

MINUTES

BioEscalator Operations Meeting

Wednesday, 11th January 2023, 12:00-13:00 MS Teams



Attendees present:

BioEscalator: Claire Shingler, Khwaja Islam, Hannah Menzel, Connor Norton, Rachel Barrett. Fabiha Ahmed and Ying Hung

Alethiomics: Cathy Oliveira

Bioarchitech: William Jackson and Andri Vasou

Evolvere: Piotr Jedryszek

Exogene: Amy Hall

Hutano Diagnostics: Atherton Mutombwera

InfiniTopes: Lian Ni

MediMab: Owen Baker

Orphonyx: Nenad Svrzikapa

OSPT: Stephanie Lesage

OXcan: Junetha Syed

OxVax: Tim Davies

Protein Forge: John Sinclair

Singula Bio: Amro Ahmed

Apologies:

Alethiomics: Rafael Ioris

Evolvere: Adam Winniffrith, Weronika Slesak

Hutano Diagnostics: Abdou Tahiri-Alaoui

InfiniTopes: Senthil Chinnakannan, Annemieke Kok

MediMab: Chris Willberg

Orphonyx: Graham McClorey

OSPT: Connor Munroe

OXcan: Andreas Halner

OxVax: Nicole Bedke

Singula Bio: Lily Wang

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1. Minutes of the last meeting

- a. Confirmed. No amendments to be made.

2. Matters arising

- a. Goods lift key upgrade
 - i. Khwaja investigated the goods lift key system and confirmed that it cannot be upgraded.
- b. Autoclave runs
 - i. Tenants are now communicating via WhatsApp and the response is positive and will continue. The autoclave runs ad hoc instead of 2 set times per day.
 - ii. Cathy suggested glass wash will do the same. Tenants agreed with that.
- c. Tenant wellbeing group
 - i. We now have a wellbeing forum on an app called Signal. If you want to join, please scan the QR code on the agenda.
 - ii. The wellbeing group can facilitate events and share wellbeing related resources.

3. Building Information

- a. PAT testing
 - i. Portable Appliances Testing (PAT) - all appliances with a plug, e.g., gas monitor, mobile and laptop charger, fridge, freezer etc except brand-new equipment, are required to be tested once a year according to Health and Safety regulations.
 - ii. PAT will take place on Friday 3rd Feb by the University external contractor Janus Safety Solutions. It will involve visual and electrical inspections to make sure all appliances can be used safely in the workplace.
 - iii. The provisional charge is £0.88 per appliance plus VAT, which may increase this year, and the cost will be re-charged to the tenants.
 - iv. Tenants should drop Khwaja an email to confirm if their company would like to join or be excluded from the PAT testing by Monday 23rd Jan 2023.
- b. Pyrotec
 - i. Fire alarm service & monthly emergency lighting test is taking place on 12th and 13th Jan 2023. Alarm may ring briefly, and no action required. If it rings continuously for more than 30 seconds, please follow the escape routes to evacuate the building.

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- c. Hall & Kay
 - i. Biannual pump service to carry out sprinkler service and flow switch service in the plant room on 12th Jan 2023, no disruption and impact on the tenants expected and no action required.
- d. Aircon servicing
 - i. VRV (variable refrigerate flow) service in the plant room from Monday 23rd to Fri 27th Jan 2023. No disruption and impact expected. If there are any problems please flag it up to Khwaja.
- e. Toilets
 - i. There were several blockages which happened due to the excessive amounts of toilet paper being deposited into the toilets. EMCOR has requested that users press and hold the high-pressure flush button (large button) to make sure all waste and paper flushed away.
 - ii. EMCOR is waiting for parts to replace the flush on the three toilet cubicles and the accessible toilet on the first floor. If it works effectively, all flush parts will be replaced on the ground floor and basement as well.
- f. AV update
 - i. The upgrade of the AV system in the meeting rooms is scheduled for Friday 27th Jan 2023.
 - ii. Several training sessions will be conducted by Connor after the installation is completed. Details will be announced later through the announcement mailing list.
- g. Tenant updates
 - i. Leavers: Accunea and Kyttaro left in Dec 2022.
 - ii. Joiners: Caeruleus Genomics and Theraport are joining on Monday 16th Jan 2023. Caeruleus Genomics is a university spin out from NDORMS, their focus is on the development of a single cell sequencing platform. Theraport were the student winners of the Oxford Catalyse programme 2022 and spent July to September 2022 at the Innovation Lab 2, they are coming back to do further proof of concept experiments regarding drug delivery.
- h. Event fridge
 - i. The events fridge in the ground floor kitchen is for BioEscalator events only and not for general consumption. The shared fridges are cleaned once a month and there is plenty of space in them on both ground floor and first floor.
- i. Aqua tap
 - i. The dripping of the aqua tap on the first floor was reported before Christmas and parts have been ordered, however the repair date is unknown.
 - ii. Cathy raised the problem of the slow flow rate of the aqua tap. This should be resolved once the replacement parts are fitted. The aqua tap on the ground floor had the same issue last year and was resolved. The Site Manager is looking into improving the system in the long term.

