

Date: Friday, 23/06/23

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

[REDACTED] comments from 19th May 4b only [REDACTED] is taking over surgery area, not [REDACTED]. The word senior should be added to the point about weekend checks as it was a discussion around senior checks, not that the weekend checks wouldn't be carried out. Everyone is in agreement that the minutes are a true record.

2. Matters Arising

4a follow up regarding the [REDACTED] project licence. A PST meeting was held and Licence Managers are awaiting the first draft.

There was a conversation about noise affecting animals from the [REDACTED] building work. [REDACTED] was looking at some reports, there is no specific data that shows a problem. The vibration sensors have been installed throughout the building, MCMS data will be interrogated to see if there is a correlation, this will be a long-term project.

3. Establishment Licence Holder Report/Update

The Home Office are piloting a non-compliance form, similar to our RCA forms, we will provide feedback following review.

SC18 responses are not coming back, this is not just an issue within our establishment, it is happening UK wide, and we are hearing that this is due to major staffing issues.

█ has been removed as NACWO and █ is now NACWO for the █ Frog area. An amendment is being processed for an area in █ that █ has put in.

A couple of new employees have now started. Welcome to the new HR Assistant who has now been with us for around 3 weeks and is now uploading some new adverts. Also welcome to the new UBS Admin Assistant who started 2 weeks ago. There are issues with long term sickness in the HR team, █ has been looking after the inbox and would like people to remember to email the UBS HR inbox and not █ directly. █ and █ son, █, is looking after leave and sickness absence. End of year instructions will be coming out shortly. The on-call rota payment rise will be coming out in July back dated to June. There will be a BBQ on 25^h August at █, please respond accordingly for attendance.

█ passed on a thank you to everyone responding to the email regarding reviewing the MCMS health observation list, hopefully it will now be a more user-friendly package. Moving forward NVS are hoping to use MCMS to document advice given per individual animal. A new area has been created to accommodate this.

Some comments around runting and animals being marked as small have now been split to allow small to refer to adults. There were comments on the distinguishment between descriptive terms and diagnosis terms, so we are now aiming for descriptive terms. We also consider ringtail and mastitis to be descriptive terms. It will take a while to have this implemented in MCMS but an infographic and excel version will be distributed so everyone can have a final say.

The Colony Management group will be having █ from █ coming to give a talk on Thursday 29th June at 2pm. A list of hints and tips regarding early ear notching justification has been compiled and will be going back to AWERB 3Rs.

The last colony management group meeting focussed mainly on singly housed mice; an enrichment rota plan came out of that. Please contact █ if you are interested. There are trials across different facilities as well as level 2 regarding running wheels.

4. What is happening in your unit?

a) What is happening with animals in your unit?

█ undertook a consultation of rodent fighting incidents while being transported to UBS. The comments have been added to a document. █ put together a presentation with ideas of what can be implemented and changed what was presented to the committee. There was a conversation around the SOP for unpacking animals. Some additional wording has been added and should have already been distributed.

b) What is happening with staff in your unit?

Nothing to discuss.

c) What is happening with researchers in your unit?

Surgery techs meeting – nothing to discuss.

5. Overview of RCA's and SC18's

Since the last meeting four reports have been sent to ASRU and one has been closed by ASRU. Two RCA meetings are due to be done in the next couple of weeks. There are seven drafts due to be written up. There was an RCA on 6th June regarding a missing mouse.

There was a conversation around nosebleeds after dosing at [REDACTED], there are ongoing discussions about this, it could potentially be because of scruffing technique. Handling methods regarding this and microchip methods are being explored by [REDACTED] and [REDACTED] observing various PIL holders.

53 SC18's since the last meeting. Commonalities include nose bleeds, sudden death-anaesthesia, anaesthesia found dead, leukaemia, swollen abdomen, limb paralysis, i/p injection, microchip.

