



20 January 2020, 14:00 hrs, Cairo Room, Greenwich House

Present: Dr M Wills (Chairman), Dr A Gilliland (Secretary), Mr M Elsdon, Dr G Christie, Mr T Fitzmaurice, Mrs C Gewert, Mr S Jameson, Mr T Jones, Dr T O'Connell, Dr K Tibbles, Dr L Tiley and Dr M Vinnell.

In attendance: Mrs D Grover and Ms L Dopson

1. Apologies for absence

Dr H Bertrand, Mr R Borthwick, Professor P Cicuta, Dr G Martell, Professor S Ozanne.

Absences

Professor I Brierley, Mr A Ceccarelli, Ms L Smith and Ms S Swain.

2. Minutes of the Sub-Committee meeting held on 21 October 2019

The Minutes were approved and then signed by the Chairman.

3. Matters arising from the Minutes

There were no matters arising.

4. Biological Compliance

4.1 SAPO

The Secretary reported that there were no changes to the licence. The Secretary informed the Sub-Committee that the HSE had fined Thermo Electron Ltd (Fisher BioServices) as they were in possession of a large quantity of Avian Influenza Virus and West Nile Virus without a SAPO licence. The Secretary listed the 3 organisms currently on the licence and asked to be informed if there were any proposals to add any others.

4.2 Human Tissue Act

The Secretary reported that there were no changes to the licence.

The HTA Schedule of Audits on the 9 Departments under the University (Research) Licence had been provided to members for information (*Paper BS/1920/15*). The Secretary asked members of the Sub-Committee who are also the 'Person Designated', to note the date and begin sourcing and organising the paperwork that would be required before their audit.

The Secretary will be meeting with the University MRC Toxicology Unit on 30 January 2020 to discuss its HTA requirements when it relocates from Leicester to Cambridge and joins the University's licence.

4.3 Reports on Visits and Inspections (CTSA/HSE/Defra/APHA)

The Secretary reported that the APHA had conducted routine inspections on 26 November 2019 to cover three Plant Sciences licences (Carr, Baulcombe and Eves-van den Akker) and visited three sites (Plant Sciences, PGF and Gurdon Institute).

A few minor tweaks were highlighted for contingency planning for preventing loss of material and that the inspection fee had increased.

It was noted that APHA inspectors will be visiting Zoology on 5 February 2020 to establish a new plant health licence.

4.4 Biological Safety Officers

The Secretary reported that since the list of Biological Safety Officers (**Paper BS/1920/16**) was circulated to members, there are now only two appointment letters outstanding. Mr Elsdon would chase the BSO appointment letter for Biochemistry.

4.5 Leaflets/Policies and Codes of Practice

The CL3 Laboratory Policy – HSD090B – January 2020 CL3 Policy document was discussed under 4.7 – Containment Level 3.

4.6 Biological Annual Safety Questionnaire

The Secretary reported that there were still 2 responses that remained outstanding which were both partially/almost completed.

4.7 Containment Level 3

Mrs Gewert spoke to her report (**Paper BS/1920/17**) and informed the Sub-Committee that Departments have a written agreement with Security regarding Out-of-Hours access to a CL3 laboratory in cases of emergencies.

The Chairman was thanked for organising a tour of the new Jeffrey Cheah Biomedical Centre (JCBC) to look at the new CL3 laboratory facilities in December 2019.

The Committee was informed that Mr Dave Cheesman from CIMR has joined the CL3 Working Group as CIMR will be initiating derogated CL3 work with *Plasmodium falciparum*.

Mrs Gewert informed the Committee that additional comments had been provided by Dr Martell, Dr Tiley and Mr Borthwick on the CL3 Laboratory Policy (**Paper BS/1920/18**). Occupational Health do not provide Out-of-Hours support for any accidental biological hazard exposures. Departments must ensure that they have suitable documentation that can be handed over to A&E staff in case of contamination. Also added to the policy, in consultation with Mr David Green, the Building Projects Manager for Estate Management (EM), was that EM must be consulted at the CL3 laboratory concept stage and throughout the building project.

