

# MINUTES OF THE MEETING OF THE CARDIFF UNIVERSITY BIOLOGICAL STANDARDS COMMITTEE HELD ON MONDAY 10th MAY 2010 AT 2.30 PM

## 225 MINUTES

The Minutes of the meeting held on 15th March 2010 (BSC/09/44) were confirmed as a correct record with one amendment and signed by the Chair.

## RESOLVED

- 225.1 that Minute 216.2 be amended to show that the estimate for upgrading the **S38 Health and Safety** had been passed to the Barrier Management Team.

## 226 MATTERS ARISING

- 226.1 Annual Security Report - failed access control [vide Minute 209.3]

NOTED that the outstanding security item has been addressed.

- 226.2 Report from the Users' Group - **S38 Health and Safety** [vide Minute 201.4.4]

NOTED that the **S38 Health** "Expert" Group, which included several members of the Committee, had received expert advice and would report shortly to the Heads of MEDIC and BIOSI and to the Committee.

- 226.3 Licensing Report- need for timely preparation of continuation licences [vide Minute 211.3.3]

NOTED that all project licensees have been reminded of the importance of preparing continuation licence applications well before the expiry date of the existing licence where licensed animals need to be maintained under licence authority.

- 226.4 Freedom of Information Request [vide Minute 211.4.3]

NOTED that the response to the FoI request had been made and was reported in Paper BSC/09/46, Agendum 5.1

- 226.5 Report from the NVS - analgesia and anaesthesia [vide Minute 212.1]

NOTED that the NVS's survey of current anaesthesia and analgesia practices had informed his review of anaesthesia and analgesia, and he had issued advice to Project Licence holders. This was being integrated into SOP 10 "Anaesthesia and Assessment".

- 226.6 Report from the NVS - importing tissues licences [vide Minute 212.10]

NOTED that the NVS had drafted some principles on the safe importation of rodent tissues into rodent-holding animal facilities, which would be discussed with interested parties.

- 226.7 Capital Matters and Estates Report - **S38** barrier area improvements licences [vide Minutes 216.2-4]

NOTED that the estimate for upgrading the **S38 Health** facility during downtime for the **S38 Health** building project was still with the Barrier Management Team.

226.8 Items from the Certificate Holder – Infringement and Designation [vide Minutes 217.1.5, 217.3, 217.4]

NOTED

- .1 that the Committee's concerns on these items had been conveyed to the Director of PAFRS;
- .2 that the Certificate Holder was satisfied that appropriate moves toward designation had been made on compliance with the Home Office Code of Practice standards, repairs to water leaks from the plant room, an appropriate Service Level S38 Health and Safety and establishing a positive relationship with S38 Health and staff on maintenance of standards;
- .3 that the Certificate Holder believed that it was important and urgent to obtain a formal programme for testing the environmental control alarm systems for the facilities under realistic test conditions.

RESOLVED

- .4 that the Director of Estates Development (Architectural) would arrange such a programme of alarm tests in a meeting S38 Health and Safety during week beginning 17 May 2010, and that this be reported back to the Committee via the BSO by the end of that week.

226.9 Project Licence Applications licences [vide Minutes 218.2 &3]

NOTED that the applicants had been informed of the ERP outcomes, and that a subsequent application for a continuation licence for the licence recommended at Minute 218.3 had been approved by CHAG.

227 **ITEMS FROM THE CHAIR**

No items from the Chair.

228 **ITEMS FROM THE CERTIFICATE HOLDER**

Received papers BSC/09/46 "Fol Response" BSC/09/47 "Universities Legal Briefing" and Paper BSC/09/48 "Infringement Follow-up".

NOTED that the BSO was presenting these papers in the Certificate Holder's absence.

228.1 Fol response

NOTED that the response had been made as in Paper BSC/09/46 and that the Guardian newspaper had reported that all UK universities had received the same request.

228.2 Universities' Legal Briefing

NOTED

- .1 that the Certificate Holder intended to require this formal acknowledgement of responsibilities toward the University from new holders of personal licences;

- .2 that the BSO and ODF had proposed incorporating this requirement into a single document along with other induction items such as access requirements and occupational health clearance, and that the document, signed by the applicant and counter-signed by the relevant supervisor, would be a necessary condition of access to animal facilities;
- .3 that the document would be developed and implemented over the Summer by the ODF and BSO in collaboration with the other relevant parties;
- .4 that implications of the Data Protection Act might be considered for inclusion in the document.

