**Lab Managers’ Group Steering Committee Meeting**

March 1, 2018

1:00-2:30 PM

Mission Bay MH 7500 and Parnassus S-161

Bridge number for MH7500 is 5559003. S161 will connect to MH7500.

Outside participants using a laptop may have to dial @ucsf.edu after 5559003 to connect with MH7500.

**Mission Bay**

Dana Smith

Fraser Conrad

Daniella Cohen

Sandy DeVries

Kelly Nguyen

Rochelle Kelly

Ron Honrada

Veronica Steri

Kari Harrington

Will Toomey

Millicent Magiera

Adam Schnirel

Lyandra Dias

**Parnassus**

Adriane Joo

Chris Paillart

Barbara Woods

Kelsey Chen

Salman Mahboob

Dean Shehu

Anthony Meno

Sepideh Nozzari

**Phone**

Ellen Lloyd

**Meeting Agenda**

**LMSC: Agenda and correspondence – Dana Smith and Morgan Diolaiti**

**Room and food logistics –Kelsey Chen**

**Minutes - Fraser Conrad**

**Web Master - Will Toomey**

1. **Follow-up: Winter Social, February 8, 3-5pm, Byers Hall 2nd Floor Atrium –Group**

* **Dean Shehu:** *Strategic Sourcing: Identifying the best product options for researchers*
* Dan Rorvik and Darrick Lo: *Campus Renewal by UCSF Facilities Services*

**Dana received positive feedback from attendees at the event itself – how did we think it went?**

**Dean said that it was a great forum for his group. After the presentation he had many follow-up questions, and people expressing willingness to help support the effort to find the best pricing on different products. When comparing individual questions about lab sourcing vs being a broker for big groups, the group requests are more efficient, but 1 on 1 interactions are a good source of essential information about the problems labs have and their needs.**

**Adam Schnirel spoke on behalf of Darrick and Dan, who said they felt it was important to be at the event, and that it was a good audience for the information they presented. They are planning launch events for Genentech Hall in connection with specific project phases, where they will have refreshments and provide further explanation about the renewal work.**

**Attendance for the Winter Social event was 60 people, which is comparable to previous years. The food this year was more dinner oriented, with pasta and salad to supplement the appetizers and finger food that we’ve had in previous years. The event was from 3-5, and speakers were planned at 4, but actually started about 3:45. It was suggested that it might be better for the presentations to take place earlier. Some attendees were asking about when the presentations would take place, as many have to catch a van pool or have other time limitations. We will consider this for next time.**

1. Follow-up to last month’s discussion with HR generalist, Melissa Bacina: Lab volunteers and interns, how to make ‘hiring’ more straightforward. –Adriane Joo and Ellen Loyd

**Ellen was able to join the meeting by phone. She said there is a work group trying to make the hiring for these categories easier to understand, and that the group is working from an academic rather than a staff perspective. Foci include a guide for employee types, a governing policy, and the process of onboarding unpaid volunteers.**

**Adriane noted that a main concern here is guidance for HS students who work over summer, because of their age. She sent Esther Carter and Ellen Lloyd contact info for the UCSF side of this project, and web link to programs we’ve worked with before which include a stem cell research program through SF State University, and two programs with City College of SF. These would be academic appointments, governed under APM430 (**<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/apm-430.html>**).**

**Undergraduate students coming from another undergraduate institution should be onboarded as visiting undergraduates. There is also a UC student visiting program, which is another type of academic appointment. What wasn’t clear is the situation for people not coming from another institution- those who have graduated or are between institutions, and are looking to apply to grad school/med school. Esther was asked to bring this consideration to the workgroup.**

**Anyone with specific questions should talk to academic HR or to their HR generalist. HR is aware that there are issues here, but it will take time for the work group to address them. They are looking to create a guide to help through this process, but are not done yet. In the meantime, Ellen will try to get someone from academic HR to join the Lab Manager Steering Committee meetings, as much of this is driven from the academic side.**

**There was also discussion of recent union activity. A successful postdoc unionization effort took place several years ago, and now another effort is looking to those in the specialist series and research series. This topic will likely be discussed further at another meeting.**

1. Proposal: a database of research consumables purchased by all labs at UCSF. Researchers could search the database before buying new product in hopes of sharing or acquiring unused product and access would be given to every researcher on campus. –Dean Shehu

The concept is a database that lab managers can search through for unused/surplus reagents. This is already being done for capital equipment. This would be through PeopleSoft, not BearBuy (same as the capital equipment database). A query tool would allow the user to search through a campus-wide purchase history. This way labs could share supplies and avoid having to purchase additional materials. It is currently possible to manually perform a search like this in BearBuy, but this method is crude and a lot of manual work compared to an interface that could be set up to work with PeopleSoft.

