



## DEPARTMENT OF PATHOLOGY UNIVERSITY OF CAMBRIDGE

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### LABORATORY MANAGEMENT SUB COMMITTEE

Minutes of the meeting held on Wednesday 16th October 2013

**Present:** Dr Brian Ferguson (Chair)  
Dr Heather Coleman  
Dr Jessica Fitzgibbon  
Mrs Sue Griffin (Minutes)  
Mr Steve Mitchell  
Ms Helen Moore  
Ms Sarah Shorne  
Dr Clive Tregaskes

**Apologies:** Dr Danita Pearson, Ms Anna Sowa, Ms Deb Walsh

The new Chair was introduced to the committee.

#### 1. Minutes of the meeting held on 24th April 2013

The minutes were agreed after a correction to 2(ii), Addenbrooke's do not need biobins.

#### 2. Matters arising

##### (a) Lasers

The laser in MHP had been reported to Nigel Miller (the laser safety officer) who advised that due to its low power it did not need to go onto the annual return.

##### (b) X-ray – BSU use

The Home Office Inspector had reviewed the facility and reported on improvements required. A quote had been received from the Department surveyor for a refurbishment of the room; the BSU manager and Dr Shortland would decide on essential work and discuss with the Home Office Inspector. The minor works form would then be signed by the Head of Department.

*Action: BSU Manager*

#### 3. Laboratories

##### (a) Bio Bins

The recommendation for bench top sharps bin was SAF019, costing £1.17, which is

the smallest size and available from Biochem stores.

The BSU manager arrived.

(b) Waste routes

It was reported that the waste routes poster produced by the Safety Coordinator for the facilities at Tennis Court Road had been completed and shown to the School safety officer for feedback. It would be presented to the next safety committee and rolled out across the Department at Tennis Court Road. It was suggested that it could be put into the induction pack for new starters. It was noted that Addenbrooke's have a different system. The Safety Coordinator and the Departmental Secretary (Academic Services) would be visiting Addenbrooke's in the near future to discuss waste routes.

**4. Purchasing**

Purchasing was now managed by Accounts and the Purchasing Clerk and any suggestions regarding this should go to Accounts. It was acknowledged that pooling orders was difficult at Tennis Court Road as each person placed their own orders on the iproc system, whereas the Lab Manager at Addenbrooke's still had control over purchasing.

The Safety Coordinator arrived.

**5. Safety**

Following the recent safety walk around the Department by the previous Safety Coordinator and Facilities Manager, the completed and signed check lists were now required from PIs for a report to the Head of Department before the next Safety committee meeting on 11<sup>th</sup> November. The Senior Lab Manager has requested Deputy Lab Managers make lists of requirements, oversee disposal of surplus chemicals and correct storage of chemicals. It was noted that on submission of the completed form on the intranet, the Safety Coordinator would advise on disposal of chemicals.

*Action: Deputy Lab Managers*

**6. Facilities**

(i) Refurbishment

Dr Shortland would provide updated SOPs to the Home Office Inspector regarding 2(b) above. A decision would have to be made on whether the room should be temperature controlled. The best temperature for animals was 19-23°C and Workshop had been recording temperatures. The BSU manager would establish costs and requirements.

*Action: BSU Manager*

(ii) Water discharge

The discharge of water at the back exit to Pathology was still under investigation.

**7. Equipment list**

(i) New website

The Senior Lab Manager advised that the research facilities and equipment database is now live and can be searched here <http://www.equipment.admin.cam.ac.uk/>, a link to the equipment list would be put on the Department's intranet. He would circulate the link to enable anything new to be added. It was noted that one of the purposes of the equipment list was to allow checks to be made when writing new grants so there would be no duplication of equipment.

(ii) Centrifuges

The Senior Lab Manager confirmed some centrifuge rotors had been ordered and assured the group that old rotors would not be disposed of without consulting the end users. It was noted that the Grants Administrator would be asked to remind PIs about putting rotors on their grant applications if needed for their project. Rotors could be shared between buildings and divisions to reduce costs and the use of centrifuge log books should be reinforced.

**8. Membership of the path-reagents mailing list**

The Computer Officer would put a link to the path-reagents mailing list on the new website and information would be put in induction packs for new starters.

*Action: Senior Lab Manager / Computer Officer*

**9. Any other business**

There was no other business.

**10. Date of next meeting**

Wednesday 29<sup>th</sup> January at 3pm in the Dixon room.