

WWCRC USERS FORUM Meeting - Minutes

Meeting - Friday 27th March 2015

Attendees

Iain McNeish (IM)- Chair
Sylvia Morrison (SM)
Carol McCormick (CM)
Sharon Burns (SB)
Donna Nile (DN)
Vignir Helgason (VH)
Stacey Hoare (SH)
Mary Scott (MS)
Lesley Gilmour (LG)
Alan McIntyre (AM)
Pamela McCall (PM)
Sabarinadh Chilaka (SC)
Chris Halsey (CH)
Olivia Oriannes (OO)
Jennifer Roccisana (JR)

Apologies:-

Julia Cordero (JC)
Marc Jones (MJ)

Absent

Kay Hewitt (KH)
Karl Burgess (KB)

IM welcomed everyone and explained the purpose of the meeting to people who did not attend the previous meeting: To ensure a smooth running building, as many groups had come from different sites where there were different operating methods. IM commented on the number of people attending the meeting was impressive.

1. **Minutes** -The minutes for the last meeting were approved and there were no further questions or items to discuss from it.

2. Bench fees –

IM asked for an update on how the bench fees were going and if it was likely that these would be increased in the next year. IM reiterated the 3 different levels in the building. Which are applied per capita and reflect three levels of activity, (tissue culture use, general laboratory use, and non-lab use) SM explained that the bench fees would be looked at in full after 1 year, but it was likely that they would have to be increased next year. SM also explained that the bench fees were comparable with other MVLS Research Institutes, and is significantly lower than other institutions.

SH Mentioned that the certain consumables as well as service contracts and maintenance repairs are covered by bench fees. IM asked that this updated list be circulated to the rest of the group.

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

3. Equipment

- 1 **FACS Facility** – IM discussed the merging of this operation with the Beatson facility and that it was now being run by Tom Gilbey from the Beatson and Tim Harvey from ICS. They are looking at ways of merging the booking system for this equipment, and this is being arranged with Peter McHardy from the Beatson to develop. There is the possibility of a computer being placed in the FACS room to manage the bookings, to allow ICS staff access to the Beatson scheduler system. MS mentioned she was concerned about the usage of the machines and IM stated that this would be monitored and assessed if it became an issue. SH provided an update on the move. The move will be arranged once a date has been provided by Agilent for servicing the microarray equipment, purchase orders for this and to Clockwork for the moving of the equipment have been placed. It is predicted that this equipment will be moved out within a month and with the Beatson Aria being in place 1 month after that. So by June this equipment should be in place. Tom Gilbey is arranging for the Beatson Aria to be moved by BD BioSciences.

ACTION – SH to arrange for this move to take place for ICS and Tom Gilbey for the Beatson. Peter McHardy Booking system

- 2 **Microscopes.** Various people commented that the Confocal is heavily booked, LG- Stated that people are using it when they could actually use the Observer instead but to do this would require extra software bought as a minimum, with the potential of an extra computer analysis station if groups require deconvolution analysis work. LG mentioned again that the confocal could not be used for time lapse as the camera drifts during this time. They and I M's group are using the Beatson facility instead. In order for the confocal to be used for time lapse it would require the investment of a cabinet cost ? £9,000. SH pointed out that if the Confocal was being used for time lapse then even less people would have access to it, and it was thought at some point investment in this facility would be required. This would be monitored and brought to the attention of the ICS Management committee.

ACTION – *Karen Strathdee is putting these Costs and justification together to be discussed at the ICS Management board meeting.*

I M brought up the idea of an Annual charge for groups who predicted heavy use of any of the specialised equipment rather than a pay per use system. CH confirmed that they did this in the 3 I's for access to the FACS sorter @ £1,500 per person per year. SM stated this would be something that could be looked into when all the costs were in place, but it would need to make sure that all costs would be recouped if undertaking this practice.

4) Tissue Culture

i) General

IM wondered how the cat II rooms were working in the building as the Cat II room on level 4 was still very busy and hard to book. MS and CM stated that the cat II room on level 2 was not very busy and could be used.

ACTION - IM to inform Suzanne Dowson and level 4 users that the cat II room on level 2 can be used for their work when required.

SC commented that the level 2 cat I room that Adam West's group were using, had got increasing busy as staff had moved down to level 2 from level 4 to make use of the low oxygen incubator in this room (only 2 in building 1 in cat II on level 4 and 1 in cat I on level 2). SC wondered if the incubator could be moved to another less busy room as some rooms are over utilised and some underutilised. It was thought by CM that level 3 room 317 might be an option to move the incubator to as this room is currently not very busy.

