

Wellcome Centre for Human Genetics

Group Reps Meeting

18th October 2018



BMS	Viv Clark	HTG	<i>Not Present</i>
BRC	<i>Not Present</i>	IT	Ruth Porter
BSG	<i>Not Present</i>	Knight	Giuseppe Scozzafava
Chapman	Cathy Oliviera	Kwiatkowski	Anna Jefferys
Cornall	<i>Not Present</i>	Jenner	Claire Powers Alka Ishwarbhai
CV Med	James Brown	Leedham	Hayley Davis
Dendrou	<i>Not Present</i>	Lewis / Church	Matthew Brown
DIL	Patricia Ciccone	Myers	<i>Not Present</i>
Donnelly / Res. Comp.	Colin Freeman	O'Callaghan	<i>Not Present</i>
Facilities	Kaley Davies, Berta Dominguez, Kevin Biggs, Ling Jinks	Padilla (Cellular Imaging)	Irene Carlon Andres
Gloyn / McCarthy	Jila Ajeian	Screaton	<i>Not Present</i>
Green	Mary A Duein	Strubi	<i>Not Present</i>
H&S	Mike Challen	Transgenics	Daniel Biggs

1. Actions from Previous Minutes

Glassware usage

Agreed that some glassware could be replaced with plastic. Glass beakers still need to be available as they are used in laboratory microwaves and plastic beakers would not be suitable. In conclusion for beakers a 50/50 mix should work. Regarding the cylinders, it was noted that plastic should be fine as long as the measuring markings are usable.

Lab 4 hot water

Installation of new isolation valves in HWBGM are still only partially complete and recent weekend works were aborted due to a fire alarm activation. Work will be re-scheduled once circumstances are understood and prevented. **Action:** date to be confirmed by Ling nearer the time.

Lab 1 speedvac

Lab support are awaiting quotes to replace the Lab 1 speed-vac. **Action:** facilities to chase

Xograph

Strubi's dark room Xograph (lab 2) will be kept running until the chemicals run out. Other Xographs will be removed in the near future. **Action:** Lab support to arrange removal

2. WHG reactive and proactive works

TC Lab refurbishments

One TC room in Lab 2 to complete, plus one additional class II cabinet to be installed (lab 2). Once these rooms are completed, no further refurbishments are planned until the new financial year (Aug 2019 onwards).

Lab 3 works

Due to start in November; sinks, benches and shelving.

Fire alarm testing

Some of the alarm sounders in the building are faulty. All members to notify reception or Mike Challen if they are unable to hear the alarm clearly during the fire alarm test on Wednesdays. **Action:** all

Asset register

If any group has or receives a non-electrical item (non-consumable) that has a significant value; please notify the lab-support team so it can be added to the asset register. **Action:** all

3. ORC Updates

Car parking

Multi-storey is now open. There are known issues with the access cards, please advise if this is the case. Also, car access is quite narrow, please report any near misses.

Visitor parking permits

Please continue to book visitors parking permits in the usual way.

4. Stores/ Goods In

Bioline products

Stores will discontinue the Bioline freezer programme. **Action:** all (for information only)

Ethanol

Users of ethanol are reminded that duty-free spirits should only be used for scientific research – this is as the Centre's agreement with HM Customs & Excise. Duty is payable on ethanol for general use e.g. cleaning. Please do not order too much ethanol at once, we are only able to stock a specific amount. It is better to place smaller, more frequent orders.

5. Glass wash

Broken glassware

There have been a few instances where staff have cut themselves with broken/chipped glassware, some from the dishwashers and some from trolleys in the labs. Please always check glassware to ensure there are no chips or cracks. Any broken glassware should be placed to one side and mentioned to the relevant staff members (Kaley or Maria).

Stockpiling of solutions

Please do not use the Centre stock of 5 L bottles to stockpile solutions. It is acceptable to use your own 5L bottles. **Action:** all users

Lab coats

Medium and large lab coats appear to be in short supply as only few are being sent to the laundry. Please ensure that coats are regularly returned. Please do not hoard as this exacerbates the problem. Facilities will explore if further lab coats are required. **Action:** all/Facilities

6. Reception and Helpdesk

Helpdesk

Please use forms on the intranet; issues will get logged and actioned quicker. Please do not email individuals from the Facilities team with requests.

7. **Cleaning and Catering**

General

A review of the cleaning contract is underway, please notify helpdesk of any cleaning issues. It has been identified that some lab areas are not being cleaned properly. Please notify Berta of cleaning issues. **Action:** Berta

Catering

The central production unit (CPU) in Osney is earmarked for completion in Spring 2019. This should result in an increase in variety for hospitality and food in the canteen.

If you have any concerns/ feedback please use the email address on the web (see posters on the canteen noticeboards).

8. **Laboratory topics**

Pipette clinic

Kevin will be organising another pipette clinic in March/April 2019, odd repairs and calibrations can be carried out at other times through Lab Support.

CO2 supplies

We are continuing to look into getting a bulk tank for CO2. This will increase the Centre's capacity as well as increase the supply resilience.

9. **Waste, Recycling and Sustainability**

Waste bottles

Please ensure all labels are crossed off all empty waste bottles. This is for transport purposes.

Sustainability group/committee

OU Lab Optimisation Officer has been appointed and will be rolling out new initiatives; tenders with suppliers based on energy efficiency. A need for a cardboard baler and polystyrene compactor on Campus will be raised.

10. **Health and Safety**

Class II KI testing program

Completed successfully

Chemical waste

Please do not mix plastic waste with glass, gloves, cardboard etc. Any disposed contaminated jars mixed with other items will not be collected. The OU Safety Office will not collect mixed waste.

Courses

Biological safety course – November and December. This is a must for new starters.

Lasers

The HSE laser inspection across the University did not go well resulting in fines. The HSE will be coming again to look at lasers, mainly class III and IV. Please ensure all equipment is registered with Mike. If you have engineers maintaining your lasers and have to open up the housing with the lasers switched on; you must ensure relevant RAMS is in place and understand the University policy on lasers e.g. the

Illumina lasers in the Genome machines. Safety should be addressed in the workplace assessment before they carry out any work.

HSE Biological safety inspection

The HSE will be carrying out a biological safety inspection in November, focusing on CL3 suites. However, they can inspect any of the labs. Please ensure all paperwork is up to date including risk assessments and method statements for your work. Pre-inspection reports are available on the intranet, please ensure any issues identified are resolved. **Action:** lab managers/group reps

Dry ice

Please non-steel sinks and floors, please avoid putting dry ice on these surfaces. Request for a dry ice box to be placed in lab 4. **Action:** lab support

11. Public Engagement

No business reported

12. Any Other Business

Staff

Berta Dominguez started on 1st October 2018 as the new Facilities Operations Manager.

NEXT MEETING – Thursday 15th November 2018