



BioEscalator Operations Meeting Minutes

Wednesday, 12 July 2023, 12:00 – 13:00

MS Teams – online meeting

Attendees present:

BioEscalator: Claire Shingler, Rachel Barrett, Connor Norton, Fabiha Ahmed and Ying Hung (Minute Taker)

Alethiomics: Cathy Oliveira

Bioarchitech: Andri Vasou

Exogene: Claudia Fraser

Évolvere: Adam Winnifirth

Hutano Diagnostics: Abdou Tahiri-Alaoui

InfiniTopes: Lian Ni Lee

ISOGenix: Catheryn Lim

MediMab: Owen Baker

MicroMetrio: Yexuan Zhu

OSPT: Stephanie Lesage

Singula Bio: Amro Ahmed Ebbias

The Protein Forge: Arjun Thapaliya

Apologies:

Ascendbio: Marcus Yeo

Caeruleus Genomics: Peter Crane

Orfonyx: Graham McClorey, Nenad Svrzikapa

OXcan: Andreas Halner, Junetha Syed

Theraport: Travis Prescod

1. Minutes of the last meeting

- a. Confirmed. No amendments to be made.

2. Building Information

a. Tenant Update

- i. MicroMetrio, a student-led startup based in I-Lab 1 from July to September, in the same way as Ëvolvere and Theraport. Please support and assist them.

b. AV Update

- i. New AV system 'Barco Clickshare' has been fully installed in the meeting rooms. It requires plugging a dongle into your laptop with USBC. Guidance is provided in each meeting room. A USB adapter is available for lending, please speak to the team if it is required. A microphone booster may be necessary if the room microphone is not receiving well. Post-meeting note: there is a problem with the microphone on the speaker bars so until further notice, set the microphone to your local machine. All other functionality is working via the Barco Clickshare.
- ii. A new WiFi receiver has been installed in meeting room 2 and it is expected to boost the connection and improve both video and audio quality in online meetings.
- iii. Please inform it@bioescalator.ox.ac.uk for any issues that arise.

c. Housekeeping

- i. Tenants to bring used mugs to dishwasher in the ground floor kitchen. Cleaner will put the clean mugs back into the first floor kitchen.

d. Room temperature

- i. University's Estates department is investigating the issue. It has been reported that there are number of issues that need to be corrected; remedial work will be carried out to improve the air handling system. Steve Pearson from the Estates and Sarah Hayward the Facilities Manager are leading this project and work is ongoing.
- ii. University Estates and Facilities are planning to carry out seasonal commissioning on the Innovation building. The timing for this was disrupted by the pandemic.
- iii. It is confirmed that room 696.20.03 is not connected to the central BMS system. A new part to rectify the issue will be ordered and the work completion date will be confirmed later by Sarah Hayward (FM).
- iv. Cathy mentioned there is no air flow in meeting room 3 in the morning.
(Post-meeting note: It is confirmed that there are works ongoing which caused brief disruption of the air handling system, which led to the problem in meeting rooms 2 & 3)

- v. Andri mentioned the panel in room 20.07 does not reflect the actual temperature in the room. This is an ongoing issue that has been reported to Estates and will be addressed by the remedial works noted above. The team will keep the tenants posted with updates.
- vi. Please inform the team if there are any temperature issues so Estates can address the problems accordingly.
- e. Water pressure issue in Service lab
 - i. The low water pressure is caused by an issue with the building's two water softeners which affected the whole building. New parts have been ordered and the replacement date will be confirmed. In the meantime, only one piece of equipment in the Service lab can be run at a time. Fabiha will do the autoclaving and lab washing for tenants.
- f. Sewage smell
 - i. The cause was due to an exposed pipe in the garden at the back of the building, it is now capped and the problem should be resolved.
- g. Garden maintenance
 - i. The gardens at the back are quite overgrown. University's Parks & Garden team and Sarah Hayward, Facilities Manager will confirm the date for garden maintenance work when Sarah is back from annual leave.
- h. SMS monthly water temperature checks
 - i. Will take place on 27 July 2023 13:30. Engineer may require access to proprietary labs.
- i. Bank holiday
 - i. The next Bank Holiday will be on 28 August 2023. BioEscalator management office and reception will be closed and there will be no IT support or laboratory services. Distribution centre will be closed and no delivery service available.

4. BioEscalator Labs

- a. Core lab facilities
 - i. Cathy mentioned the centrifuges and incubators are left unclean and untidy. Fabiha reminded tenants about good lab practice, it is essential to clean equipment after use and make sure it is ready to use for the next user. Fabiha also highlighted the risk of cross contamination. Regular weekly cleaning is carried out to facilitate good lab practice.
- b. Booking of core lab facilities
 - i. Users must book on Calpendo before using any equipment. If there is no booking made on Calpendo, samples may be removed to enable the users who have booked the equipment the rights to use.