ACTION - CM to look for a room to move this incubator to (probably room 317) and along with SH arrange for this to be moved.

ii) Cat II

SC commented that somebody came down to use the cat I room on level 2 and mistook it for the cat II room. SC asked if the labels for the cat II rooms could be made clearer between 1 and II. LG Commented that they had labelled the cat II room on level 1 cat II with a sign, so this could also be done for level 2. It was also commented by the committee that the person should have known better or had not been trained correctly for this to occur.

ACTION - A Cat II sign should be placed on the level II cat II room.

5) Waste

i) Tissue Culture

LG commented on the fact that the information about staff now emptying their aspirators in the tissue culture suites was not passed on to them. CM mentioned that this information had been passed onto curators in an e-mail in February, and this perhaps had not been disseminated to all users.

SH commented that there had been a few cases of lapses in bagging waste correctly in that not all waste was contained in the black bin. IM commented that this practice should be ensured by all staff using the facility as otherwise pipettes etc come through the bags.

SB and CM commented that there was a few rooms were staff had moved in their plastic ware and were not cleaning up after themselves, so this then discourages other groups from using that room. Also staff and students were not using the booking system correctly. It was agreed by the committee that this should not be happening and curators will chase this up with users to remind them.

ACTION - Curators of these facilities to talk to staff and encourage them act on this.

ii) General

SH commented in general that the cardboard waste in the building was being removed by groups on a regular basis apart from a couple of areas.

LG- commented there was some confusion generated by the cleaners recently carrying out an audit on the cardboard waste amount within the building which had confused users on who should remove cardboard. SH confirmed that it is still the responsibility of staff and students to remove their own cardboard waste to the outside bins.

Trolleys for this purpose were not thought necessary as the stores trolleys could be used if the cardboard is flat packed or if cardboard taken out regularly so it does not build up.

6) AOB

i) **Thurso street Stores** – generally the group were very unhappy about the withdrawal of the access to this store. It was felt that it was uneconomical for groups and the University as a whole not to have a linked up stores service.

SM – Commented that we had been promised that we would have the same service as provided by the Thurso street stores for this building when it was set up.

ACTION – All staff to send on the list of items they previously obtained from the Thurso street stores to the Michele Pearson in the Garscube Street stores to get these items added to their stock.
SM – to bring this up for discussion at the MVLS college Management board.

ii) **Pipette Clinic** – Anachem drop of service was recommended by IM and that it works very well, Suzanne Dowson in his group would be able to provide details on this.

ACTION –Any groups interested in this service could contact Suzanne for more information.

LG- Commented on the fact that there had been no safety training for staff recently and could there be annual safety training session for staff and students.

IM commented on the fact that SH conducted a safety induction training session for all new starts to the building as part of their requirement to get door card access. SH commented that the new ICS Health and Safety Manual was in preparation and was just waiting on acceptance by the ICS Safety committee. Until available other information was available on the University web sites and Beatson Institute handbook for reference.

ACTION –SH to instigate Annual Safety Information update training sessions. Staff to inform SH of any new starts to the building to arrange safety induction training on arrival.

An enquiry was made by MJ via IM about the Minus 80oC freezers servicing. SH informed the group that they were serviced in January.

Comment by MJ – That Dry ice and other services required over Christmas should be considered for staff working over this period.

ACTION – SH to ensure that services are covered over the holiday periods and inform staff of any alternative information on delivery of services over this period.

Comment by MJ- About equipment curators set up for the building. It was agreed that this would be a good idea.

ACTION – SH to look into this and see who is the most appropriate person for this within the building and produce a list and send round to the building users.

SC – comment on bagging waste for cat I room and agar plates, it was agreed by everybody that individuals should be responsible for bagging their own waste and it was not the responsibility of Wash up staff to do this.

SC- Comment on the fact that the number labels on the nitrogen towers was rubbing off and no longer visible. SH informed the group that she had ordered the discs for this and had engraved the numbers on them and was just trying out different options for attaching these, as the ones they came with did not work.

ACTION – SH to attach these discs to the nitrogen towers as soon as appropriate method for this obtained.

SH provided a brief update on the cafe – New vending machines for coffee and Sandwiches will be reviewed after 3 months for use, and it was thought that the sandwich machine might be withdrawn after this period due to lack of use. The coffee machine it was hoped was financially covering its costs.

It was suggested that as now all the groups have moved into the building that it would be an idea to have a party. It was suggested that a summer party be organised possibly a barbeque.

<i>ACTION</i> – <i>I M to look into options for funding for the party.</i>

Minutes for this meeting will be distributed to all forum members and also circulated to all other staff via the Institute of Cancer Sciences website.

7) Date of next meeting

IM suggested the date for the next meeting in 3 months time -