

## Wellcome Centre for Human Genetics

### Group Reps Meeting

30<sup>th</sup> January 2020 – 14.00 Meeting room B



Facilities	Berta Dominguez, Ling Jinks, Kevin Biggs	Computing	Ruth Porter
Health & Safety	Mike Challen	IT	<i>Not Present</i>
BMRC	Colin Freeman	Knight	Giuseppe Scozzafava
Cellular Imaging	<i>Not Present</i>	Kwiatkowski	<i>Not Present</i>
Chapman	Cathy Olivera	Jenner	<i>Not Present</i>
Cornall	Jenny Back	Leedham	Hayley Davis
CV Med	James Brown	Church / Lewis	<i>Not Present</i>
Dendrou	<i>Not Present</i>	Myers	<i>Not Present</i>
DIL / Todd	Jaclyn Bowman	O'Callaghan	<i>Not Present</i>
Donnelly / Roscomb	<i>Not Present</i>	Screaton	Alison Cowper
Gloyn, McCarthy	<i>Not Present</i>	Strubi	<i>Not Present</i>
Green	<i>Not Present</i>	Transgenics	Daniel Biggs
Hill	Kate Auckland	BSG	<i>Not Present</i>
BMS	<i>Not Present</i>	RRB	<i>Not Present</i>
Facility Flow Cytometry	<i>Not Present</i>	Ternette	<i>Not Present</i>
Public Engagement	<i>Not Present</i>	High Throughput Genomics	Clementine Geeves
RBR	Rachael Bashford- Rogers	Taylor	Alistair Pagnamenta

#### 1. Actions from Previous Minutes

Action Point 1;

Action Point 2;

#### 2. WHG reactive and proactive works

None

### 3. Laboratory Topics

Lab 4 RO water. Due to continuing leaks on the RO ring main, the centre is considering either replacing the ring main or providing several 'Point of Use' units. We will be consulting the groups to establish usage levels of pure and ultra-pure water and plan accordingly.

The new freezer morgue in MRI is up and running, monitoring for these freezers is covered by 'KoolZone', a Wi-Fi / mobile phone based system. Groups will be encouraged to obtain phones so they can monitor their own freezers using this system and respond to any call-outs more efficiently.

Several freezer batteries in the -80's have started to fail and groups are requested to provide a cost code if they would like these replaced. They are a back-up for the display and control circuits in the event of electrical failure, allowing the temperature to be monitored directly. They do not provide any back-up to the cooling and only alarm locally.

Centrifuge rotors are currently being audited as several life-expired rotors may be replaced under a care award received by the centre. Due to a recent accident, groups are reminded to ensure rotors and accessories are only used in the machines they were designed for. Also, please complete the log books to track rotor usage.

### 4. Health and Safety

Please ensure that correct PPE is worn when dispensing liquid nitrogen, and everyone is reminded that the dispensing areas are monitored by CCTV.

Tracy Musto is now coordinating bio-safety training followed Andy Thompson's retirement. There will be 2 training days on campus this term and Mike will email the dates.

DSE assessor training sessions will be soon arranged; please email Mike if anyone in your group would like to be trained.

Some users have reported that autoclave bags are splitting. This may be an issue with the particular batch, please report any problems to stores.

Please complete annual bio-safety returns as soon as possible.

Mike is now working part-time (Tuesday to Friday) and he is in the building Tuesday to Thursday only. Berta will be taking on Fire safety officer role.

### 5. Stores/goods in

Please inform stores if you are expecting any large or heavy items to be delivered on site so the facilities team can assess the best way to get it in the building.

Stores new ordering software is scheduled to be rolled out next month, Ling will advise on the details. **Action point 1**

**6. Glass-wash**

None

**7. Public engagement**

None

**8. Cleaning**

None

**9. Waste, Recycling and Sustainability**

NEB boxes collection was successful, 148 were collected, please continue to bring them to stores to be collected the last Wednesday of each month.

An alternative, more sustainable tip box system was shown. This is currently being used by HTG and is open for trial should any other group wish to use it. Please email Berta if you would like more information.

**10. AOB**

This is last meeting for Ling Jinks and Cathy Olivera.

Strong odours in the toilet areas have been reported to DLO, it is suspected that it is emanating from the service riser. **Action point 2.**

Some lights have been reported as broken, but investigations have found these to be a fault with the light unit itself. Repairs will be undertaken when possible. **Action point 3.**

There is a bicycle scheme in Old Road campus (Richard Doll building) and anybody is welcome to join.

The main service road between the Green building and The Kennedy Institute will be closed for 6 months from the 24<sup>th</sup> February. Final arrangements for access/egress routes for vehicles and pedestrians will be communicated following a meeting with the contractors.

Construction work on the IDRM building will start in March 2020.

A collection of WEEE (Waste Electrical and Electronic Equipment) will be arranged soon and any items need to be brought to lab support. Lab equipment needs to be decontaminated and IT equipment should go via Ruth Porter. Any hazardous waste require a disposal certificate.

**11. Actions from meeting**

	<b>Action point</b>	<b>Staff member</b>	<b>Updates/completion</b>
1	Stores new ordering software	Berta/Ling	TBC
2	Toilet repairs	Berta	February 2020
3	Lights repairs	Emcor	TBC
4			

**NEXT MEETING – End of February 2020**