

**Date:** Friday, 23/05/2025

**Time:** 1.30pm

**To:** Committee Members

**At:** [REDACTED]

**Subject:** AWERB Operations Committee

**Attendees:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Apologies:** [REDACTED]

**Minutes:** [REDACTED]

**Mentioned within text:** [REDACTED]

### **1. Matters Arising**

In Section 3 of the minutes from 25<sup>th</sup> April, it was suggested that [REDACTED] would share the training document that is being drafted at the AOC meeting however, this will go to the NTCOs to review.

In Section 7 it was suggested that the monthly training webinar link would be sent to PPL holders however, this will not be happening as the series is coming to an end.

[REDACTED] has been in touch with the MCMS Development Team about filling in PIL competencies as mentioned in Section 7 and the change should happen in July.

### **2. Establishment Licence Holder Report/Update**

A few project licences have been granted with no comment even though they have changes in titles, species etc.

The audit was almost a year ago, so another is expected soon.

[REDACTED] will be starting on 2<sup>nd</sup> June as the new vet.

### **3. What is happening in your unit?**

There was a conversation around guidance for packing boxes for transport. After previous feedback it seems transport boxes are packed as a home cage would be. [REDACTED] distributed a document showing different styles of packing boxes to the committee.



The LASA guidance is very old but the Code of Practice is more recent so it was agreed the Code of Practice is more appropriate for packing transport boxes, but this would be opened for wider discussion and [REDACTED] will distribute the document she shared in the meeting.

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

No comments.

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

No comments.

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

At [REDACTED] surgeries were happening outside of core hours so now groups are being re-inducted to make sure this doesn't happen. Researchers at [REDACTED] were not aware of the gas anaesthesia policy.

**4. Overview of SC18's**

The graph was circulated prior to the meeting. There was a spike in numbers due to 439 pups being retrospectively reported from 2024.

There were also many keep alive requests due to a study where animals were requested to be kept alive to be reused.

There was a high number of procedure errors where animals had not been weighed.

**5. Biofacility Infrastructure**

No comments.

**6. Health and Safety (RA's, COSHH)**

No comments.

**7. Training and Competencies**

[REDACTED] is leaving at the end of next week. In the interim [REDACTED] will be working on the DOPS and on MCMS. Please make sure emails go to the TC inbox rather than to [REDACTED]. There will not be anybody available to go in to the units to help with training and assessing until a new person has been recruited.

A thank you was passed on by [REDACTED] and [REDACTED] to [REDACTED] for all her hard work and being a massive help. When people are training, competency should only be agreed and signed off as such when the trainee achieves 100% accuracy in the task.

**8. Any other business**

There was a query about whether everyone is ok if the MCMS updates are handed back to NACWOS. There were no objections.

Google analytics have shown low traffic to the UBS website. The feedback is that it is difficult to find. It was requested that people go and have a look at the website and feed back to the group. Everyone is



encouraged to use the forms that are on the website rather than saving the forms locally. This is because forms are regularly updated and the most up to date version will be on the website.

A Cage Assembly DOPS has been created to minimise trapping incidents. This should be aimed at new technicians.

Please let [REDACTED] know if you have any ideas for content or changes that would improve this AOC meeting.

**Date of next meeting: 20<sup>th</sup> June 2025, 1.30pm MS Teams**