

MINUTES

BioEscalator Operations Meeting Wednesday 6th July 2022, 12:00-1:00pm MS Teams – Online Meeting



Attendees present: Claire Shingler (CS), Khwaja Islam (KI), Owen Baker, Cathy Oliveira, Stephanie Lesage, Amy Hall, Junetha Syed, Paddy Killoran, Tim Davies, Senthil Chinnakannan, Paul Brackstone, Frankie Flintoft-Burt, Ana Garrote, Junetha Syed, John Sinclair, Abdessamad Tahiri-Alaoui, Atherton Mutombwera, Chris Willberg, Adam Winniffrith, Louise Johnson, Anna Huhn, William Jackson, Anne Thomas.

Apologies: Andri Vasou, Robert Learney, Amanda Woon, Dina Anderson

1. **Minutes of the last meeting** – confirmed. No amendments

2. **Matters arising**

- a. AP1 – KI has been investigating options for tagging LN2 racks for identification. There is not a great deal on the open market, but tenants have provided some leads which KI will follow up. It may be possible to get something custom made.
- b. AP2 – KI received e-mails from all tenants interested in centrifuge refresher training with Anthony (Beckmann). Date is likely to be in July 2022. Any new starters who wish to join the session should e-mail KI (khwaja.islam@medsci.ox.ac.uk).
- c. AP3 – The garden at the rear of the Innovation Building was thoroughly cleaned on 23rd/24th June and is open for use.

3. **Building Information**

a. **New Companies**

Junetha Syed introduced Oxford Cancer Analytics
Adam Winniffrith introduced Ëvolvere Biosciences
Anne Thomas introduced Theraport

b. **Companies Leaving**

PepGen is in the process of leaving the BioEscalator and relocating to Boston.

c. **Goods lift lock**

The lock is still in need of repair and a new part is on order but we have been advised there may be a long lead time. The lift is still in use but care must be taken when using the key.

d. **New coffee machines**

New Nespresso coffee machines are now available for use in ground floor and first floor kitchens. Please do not use the metal stand for mugs as there have been 2 incidents of

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mugs falling off and breaking. [Post-meeting note: please do not force the capsules into the slot. The machine will recognise the capsule and pull it down into the machine automatically. Use only 1 capsule per cup.

e. Kitchen housekeeping

CS requested that kitchen areas are kept clean and tidy and the dishwasher is loaded carefully. If the dishwasher is on, either wash up dirty crockery and cutlery or leave it tidily in the sink.

f. Use of Hub area

CS requested that users are respectful of others working in the shared space. Online meetings should either be taken with headphones, or carried out in a meeting room or pod, which can be booked via Calpendo.

4. BioEscalator Labs

a. Tissue culture lab housekeeping

OB has recently put up posters covering procedures for cleaning and waste disposal and asked that users of the core facilities read and follow them. Users have reported that TC hoods are not being cleaned appropriately, particularly under the grills so KI requested that users allow time in their booking to do a thorough clean before and after use. The TC lab is deep cleaned monthly.

b. Autoclave usage

KI requested that the correct procedures are followed when using the autoclaves. Do not put sweetie jars in the autoclave as they cannot withstand the high temperatures and that is not the correct procedure for waste disposal. Instead they should be disposed of in yellow clinical waste bags to be collected by Barbican Logistics.

c. LN2 tank

The current supply tank is faulty and has been removed for repair. A loan tank is now in place until further notice. Amy reported intermittent issues with the de-fogger. KI confirmed that the de-fogger has been recently replaced with a brand new one. KI explained that the de-fogger won't work when the supply tank is disconnected.

AP1: KI to investigate LN2 tank de-fogger issues and rack tags

d. Centrifuge refresher training

Date in July to be confirmed (see above)

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e. Microlift

KI requested that the inner door is closed properly after loading. Failure to close it will result in the lift getting stuck.

f. Corridors

KI reminded users that corridors in the BioEscalator are clean areas (signs are posted in the corridors). Lab coats and gloves should not be worn in corridors. The rear door into the BioEscalator should be used when transporting lab items, not the door into reception.

g. New equipment

A new 44R Eppendorf incubator shaker (floor standing) is being delivered to I-Lab 2 today. Eppendorf engineer booked for the 20th July for installation of the incubator. Some electrical work is required in the room before it can be plugged in. KI will notify lab users when it has been installed and ready to be used. It also will be listed on Calpendo for booking.

5. Health and Safety

a. Health and Safety Meeting

Minutes of Health and Safety meeting on 10th May 2022, 2pm are available on the Wiki.

b. Fire Drill

The June fire drill was cancelled and has been rescheduled for 27 July. KI asked to be notified ASAP if this date is not convenient because of critical work/meetings [Post-meeting note: the drill has been postponed again. New date TBC].

c. Fire wardens/marshals

KI asked for all companies to provide him with an up-to-date list of fire wardens and first aiders.

d. HTA

Following a Human Tissue Authority (HTA) inspection for MediMab, HTA will now be a standing item on the agenda and should be used to raise any issues relating to HTA sample storage. Chris Willberg explained that discussions around ultra-low temperature storage must be recorded (Operations Meeting minutes suffice).

6. Events

a. Summer Social 7th July 1-3pm South Park

b. Pitch Battle 12th July 4-7.30pm The Hub

c. Prisma Biodata Day 14th July 10.30am BioEscalator meeting rooms

d. Mini Trade Show 20th July 10am-4pm The Hub: Integra, ThermoFisher Scientific, Haier Biomedical

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7. Any other business

- a. Cathy Oliveira raised the question of a second defibrillator in the building.

AP2: KI to discuss defibrillator provision with the Building Manager

Action Point	Assigned to	Progress
AP1- KI to investigate LN2 tank de-fogger issues and rack tags	Khwaja Islam	
AP2- KI to discuss defibrillator provision with the Building Manager	Khwaja Islam	

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