**WWCRC USERS FORUM Meeting - Minutes**

Monday 31st October 2016 - Meeting room 1

**Attendees** **Apologies:-**

Iain McNeish (IM)- Chair Chris Halsey (CH)

Adam West \*(AW) Donna Nile (DN)

Alan McIntyre (AM) Karen Strathdee (KS)

Allan McVie (AmV) Karl Burgess (KB)

Antonia Roseweir (AR) Mary Scott (MS)

Carol McCormick (CM) Mathias Tesson (MT)\*

Jennifer Roccisana (JR) Orianne Olivares (OO)

Julia Cordero (JC) Vignir Helgason (VH)

Kay Hewitt (KH)

Marc Jones (MJ)

Oliver Maddocks (OM)

Pablo Baquero \*

Sharon Burns (SB)

Stacey Hoare (SH)

Sylvia Morrison (SM)

Tim Harvey (TH)

\*Note Adam West is Replacing Sabarinadh Chilaka as their group representative. Pablo Baquero is representing Vignir Helgason at this meeting. Mathias Tesson will be replacing Donna Nile while she is on maternity leave.

1. **Minutes** -The minutes for the last meeting were approved.

IM asked attendees how they thought things were going in the building, and generally it was all thought to be ok, with no major concerns.

1. **Equipment**
2. **FACS Facility** – TH said that the FACS usage had increased. The FACS Facility covers the 3 machines in this building and the FACS Atune, Caliper and Fortessa in the Beatson, so 6 FACS machines in total.

One issue brought up was the fact that WWCRC based people cannot access the Beatson building out of normal working hours to use these other FACS machines, but Beatson based people are able to access the WWCRC building out of hours.

IM wondered how many Beatson people did actually use the machines based in our building out with normal working hours. TH stated he could look over the Beatson Scheduler to generate a list of this usage.

The FACS booking system (Beatson Scheduler) is now online and working for University and Beatson users and nobody mentioned any problems with this.

The dongle access issue is also resolved and 2 Dongles are kept in the Beatson and 2 in the WWCRC. PB Also confirmed that they were able to get access to a Dongle when required.

**ACTION** – IM to speak to Owen Samson about access for selected people to use the FACS machines based in the Beatson Building out of normal working hours.

**ACTION** – TH to look into users of FACS machines based in this building out of normal working hours and generate a list and number.

**ii) Microscope Facility**. Allan McVie has taken over the management of this Facility from Jessica Oliver Bell now. Allan started on the 1st August 2016.

JC mentioned that the confocal here is of a very good quality, but her group had been using the Beatson Facility over the last year as the access to support was easier next door.

AMV mentioned that he had undergone an extensive 4 day Microscopy training course in York just after he started. He also described his training plan for teaching new starts, and the online booking system that was in place.

AMV Stated that usage had decreased from June amounts, but an eye was being kept on this to make sure it covered costs. The need for monitoring this facility and the usage was also discussed and the requirement to make sure that people are booking the microscope when using it, especially at the week-ends.

AMV stated the Axio Observer was easier to monitor as there are user log in and logs, but due to the way the confocal works and the fact it looks for space on the h-drive, and some people do not have much space here, they are using a generic log in. This means while it is possible to see that the confocal has been used on that day and what times, the user cannot be easily identified. IM suggested that this could be discussed with IT to get a solution.

Live Cell Imaging was discussed as a problem by IM, but nobody attending the meeting currently is carrying any of this work out, so no further comments or updates on this were available. IM is carrying out this work at the 3I’s as they are working with viruses.

JC mentioned that the Beatson have a reduced price for using the microscopes over the week-end, and wondered if this could be introduced in this facility. This was thought to be because their microscopes were heavily used during the week to encourage use out of hours. This is not currently a problem with the WWCRC microscopes. However if usage increases then this can be revisited.

***ACTION*** *– AMV – to monitor microscope bookings.*

*AMV to speak to IT about log in for confocal users.*

*IM- to check with his group about the live cell imaging issues/ problems.*

**3)Facilities**

1. **Tissue Culture**
2. **General**

MJ discussed the Low Oxygen sensors and the fact that they lose sensitivity between 3 – 6months. He has been buying in and keeping a backup for this every 3 months to cover when they stop working. As his group is the only group currently using these incubators it was agreed rather than this becoming a centrally bought item he would keep purchasing these and if other groups start using these incubators they would then share the cost for this oxygen sensor to be replaced when required.

