



**DEPARTMENT OF PATHOLOGY
UNIVERSITY OF CAMBRIDGE**

BSU MANAGEMENT COMMITTEE MEETING

Minutes of the Meeting held on Monday 11th November 2013

Present: Dr Nick Holmes (Chair)
Dr Brian Ferguson
Mr Sam Jameson
Mrs Frances McLoughlin
Ms Sarah Shorne
Dr Amita Shortland
Professor Geoffrey L Smith
Dr Suzanne Turner
Professor Christine Watson

Apologies: Mr Alan Kirby
Professor Ian Goodfellow

Dr Nick Holmes introduced himself as the new Chair. Dr Brian Ferguson and Professor Ian Goodfellow had also joined the committee.

1. Minutes of the meeting held on 13th May

The minutes of the meeting were approved.

2. Matters arising

2.1. Movement of animals (item 5.2)

Various users were seeking reimbursement following the pinworm outbreak at the Gurdon Institute. Individuals affected should contact Karl at the School. The BSU Manager would provide the School with a list of people affected.

Action: BSU Manager

2.2 Animal diet (item 7.5)

Following a meeting at CBS, it was reported that some users were having issues with the new SAFE diet. There were also concerns about changing the diet of diabetes-prone mice as there was no previous data to refer to. Animals at the BSU unit were still being fed the old SDS diet and it was agreed to continue with this in the BSU. It was also agreed to request that Pathology mice at the Gurdon Institute be fed the SDS diet, with and should not be changed to SAFE diet without prior consultation. It was noted Professor Watson's

mice in the Gurdon Institute had already been started on the new diet.

Action: BSU Manager

2.3 Jennifer Blackwell (item 10.4)

At the moment Dr Blackwell's request to accommodate hamsters in the BSU unit from either Harlan or Charles River could not be accepted as health screening was not up to standard. It was noted Charles River would be the best source if they were to carry out the correct screening; the BSU Manager would suggest to Dr Blackwell that she contact them in this regard. Dr Shortland would make inquiries about alternative accommodation for the hamsters.

Action: BSU Manager, Dr Shortland

2.4 John Doorbar (item 10.5)

John Doorbar would be arriving in April 2014. He would be using CL 2 and would require surgical and procedural space. Information was also required on the number of strains to be imported. Dr Holmes would contact Dr Doorbar. Everyone should be kept informed including Karl at the School.

Action: Dr Holmes

2.5 Google calendars

Google calendars had now been set up and the BSU Manager would send a link to everyone. Some users were already using the calendars. Although not a problem at the moment, there would be a significant increase of users in the CL2 area and using calendars seemed to be the fairest system for booking time to use the equipment/procedure areas. It would be monitored to check the system was not abused. The BSU Manager would alert users by email if the equipment was booked for several consecutive days. It was noted that Anatomy and the Gurdon Institute already have a booking system in place. It was agreed to trial the calendar booking system.

Action: BSU Manager

3. Finance

A financial report summarising accounts to the end of July 2013 was tabled. Although the Departmental Secretary: Admin and Finance was unable to be present, the BSU Manager read out an email received from him regarding changes to the cage credit system which was being reviewed. It was felt that a monthly statement to users would be helpful and this was being worked towards. There was concern that users may be double charged at the Gurdon Institute and at the BSU Unit. As the BSU Manager sends cage usage to Finance each month it was suggested this information also be sent to users at the same time. Stock lists could also be sent to users each month.

Action: BSU Manager

4. Future Plans/Refurbishment

Plans for the new Flow Cytometry /Microscopy suites were still being developed and work was scheduled to start at the end of February 2014. Temporary screens would be erected to ensure any investigations and ongoing work in the new area would not disrupt animal work. Tests on the air handling unit would begin this week.

5. Update on transfers to and from the Gurdon Institute

5.1 Pinworm screening

All screenings for pinworm had been negative and there was now normal movement between facilities. Standard inbred strain animals from the Gurdon could now be accepted outside the CL2 area. The duration of the ban was from December 2012 until August 2013.

5.2 To receive an update regarding movement of animals

Taken in 2.1 above.

5.3 Cage allocation for Pathology Users

There was a discussion on whether the full allocation of cages at the Gurdon Institute had been used and it was estimated cage allocation was close to capacity. The BSU Manager would request monthly information in this regard from the Gurdon Institute. The School was managing the situation but users should be aware. It was noted a weekly stock list was received from the Gurdon and the BSU Manager passed this information on to Gurdon users.

