

MINUTES

BioEscalator Operations Meeting

Wednesday 4th May 2022, 12:00-1:00pm

MS Teams – Online Meeting



Attendees present: Claire Shingler, Khwaja Islam, Kevin Maskell, Amanda Woon, Senthil Chinnakannan, Lian Ni Lee, Chris Willberg, Janine Woods, Paul Brackstone, Frankie Flintoft-Burt, Rachel Johnson, Lily Wang, Stephanie Lesage, Paddy Killoran, Ed Ainscow, Cathy Oliveria, Atherton Mutombwera, Tim Davies, John Sinclair.

Apologies: Rachel Barrett, Nick Housby

1. **Minutes of the last meeting** – comments and corrections agreed.
2. **Matters arising**
 - a. Khwaja Islam has requested that all companies designate a key lab contact for cold deliveries when not present. Tenants to send lab contact details to BioEscalator Reception email.
 - b. BioEscalator to look into signage for reception in atrium – it was decided that the signage on the door is adequate, but this will be kept under review.
 - c. BioEscalator to speak to Building Manager with regards to better signage for the distribution centre – this has been raised with the Building Manager. There is an existing sign outside the Distribution Centre as you come into the Old Road Campus. The Building Manager will review the information provided within the Distribution Centre.
 - d. BioEscalator to look into installing a phone on the first floor corridor – the location has been decided and it will be placed in the kitchen area. This is to be installed.

3. Building Information

- a. **New Companies**

John Sinclair introduced his Company, The Protein Forge, to the group, which joined the I-Lab in April.
- b. **Companies Leaving**

Claire Shingler advised that Cyanocapture has left the BioEscalator and moved onto the Oxford Science Park.
- c. **Window Cleaning**

Internal and external windows have been cleaned. We will in future give advanced notice for any internal window cleaning. Thank you for your cooperation.
- d. **Starters and Leavers**

Claire Shingler kindly asked that all companies inform reception of new starters and leavers. Please give as much notice as possible when you have a new starter or leaver.
- e. **Meeting Room Etiquette**

It has been noticed that mugs/glasses and small tables are being left in the meeting rooms after use and they are not being put back by the users. The group was asked to ensure that the meeting room is returned to the original set up after each meeting. Connor Norton requested that if any IT equipment is used, please put it back in the box. The IT boxes are regularly checked. Please pre-arrange with reception if any help is needed with meeting room changes including set up and clean down.

4. BioEscalator Labs

The next BioEscalator Operations Meeting is Wednesday 6th July 2022, 12:00-13:00

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a. Use of liquid nitrogen

Recently we have noticed we have been using a lot of liquid nitrogen and have had to increase delivery to twice a week (Monday and Thursday). The faulty defogger hasn't helped. It was noticed that users are not closing the lid correctly on the cryogenic tank. Please make sure to close the lid correctly as part of good laboratory practice. Amanda Woon asked if racks could be labelled more clearly, so that they can be identified more easily and quickly. She also noted that some of the towers do not have rods. Rods are available to use and must be used to avoid boxes falling out of the racks.

AP1: KI to look into metal labels for racks.

b. Centrifuges

Floor standing centrifuge in I-Lab 1 has now been repaired. There will be training/refresher sessions available for users from the Beckman engineer.

AP2: Users to email KI for centrifuge refresher training if required.

c. Lab Alarms

All tenants are responsible for gas alarms that they have in their own space. It is important that lab staff know the correct procedures in "what to do" should a gas alarm sound. Also the key holder's number should be noted on the lab door for contact if needed.

d. Burn Bins

Please do not put used lab gloves in the 60ltr burn bin in I-Lab 1; instead they should be disposed of in the yellow bin provided in the I-lab 1. Only pointy items should be placed in the 60ltr burn bin.

5. Health and Safety

a. Health and Safety Meeting

Health and Safety meeting – 10th May 2022, 2pm on MS Teams

b. Fire Drill 29th June 2022

Khwaja Islam informed the group that the next fire drill will take place on the 29th June 2022. Time will not be shared.

6. Any other business

a. Booking of Pods – Ground Floor and 1st Floor

It has been noticed that the pods are being used without booking. Please remember to book the use of the pods via Calpendo. Please contact reception if you have any issues with the use of Calpendo.

b. Third Microwave

A request has been made for a third microwave in the ground floor kitchen. This will be considered by the management team. An update will be given at the next Operations Meeting.

c. BioEscalator Garden Area

The outside garden space to the rear of the BioEscalator is to be cleaned.

AP3: KI to speak to building manager with regards to a confirmed date.

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Action Point	Assigned to	Progress
AP1- KI to look into metal labels for racks in cryogenic storage if available.	Khwaja Islam	
AP2- Users to email KI for Centrifuge refresher training if required.	Tenant's	
AP3- KI to speak to building manager with regards to a confirmed date.	Khwaja Islam	