

Date: Friday 18th October 2024

Time: 1.30pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees: [REDACTED]

Apologies: There were no apologies received

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

The date on the previous minute needs to be changed. [REDACTED] thinks this may be an issue with the document formatting. The minutes from the smaller meetings will now be sent to the whole committee. The attendees of each meeting will then be asked to send comments by email.

2. Matters Arising

Transport & order form – [REDACTED] thinks there are some improvements that can be made to the form. The name of the packer and NACWO check needs to be added.

3. Establishment Licence Holder Report/Update

All the audit feedback was sent back to [REDACTED] in September. [REDACTED] have requested some further information, and this is currently being collated.

4. What is happening in your unit?

It has been fed back to [REDACTED] that people are struggling with what to say in this section. [REDACTED] asked the NACWO's what they would like to be discussed in this section and gave suggestions of what can be raised. It was agreed that the below (a,b,c) sub-headings be removed. [REDACTED] sent some information ahead of the meeting. [REDACTED] is going to be requesting the removal of two rooms from the designation as they are not being used. [REDACTED] discussed the large rat play pen in [REDACTED] that was seen during the last 3Rs drop-in session. Rats have the opportunity to play in there for half a day. [REDACTED] took lots of photos whilst at [REDACTED]. There is some work taking place with diet gels. [REDACTED] has been adding water to water it down which has been working as this makes it softer and the animals eat it more easily. There have also been some 3D printed enrichments made and added to the cages to allow the mums to be able to get away from the pups when they need a break. 3D printed cage inserts for under the food hoppers - this is for head implanted behavioural mice and stops them from damaging the implants.

- a) What is happening with animals in your unit?
- b) What is happening with staff in your unit?
- c) What is happening with researchers in your unit?

5. Overview of RCA's and SC18's

RCA updates will be moved to the quarterly online meetings. [REDACTED] gave an update on SC18 reports. There have been 29 SC18 reports in September. This involved 56 individual animals, 15 of these were found dead animals. There were 11 unexpected adverse effects and six oral gavage issues. This number is higher than June, July, and August.

6. Biofacility Infrastructure

[REDACTED] and [REDACTED] attended the revealing of the new CTSA Environment Agency guidance on special areas within our facilities. The new guidance suggests our facilities may not be compliant in five years, but it is not known yet what needs to be done to ensure future compliance.

[REDACTED] and [REDACTED] visited [REDACTED] regarding some potential work that may take place on [REDACTED] in [REDACTED]. The work is using tuberculosis and is with a new researcher. There is some more work to be done to see if we can accommodate this research. [REDACTED] informed the committee that 280 new auto watering valves arrived at [REDACTED] this week to be trialled on the cages. Both autoclaves at the [REDACTED] are now working.

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

The new RPE guidance is due to be issued soon. This will be sent to everyone who uses respiratory equipment to sign. There is updated information on ergonomics which is now being presented in a Sway document. This will be given to people as part of staff inductions, it will involve a short quiz at the end, this will help managers see that the guidance has been read and engaged with. [REDACTED] informed the committee we have first aid support in [REDACTED] and there are more fire wardens within the team.

8. Training and Competencies

[REDACTED] recently sent an email about funding for courses. There has been no feedback to suggest anyone has any concerns. Courses that are held completely online, e.g. 6.3, PIL refresher and NACWO refresher, will now be free for all UBS staff. [REDACTED] has sent an email regarding UBS trainers' meetings, which contained a list of UBS trainers [REDACTED] by the end of the day on Monday 21st October, to confirm if the list is correct. [REDACTED] asked what is expected of the NACWO's regarding the monthly competency lists for staff and researchers that is sent by [REDACTED]. Are NACWO's expected to follow up out of date competencies with the researchers? [REDACTED] said ideally NACWO's would be able to remind researchers within the facility. [REDACTED] said this is something that is hard to monitor. [REDACTED] said that the researchers get automatic competency reminders from [REDACTED]. It will be looked to how this process can be improved. [REDACTED] has been made aware that there are some people training staff to carry out Sch1 methods and allowing them to carry out the procedures before being assessed. [REDACTED] reminded people this is not the process and Sch1 training should only be carried out by UBS staff. [REDACTED] has set up some group templates on [REDACTED] to help with SOP's. Please let [REDACTED] know if you would like help setting this up.



9. Any other business

New staff training will be implemented in January. [REDACTED] informed the committee that on November 13th there is a free 1-hour webinar on practical advancements of breeding and maintenance of laboratory animals. [REDACTED] is being held on 18th – 20th November. The Big Biology Day was successful. There were lots of people of all ages asking about animals' research and careers. The team had a poster, and they asked the public to write on a post it note what they thought of animal research, some great feedback was received. [REDACTED] and [REDACTED] attended the Animal Technician Conference at [REDACTED], It would be good if some Techs could attend next year. If anyone would like to help run the UBS stand at CamFest 2025, then please let [REDACTED] or [REDACTED].

Date of next meeting: 22/11/24