

MINUTES

BioEscalator Operations Meeting

Wednesday 9th November 2022, 12:00-13:00, MS Teams



Attendees present:

BioEscalator: Claire Shingler, Khwaja Islam, Hannah Menzel, Connor Norton, and Rachel Barrett.

Alethiomics: Cathy Oliveira

Bioarchitech: Andri Vasou

Evolvere: Adam Winniffrith

OxVax: Tim Davies

Alethiomics: Cathy Oliveira

Exogene: Amy Hall

Accunea: Ana Garrote

Bioarchitech: Andri Vasou

Hutano Diagnostics: Atherton Mutombwera, and Abdessamad Tahiri-Alaoui

OXcan: Junetha Syed

Infiniopes: Annemieke Kok

MediMab: Chris Willberg, and Owen Baker

Apologies:

OSPT: Stephanie Lesage and Connor Munro

Kyttaro: Patrick Killoran and Louise Johnson

Infiniopes: Senthil Chinnakannan and Lian Ni

Evolvere: Piotr Jedryszek and Weronika Slesak

Protein Forge: John Sinclair

Bioarchitech: William Jackson

OXcan: Andreas Halner

OxVax: Nicole Bedke

Singula Bio: Amro Ahmed and Lily Wang

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1. Minutes of the last meeting

- a. Confirmed. No amendments to be made.

2. Matters arising

- a. No matters arising.

3. Building Information

a. Christmas Holiday

- i. The Distribution Centre will be open usual hours 8am – 4pm until the 23rd Dec 2022, reopening on the 3rd January 2022. Companies were asked to ensure they have delivery logistics organised for the holiday period.

b. Companies and Christmas Holidays

- i. Khwaja requested that all companies send him a brief email outlining their working arrangements over the Christmas period. This information is in case there are any emergencies over this period.

c. Building Temperature

- i. To be covered at a later date. Awaiting University guidance.

d. Tenant Updates

- i. Leavers; Ochre Bio left the BioEscalator at the end October 2022, they are now in situ at the Oxford Science Park.
- ii. Joiners: Orfonyx Bio – Should be joining the BioEscalator in mid-November 2022. Orfonyx Bio is a University Spin out from Matthew Wood's group.
- iii. Lab/ Office Moves: Exogene, OXcan, Alethiomics and Bioarchitech are undergoing or have undergone space moves since the last meeting.

e. Building Maintenance

- i. The Aqua tap located in the Hub Kitchen area was repaired on 9th November 2022. The cold function, no longer makes a sound when used and the hot water is a perfect temperature for a cup of tea (tested by KI).
- ii. Air Handling (Troxx) service is due to be carried out between 14th and 18th November 2022. It was noted that engineers will require access to all lab space to reach the ceiling void. Tenants will still be able to carry out work in the labs. If you require the engineers to wear lab coats and eye protection please provide. Post-meeting note: the date has now been changed to 21st to 24th November and tenants notified.
- iii. Blocked Toilets - The FM Team has notified us that the toilets in the BioEscalator are frequently getting blocked and it is becoming more and more frequent. The FM Team are having to call out plumbers or clear the blockages themselves. It appears that the issue is that too much toilet paper is being put down the toilet and creating blockages. Please be mindful of how much toilet roll is being put down the toilets, use the "Big" flush button and ensure the toilet is clear before leaving. Report any issues immediately to a member of the BioEscalator team.

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4. BioEscalator Labs

a. Freezers

- i. Freezer 1 had a power failure on the 23rd October 2022 (am) in lab 20.26. CS attended site and moved all the items to Freezer 6 (back up freezer). It was noted that there were some items not stored in the racks provided. The majority were stored correctly. KI reminded the group to use the racks, which makes it easier to transport items from one freezer to another and is good laboratory practice.
- ii. Freezer 1 had tripped the breaker on the distribution board and hence power failure, which was reported at the Eppendorf engineer visit on the 2nd November 2022. The engineer found no fault with the freezer. KI will monitor the freezer for a week, empty, to see if it trips the breaker again.

b. Housekeeping

- i. Virkon purchased by BioEscalator to be used only for the shared facilities. Please do not use in any private lab space.
- ii. A gentle reminder that corridors are clean areas. Please do not wear lab coats or gloves in these areas.