IM asked how busy the TC rooms were and it was suggested that it is variable but none were deemed over busy / occupied and that they all seemed to be working well.

***ACTION – MJ to continue to buy in O2 sensors for the Low Oxygen incubators used by his group.***

1. **Containment level II**

Three Containment Level II rooms are available in the building. No issues mentioned about overcrowding of any of these rooms by meeting attendees.

PB wondered about the possibility of using Virkon in the aspirators rather than leaving to soak items overnight and disposing therefore using up bench space during this time.

Nobody could see why this was not possible. CM stated it was historic and probably not encouraged as there was a good chance people would not use this correctly and not rinse out the aspirator and tubing after use. IM stated that users should be following protocols so suggested that PB write a suitable SOP for this work and it would be reviewed and if thought workable then introduced in the facilities if it can be followed.

***ACTION*** *- PB to produce a SOP for using Virkon in the aspirators in the TC rooms with suitable cleaning between users. To be then reviewed prior to this work being introduced.*

1. **Mycoplasma Testing – AMV undertaking this now since JOB left.**

AMV produced a list of the mycoplasma testing he had a record of since January to IM. IM noted there were some groups that have not had any of their cells tested and stated the importance of this and that all groups should be complying with this as it is important for their work and contamination between samples is possible. OM has been using the Beatson Facility as he had been using this previously. He was not aware of this service in the building and would now start to use it.

AMV confirmed that he carries out this testing out on a weekly basis and people drop off their samples in the cold room on level 1. There is a form to fill in with the sample name and group and also the TC room where these cells are being handled. SH confirmed that the cost per test was £5.

AMV mentioned that there have been some positive tests over the past few months but the majority of these would be primary cells.

***ACTION*** *– IM to contact the groups who had not undertaken any mycoplasma testing and encourage them to comply.*

1. **Waste**
2. **Tissue Culture –** All thought this was working fine in the rooms they were using.

SH mentioned that after the Safety Audit that it was recommended that they change to using a different colour lining bag other than black to stop any confusion with the general waste bags. These have now been changed to clear bags and will start being introduced into the TC room and general lab areas when the black bag stocks run out. This is working well as can now see through the TC autoclave bags and easier to check correct disposal of items.

1. **General –** SH mentioned that Freddie has started to clear out the waste cardboard on each floor.

This was just being done on a trial basis but seems to be working ok as long as there are two staff available in wash up.

Freddie will collect flattened cardboard if it is left in a set location on each floor which is the end of the main lab areas between the lab and Tissue culture rooms. Card board **MUST BE FLAT** to be picked up. He will also pick up polystyrene boxes if left in this location. He is able to do this on a daily basis when there are 2 members of staff present in the wash up room. The service is therefore not covered when wash up staff are on leave.

***ACTION*** *- SH to email round building to let users know of this service.*

1. **Health and Safety.**

SM confirmed that the Safety Audit by the University Safety team went well. They have passed on their draft report and we are in the processes of forming a reply to this. When the report is finalised the final report and action plan will be circulated to staff.

SM confirmed that a couple of items that came up included Travel, mainly due other Institute travelling to exotic places for projects and as an Institute that is not the case for us. We are working on systems to address this point in the form of circulating information and a general Travel Risk assessment.

SM then mentioned that Risk assessments were also an issue and a comment was made about the quality of the Risk assessments which varied greatly across the different groups and needs to be addressed. Further information on this would be circulated at a later date.

SH stated that AMV is carrying out the safety induction training for the Containment level 2 Facilities in the building and that a sign off form is required for door access to be activated to theses rooms. As part of the safety audit recommendation we have now placed a list of authorised users for each room on the door. Also on the J-drive there is a folder with the RA from each group for the work they are carrying out in each room. AMV is then able to refer to this when carrying out the safety induction training and check that this is in place.

SH - we have bought in more coat stands for each floor and these should be used to place coats on rather bringing into the lab areas – Also discussed during the safety audit.

SH reminded people that they should not be eating or drinking in the lab areas or storing cups or food items here. This was also brought up during the safety Audit.

***ACTION*** *– SH to send round an e-mail to update / remind staff of these points.*

1. **AOB**

SH mentioned that also on the J-Drive communal area for WWCRC there was the information for equipment including user manuals now available.

Also the Safety Committee minutes from the last meeting were also now available on the J-Drive communal H and S area.

On the whole it was thought that the building was working well.

1. **Date for next meeting**

IM suggested these should be more frequently than annual and suggested a date in April 2017 for the next meeting.

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.