

Blizard Laboratory Management Group (LMG)

Minutes: meeting held on 11th March from 2- 3pm in Large Cloud & MS Teams

Present

CC - Claire Cox (chair)	DVL - Diego Villar Lozano	RW - Rachel Wilson
CMC - Catherine Chronnell (minutes)	GH - Gerard Hernandez	SM - Shahid Mahmood
AZ - Ausra Zdanaviciene	MC - Mathew Caley	SMc - Simon McArthur
CL - Chung Lee	MK - Mohamed Khaz	STR - Sammy Rodriguez
CM - Chaz Mein	NK - Nebiyu Kibru	SP - Sabrina Pacheco
CMS - Charlotte Millership	PD - Paul Delaney	WE - Wijdan Elnaim
CP - Claire Pardieu	RB - Rawinder Banwait	ZB - Zarmina Butt

Part I - Preliminary items

Apologies for absence

- Jamie Roberts, Laura Neal, Liisa Blowe, Suzanne Mason

Minutes from the last LMG meeting:

- The minutes of the last LMG meeting were agreed

Matters Arising

- See action table

Part II - Agenda items

Membership and ToR

- **Equipment to be turned off over Easter**
- **Easter Dry ice deliveries**
- **Annual servicing of centrifuges, balances, thermal cyclers, cryostats and microtomes**
- **Stores order collection and cancellation**
- **Updated Blizard H&S Policy document**
- **Ethanol ordering**
- **Returning of LM temporary access cards**
- **CL3 Shutdown**

Part III - Discussion of Agenda & Standing items

1. Laboratory Management (LM)

- **Action Table summaries** – see Appendix 1
- **Equipment to be turned off over Easter**
- Remind all users to turn off equipment where possible over the break to help with sustainability.

- Comms were sent out yesterday (10/03/25) with a message from **BOC regarding Dry Ice requirements over Easter and May Bank Holidays**, including dates that deliveries aren't possible. If you need to order additional Dry Ice please complete and return the form to qmul@boc.com and blizard-lab-man@qmul.ac.uk

Reports from NK

- **Annual servicing for centrifuges, balances and thermal cyclers (PCRs) begins the week commencing 31st March.** Note that servicing of the centrifuges in LG169/Heavy Equipment room will take place on Wednesday 2nd of April; On that morning the high-speed and ultra-centrifuges will be booked as unavailable.
#Be aware of an engineer working and check that the equipment you wish to use is available for the time needed.
- Due to limited space in the **Blizard Stores**, please collect items within 3 days of order confirmation; a notification from iLabs should be received when orders are ready to collect; please check your junk email folder in case it goes there instead of the inbox.

Reports from ZB

- The updated version of the **Blizard Health and Safety Policy** was sent out to all staff/students 2 weeks ago; please make sure you read it. A copy can also be found on the Health and Safety tab of the Blizard Notebook [Blizard Laboratory Management Notebook](#)
- **Correct procedure for taking samples in/out of the Blizard** is that **ALL samples/deliveries must enter or leave the lab using the lower ground Goods Lift and via the orange gates in the courtyard; they must NOT go up/down the Mushroom staircase or via main reception.**
For external visitors and couriers delivering samples ensure they have your contact details and please arrange to meet them at the orange gates.
- If you are using any **foods as part of your research** (e.g. milk powder, honey, etc.), please label them "FOR RESEARCH PURPOSES ONLY".
- The **blue fume hoods** are communal use not just for individual groups. Please DO NOT store items in them.

Reports from PD

- **Ethanol orders** –please keep an eye out for notifications.
#Moving forward we will ask users to order only what you can safely store in your flammable liquids cabinet. **LM will no longer be storing group ethanol.**
- If you collect a temporary access card from Lab Management, please return it to us (not to your Centre Manager/Admin).

- **Reports from CL3 and GM lab**

- The shutdown for Blizard and Abernethy CL3 takes place from 28th of March to 7th of April.

2. Dentistry

- SP asked if the incubators in TC12/LG171 had been fixed.

#PD replied that CO₂ valve was replaced on one and the engineer altered wires to improve connection on the other one which seems to be working OK. Please let LM know if users encounter any problems.

- Users have come back with several instances of missing items from LG120/121; pipette boy/ECL kit, equipment used and returned broken, other consumables from fridge/freezers.