### RESOLVED

- .5 that the document be brought to the next Committee for information.

### 228.3 Infringement follow-up

#### NOTED

- .1 that the Certificate Holder, Director of Estates Development (Buildings), ODF, and BSO had met with the S38 Health and Safety on the maintenance of robust systems to ensure compliance at the S38 Health and Safety, and that the text of Paper BSC/09/48 confirmed the outcomes of the meeting in a letter to him.

### 228.4 Proposed Annual Visit

NOTED that the Certificate Holder had arranged to visit designated areas of the University in the near future.

### 229 **REPORT FROM THE BIOLOGICAL STANDARDS OFFICER**

Received papers BSC/09/49 "Licensing Report" and oral reports.

### 229.1 Visits by the Home Office Inspector

#### NOTED

- .1 that there had been two visits from the inspector since the last meeting;
- .2 that the inspector had met with a number of Project Licence holders and applicants, and had inspected several facilities over the two visits;
- .3 that there had been no major concerns raised during the visits, and that the possible designation of the S38 Health and Safety area had been discussed with him.

### 229.2 Changes to the Certificate of Designation

NOTED that the only change had been a change of use of two rooms in one facility to allow the use of an isolator in a former S38 Health and Safety room.

229.3 Licensing Report

NOTED that since the last meeting, the Certificate Holder's Advisory Group had recommended two applications for continuation project licences.

230 **REPORT FROM THE NAMED VETERINARY SURGEON**

Received paper BSC/09/50 "NVS Report for BSC".

NOTED

230.1 that a problem with the use of medicated diet to eradicate endoparasites had been reported very recently and that the NVS was responding;

230.2 that no animals from the S38 Health and Safety should enter the new facilities until the treatment had been completed.

231 **REPORT FROM THE OPERATIONAL DIRECTOR OF JBIOS FACILITIES**

Received paper BSC/09/51 from the Operational Director of JBIOS Facilities.

NOTED

231.1 that the JBIOS office staff at S38 Health had relocated in response to Health and Safety concerns;

231.2 that the construction of a hosing facility at a S38 Health and Safety facility was being costed by ESTAT;

231.3 that progress on the bespoke animal screening plan had been made;

231.4 that there were doubts over the company contracted to carry out the deep decontamination clean in the new facilities at S38 Health and Safety, S38 Health and Safety facility for such cleans, which would be investigated;

231.5 that plans to renovate the S38 Health and Safety facility and those to reorganise office accommodation should be understood as clearly separate initiatives.

232 **REPORT FROM THE USERS' GROUP**

Received an oral report from the Chair of the Users' Group.

NOTED

232.1 that the Chair of the Users' Group had received feedback from users on fEC and Animal Maintenance Grants in relation to "soft" funding and PhD student work, and will call a meeting of the Group to discuss consistency across campuses with different types of charging.

**RESOLVED**

232.2 that the Chair of the Users' Group would report the outcome of the Users' Group discussions at the next meeting.

## 233 **REPORT FROM THE T1 and T2 BARRIER FACILITIES**

Received paper BSC/09/52 from the barrier representative.

NOTED

- 233.1 that the Technical Manager for the area was on maternity leave, and that a temporary replacement was being sought;
- 233.2 that problems were being experienced with temperature and humidity fluctuations S38 Health and Safety
- 233.3 that this was unlikely to be due to under-capacity of the boilers, as they were known to be over-capacity and had run well previously. However, it was known that the steam generator had been malfunctioning, which might have a bearing on the problem, and it was likely that the problem was in the control systems;
- 233.4 that the barrier staff believed that the temperature and humidity parameters for the area might not be set correctly in all cases for the type of rooms operated and would not be showing alarms when environmental conditions strayed out of required limits.

**RESOLVED**

- 233.5 that the Director of Estates Development (Engineering) would seek to resolve the environmental problems and report back to the next meeting.