c. Equipment servicing & Maintenance

- i. Plate Reader (I-Lab 1) is due to be serviced on the 10th November. KI has booked this on Calpendo from 5pm (9th November) until 2pm.
- ii. Both autoclaves (services lab) are due to be serviced on the 17th November 2022. There is a printing issue on Autoclave 2. The engineer will service autoclave 1 first and therefore, autoclave 2 will be available on the day to use if needed and he will also reboot the software to fix the autoclave 2 printing issue on the day.
- iii. The bench top incubator and thermocycler (I-Lab-1) are due to be serviced 23rd November 2022. Floor standing incubator shaker 1 (I-Lab 2) is due to be serviced on the 24th November 2022. All pieces of equipment have been booked on Calpendo for service.
- iv. There has been an IT hardware upgrade on the Gel-doc (I-Lab 2). CN advised that any data that was stored on the old hard drive is still accessible. Going forward CN requested that, to avoid the slow running of computers attached to shared lab equipment, data is not stored on them long-term. Users should download data onto a USB pen, analyse and then delete from the equipment computer's hard drive.

d. Service Lift

- i. It was noted that there have been issues with the service lift key on first floor. KI confirmed that it does work, but users must be gentle with the key and not move it all the way round. The problem has been reported and a new part is needed. KI agreed to investigate whether the system could be upgraded.

e. Waste Management

- i. It has been noticed that lab waste bags are being left for long periods of time in the services lab. Please be responsible for disposing your own lab waste safely. KI stated that it is good lab practice to autoclave GMO waste as soon as possible to make safe (inactive) for disposal via the black bags.

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- ii. The group discussed the possibility of having two time slots per day at 10am and 2pm for running the autoclave to ensure that it is full and not running a cycle with just one bag in. CS asked attendees to discuss within their companies and feed back to KI whether this would work. KI reminded the group that tenants are responsible for running cycles. The subject will be revisited at the next meeting in January 2023.

f. HTA

- i. Ochre Bio has now moved out of the BioEscalator. KI advised that all Ochre Bio HTA samples have been removed from Freezer 3 to the company's new site at the Oxford Science Park.

5. Health and Safety

a. Emergency Evacuations

- i. The termly fire drill took place on Wednesday 2nd November 2022. Evacuation took longer than usual (4 mins 12 seconds - target time is 2 mins). It was noted that the evacuation was slow to start and the first person appeared 1 minute 30 seconds into the alarm sounding. The main first floor fire exit was blocked off and it was good to see tenants using a variety of different exits. There was some hesitation over use of the rear door of the Innovation Building to the garden. KI reminded the group to follow the "Green Running Man". If anyone has any questions with regards to fire safety and signage, please speak to KI. Tenants were commended for reporting clear areas to the fire panel and wearing high-viz waistcoats.
- ii. Different methods for companies to keep track of staff now hybrid working is commonplace were discussed.
- iii. KI reminded tenants that it is their responsibility to look after their visitors – please ensure all visitors on arrival are aware of fire exists and consider a personal emergency evacuation plan (PEEP) for visitors with a disability or restricted mobility.

b. Departmental Health & Safety Meeting

- i. The BioEscalator Health & Safety advisory meeting will be held on 22nd November 2022. KI will circulate an agenda in advance of the meeting.
- ii. GMO Safety meeting will be held on 1st December 2022. KI will circulate an agenda in advance of the meeting.

6. Any other business

- a. Wellbeing Group – tenants were asked for their interest in forming a group to share ideas and support wellbeing activities across the community. The BioEscalator is happy to facilitate. Wellbeing in the workplace is now a very important part of work/life balance. Tenants were asked to contact the BioEscalator team if they would like to be involved.

Action Point	Assigned to	Progress
Tenants to send KI details of working patterns over the Christmas period	All companies/KI	

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Action Point	Assigned to	Progress
Investigate whether goods lift key system can be upgraded.	KI	
Tenants to consider the feasibility of running autoclaves at two set times per day (10am and 2pm). To discuss at next meeting	All companies/KI	
Tenants to let BioEscalator team know if they would like to be involved with a wellbeing group	All companies	

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