#CP said this is also happening in IMM TC10_11/LG170 and LG112

➤ **So how do we solve this issue???**

#DVL commented that people should ask to borrow or use consumables and that he is happy to provide them if asked.

#CP said that communication is the key.

#CC asked for any other suggestions and is happy to send comms out reminder to Lab Staff that you shouldn't be using other people's equipment and reagents unless specifically asked to do so in advance.

- PD asked that now BC13 has been turned back on following the defrost, if users would remove the wet floor sign and mop up pads from the central corridor as they are causing an obstruction.

3. Core Pathology

- NOT PRESENT – comments emailed
- They are in the process of interviewing for a new senior Biomedical Scientist (BMS)
- Are currently under capacity for full time staff but have a locum in place so there is no impact on research work.

4. Flow Cytometry

- New pricing for FACS services and equipment has been updated on iLabs.
- Data storage information: GH has purchased a new high-capacity Hard Disk Drive and migrated the data there (in the instrument PC).
- Instructions have been added on iLabs to make sure users proceed correctly with data management; they are given a 100GB quota and if it is exceeded, additional capacity is paid for.

5. BALM

- The new Nikon AXR should be arriving at the start of April, providing the precheck assembly goes well. Looking to commence training from the 10th of April.
- #MC asked if MM had the full specification for it; MM replied that she is putting the information together and this will be circulated along with a form for users to fill out.

6. Phenotypic Screening

- The facility is very close to getting the new data storage sorted!
- #All remote access will need new details, but users shouldn't notice a difference.

7. Genome Centre (GC)

- The Centre have a couple of job adverts going out for new staff to replace those that have left/leaving.

8. Centre for Cell Biology and Cutaneous Research

- MC confirmed that he and the other group PIs of microtome users will be buying an ex-demo Leica microtome to replace the existing one which has been giving cutting issues despite being serviced.

9. Centre for Genomics and Child Health (GCH)

- DVL said that users have a question on iLabs ordering of 96-well plates which are listed a pack of 1 or 5 not by the box according to details on the web page.
#NK replied that there isn't a limit on the number that can be ordered but should only order what can be stored locally without excess boxes on top of cupboards/fridges and in the walkways.
#CC said that it is fine if users intend to use the box within the week.
#RWi commented that she prefers their 6-well plates to be individually wrapped, and they order these independently.
- Clarification on the correct usage of sharps bins. ZB said that the 24L rectangular sharps bins should be used for stripettes.
- RB had nothing to report from the Marino group.

10. Centre for Immunobiology (IMM)

- An email has been sent to MM on the use of BALM. There is an account that has some money left on their BALM account which they would like to transfer this into another IMM account.
#CC said that once the money is given then it normally stays there, or it can look like money laundering to the Finance teams.
#MC said transfer can only be when the money comes from an open grant. Any unused funds should be returned to the funder once the grant closes.
- For the MagPix, CP and Helen Jones run plates and charge users to purchase consumables. Fresh kits are sometimes needed if the open one isn't working, and current charges aren't enough to cover the costs so prices may need to increase.
- Pls are in discussion about replacing their ULT freezer BN07 which has failed. CMC has provided information about brands and approximate costs. CP will get back to LM once a decision on the new one has been made.

11. Centre for Neuroscience and Trauma (NST)

- RWi has a balance in LG27/28 they require calibrating in the annual service.
#NK will contact RWi with details if this unit is not on the original service list that was sent out.
- There are STEM cell people using the NST tissue culture (TC2/LG10) and is difficult sharing hoods in an already crowded TC suite. As a previous member of GCH used to use their hood for this work.
#DVL said please talk to the TC rep for that TC if their GCH hood is under used.
- Update on incubator replacements.
#CC confirmed that all TC suites will get new ones in time.
- The water tray in the iPSC (induced pluripotent stem cell) incubator dries out very quickly and the inner glass door is not shutting properly.

12. SBBS (School of Biological and Behavioural Sciences) - Protein Facility

- The protein facility room (LG107) is too warm at 25°C. A Helpdesk ticket has been put for Estates but no progress yet. CC said please forward the ticket to Suzanne Mason in Health and Safety Directorate (HSD).
- Any progress with the blue fume hood in LG119; NK will chase Ian Wiser for an update
- CMC asked CMS to ask users on the back benches 29W/29E to push the chairs in when not in use as they are often in the middle of the walkway.

