

WWCRC USERS FORUM Meeting - Minutes

1st meeting - Tuesday 7th October 2014

Attendees

Iain McNeish (IM)- Chair
Sylvia Morrison (SM)
Carol McCormick (CM)
Kay Hewitt (KH)
Stacey Hoare (SH)
Mary Scott (MS)
Lesley Gilmour (LG)
Alan McIntyre (AM)
Pamela McCall (PM)

Apologies:-

Sharon Burns (SB)

Absent

Vignir Helgason (VH)
Karl Burgess (KB)

IM welcomed everyone and introductions were made. IM explained the purpose of the meeting: To ensure a smooth running building, as many groups had come from different sites where there were different operating methods.

- 1. Bench fees** – There was a lack of clarity as to what is included in the WWCRC bench fees which were introduced on 1st August 2014.

SM explained the rationale for the introduction of bench fees. The Institute incurs additional operational costs for the WWCRC building with high end equipment and services to maintain. The ICS core budget had not been increased to reflect this. Bench fees were not introduced until the majority of our costs were quantified. Bench fee rates are applied per capita and reflect three levels of activity, (tissue culture use, general laboratory use, and non-lab use). The rates have been kept deliberately low in the first year and will require to be subsidised in order to cover costs. SM also explained that the bench fees were comparable with other MVLS Research Institutes. IM commented they are significantly lower than other institutions. SM stated that bench fees would increase next year.

SH listed the consumables that are covered by bench fees, as well as service contracts and maintenance.

ACTION - SH to circulate the list of consumables included in bench fees available to the Forum members.

It was agreed that paper towels for the lab areas should now also be included. These will be kept as a stock in the WWCRC stores communal area for staff to pick up for the lab areas as required.

ACTION - SH to order in and e-mail to advise users.

It was agreed that ethanol for the tissue culture facility was to be ordered in by SH, and then a rota for making up the diluted ethanol would be set up for each tissue culture room, so that diluted stocks were maintained, canisters have been previously provided for this in each room.

ACTION - SH to order in and e-mail to advise users.

(storage location for the ethanol bottles flammable cabinet in WWCRC stores)

There was a request for Virkon for each Cat II TC room –

ACTION - CM to investigate options of solutions or powder ,SH to order in

LG – Request also for Caseyton to be added to this list –

ACTION - CM to investigate the price.

LG – brought up the fact that there was no curator for the Cat II suite on level 2, and it was quite often left in a mess.

ACTION – CM to identify a curator from current users of this room.

Due to the fact that a lot of our staff are now using primary cells, and screening was either not an option or had been not fully recognised by Phil Walsh (University Biological Safety Officer) as being a suitable safe system of work, it was decided that all this work needed to be carried out in Cat II suites and that more of these were required for the building.

It was agreed that there would now be a Cat II suite on *each floor*.

ACTION – CM and SH to have a meeting, discuss what rooms to designate as cat II, what the requirements were to change these over, set these up in the rooms then send out an e-mail to advise staff of this change.

NB. (after meeting was advised by AM that room 317 on level 3 could not be used as a cat II due to Paul Shiels' Bioreactor facility there and also a number of pieces of extra equipment in these rooms on level 3 so the changeover on this level has been put on hold and will reassessed at a later date).

There was discussion about staff accessing tissue culture rooms on various floors. It was agreed that this is appropriate and that TC rooms (apart from Rm 417) are not for the exclusive use of the staff on the relevant floor.

2. Equipment

FACS sorter – IM discussed the operation of this facility and that there is a problem with access to this equipment later in the afternoon if samples arrived then.

SH stated that TIM Harvey was fully trained and was building up his knowledge on this equipment, he was running this service on all days now, and that Jennifer Cassels is still coming in on a Thursday to assist. IM wondered if additional staff should be trained. SH advised that Shafiq Ahmed had also been trained on this equipment.

SM also mentioned that the ICS were as a unit understaffed with General Funds technicians in comparison to other institutes. SM stated that the measures in place were intended as an interim solution until the WWCRC was fully operational, and the intention is to submit a business case to justify extra technical staff to run the FACS sorter (and also possibly the Confocal) as part of the annual College budget negotiation round. It will be possible to do this now that we have figures on usage and costs. IM stated he would be willing to help with this application.

ACTION – SM to prepare business case and include in budget negotiation papers.

LG mentioned the problem with confocal and carrying out time lapse, and the fact that the microscope/ camera drifts during this time. The air conditioning unit is directly above the confocal, so is probably causing this problem. Margaret O’Prey experienced a similar problem in the old confocal room in the Beatson, and it was resolved by introducing a Perspex shelf above the confocal.

ACTION – SH to push this project on with the architect, who would need to bring in a mechanical engineer to devise a solution, would also need to have end users involved in this discussion in order to meet their requirements. SH to set up a meeting to discuss options for this.

IM mentioned the equipment booking system and whether this was going ahead. SH informed that she had been chasing for this with IT services, but it had been held up due to a member of IT staff being off on long term sick. This request has gone back in again as the staff member is back at work, so hope to get this instigated and actioned soon.

Action – SH to continue to chase this up with MVLS IT services.

3. Facilities – Waste

SH and AM pointed out that some staff were currently not disposing of some items properly ie glass in yellow bags, cardboard glove boxes and also plastic wrappers in yellow sacks.

ACTION SH to send out an e-mail to remind all staff that have come from various building the different waste stream options in the WWCRC.

AM also brought up that fact that people were not flat packing the cardboard before disposing in the outside bins, so to also remind staff to do this as well in the e-mail.

4. Cover – Stacey

IM wanted to know who covers when Stacey was away from the building.

SH stated that the main cover required was for door access and Anne Best at reception was also able to activate cards and that Bill has a selection of pre-activated cards for the building that can be signed out immediately if required.

ACTION – SH to let staff know that Anne can activate cards as cover, also other staff to contact in her absence

5. AOB

MS brought up about a Coffee machine for the building. SH mentioned that she and Margaret Jenkins were looking into this again and had a meeting last week to get pricing options for this.

ACTION – SH and SM to pursue this option when the quotes come in.

IM mentioned the Beatson café and the likelihood of it being extended with the University contributing to this. SM explained that an extension to the Beatson café had been explored by the TCRC Board but that it had been abandoned meantime. LG expressed dissatisfaction with the prices in the Beatson café, and SM explained that it is subsidised by the Beatson, hence the dual charging system. The Forum was of the view that the dual pricing system deters ICS staff from using the Beatson café.

SM suggested the option of getting a person in on a daily basis to sell sandwiches, as this happens elsewhere on the Gartnavel site and works well. It was decided to poll people's opinion on this.

Action - SH to set up a poll.

It was agreed that the minutes for this meeting would be distributed to all forum members and also circulated to all other staff via the Institute of Cancer Sciences website.

6. Date of next meeting

IM suggested meeting on a 3 monthly basis – next meeting to be arranged for a date in January.