The Chairman stated that the CL3 Laboratory Policy will now be presented to the Consultative Committee for Safety (CCFS) for adoption as University Policy for CL3 laboratories.

4.8 Biological Waste

Following on from queries raised by the HSE, the University's Safety Office is exploring the creation of a centralised contract for incineration for biological waste. A short survey was sent to help define the tender. 90 surveys had been sent with 14 yet to respond (7 from the Clinical School and 7 from other departments).

A centralised system is likely to reduce the costs and would increase compliance with regard to Duty of Care visits. The Secretary expressed her gratitude to the people who had provided the information in order to define the scope of the potential tender.

In addition, it was noted that some departments may have different contractual years with their suppliers and that this would also need to be taken into consideration.

ACTIONS

- 4 (i) **Mr Elsdon to chase Biochemistry's BSO appointment letter.**
- 4 (ii) **The Secretary to present the CL3 Laboratory Policy – HSD090B to CCFS.**

5. Training

5.1 Biological Safety Officer's Training Event (Tuesday, 19 May 2020)

The Secretary listed the topics that she is anticipating covering at the BSO Training Event and sought further ideas from members of the Sub-Committee.

The Secretary suggested that Ms Liz McMinn, the new ISTR Chair, could be invited to speak about laboratory working with blood and also the benefits of joining ISTR. The Secretary would also follow-up who to invite to talk about their experiences as a BSO.

The Secretary informed members that a new leaflet on blood will be formulated and Sub-Committee members were welcome to email the Secretary with their ideas. Dr Tiley informed members that he had some information on blood which could be incorporated into the leaflet.

5.2 Training Courses 2019-2020, biological and others (*Paper BS/1920/19*)

The Chairman reminded members of the CL3 training courses in March/April 2020 and in June 2020, as listed on the Agenda. Members were asked to contact the Secretary or Mrs Gewert if they would like to attend.

5.3 IATA

The Chairman reminded members that the one day training course would be taking place on Thursday, 2 July 2020.

ACTIONS

- 5 (i) **The Secretary to continue to develop the BSO Training Event Programme and to liaise with BSOs and others to invite presentations from the HSE and/or ISTR. To include items such as working with blood, emergency scenarios and personal experiences of a BSO.**
- 5 (ii) **Dr Tiley to send any information he has on blood to the Secretary which could be used in the 'blood' leaflet.**

6. Accidents/Incidents

The Chairman told the Sub-Committee that no queries had been received regarding any of the accidents/incidents noted in the report. The Chairman highlighted the RIDDOR reportable incident where the IP had been injured by an animal.

7. Reports

7.1 Report from Sub-Committee for Chemical Safety

Dr Tiley informed the members that there was nothing to report from the last Sub-Committee for Chemical Safety meeting in October 2019 and the next meeting was due to take place on the following day, 21 January 2020.

7.2 Report from Estate Management

Mr Jones gave a verbal report on Legionella and updated the Sub-Committee on the current situation regarding logbooks and remedial works:

Estate Management (EM) continue to issue water safety logbooks to departments and have achieved 80% coverage. They are in the process of setting up an audit process for these 80%, to ensure processes are being followed correctly.

A contract is in the process of being agreed with Tetra Consulting to provide competent support and training.

A framework is in place for the water Risk Assessments, with 3 companies – prices are being obtained for 24 buildings to carry out new Risk Assessments.

EM are in the process of recruiting a new engineering support person to organise works such as removal of dead legs identified in risk assessments and manage the water sampling.

An interim contract is in place for water sampling and a tender is in progress for a longer term contract, with an intention to have it in place by the summer 2020.

EM are currently looking to second Mr Borthwick onto the Cavendish III project which means that his role will need covering.

7.3 Report from the Safety Officer, School of the Biological Sciences

Mr Elsdon had nothing to report.