Obstacles include whether or not surplus is likely to exist, e.g. antibody reagents are usually used up quickly. RT PCR reagents might be a more relevant example, as labs may have a year-old supply that is unused but still good. Also, the people placing orders are not always lab managers, so they may not be aware of how much surplus exists.

A similar system exists on a national level: <http://www.publicsurplus.com/>. Users can narrow searches down to a particular region and set specific interests for daily email alerts. While the items are not always free, they are reduced - each category has a subset that may apply to labs more specifically.

Another example is <https://www.eagle-i.net/>. A UCSF system could be modeled after this, or supplement it. Other discussion focused on adding reviews to BearBuy, which has been considered before, but BearBuy was developed to address order administration and the infrastructure is not there to add a review feature. It’s a known suggestion, but much of the administration of the BearBuy site apparently is focused on fixes right now rather than adding features.

PeopleSoft is ultimate repository for BearBuy data. For sharing instruments, the model is to create a user view with irrelevant info stripped away, so existing instruments and their owners can be located. For supplies, something similar could be done: an intuitive search screen that will find hits in the raw data, and allow users to find owner contact information. Elizabeth Sinclair is organizing a committee to track/alleviate purchases and reduce waste. Lyandra Dias is part of a sustainable/green labs workgroup, and saw an NIH presentation on a chemical inventory system with an option to share chemicals. This could be coordinated with EH&S.

Other suggestions included the creation of a craigslist-type model, or a Chatter Group for lab managers to trade surplus materials, but there were some concerns: it would rely on buy-in that might prove hard to obtain, and also this type of system might also be overloaded with common items most labs might have in surplus amounts (e.g. acetone), and promote unsafe transport of hazardous materials. Another plan would be to aggregate all of the links to options for free or discounted resources into one place on the Lab Managers Steering Committee web site and then continually promote these resources throughout UCSF. This topic is planned to be revisited at the April meeting.

1. **How to manage deliveries to Genentech Hall during UC Regent meetings. –Adam Schnirel and Michelle Heckel**

**During quarterly Regents meetings at Mission Bay, the Genentech Hall loading dock is closed down for 2-3 days at a time. This causes significant inconvenience for the labs in that building. In order for things to run more smoothly, it’s helpful for the Genentech Hall lab managers to know who the vendors making deliveries are, what they are bringing, and the delivery schedule. This helps maintain security and expedite delivery via another route, e.g. the Byers Hall loading dock. The Byers Hall loading dock has been opened in the past for the use of Genentech Hall labs, at least for Praxair and Airgas, but it is up to the labs affected by this situation to manage it. Facilities will give notice about the meeting schedule and what measures are being taken, but it is up to individuals to plan accordingly. Outreach/notification for the next Regents meeting will include this info. The meeting calendar is available online (**<http://regents.universityofcalifornia.edu/meetings/>**), and it may be a good idea for local lab managers to add the meetings to their calendar in advance.**

**Another concern is an upcoming potential strike. 6 union contracts are currently expired, and an upcoming strike is expected soon throughout the UC system. The impending strike will affect all areas. Because there are multiple unions and teamsters won’t cross picket lines, some deliveries likely won’t happen. A strike is anticipated in late April, possibly May. One solution may be to establish neutral (non-picket) areas for delivery, and use UCSF Logistics to deliver last-mile. Some structure is in place to plan for strikes. Usually the unions provide a 10-day notice, but this is not required by law.**

1. EH&S Website- user feedback and suggestions for improvement –Kelsey Chen

<https://labresource.ucsf.edu/>

**Kelsey is seeking user feedback: who is using the website, and how can it be more user friendly?**

**Please let her know through this survey:** <https://ucsf.co1.qualtrics.com/jfe/form/SV_0cuS2luOo6QtJGJ>

**Or by email:** [Kelsey.Chen@ucsf.edu](mailto:Kelsey.Chen@ucsf.edu)

**Next Meeting, April 5, 2018 – MB7500 and S-161**

**Visit our website: https://labresource.ucsf.edu/**