Action: BSU Manager to request total cage allocation in Gurdon and present capacity

6. CL2

6.1 Equipment

At the last Users meeting new equipment requirements were requested.

6.2 CO₂ equipment

A new automated CO₂ equipment had been installed in the CL2 area and training was being offered.

6.3 -80 freezer/s

Quotes had been received and funding confirmation was awaited from the School. On completion of building work there would be a second CL 2 area which would require a new cage change station and other purchases, which the School may fund.

7. Staffing and BSU Management

7.1 Group B Meeting

The University had signed up to agreements to comply with EU directives to take action on actual severities, starting on 1st January 2014. An email had been sent to Pathology users but there had been little feedback.

There had been a query on the minimum information required on cage labels and Dr Shortland would forward this to the BSU Manager to circulate.

The University has adopted the NC3Rs (National Centre for the Replacement, Refinement and Reduction of Animals in Research) 'Declaration of openness' and endorsed the ARRIVE guidelines (Animal Research: Reporting of In Vivo Experiments). The Establishment Licence Holder will be giving presentations on the ARRIVE proposals at appropriate committees and training will be included within the HO Modules.

Action: Dr Shortland

7.4 Users Meeting

The next Users meeting would be on Wednesday 20th November.

7.5 Study plans

All new purchase requests for animals were now accompanied by a Study Plan. The BSU Manager was testing formats that would be acceptable for everyone. The aim was to have some form of study plan for all new experiments in the near future.

8. Home Office

8.1 Ongoing recording of severity limits

As in 7.1 above.

8.2 Redesignation of X-ray room

The Home Office did not require full environmental control, provided conditions were met when animals were in the room. The SOP was being updated to reflect this.

9. Occupancy

9.1 To receive the latest occupancy figures

The present number of cages was approx. 700.

9.2 Request for additional caging

UBSS had agreed on 1000. The convention that units normal capacity was taken as 80% of maximum was noted.

10. New Users

10.1 Trowsdale

John Trowsdale required infrequent use of two cages.

10.2 Caffarel

Using IVIS equipment outside the CL2 area.

10.3 Chhabra

Dr Chhabra was from the Department of Surgery under Prof. A Bradley, using CL2 facilities. Her studies were nearly complete, and then work in the CL2 suite would be discontinued. Prof. Bradley may wish to set up some additional work using the IVIS outside the CL2 suite.

11. Health & Safety

11.1 Hoist

The Health and Safety Officer had reviewed the hoist and made recommendations. Lanyards and harnesses had been replaced. The whole operation had also been assessed by an outside company who made recommendations to improve safety such as wearing hard hats and putting in additional signage. Equipment would be replaced at the beginning of December. Estate Management were following up on an earlier incident regarding the lifting equipment itself..

11.2 Autoclave

Pipework had been enlarged and modifications made to to the autoclave to rectify the water discharge problem. Since this work had been completed there had been no sightings of water.

11.3 Needlestick incident in CL2

An engineer had sustained a needle injury whilst servicing the IVIS and the incident was being followed up by the Safety Office. A reminder would be sent to users about good housekeeping; if untidiness continued, a process may be introduced whereby users had to sign off when finishing work.

11.4 SAPO work and audits

An audit had been carried out by the Safety office. The Safety Officer would like the SAPO work to be reported at regularly at all relevant meetings, and highlighted the importance of good housekeeping. The building work will necessitate the moving of the SAPO designated area. Two alternatives had been identified as possible new SAPO rooms; if possible it would be advisable to recheck suitability with DEFRA. The Unit manager will liaise and initiate process for redesignation.

Action BSU Manager

12. Any other business

- 12.1 The IVIS outside the CL 2 area was discussed. It had been serviced and the engineer's report said that in its present condition it was suitable for bioluminescent imaging but not fluorescent imaging. Minor repairs were needed although it had never been used. Dr Turner proposed trying red fluorescent proteins on the machine which Professor Watson would also like to use. It was purchased 5-6 years ago for approximately £65,000. There had never been a service contract due to the high cost (£20K p.a.). Prof Smith suggested that we should check the original specifications of the machines. The BSU Manager would look at the original paperwork for both IVIS machines. Dr Turner will investigate the potential for red fluorescent protein work.

Action: BSU Manager, Dr Turner

- 12.2 There was no log of anaesthesia in CL2 at present. It was proposed putting a system in place to ensure animals were monitored for at least 30 minutes after they had been anaesthetized. The BSU Manager would provide a folder where each user will log this information and sign when animals had recovered.

Action: BSU Manager

13. Date of next meeting

17th February 2014 at 10;00 AM (Amended to the 10th February 2014)