

Date: Friday, 22/09/2023

Time: 1.30pm

To: Committee Members

At: Held virtually using MS Teams

Subject: AWERB Operations Committee

Attendees: [REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

Minutes from the last meeting were agreed.

2. Matters Arising

There was a query from the matters arising from the July meeting and whether there was a follow up on the schedule 1 training and assessing having to be performed by UBS Staff. It was agreed that anyone that had been a technician and was trained can do Schedule 1. An email to users and NACWOs will be sent to explain this.

There was an update on the meeting with [REDACTED] regarding receipt of maloccluded mice and the health concerns around this, [REDACTED] will summarise and email the committee. [REDACTED] will also send an informal letter raising concerns to the NVS at [REDACTED].

3. Establishment Licence Holder Report/Update

[REDACTED] passed on a thank you from [REDACTED] for all UBS efforts with the Home Office audit. The feedback was positive around the open engagement of everyone that they spoke to. The standard areas of concern are already being dealt with. These are the trapped tails and auto watering.

An amendment to the Establishment Licence to add a perfusion room in [REDACTED] has been completed and an amendment to add [REDACTED] germ-free areas which was inspected during the audit are, awaiting approval.

There was a query over what to do with the comments the inspectors made as they were being shown around. It was agreed that the named people could come up with a list for [REDACTED]. Nothing should be actioned until the letter has been received from the Home Office.

4. What is happening in your unit?

a) What is happening with animals in your unit?

Health concern recording on MCMS was discussed with regards to non-procedural harms. The majority recorded these as sub-threshold. [REDACTED] will be consulted to capture information on non-procedural harms differentiating from procedure related, to the Home Office. [REDACTED] would value training on how to enter this into MCMS.

A working group are creating a procedural policy that the researchers will need to agree with.

The latest health screen for [REDACTED] has been returned and it is all clear. The environment outside the facility has also been tested, and no pinworm eggs were found.

b) What is happening with staff in your unit?

We are currently advertising for staff and using lots of agency staff. There was a conversation about whether we are close to being able to have bank staff again. We will have bank staff as soon as we are able.

It is [REDACTED] last AOC meeting today and thanks were given to him for his contribution over the years.

[REDACTED] has been going out to our local higher education colleges and has recently been to the [REDACTED]. There was a positive response, and they are keen to send work experience students during October and February half term. Managers were encouraged to email [REDACTED] if they can take on work experience students [REDACTED] had a positive experience and will contact [REDACTED] to express an interest.

c) What is happening with researchers in your unit?

Colony Management Group is doing well. In June [REDACTED] did a presentation about genetic monitoring and knowing the background strains of animals. The recording of this can be found on Moodle. [REDACTED] will be talking to the group about the microbiome in October.

There is now a Colony Management area on the website [Colony Management Group | University Biomedical Services \(UBS\) \(cam.ac.uk\)](https://www.cam.ac.uk/colony-management). Please encourage seniors and technicians to attend.

5. Overview of RCA's and SC18's

We are behind on RCA's but are catching up quickly. Thank you to everyone for your engagement in the process. Licence Managers are happy to be sent a reminder if you haven't heard from them.

There have been 56 SC18's in the last month.

The commonalities of those have been five tumour-related incidents, five weight loss-related,



There is still confusion about when to apply for funding from us and when the facilities need to pay for the courses. [REDACTED] will send an email out to clarify this.

There was a query about when the Train the Trainer and Assessors courses would be face to face rather than online. This is still to be confirmed.

10. Any other business

- a. Some poster templates have been developed in publisher, now with all the correct Cambridge colour schemes and placement of the logos. It is really easy to edit, and you can move text boxes around. If anyone has a poster idea, [REDACTED] is very happy to help them. [REDACTED] can also get any posters printed if needed.
- b. [REDACTED] and [REDACTED] will be doing some more drop ins and are going to the [REDACTED] next week.
- c. [REDACTED] went to the [REDACTED] last week and is optimistic there will be some good prizes for running a 3Rs competition which is in the very early stages of planning.
- d. The 3Rs inquiry list has been a good success, [REDACTED] will do a fortnightly bulletin that would include information on any webinars coming up for the following week and anything 3Rs appropriate.
- e. The IAT Congress 24 CPD application forms went out a few weeks ago with a closing date of the 13th of October. If you or your staff are interested in attending, could you make sure the forms are completed and sent in by the deadline? Poster attendance will have a 50% reduction in cost while presentation provides 100%.

Date of next meeting: Friday 20th October, [REDACTED], Group 3