

Date: Friday, 25/04/25

Time: 1.30pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees: [REDACTED]
[REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Matters Arising

None

2. Establishment Licence Holder Report/Update

Questions directed to the Home Office are not being answered. There have been some recent problems with ASPA and in one case [REDACTED] has been contacted to help as the Home Office are unresponsive. Project Licences and Amendments are going through quickly.

3. What is happening in your unit?

[REDACTED] are now down to 75% of their chillers due to issues.

[REDACTED] have some technicians that are producing a training booklet, which is not yet finished, but the aim is to help staff with training in the specific husbandry tasks. It was suggested that [REDACTED] could share this at the next AOC meeting.

a) What is happening with animals in your unit?

Nothing to report.

b) What is happening with staff in your unit?

Nothing to report.

c) What is happening with researchers in your unit?

Nothing to report.

4. Overview of SC18's

The number of SC18 reports submitted have been low since October however, the levels increased in March.

In March there were 26 SC18 reports submitted. These consisted of 103 mice and one Zebrafish. For these animals, 24 exceeded PPL constraints, 15 were unexpected adverse effects, 13 were unknown or found dead and 10 were down to process errors. The final 41 animals were submitted on keep alive requests.

5. Biofacility Infrastructure

██████ are slipping again. Please let █████ know if you are having any issues.

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

In ████████ it has been noticed that health and safety is not always being passed on by trainers so this will be going in the booklet that the technicians are making.

7. Training and Competencies

There was a reminder that everyone needs training records for everything they do.

The next online Train the Trainer is next on the 10th of June and the next in person one is 7th October.

The next Nominated Assessor course is 8th July and will be in person. The next Researcher Assessor course will be 5th June. This course is always online.

There is a new Assessor Refresher course, suitable for those that completed the assessor course more than five years ago. It is an online only, self-led course.

There are monthly training and assessment webinars taking place however, numbers attending have been low. Dates and the link are on the website, and it was suggested that this information is sent to PPL holders by the NACWOs

There is a training session DOPS form. It was requested that this could be added to a course such as Train the Trainer however, it is not a mandatory form. There was feedback to █████ about how useful the form is.

There was a discussion about filling in PIL competencies in MCMS where users submit their study plan. █████ will ask if it can be made mandatory that this is filled in on MCMS.

8. Any other business

████ asked for feedback on MCMS notifications that the ████████ have been taken out of. There were some comments about people getting too many so █████ will send a list of NACWOS to █████ to check, and once it has been agreed it will go to █████ to update the database. The facility will be added to the notification heading.

████ requested feedback on the website as views are much lower than hoped. UBS Finance will be requesting a form for grant applications to be added to the resources tab which should boost traffic. It was suggested that the link to the website is included in inductions.

The UBS newsletter is due to be distributed in May. In this newsletter there will be information on Replacing Animal Research who have published a Replacement checklist that researchers can use.



Also, NC3Rs have released a process that can be used to use both sexes of mice in experiments.

There was a conversation about staff competencies being on MCMS and it was requested that UBS staff are encouraged to update competencies.

There was a conversation around the Tech Forum, which [REDACTED] is keen to run. A representative from each facility, up to grade 4, will get the chance to meet with [REDACTED] and [REDACTED] to share thoughts and views.

Date of next meeting: Friday 23rd May, group 4, [REDACTED]