7.4 Report from the Safety Officer, School of Clinical Medicine

Dr Tibbles raised a question about HEPA filters on laboratory equipment as a department had reported concerns over the smell of disinfectant coming from an aspirator pump used in tissue culture – was there a potential infectious risk from non-inactivated respiratory agents from aerosols being generated if no HEPA filter was in place on exhaust? He also mentioned that ultracentrifuges were offered with optional filter kits with the presumption that these prevented any aerosol from escaping the machine were a catastrophic failure to occur while the vacuum was forming. As these issues had not been raised before he wished to seek the views and experiences of the committee.

Following a discussion, the committee concluded that for general tissue culture there is a very low risk and pump aspiration, without a filter in line on the exhaust was appropriate. Where culture fluid contained GMMs (e.g. viral vectors) or pathogens in significant titre it was more appropriate to aspirate at least initially by hand and the pump should have a filter and/or have the exhaust fed back into the safety cabinet rather than venting to the room (in any case, if a cabinet was being used to control an aerosol risk – CL2 – it was illogical to subvert the containment by venting the pump to the room without a HEPA filter in line). In the case of centrifuges, it was felt this scenario was highly unlikely and only of consideration when using higher risk respiratory pathogens.

It was agreed to raise awareness of the issue with departments and that guidance would be included when the Safe Biological Practice Policy document (HSD006B) is updated. It was also suggested that Dr Vinnell could cover this at the BSO event in May 2020.

Mr Elsdon would add this information into his 'Using Containment Facilities & Microbiological Safety Cabinets' training course.

Mr Fitzmaurice will check if his department's aspirator has a filter attached to prevent contamination of the laboratory and experiments.

7.5 Report from Occupational Health

Post meeting note – Occupational Health are currently facilitating various vaccinations.

7.6 Stevenage Bioscience Catalyst (SBC)

The Secretary reported that the project at SBC would be ending this year. The status of SBC's GM centre number will be discussed nearer the time.

7.7 Report from Consultative Committee for Safety (CCFS)

The Secretary drew members' attention to this report (*Paper BS/19/20/20*), for noting only.

ACTIONS

- 7 (i) **The Secretary to add a question about 'Contamination' in the Annual Biological Safety Questionnaire.**
- 7 (ii) **Mr Elsdon to cover 'Contamination' in his 'Using Containment Facilities & Microbiological Safety Cabinets' training course.**
- 7 (iii) **Mr Fitzmaurice to check for the presence of a filter on the aspirator in the derogated CL3 laboratory.**

8. Dates of next meetings

The next meeting will take place on Tuesday, 21 April 2020 in the Cairo Room at Greenwich House starting at 14:00 hrs, followed by the meeting of the CL3 Working Group

Monday, 19 October 2020 in the Cairo Room at Greenwich House starting at 14:00 hrs, followed by the meeting of the CL3 Working Group.

Please note: a query was raised regarding the April 2021 meeting date. This will be checked by the Secretariat.

The meeting closed at 15:00 hrs.

ACTION TABLE

ACTION NUMBER	ACTION	BY WHOM	DATE COMPLETED
4 (i)	Mr Elsdon to chase Biochemistry's BSO appointment letter.	ME	Still outstanding
4 (ii)	The Secretary to present the CL3 Laboratory Policy – HSD090B to the CCFS.	AG	Completed 25 Feb 2020
5 (i)	The Secretary to continue to develop the BSO Training Event Programme and to liaise with BSOs and others to invite presentations from the HSE or ISTR. To include items such as working with blood, emergency scenarios and personal experiences of a BSO.	AG	BSO 2020 training event cancelled due to COVID-19
5 (ii)	Dr Tiley to send any information he has on blood to the Secretary which could be incorporated into the 'blood' leaflet.	LT	Still outstanding
7 (i)	The Secretary to add a question about contamination from aspirators in the Annual Biological Safety Questionnaire	AG	Completed 21 Jan 2020
7 (ii)	Mr Elsdon to cover 'Contamination' in his 'Using Containment Facilities & Microbiological Safety Cabinets' training course.	ME	To be done once training is resumed
7 (iii)	Mr Fitzmaurice to check for the presence of a filter on the aspirator in the derogated CL3 laboratory.	TF	Completed 09 March 2020
8 (i)	Secretariat to check April 2021 meeting date.	DG	Completed. New date set for 26 April 2021