• CREATE Lab

- NOT PRESENT – Apologies received

13. Teaching Labs

- NOT PRESENT – Apologies sent

14. Abernethy Building

- Nothing to report

15. Wingate Institute

- AZ thanked NK for the new IBD study set-up information; NK will get back to the team about it.

16. Any other Business:

- CC said that there are lots of issues with people constantly wearing both ear buds despite what it says in the lab rules. LM are keen to remove their use entirely from the labs if things don't improve. #CMS remarked that listening to something helps if you are doing monotonous jobs. Can LM "threaten" to remove them?
#RWi mentioned that being able to listen to music or other podcasts can be key for those neurodivergent individuals and is also a generational thing.
#DVL agreed with RWi about constant listening of music etc. being a cultural/generational factor.
#CM said if there isn't a marked improvement then we may need to think about this proposal.
#MC stated that the old agreement was the one ear bud was allowed in the CL1 areas because you couldn't have radios in the open lab; If people aren't behaving then not allowing any ear buds would be fair enough.
#SMc said that MC's comment is not the reason that people won't follow the rules; MC replied that no, it's because it's easier to ignore them.
#CP said that if people wanted to put themselves at risk is one thing, but the added issue is the risk to others which is something that is very hard to control.
#CM stated that lots of people will think that parts of the rules don't apply and don't accept that the risk is strong enough.
#Non-compliance with the rule on ear buds is already something that is added to the warnings.
- SMC asked how often the ear defenders for the heavy equipment room, used when sonicators are in use, are wiped down. CMC said that there used to be a crate with 70% ethanol and blue roll next to them so anyone who uses them could wipe them over before and after use, but this seems to have gone missing.
#CC said we will reinstate the 70% ethanol for this communal equipment.

DATE OF THE NEXT MEETING

Tuesday 8th April 2025 at 2-3 pm in Large Cloud and on MS Teams.

Key to abbreviations

AZ	- Ausra Zdanaviciene	LB	- Liisa Blowes	PL	- Pauline Levey
CC	- Claire Cox	LG	- Luke Gammon	RB	- Rawinder Banwait
CL	- Chung Lee	LM	- Lab. Management	RWa	- Ryan Wallis
CMC	- Catherine Chronnell	LN	- Laura Neal	RWi	- Rachel Wilson
CM	- Chaz Mein	MC	- Mathew Caley	SM	- Shahid Mahmood
CMS	- Charlotte Millership	MD	- Mathew Day	SMa	- Suzanne Mason
CP	- Claire Pardieu	MK	- Mohamed Khaz	SMc	- Simon McArthur
DVL	- Diego Villar Lozano	MM	- Maeve McLaughlin	SP	- Sabrina Pacheco

EW	- Eva Wozniak	NK	- Nebiyu Kibru	STR	- Sammy Rodriguez
GH	- Gerard Hernandez	PD	- Paul Delaney	WE	- Wijdan Elnaim
JR	- Jamie Roberts	PG	- Patricia Garrido	ZB	- Zarmina Butt
KR	- Khalid Rouas				

Appendix 1: LMG Outstanding Actions Table

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome
09/05/23	Item 1.3 LM	LM will make a list of trained individuals that people can go to for signing off shipments	LM/ZB		In process – ZB, MK and SH have completed training and are waiting for sign off from Health and Safety Directorate (HSD)
09/01/24	Item 13.2 Teaching Lab	LM to look at various items waiting for WEEE waste disposal	LM		Ongoing – large amount of scrap metal has been taken away; the remainder of items are waiting on confirmation of a new collection date.
14/05/24	Item 4.1 FACS	Follow up with MM about what the Laser Safety Officer role and training involves.	LM/CC		In process - MM said she still has a couple of things to do; mentioned to FACS that one of the lasers needed covering which has been done.
12/11/24	Item 8.4 CBCR	Investigate whether the boxes and freezer racks situated next to the glassware rack in LG23 will be temporary/permanent	LM		Ongoing
14/01/25	Item 1.2 LM	Look at adding card access to the passenger lift after reconfiguration of lower ground lift lobby area	LM/CC		Pending
11/03/25	Item 12.2 SBBS	Ask Estates for an update on the commissioning with blue fume hood in LG119	NK		Pending