



BioEscalator Operations Meeting Minutes

Wednesday, 10 May 2023, 12:00 – 13:00

MS Teams – online meeting

Attendees present:

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

Alethiomics: Cathy Oliveira

Bioarchitech: Andri Vasou

Exogene: Amy Hall, Muhammad Hasan

Evolvere: Piotr Jedryszek

InfiniTopes: Annemieke Kok, Lian Ni

ISOGenix: Catheryn Lim

MediMab: Owen Baker

The Protein Forge: John Sinclair

Apologies:

Alethiomics: Rafael Ioris

Ascendbio: Marcus Yeo

Bioarchitech: William Jackson

Caeruleus Genomics: Peter Crane

Evolvere: Adam Winniffrith, Weronika Slesak

Hutano Diagnostics: Atherton Mutombwera, Abdou Tahiri-Alaoui, Prameen Kalilavunkal

InfiniTopes: Senthil Chinnakannan

MediMab: Chris Willberg

Orphonyx: Graham McClorey, Nenad Svrzikapa

OSPT: Connor Munro, Stephanie Lesage

OXcan: Andreas Halner, Junetha Syed, Harini Kumar

OxVax: Tim Davies, Nicole Bedke

Singula Bio: Lily Wang, Amro Ahmed

Theraport: Travis Prescod



1. Minutes of the last meeting

- a. Confirmed. No amendments to be made.

2. Matters arising

- a. Wellbeing group
 - i. The wellbeing group set up on Signal will be kept active for tenants to share wellbeing related events and exchange ideas.
- b. EVAC and IBEX evacuation chair training
 - i. Please inform Khwaja if interested in taking the evacuation chair training.
- c. OUSS service for lone workers
 - i. Khwaja confirmed the radio service for lone workers provided by OUSS is for University staff only due to insurance reasons. Tenants are encouraged to have their own lone-working systems in place.

3. Building Information

- a. Meeting Room AV update
 - i. New system 'Barco Clickshare' will replace the 'Screanbeam'. Previous network issues were resolved during testing. Further notice will be circulated when the new system is installed in the meeting rooms and training sessions will be provided.
 - ii. Tenants have reported bandwidth issue in the meeting rooms. An access point which was previously located near the Hub printer has now moved into meeting room 2. If tenants experience any problems, please inform Connor.
- b. Tenant updates
 - i. OxVax is leaving, last day is 15th May. There are equipment and consumables on sale; interested tenants please contact Tim Davies or Khwaja.
- c. Communal area housekeeping
 - i. Tenants are reminded to put used cups and cutlery in the dishwasher. Do not leave the items in the communal areas, e.g. on top of the lockers in the corridor. The corridor is a clean area. It was suggested that signage is used to remind tenants to wash up/use the dishwasher.
 - ii. Attendees were asked to disseminate information from these meetings to their colleagues.
 - iii. It was agreed that kitchen roll would be replenished in the 1/F kitchen.
 - iv. Annemieke asked if cups will be put back to 1/F after washing up in



dishwasher. Details to be confirmed after seeking advice from the facilities manager.

d. Bank holidays

- i. The Distribution Centre is closed and there will be no BioEscalator team onsite on bank holidays- Monday 29th May.
- ii. Dry ice delivery on Monday morning will be re-scheduled to Tuesday if Monday is a bank holiday, however the delivery time is not fixed. If urgent dry ice is required on Tuesday morning, please contact Khwaja to arrange it in advance.

e. Decoration

- i. Decoration of the communal areas is on-going, starting from G/F (8th – 12th May) to 1/F (15th – 19th May). If there are any issues please inform the BioEscalator team.

f. Zip-tap

- i. Zip tap on 1/F has been installed, the cold water outlet will be checked on 15th May when the engineer installs the zip tap on G/F.
- ii. Cathy mentioned the new zip tap has to be reset in the mornings by switching off the power. Otherwise no water comes out. The team will give feedback to the supplier.
- iii. It was noted that once the teething issues are resolved the new zip tap should be a better product and more reliable.

g. Garden cleared

- i. Garden maintenance will be on-site 15th – 19th May to clear the garden and jet wash the furniture. Footpaths will be cleared and cleaned to avoid slipping hazards.

h. Routine water flushing check

- i. SMS will be on-site to carry out the monthly water flushing check.

i. Roosevelt Drive closure

- i. Roosevelt Drive will be closed on 13th May 06:00-14:00 approximately. Access from Churchill Drive to Roosevelt Drive remains open. An announcement had been circulated.

j. Room temperature

- i. Andri raised the issue of temperature fluctuation in room 20.07.
- ii. Annemieke mentioned on chat that she experienced room temperature issues when she worked at Ervaxx and her current office 20.21 is having the same problem.
- iii. Khwaja confirmed this is an ongoing issue, it happened in rooms 20.03, 20.06 and 20.07. The issue is under investigation with EMCOR and Mace (construction company). The room set-point temperature should be at 21°C



and the system works fine in the Hub area. The team apologise that it has taken longer than expected to resolve the issue.