6. Non-regulated Procedures

[REDACTED] [REDACTED] – surplus stock could not be obtained, [REDACTED] to explore this some more. Funding has been provided by grant, but no other information has been given about this.

[REDACTED] [REDACTED] – there is a question over the start date as it is five months before the form was submitted.

[REDACTED] [REDACTED] – no comments

[REDACTED] [REDACTED] – would like to see confirmation of death for the dam.

[REDACTED] [REDACTED] – no comment

There was a conversation around how long PPL holders have before they must reapply. It will be changing to two years.

7. Biofacility Infrastructure

There are ongoing issues with [REDACTED].

There was an incident where [REDACTED] were drilling and refused to speak to staff because they were disgusted that they worked with animals.

There was a discussion around expected behaviours of contractors.

[REDACTED] mentioned that the Training Centre is putting together a course for people going into facilities.

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

On 25th May [REDACTED] had a containment [REDACTED] audit by the University Safety Committee. [REDACTED] conveyed his thanks to [REDACTED], [REDACTED] and [REDACTED] who assisted with that. There were a few comments but nothing major.

An advert about to go out early next week for Safety Manager for the department.

9. Training and Competencies

It has come to light that people have still been performing schedule 1 without the mandatory theory training. Please make sure that you are seeing the certificate of the theory training before they do their practical training. Please be aware that technicians are not exempt from this. To do the 6.3 Course applicants just need to have completed the exams and theory and have certificate or have sat modules for the PIL Course.

[REDACTED] asked what people's thoughts were about group training for schedule 1 training, specifically CO2.

There was a general feeling that each individual needs time spent with them to see how they would react to each stage of the training as some people become upset or faint. Some units also do not have the facilities to do group training. There was a conversation around whether group sessions could be held for

CO2 if it is not the individuals first exposure to schedule 1. It was agreed that group training would not be appropriate.

There have been questions about whether the schedule 1 training and assessing should be performed by UBS staff. This will be discussed further outside of the meeting.

There has been some confusion around funding for UBS staff. Someone doing a PIL, PPL or a NACWO course will be funded by the facility as that training is essential for their job if they are going to go on the establishment licence. Once the PIL refresher and 6.3 course are accredited they will also be funded by the facility. Until those courses are accredited, funding needs to be applied for with [REDACTED]. Anyone doing a NACWO course that aren't going to be on the establishment licence will also need to apply for funding with [REDACTED]. All other courses the funding should be applied for to the training centre.

A new poster has been sent regarding the Researcher Assessor Course. Please display this in your facility. There are additional dates 11th October, 7th November, and 30th November.

There was a question raised regarding the Researcher Assessor Course and researchers writing DOPS and what the process would be to make sure the NACWO's are happy with the content. The DOPS have been going through [REDACTED] who is happy to run them passed the NACWO's too.

The courses are currently online, but there is a possibility they could be moved to hybrid with some online and some in person.

[REDACTED] is concerned users and staff are confused about recording actual severity. The Colony management Group can look at this.

There was a query about how the NACWO's know that people are actually in attendance for courses and there was a discussion about how people can attend but aren't necessarily paying attention. [REDACTED] will distribute what we are telling people at the beginning of the courses regarding having cameras on.

10. Any other business

On 1st July the [REDACTED] are holding an open day, families are welcome.

NC3Rs have released some videos about fostering a culture of care on their website.

UBS NIO's will circulate a July newsletter.

[REDACTED] will be coming round the facilities to meet the NACWO's and technicians.

Senior checks are on the list to be investigated.

There was a question about whether there is a document that details restrictions for moving between animal facilities. The document is being updated and will be distributed to the committee.

There are a few concerns about a particular research group that have been submitting keep alive requests on a regular basis rather than amending the protocol they are working on. This is causing challenges for NACWO's. An RCA has been booked with this person. Everything the NACWO advises should be documented.

Date of next meeting: 21st July in person Group 1