



**Date** Friday, 21/10/2022

**Time** 1.30pm

**To** Committee Members

**At** Greenwich House

**Subject** AWERB Operations Committee

**Attendees:** [REDACTED]

**Apologies:** [REDACTED]

**Minutes:** [REDACTED]

**Mentioned within text:** [REDACTED]

## 1. Minutes

Minutes from the meeting held on 30<sup>th</sup> September were approved

## 2. Matters arising

None

## 3. Establishment Licence Holder Report/Update

The Home Office Facility audit date has changed to the 31<sup>st</sup> October. [REDACTED] has written to inform them of all the different floor plans and the flow of where they can go. [REDACTED] asked if they could let us know of where they are going and at what times, but has received no response to date. The HO now has 11 full time inspectors and three part time inspectors. They have just recruited two new inspectors and will be recruiting another six.

## 4. What is happening in your unit?

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

[REDACTED] informed the committee that they are adding three new rooms in the [REDACTED]. One of the rooms will be used by staff that have moved from [REDACTED]. One is going to be used as behavioural space.

[REDACTED] reported that they are going to start trialling card clips. One group at [REDACTED] only wants staff to count pups at 10 days old due to fear of losing pups if they are counted earlier. Currently they have to be counted at 5 days and then counted at the AM check each day. However, one group does not want staff to handle the pups if they cannot see them at 5 days. The group has requested specific guidance from the Home Office detailing that they have to do what is being requested of them regarding the pup counting. There are a couple of rooms trialling removal of pouches to return to the automatic watering system. There have been a couple of dehydrated cases but generally things are going well. [REDACTED] attended a meeting about auto watering with [REDACTED]. During discussions, with other establishments at the meeting, it was found that [REDACTED] has significantly less flooding reports than other establishments, and are using the correct bedding. He will consider smaller handling tubes. A new flow switch has been fitted on [REDACTED]

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

[REDACTED] has a new member of staff that she is hoping is going to work out well.

████ informed the committee that █████ has now left and █████ leave on the 28<sup>th</sup> October. Shortlisting for █████ and █████ positions is now taking place. █████ NIO role is being advertised to cover for her maternity leave. The █████ has a T2 vacancy which is now being advertised for the 5<sup>th</sup> time, a T3 position is being advertised for the 2<sup>nd</sup> time. There are two agency staff in temp to perm roles, and █████ is considering offering one of them a permanent role.

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

████ had her first animals delivered to █████ from █████ last week. The Surgery Tech Group held a Meeting and have been discussing SOP's and DOP's. █████ has been doing more work on the MCMS. Some data capture forms are currently being trialled to enable recording of pre and post opp information linked to a study plan. The vets are hoping to be able to use the system for post procedure checks. █████ will begin focus meetings for phenotype checking. Currently there is no way of recording information about specific a phenotype without it being linked to study plan. This goes live at the end of November. █████ is working with the MCMS development team to try to get the large animals added to the system so the █████ can start using it. The mole rats have now been added to MCMS.

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

There have been 26 PEL reports, 3 SC18 and 1 operational report. Four letters of reprimand, one inspector advice, and 11 logged as not pursued as non-compliance, three on going and four awaiting an outcome. The reporting template for RCA's has been updated to include an action plan. The initial notification in section 2 and the immediate actions section have been removed. Immediate corrective actions and preventative actions have been added.

There have been 84 cases of SC18. Commonalities and repeated events were: Tamoxifen administered by oral gavage and i/p; pre-weaned pups found dead; animals found dead with no obvious cause; AAV behavioural tests; yellowing tumours from GVHD and a request to keep animals alive.

## 6. Non-regulated Procedures

████

Why is CO2 being used as the method of killing and not cervical dislocation?

Is it possible to approach the facility to utilise BL6 mice being killed for other reasons?

████

Include the amount and duration of funding.

Add the 3Rs list to share animals, and tissues thereof, that have been killed.

## 7. Biofacility Infrastructure

There have been some issues with the handover of Estates to the new company taking over the maintenance contacts. Response time is poor and the new company have limited resources. █████ had to fix a leaking ceiling in one of the frog rooms at █████ so staff could enter the room safely to do their AM checks. There is a broken sewage pump at the █████ that engineers did not turn up to fix. █████ will contact █████ direct with regard to the CAF male changing room locks.

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

████ asked all staff to ensure that H&S walk rounds are done. British engineering have taken over insurance inspections at █████ asked about a Risk Assessment completed by █████ for transporting animals. It details the animals will be moved between facilities but it does not clarify how and what mode of transport will be used. Staff must ensure there is a First Aider available at all times, especially with so many people hybrid working.

## 9. Training and Competencies

The Training Centre are soon to be two staff down. [REDACTED] asked people to be patient with any request as [REDACTED] are going to be extremely busy in the coming weeks until new staff are in position. [REDACTED] has been speaking with [REDACTED] i about training staff and is writing a questionnaire to send out asking about the processes for training staff and what people need help with. The trainer's day went very well, there has been some great feedback, and all attendees were impressed with the venue. Until new staff are in position, [REDACTED] [REDACTED] has kindly agreed to deal with any MCMS queries. [REDACTED] asked about the supervisory log that is sent out to all new PILh's. She noted there isn't space to add details of the assessor and this is causing issues when information is added to MCMS. She asked if the logs are required and can they be added directly to MCMS. Can new staff members be added before they are issued with their new PIL to enable assessments of non-regulated procedures to begin? [REDACTED] and [REDACTED] are going to meet to discuss the time line of the process of new staff to see what can be changed to help this issue. [REDACTED] asked if non-UBS staff could perform Schedule 1 training and assessment as she has previously only allowed UBS staff to do this.

#### **10. Any other business**

[REDACTED] informed the committee of the success of the 3Rs drop in session at the [REDACTED] The next meeting is at [REDACTED] on 28<sup>h</sup> October. The first CamFest meeting was successful, but the team need more volunteers.

**Date of next meeting:** Friday 25<sup>th</sup> November 2022