*Centre for Biological Engineering*

 **1st CBE TEAM Meeting**

**Tuesday 9th February 2021**

**10am -11am**

**Microsoft Teams**

**Present:**

**Carolyn Kavanagh (CK)**

**Kulvindar Sikand ( KS)**

**Jen Bowdrey ( JB)**

**Sourav Ghosh ( SG)**

**Jon Petzing ( JP)**

**Jon Harriman ( JH)**

**Katie Glen ( KG)**

**Jenna Davis ( JD)**

**Nishant Joglekar (NJ)**

**Ria Toumpaniari ( Ria T)**

**Catherine Beltran- Rendon ( CBR)**

**Maria Pavlidou (MP)**

**Apologies:**

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**Agenda**

1. Review of previous actions ( combined from lab leaders/lab users meeting).

2. Facility Issues

3. Upcoming facility maintenance

4. Training Requirements

5. Safety/HTA

6. CAPA review and update

7. A.O.B

1. **Review of previous actions (Lab Leader/Lab User combined)**

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| **No.** | **Action** | **Due Date** | **Responsibility/status** |
| **Action** **CTM01/01** | JB to send an E-mail to lab users regarding Claiming chemicals and to complete Chemical Waste disposal for by end of March | March 2019 | JBOngoingNew kickstart to CBE Chemical Management strategy. JB has re-audited and will be sending out lists of Chemicals requiring COSHH and populating spreadsheet. |
| **Action** CTM01/02 | KS to contact -80 Freezer engineer for advice about pools of water.  | Nov 2020 | KSOngoing Quote received £1000 to service all five -80 freezers. These would be staggered. Plan is to discuss budget with Simon Fawcett and then prioritise in-efficient -80 freezer in T208b first ( depending on T208b plans) |
| **Action****CTM01/03** | KS and CK to set up new temperature monitoring system | Nov 2020 | CK/KS Ongoing Still ironing out some issues with the system |
| Action CTM01/05 | KS to find alternative marking methods for pipettes to identify where they belong. | Oct 2017 | KSClosedConsider revisiting this at next pipette clinic in Sept 21. |
| **Action** **CTM01/06** | KS and JB to keep a list of cell types which have been PCR tested and to periodically send this out to everyone making it obvious which cells requiring testing. | April 2019 | KS/JB Update:Mycoplasma testing will resume with six monthly intervals for external and internal testing will be interspersed between. KG commented that it would be a good idea to do the internal at the same time as the external to help give confidence to our internal results.Samples being sent Feb 21. |
|  | KS to write an SOP covering what to do in the event of an air handler failure. | July 2019 | KSOngoing  |

1. **Facility Issues**

1)SG raised the plan of moving his group to the CBE following the decision to close T208b . This is planned to happen in June 2021 but it is possible it may not be until September 2021. SG is taking measurements of the space the group have in T208b to see what space they will require in the CBE. They require a microbiological space as well as bench space in H34 for equipment.SG has already discussed potential plans with RT and KG. H25 has been discussed as a potential space. A further meeting with KS and CK will take place offline to discuss further.

1. **Upcoming facility maintenance**

CK gave the group a run down of upcoming facility maintenance in 2021 including autoclave services ( Feb), Pressure Vessel Inspection ( May), BSC service, KI testing & air-rebalance( July) , Centrifuge service ( July), validation of autoclaves ( July), PAT testing ( Sept).

KS commented that the gas manifolds were being changed this week but the Co2 supply would be maintained throughout for the main labs but not for the area under the control of ABS team ( they have been informed).

KS also commented that at some point FM will be changing the Building Management System to a new system and the air handler would need to be switched off to do this but this would have to be managed.

1. **Training Requirements**

CK asked the group if there was any new starters or new training requirements. Karen Coopman has a new starter who will be working in the CBE until June/July.

JD commented that Liz Ratcliffe might have a PDP student starting in June but a decision was still being made about the project and location.

1. **Safety/HTA**

KS and CK commented that there were no safety issues currently to discuss/share.

CK did share with the group the results of the recent HTA traceability audit ( Feb 21) in which some samples were found to have illegible labelling but this has been rectified along with missing paperwork .CK reminded all lab users about HTA procedures and refresher training.

1. .**CAPA review and update**

None to discuss

1. **A.O.B**

CK/KS discussed the new system for Archibus whereby all requests must go through KS An emergency request can be made to the help desk but KS’s name must be mentioned as designated person for the area.

JP made a suggestion that a head count of staff/students in the CBE could be circulated periodically as part of the meetings. CK to action.

**Summary of Actions.**

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|  **Actions arising from CBE Team Meeting 9th February 2021** |
| **No.** | **Action** | **Due Date** | **Responsibility** |
| **Action CTM01/01** | CK to put together a head count of CBE users to circulate as part of the meeting. | Feb 21 | CK/KS |

**Date of next meeting:**

Date: Tuesday 13th April 2021

Time: 10am – 11am.

Venue: Microsoft Teams

Appendix 1: **CBE Head count**

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**February 2021**

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| **Name**  | **Supervisor**  | **School**  | **Level** | **Lab**  | **Current situation**  |
| Katie Glen | Rob Thomas | Wolfson  | RA  | H21/ABS | H21/H27 |
| Rob Thomas |   | Wolfson  | Professor  |  H21/ABS | H21/H27 |
| Jon Harriman | Rob Thomas | Wolfson  | Research Technician  | H21/ABS | H21/H27 |
| Catherine Beltran -Rendon  | Rob Thomas | Wolfson  | PhD | H21 | H21 ( but not retutrned yet) |
| Hanif Ghanbar | Rob Thomas | Wolfson  | RA  | H21 | H27 but will need to move to H21  |
| Laura Erdos  | Rob Thomas ( ABS staff )  |   | ABS Staff  | H21/ABS | H21  |
| Jen Bowdrey  | Karen Coopman | AACME | Technician | H23 | H23 |
| Nishant Joglekar  | Karen Coopman/Elizabeth Ratcliffe  | AACME | PhD | H23 | H23  |
| Jenna Davis | Elizabeth Ratcliffe | AACME | PhD | H25/H29 | H29 ( Microbiological work) H25 ( no microbiological work) |
| Angharad Evans  | Elizabeth Ratcliffe | AACME | PhD | H25 | H25 - Due to finish lab work to write up December 2020 |
| Praveen Kavari  | Sourav Ghoush  | Wolfson  | PhD | T208b ( Wolfson)  | T208b ( Microbiological work) |
| Jakub Nasterski | Sourav Ghoush  | Wolfson  | PhD | H34/T208b | H34 and S Building  |
| Ann Lawrence  | Sourav Ghoush  | Wolfson  | PhD | T208b ( Wolfson)  | T208b - still training  |
| Sammy Wilson  |   | Wolfson  | Lecturer  | H25 | H25 - train and supervise part C  |
| Fern Ellis | Sammy Wilson  | Wolfson  | Part C  | H25 | H25 - new part C project lab work for 1 year. |
| Ben Fisher  | Sammy Wilson  | Wolfson  | Part C  | H25 | H25 - new part C project lab work for 1 year. |
| Ria Toumpaniari  | Sotiris Korossis  | Wolfson  | RA  | H25 | H25 but potentially move to H27. Limited time left on contract  |
| Maria Pavlidou  | Sotiris Korossis  | Wolfson  | PhD | H25 | H25 but potentially move to H27 - not returned yet to lab  |
| Michelle Magee  | Karen Coopman | AACME | UG | H23  |  |