## 234 **CAPITAL MATTERS AND ESTATES REPORT**

Received an oral report from the Director of Estates Development (Architectural) and an oral report from the Director of Estates Development (Engineering)

NOTED

- 234.1 that tenders had been received for the work to create new procedure rooms adjacent to a S38 Health and Safety facility, but that asbestos had been found in the area which would delay the programme by three to four weeks, and building work would now start in June;
- 234.2 that the humidification system in the same S38 Health and Safety facility adjacent to these rooms would be replaced over the Summer and that a hose-down bay would be built there as part of the same contract;
- 234.3 that the S38 Health and Safety had agreed to hold regular meeting with the Director of Estates Development (Architectural) and the S38 Health and Safety to review the effective operation of plant and maintenance to facilities on that site;
- 234.4 that regular alarm activation tests were to be set up along with checks on the logging S38 Health and Safety daily plant room inspections;
- 234.5 that ESTAT would be looking into the possibility of using capital funds for the refurbishment of the older facilities.

## 235 ANNUAL HEALTH & SAFETY REPORT

Received paper BSC/09/53.

NOTED

235.1 that following the allergen sampling exercise, JBIOS were looking into centralized cage cleaning to reduce the allergen burden in holding areas;

235.2 that contractors had blocked fire exits from the facility on occasions; S38 Health and Safety

235.3 S38 Health and Safety

235.4 that the JBIOS incidents table showed a decrease for the past year;

235.5 that although information on the seriousness of the individual incidents was included in accident forms and that none of the incidents on the table resulted in sick leave, including such information on the form might better inform the Committee and give feedback to help avoid repetition.

**RESOLVED**

235.6 that in future reports, the table of incidents include an additional row to indicate the outcome and seriousness of each incident.

## 236 ANNUAL EDUCATION & TRAINING REPORT

Received paper BSC/09/54

NOTED

236.1 that Modules 1-4 of licensee training had continued to be run successfully throughout the last year with no failures reported;

236.2 that a reaccreditation audit for licensee training was to take place on 1 June;

236.3 that technical staff were enthusiastic about undergoing training for CPD and there was always a willing response to new opportunities.

## 237 JBIOS BUSINESS PLAN FINAL DRAFT

Received paper BSC/09/55

237.1 the report had been prompted originally by a recommendation in the JBIOS internal audit, and that there had been a series of drafts, informed by consultation exercises with interested parties, including the users and the Users' Group;

237.2 that the present document had an increased risk management section with target dates for achievement;

- 237.3 that financial arrangements remained S38 Health and Safety  
S38 Health and Safety and that any surplus would remain S38 Health and Safety  
S38 Health and Safety
- 237.4 that the terms of reference of the Committee were included in Annex D of the report, and that information on the degree of compliance with its terms of reference would be useful to the Committee.

**RESOLVED**

- 237.5 that the Committee adopt the report;
- 237.6 that the Committee's work over the last session be measured against its terms of reference.

238 **PROJECT LICENCE APPLICATIONS**

Received paper BSC/09/37 "*The Ecology and Immunogenetics of Invasive Species*".

"*The Ecology and immunogenetics of Invasive Species*"

**NOTED**

- 238.1 that the proposed study was a comparison of field findings in the Irish Republic and Wales, but that only the work proposed in Wales was being considered here, since A(SP)A does not apply outside the UK;
- 238.2 that A(SP)A normally required that tail tip samples be taken with the use of some form of anaesthesia, and that haemostasis e.g. with silver nitrate was often adopted as good practice, but that this proposal contained neither;
- 238.3 that anaesthesia had been considered by the applicant, but because wild rodents had different demands for well-being from laboratory rodents, anaesthesia had been avoided as potentially more harmful by the applicant. This was thought to be in line with other Project Licences in the UK for similar work.

**RESOLVED**

- 238.4 that the applicant be asked to discuss anaesthesia and haemostasis for the project with the NVS;
- 238.5 that the proposal could be recommended for submission subject to this discussion.

239 **WHAT'S IT LIKE TO BE A RAT?**

Received and NOTED paper BSC/09/56.

240 **3Rs REPORT**

Received and NOTED paper BSC/09/57.

241 **DATE OF NEXT MEETING**

TBA

**FILE COPY OF THE MINUTES OF THE MEETING OF THE CARDIFF UNIVERSITY  
BIOLOGICAL STANDARDS COMMITTEE HELD ON 10th MAY 2010 AT 4.30PM**

Signed.....(Chair)