



**Date** Friday, 26/11/2021

**Time** 1.30pm

**To** Committee Members

**At** Held virtually using MS Teams

**Subject** AWERB Operations Committee

**Attendees:**

**Apologies:**

**Minutes:**

**Mentioned within text:**

**1. Minutes**

The AWERB Standing committee requested for a sentence under the Licencing update section to be reworded.

**2. Matters arising**

None

**3. Establishment Licence Holder Report**

None

**4. Licensing update; SC18; legislation; welfare issues; Home Office inspections**

23 Standard Condition 18 reports have been received since the last meeting. An update was given on those repeated throughout the year.

An incident has taken place with a Datasand smart home. A wild type mouse was found dead after getting stuck while passing through an animal produced hole in the home. A near miss has also occurred in a similar circumstance. No one else reported experiencing anything similar.

**5. Non-regulated procedures**

This request was submitted on the wrong form and will be reviewed by the AWERB Standing committee. It was explained there are 3 separate non-regulated procedure form templates and these are available on the UBS website under the restricted access section.

No comments.

It was queried whether the Cichlids required for this request are different to those already kept at Cambridge. It was confirmed they are.

It was suggested the group should look for available rats outside of their own facility. It was noted that [REDACTED] have rats which can be used if the group would like to get in touch.

## **6. Discussion of animal production, care and use; animal accommodation; animal health issues; animal models; animal transport; health screening**

[REDACTED] is currently on secondment with [REDACTED] and [REDACTED] will be starting maternity leave on the 13<sup>th</sup> December. [REDACTED] from [REDACTED] will be providing cover at the [REDACTED]. [REDACTED] is covering the [REDACTED]. [REDACTED] and [REDACTED] will be covering [REDACTED] once [REDACTED] is on maternity leave. [REDACTED] will still be looking after [REDACTED] and is available for teaching.

It was requested that the updated Animal Transport Policy be circulated. This is not a new document, it has just been updated to include [REDACTED].

It was queried if a procedure is being put in place for emergency response if maintenance is being outsourced away from EM. Communication is unclear but currently everything should be running as usual. If any specific issues are noticed, the Directors should be informed.

## **7. Good practice; training and competencies**

The cut-off date for the next IAT term is the 20<sup>th</sup> December. Anyone interested should gather up their certificates ready to apply for exemptions.

The committee were asked if anyone uses the UBS Zoom account. It was confirmed no one does.

## **8. Staffing; management and operation processes**

A database was previously put together for redundant equipment. It was suggested a separate section could be added for specialist equipment. The database needs updating, [REDACTED] is happy to take this forward.

[REDACTED] will be delivering equipment to the Training Centre soon, date to be arranged.

Most facilities now have access to the K: Drive. Everyone should be aware that when moving documents from one folder to another, it could change the permissions. Any sensitive information should be stored on the R: Drive as it is more restricted. [REDACTED] and [REDACTED] will write to staff to explain.

Managers were asked to make sure staff are supplied with working cameras for meetings to improve engagement.

[REDACTED] has an account set up as an electronic health certificate exporter role on the APHA system. If anyone is being asked for an EHC by couriers, an administrative process may need to be put in place. It is currently unclear what information is required.

A HSE visit is planned for the 14 – 15<sup>th</sup> December at [REDACTED] and the [REDACTED]. Pre-visit inspections have taken place and went well. The researchers should be reminded that face coverings are not RPE. Under the UBS RPE policy, they should be using powered respirators, FFP2 or FFP3.

Several people have attended the virtual LASA sessions. The online material is available until May. It will be queried whether the material is available to everyone or only those who have paid.

## **9. 3Rs; rehoming; outreach and openness**

The document for Supporting the Single-use of Needles has been finalised and will be added to UBS website.

UAR have shortlisted UBS for an openness award. The communications department have written an article on the work [REDACTED], [REDACTED] and [REDACTED] have carried out on rats wearing 3D head implants. [REDACTED] and [REDACTED] will be attending the event.

[REDACTED] visited [REDACTED] with the communications team and have discussed filming. It is hoped this will be started in the new year.

UBS were featured in UAR's #fishinresearch week on Monday 22<sup>nd</sup> November.

## **10. Any other business**

[REDACTED] reported that she is looking into ways to make study plans easier when using duplicates on MCMS. She would like feedback from the NACWOs regarding turnaround times for repeat study plans. It was suggested feedback is provided by email by the 3<sup>rd</sup> December.

[REDACTED] is re-starting the surgery discussion group. If anyone would like to join, inform [REDACTED].

**Date of next meeting:** Friday 17<sup>th</sup> December 2021