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4. BioEscalator Labs

- a. Shared I-Labs
 - i. Khwaja commented that I-Lab 1 is good and tidy while I-Lab 2 requires decluttering. There are boxes on the floor, tenants are taking more space than their designated bench. Please discuss with Khwaja if extra bench space is required and inform Khwaja or Fabiha if any items and equipment need moving in advance.
- b. Risk assessments
 - i. Khwaja reminded all tenants to read and sign risk assessments in the shared lab areas upon completion of shared lab training and induction. Signed risk assessments are required before using the equipment.
- c. Freezer update
 - i. Khwaja reported that two -80°C freezers failed over the Christmas break:
 - Freezer 3 went down at 1pm on 25th Dec 2022 - huge thanks to Graham who came in and moved all contents to Freezer 4.
 - Freezer 6 went down at 9am on 26th Dec 2022 - huge thanks to Cathy who was in the building and moved all contents to Freezer 5.
 - ii. The problem was caused by the fan, which ceased up and impacted on the condenser. The fans of freezers 3 and 6 were replaced on 11th Jan 2023 by an engineer from Eppendorf and the problem is now resolved. The other freezer fans were replaced last year and all 6 freezers now have the new model which are more reliable.
 - iii. Tim suggested to keep at least one -80°C freezer as spare and Khwaja confirmed that this has always been the case. Freezer 6 is the designated backup freezer for emergency. We also have a second back up freezer in the DC if required (key is kept in Managers office). Also, Freezer 1 and 3 are empty for the time being and can be used as back up if required. There is an emergency cover in place with MTS Cryostore Ltd for disaster and recovery if we had no power in the freezer room or we had no back up freezers for storage.
 - iv. Cathy and Khwaja requested that all tenants put their samples in racks instead of storing loose items in the freezers. Loose items are difficult to move and are easily missed. When emergency hits, it is critical to stick to the procedures and ensure all items and samples are in containers.
 - v. Stephanie asked if she could put her duplicate samples into two different freezers in case one of the freezers fails. Khwaja agreed and will discuss further with Jamie and Connor about the allocation.
- d. Pipette service
 - i. BioEscalator does not organise pipette service for tenants via Starlab, in the past this was organised by tenants who provided a bench in their own lab for the service via Starlab and other tenants joined in. Starlab can rent an IL-bench (if available) for the service. Tenants are encouraged to discuss the arrangement via WhatsApp.

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- e. AOB: CO2 alarm servicing
 - i. Amy Hall (Exogene) asked if any companies would like to arrange CO₂ alarm servicing together. She is in touch with David from DCGE and the CO₂ alarms installed by tenants individually will probably need servicing soon. The service includes calibrating the reading and replace the batteries if necessary (the batteries are bespoke). If any tenants would like to arrange the servicing with DCGE to reduce the cost, please contact Amy Hall (Exogene). Khwaja pointed out the servicing, which is essential, is the tenant's responsibility to ensure the workplace is safe.

