training is being debuted with the [REDACTED] next week and then it will be rolled out further.

**Date of next meeting: Friday, 24<sup>th</sup> May 2024.**