

**SABC Users' Committee Meeting**  
**Wednesday 29 June, 2005**  
**11.30am, SABC Large Seminar Room 2.36**

**Minutes**

Present: Graham Wilcox, Frances Brigg, Dave Hodgson, Moira Desport, Linda McInnes, Dave Berryman, Steve Wylie, Lars Kamphuis, Marie Scobie, Phil O'Brien, Andrea Tongue

Meeting opened at 10.00am

**1. Apologies:** Mike Jones, Scott McNeil

**2. Welcome to new member.** Graham thanked Carolyn Read for her contribution to the User's Committee and welcomed her replacement Linda McInnes.

**3. Acceptance of minutes**

Minutes of the previous meeting of 27 April, 2005 were accepted as an accurate record.

**4. Matters Arising**

Lap Top

The lap top that accompanies the data projector does not have the capability of handling more detailed Powerpoint type presentations. Although the laptop has not been in the projector bag for some weeks, there has not been a request for it as most people using the projector use their own laptop. Dave advised he will hold off on any action on this item for the moment.

Autoclave Door

This has finally been fixed, but if there are any problems to notify Dave or Francis. There are test strips available to test if your run has passed or failed. If these are used please log the results. Dave also reminded user's not to tape bags too tightly otherwise the steam does not get into the bags.

Gel tanks and Combs

Dave has not had a chance to follow up on this item, but he will check the labs and consolidate the tanks and combs. Frances requested groups to advise if they have preferred tanks and combs as it is useful when purchasing additional items.

**5. Laboratory Issues**

Safety Regulations and Chemical Lists

WorkSafe recently conducted a check on the Vet School. All items that are not complied with, in one area in the University, WorkSafe apply to the entire University, not just the area in which the non-compliance was observed. A list of non-compliance items was supposed to be provided to all areas, however this has still not been received.

All chemicals need to be updated. A full register of every chemical in the SABC must be recorded by 31 July. Risk assessments must also be conducted for every activity undertaken

in the SABC that is considered hazardous. A standard operating procedure for each risk assessment will be coming up.

All information on chemicals should be entered into the ChemWatch database, so each lab can have the information entered. However, this is not happening at the speed that it needs to. If the University were to be prosecuted by WorkSafe, according to John Christie (OHS), this would then ensure that the University would look at the funding centrally so the situation would be sorted out properly. Currently each University group is duplicating efforts. By 31 July, improvement notices will come into effect. Any lab on campus that is non-compliant, will affect the whole organisation, therefore a stop work can occur. The university has not yet advised what needs to be complied with. Risk assessment training has not been provided either, and 2 people are needed to conduct any risk assessment. Phil O'Brien advised he is happy to contribute and that the necessary forms can go on the safety website. The standard operating procedures (SOPs) should be reviewed prior to locating on the web page.

Mixed chemicals also have to have MSDSs, however this depends on what the final chemicals are. Risk and safety warnings are required. Racks can be labeled if the bottles are too small for the label. The SABC general SOP's are for general activities within the SABC, these do not necessarily cover what practices individuals are doing in their labs.

#### Gloves for liquid nitrogen

A request was made for non-absorbent gloves for handling liquid nitrogen. Dave advised that the current blue gloves and mask are non-absorbent. Lars will provide Dave with the information on the gloves and masks that are used by CSIRO. Dave is also revisiting a fitting for the liquid nitrogen container to avoid having to tilt it.

#### Cupboards in laminar flow room

Lars passed on a request of Richard Oliver, if the cupboards could be checked to see if any of the items in them are no longer used to free up space which could be used to store general items for current users. Lars and Dave will check cupboards.

#### -80°C Freezers - defrost

All the -80°C freezers need to be defrosted and tidied up. Dave has additional racks to go into some of the freezers. A query was also raised if a -70°C AQIS approved area is needed. Because the SABC is AQIS approved a yellow label is needed and the items should be separated.

#### Consumables Cupboard

The quantity of consumable items for the SABC general cupboard is being monitored as the bill for these items is about \$1,000 per month. We may move to a system of where it is regularly stocked by a nominated person. There is no system at the biology store where an itemized list of purchases can be provided, and Frances does not always receive copies of the purchases when they occur.

### **6. New Autoclave for big equipment**

The SABC relies on the autoclave for accreditation purposes for AQIS, PC2 etc. The current autoclave is old and obsolete, and short runs does not achieve the required status. It is getting more and more difficult to be repaired. It should be considered as a large equipment item. Graham suggested ways to obtain a new autoclave should be considered, as it would be impossible to obtain one through the university or an ARC grant. He is going to see about

reactivating the Murdoch Committee through the R&D board to consider how to get funding for these sorts of items.

The extension to the SABC would be a good time to consider including this item as part of the facility, he also suggested writing to Nick Costa, informing him of the problems of autoclaving and could this be factored into the Environmental Biotechnology or Biosecurity CRCs. Second-hand autoclaves are also available and could be considered.

#### **7. Printer software**

The printer software has been trialed and works very well. Over the next 2 weeks Dave will be locking out the printers from all computers that do not have the software loaded. If you require access to the printers, contact Dave and he will load the software for you. Andrea will provide a username and password.

#### **8. AOB**

Andrea advised that there is an agreement from the Department of Agriculture to contribute \$10,000 to a Nanodrop spectro, the SABC will contribute the additional \$4,000.

There is a safety/science workshop on 19 July new staff and students need to attend.

Dave will be contacting the relevant groups who agreed to contribute to the centrifuge for account codes to transfer the funds.

Meeting closed 12.30pm . Next meeting will be held on Wednesday 7<sup>th</sup> September at 11.30am.