5. Health and Safety

- a. Fire drill
 - i. University policy states three fire drills each year (i.e., one per term) and the upcoming fire drill will take place in the week commencing 22nd Feb 2023. Please inform Khwaja and reception if you have an investor or board meeting and do not want to be disturbed.
- b. First aiders and fire marshals within companies
 - i. Ideally each company should have two fire marshals and two first aiders; unless you have less than 5 people in the company then an appointed first aider will suffice. The university provides free fire marshal training. If you are interested, please email Khwaja to arrange as spaces fill quickly. Stephanie requested to join.
 - ii. Tenants are encouraged to arrange First Aid training by themselves, Khwaja suggested courses by British Red Cross and Oxford College of First Aid. If there are many tenants interested in the First Aid training, Khwaja can arrange an on-site training at BioEscalator.
- c. Visitors/contractors in labs
 - i. Visitors and contractors will be turned away if they are not escorted by tenants. Tenants are responsible for their own visitors and must ensure the contractor works are safely done. Visitors and contractors should not be left alone and unattended in labs.
- d. Cryogenic and compressed gas training
 - i. Khwaja reported that 4 people so far have registered interest in the cryogenic and compressed gas training organised and funded by the BioEscalator. Khwaja encouraged tenants to join as the cost is the same for 1 to 12 people. The course involves both online training and 1.5 hours practical gas cylinder and cryogenic supply tank safety training. The session will need to take place before 31st July 2023. Please e-mail Khwaja if you are interested in joining the training.
- e. EVAC & IBEX evacuation chair training
 - i. The BioEscalator team will be receiving EVAC & IBEX emergency evacuation chair training on 17th and 19th Jan 2023 at 1pm, conducted by Gregg Morris from Facilities. Tenants should email Khwaja if interested in receiving training on this equipment and he will organise a session. It is recommended for all, in particular fire marshals.

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- ii. Stephanie requested if at least one of the OSPT staffs to join if space available and Khwaja will follow up.

6. Any other business

- a. Insurance certificate
 - i. The University Employer Liability insurance policy certificate on the Safety Notice Board has been updated to the current version.
- b. Lab housekeeping - Gloves and Autoclave water
 - i. William raised the issue of laboratory gloves in shared labs and autoclaved di-water. He suggested it is inefficient for each company to bring their own gloves. Khwaja clarified that the BioEscalator provides gloves in the services lab and freezer room only. Fabiha will regularly check supplies and replenish when necessary.
 - ii. William mentioned Owen used to prepare autoclaved water for the companies. Khwaja pointed out this is not a service provided by BioEscalator. If tenants would like Fabiha to help prepare autoclaved di-water, please email her in advance and she will add to the same run.
- c. Intranet
 - i. The new BioEscalator intranet will go live from 1st February 2023, and will replace the BioEscalator Wiki page. The intranet will house information, policies and procedures, Operations meeting agenda and minutes, risk assessments and induction pack etc. The intranet is part of the website with a hidden link protected by a password. It will be a single set of credentials for all tenants which will be updated regularly. When it goes live, you will be sent the link to the page and the username and password for access.
- d. Events
 - i. Rachel provided an events update: Supplier show on 17th Jan 2023 and Pizza Social on 26th Jan 2023 at 12:30pm.
 - ii. Claire added BioEscalator is preparing a new monthly seminar series. If there are any topics tenants would like to be covered, please get in touch and the BioEscalator will invite a suitable speaker.

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iii.

Action Point	Assigned to	Progress
Tenants to inform KI regarding: <ol style="list-style-type: none"> 1. PAT testing, deadline 23rd Jan 2. First aiders and fire marshals training 3. Cryogenic and compressed gas training 4. EVAC & IBEX chair training 	All companies/KI	
Tenants to inform Amy Hall, Exogene regarding CO ₂ alarm servicing by DCGE	All companies/ Amy	
Tenants to consider the feasibility of initiating pipette service by Starlab	All companies	
Tenants to inform BioEscalator team about topics to cover at seminar series	All companies	
Aqua tap on the first floor repair and maintenance	Claire	
Regular top up of gloves in Services Lab and Freezer Room	Fabiha	

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