- i. Andri suggested that users put a note that includes name and contact on the equipment which is in use for contingency. However, the best way forward is for all users to book on Calpendo to avoid clashes as this information is recorded there.
 - ii. Claire reminded the group that if there are any problems registering new accounts or with access to Calpendo, please speak to the team.
 - c. Upcoming servicing
 - i. Balances in Chemistry lab to be serviced in July 2023
 - ii. Safety Cabinets in Tissue Culture Lab to be serviced in August 2023
 - d. Autoclaves
 - i. Two new autoclaves have been ordered and the estimated installation will be in October 2023. The Services Lab will be closed for one week to install a 63A power supply and the two new equipment.
 - e. External CO₂ sensors
 - i. T Scan installed four CO₂ sensors in CO₂ incubators in Tissue Culture Lab. It is monitored 24/7, including the temperature of the incubators.
 - f. LEAF Award
 - i. BioEscalator and Alethiomics received Bronze Award for LEAF (Laboratory Efficiency Assessment Framework), and will apply for Silver Award next year.
 - ii. Companies are encouraged to apply as LEAF helps to drive improvements in laboratory efficiency and identify practical steps to make the lab more sustainable.
 - g. Power outage on 28 June 2023
 - i. There was a power outage at the Old Road Campus, Marston and Barton area on 28 June 2023 for few minutes. Thanks to Kevin for checking the core facilities were up and running, especially Freezer Room and Tissue Culture Lab.
 - h. HTA
 - i. No updates or reports on HTA.
 - i. Spillages
 - i. Abdou asked on the meeting chat how to keep communal equipment, e.g. pH metre, maintained and not let dry.
 - ii. Fabiha replied that tenants can top up the storage solution for the pH metre. The solution is kept at Chemistry Lab. Another bottle of storage solution will be ordered and kept in I-Lab 1 for convenience.
 - iii. Cathy mentioned there was spillage in centrifuge which is not nice for the next user. Every user should look after the equipment and clean up when necessary.

- iv. Claire reminded the group that materials for cleaning spillage, e.g. blue roll and spray are provided in core lab facilities. It is important to clean it up to avoid cross contamination. All users have the responsibility to maintain the core facilities. Good lab practice is shared in various channels including signage, emails and a policy document on the intranet.
- j. Lab coats
 - i. Andri pointed out that there are 16 lab coats at Tissue Culture Lab which are far more than the number of regular lab users whose lab coats are named. There is not enough space for too many lab coats, it may lead to contamination and the door may not be closed tight.
 - ii. Claire and Fabiha confirmed the lab coats are cleaned once a week and appreciate if users keep the lab coats appropriately.

5. Health and Safety

- a. Training
 - i. Fire marshal training to be organised in October 2023 when term begins. Interested tenants please inform Khwaja.
 - ii. First Aid training can be booked via Oxford College of First Aid which runs charged local session. Currently there are not enough participants to hold a session on-site at BioEscalator.
- b. Accidents/ near miss update
 - i. There were three incidents of broken backrests on lab chairs. The backs of all 65 lab chairs have now been replaced with a new model (under warranty).
 - ii. Air quality in room 20.06 and 20.07 was discussed in BSAC meeting and is undergoing investigation.

6. Any other business

- a. Events
 - i. Pitch Battle on 13 July 2023
 - ii. Supplier Show on 18 July 2023. There will be no supplier show in August.
 - iii. Party in the Park on 20 July 2023. Tenants are required to sign up in order to receive the email to pick lunch choices.
 - iv. Charity Bake Sale ran successfully in May, June and July. Thanks to everyone involved. Tenants are encouraged to sign up.
- b. Wellbeing
 - i. Claire thanked tenants for taking the initiative with the Charity Bake Sales



- ii. If tenants would like to set up wellbeing activities, e.g. lunch running club, craft club, please discuss with the team. BioEscalator will advertise the events and support with providing space if possible.

Action Point	Assigned to	Progress
Provide feedback on new AV systems in meeting rooms	All companies, Connor	
Follow up on room temperature issue	Khwaja	
Follow up on water softeners	Khwaja	
Follow up on garden maintenance	Khwaja	
New autoclaves installation to be completed	Khwaja	
Follow up on lab coats in TC Lab	All companies, Fabiha	
Inform Khwaja if interested in fire marshal training	All companies, Khwaja	
Follow up on air quality	Khwaja	

The next BioEscalator Operations Meeting is
Wednesday, 13 September 2023, 12:00 – 13:00