4. BioEscalator Labs

a. Upcoming servicing

- i. Fire suppression system in the fume hood will be serviced on Friday 23rd June 2023.
- ii. External CO₂ sensors to be installed for CO₂ incubators. Tissue Culture Lab 10.26 will be closed on 17th May at 07:00-09:30 for contractors to install two extra double sockets. The Class II cabinets will have no power and will be blocked on the Calpendo booking system. The CO₂ incubators will have power during the work via extension plugs.
- iii. The remote notification system on the trapped person alarm in the cold room is currently not working - the alarm goes off in the room only. A new part has been ordered. Date of installation to be confirmed.

b. Autoclaves

- i. Autoclave number 2: The Astell engineer was on-site on Wednesday 10th May and confirmed the autoclave needs a new temperature module. The part has been ordered for next day delivery and the Astell engineer will return on Thursday 11th May to replace the faulty part.
- ii. BioEscalator will replace the Astell Autoclaves in September/October 2023 and looking to sell the current ones. Interested tenants please contact Khwaja.
- iii. Annemieke suggested University Green Scheme, Amy suggested LV Scientific and Salford Scientific to sell the autoclaves.

c. Sustainability LEAF application

- i. Khwaja encouraged tenants to apply for LEAF Bronze (deadline is 19th May). He will send out the link to interested tenants. BioEscalator is applying for Bronze award and audits will be carried out in May-June 2023 in person or remotely (online) and duration is 1 hour. The application involves providing information on energy usage and carbon footprint and it is an annual scheme. Bronze is achievable in the core facilities since labs comply with the criteria. BioEscalator may apply for Silver in 2024. It was noted that H&S should always be prioritised.
- ii. Khwaja agreed to send details to Alethiomics

d. HTA

- i. MediMab is the only company that holds an HTA licence at present. Khwaja confirmed that all ULT freezers are in good working condition and Tscan is tested on a weekly basis.

e. -80°C Freezer

- i. Khwaja reported that empty racks had been found on the floor in freezer lab 20.26. Khwaja reiterated that the racks should be used for storing sample boxes in the freezer to allow easy transport from one freezer to another in an emergency situation.
- ii. Freezer doors are sometimes left open for too long leading to temperature fluctuations, which is not a good lab practice. Khwaja stressed the importance of documenting the inventory and location of items in the freezer so that doors can be opened and closed swiftly. If tenants are unsure about the freezer space allocation, please speak to Fabiha or Khwaja.
- iii. Good lab practice is included in the lab induction and Khwaja will enhance the communication with new joiners.
- iv. Amy suggested putting a hard copy of the sample allocation near the freezer.

5. Health and Safety

- a. Fire drill scheduled 17th May
- b. Training
 - i. Cryogenic compressed gas practical training is taking place on 17th May. Completion of the theory training is mandatory before the practical training
 - ii. Mental health first aid training is taking place on 16th May. If several tenants are interested in the future, Khwaja will arrange another session.
- c. Accidents/ near miss update
 - i. Three lab chairs have broken back rests. Khwaja has been in touch with the supplier to check if there were defects in the batch. We are awaiting feedback from the manufacturer.
- d. Fire risk assessment update
 - i. Khwaja thanked Bioarchitech for returning their fire risk assessment promptly. Alethiomics will return their fire risk assessment shortly.
 - ii. Khwaja reminded tenants that the fire risk assessment can be cross-referenced to the BioEscalator document. The flammable cabinet which is located in chemistry lab 10.23 is fire resistant for 90 minutes and has the correct EN code (bought from Asecos). Other flammable cabinets may not provide sufficient protection against fire so check with the manufacturer as part of your fire risk assessment.

6. Any other business

- a. Events
 - i. University of Oxford Laboratory Services Showcase will take place on 18th



May 12:00-14:00 at BioEscalator- 24 service providers will each give a 2-minute presentation and a networking lunch will follow. It is open for registration and details have been circulated.

- ii. An *in vivo* experiments seminar will be held on 22nd May
- iii. The BioEscalator plans to organise a grow-on space event, date TBC
- iv. Charity baking rota- huge thanks to Jo from Alethiomics for kicking off the event on 9th May. Looking for more tenants to sign up on the rota, sign-up sheet is on the notice board in the G/F kitchen.

| Action Point | Assigned to | Progress |
|--|-----------------------|----------|
| Express interest to Khwaja on <ul style="list-style-type: none">- Mental health first aid training- EVAC and IBEX evacuation chair training | All companies, Khwaja | |
| Provide feedback on bandwidth in meeting rooms and hub | All companies, Connor | |
| Check the arrangement of cups after washing | Khwaja | |
| Follow up on room temperature issue | Khwaja | |
| CO ₂ sensor installation to be completed | Khwaja | |
| Trapped person alarm repair to be completed | Khwaja | |
| Submit LEAF applications by 19 th May | All companies, Khwaja | |
| Follow up on faulty lab chairs | Khwaja | |
| Submit fire risk assessment to Khwaja asap | All companies | |

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