**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**

Lucia Lin

Dan Rorvik

Dana Smith

Darrick Lo

Dean Shehu

Fraser Conrad

Kari Harrington

Kelly Nguyen

Kelsey Chen

Lyandra Dias

Morgan Diolaiti

Rochelle Kelly

Ross Bausone

Sandy DeVries

Silke Nock

Will Toomey

**Parnassus**

Adriane Joo

Larry Carbone

Ron Honrada

Salman Mahboob

Sandy Canchola

Sepideh Nozzari

Tim Orozco

Tony Meno

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

Thanks to all who responded to the survey. Along with research groups, it was also sent to Facilities and Capital Programs. Tailoring the site to such diverse interests is difficult.

The top 3 items mentioned were:

* Finding a lab’s Departmental Safety Advisor
* Training information
* How to find Safety Data Sheets

There was also interest in creating a portal to distinguish differences in roles for different users (lab manager, PI, researcher, etc.). On the Stanford EH&S website some pages include a side menu with information on relevance to different roles like building managers, lab managers, researchers, PIs, etc. (example: <https://ehs.stanford.edu/training/ehs-1500-biosafety>). There is also a page for different roles with descriptions and related topics (<https://ehs.stanford.edu/role>). It would be a good idea for us to do something similar.

1. **EH&S: Change with waste reporting? (Pounds replace volume??) -Dana**

**There has been a change in how radioactive waste is measured when requesting a pickup from EH&S. It was previously been measured by volume, which was convenient because it could be calculated from container measurements, but now asks for waste amounts in pounds. Note: this is for radioactive waste only, not chemical waste.**

**Tim Orozco, EH&S Hazardous Material Management Manager, provided information: EH&S is charged for radioactive waste disposal in pounds, and the conversion from reported volume measurements was not always consistent.**

**Labs may not have a way to weigh radioactive waste so reported amounts are not accurate with this method either.**

**A suggested solution was to set up Research Information Online to convert volume to weight, then confirm the weight at EH&S and charge labs according to this confirmed weight. Technicians picking up radioactive waste at Mission Bay also use portable scales at pickup. Another solution was to remove the requirement for labs to provide any estimate of their radioactive waste at all, and to charge by weight after that amount has been determined.**

**There will be further follow-up on this issue offline.**

1. Update on the IACUC program that oversees animal research, and on the upcoming (Fall 2018) AAALAC triennial accreditation site visit. –Larry Carbone

Larry Carbone introduced himself as the Institutional Animal Care and Use Committee

(IACUC: <http://iacuc.ucsf.edu/>) Director, who also works partly in the Laboratory Animal Resource Center (LARC: <http://larc.ucsf.edu/>). Lab managers have been a great asset in interactions between those groups and research labs, and Larry is interested in getting feedback from those groups.

IACUC is separate from LARC, but not in a way that should be very apparent to animal labs. The aim is to provide seamless service.

An organization called AAALAC will be reviewing UCSF accreditation this fall (likely October). AAALAC will look at safety, occupational health, and other aspects as they visit labs to make sure all approved users are treating animals safely. It is a week-long process preceded by mini visits by consultants. There will be preparations for the inspections including mandatory town halls. This accreditation happens every 3 years, and is a fairly complex and lengthy process. Not having this accreditation would not be a huge issue, but we do have it, and if we lose it we must report that to NIH. This may be noticed by those who review those records via the Freedom of Information Act, which could have negative repercussions. Public perception of animal research is an ongoing issue.

The IACUC website is open to the public and will likely remain so. The current approach is providing transparency, and provision of information regarding the usefulness of animal research, resulting medical breakthroughs, etc. Things like inspection reports are public, so the site simply presents that and other information voluntarily.

A current issue is a long turnaround time for animal protocols, which require pre-review by IACUC, LARC, and EH&S. This is a bottleneck, and they are looking for ways to improve. A suggestion was to provide a template with standard language, which would add consistency. If you are waiting more than 2-3 days for a personnel change on your IACUC protocol, please reach out to Larry directly (larry.carbone@ucsf.edu)

Our group (Lab Resource Group: <http://labresource.ucsf.edu/>) lists LARC and IACUC on the new researcher checklist that is in review. It should spell out the differences between IACUC and LARC. Larry said he will do that- he has the current draft of that document.

1. **Professional Development award timeline: Announcement, end of March; Reminder, mid-April; Deadline, May 1; Announcement May 15. –Sandy and Dana**

**We discussed changing the eligibility critera by 1) opening the award to anyone who does lab manager tasks 2) removing the requirement that individuals be in their role for at least 1 year and 3) requiring awardees to write a summary of their experience. Sandy will perform the initial review all applications.**

**Our group will add a “Funding Opportunities section to the website to advertise the Professional Development Award as well as other staff development awards (i.e. WINGS) and lab funding (i.e. equipment rebates).**

1. **Lab Manager Luncheon, June 13 –Morgan, Michelle, Daniella.**

**Fisher Banquet Room has been reserved from 10-2pm on June 13. The event will run from 12-1:30 and the format will be similar to last year: Lab managers will submit questions for the panel when they RSVP. While everyone eats we will have the panelists answer lab manager submitted questions followed by desert where attendees can break out into small groups/approach panelists to follow-up.**

**We will order the same menu as last year and, based on feedback from last year’s event, we will better monitor the food to make sure it is replenished in a timely manner.**

**We can accommodate 80 people and invitations will be sent using eventbrite in early May. A save the date will go out with this month’s minutes.**

1. **2018 Vendor Showcase dates: October 10 (Parnassus) and 18 (Mission Bay)**

**Permits for both sites have been secured. Due to construction at Mission Bay, we will have LMSC/RRP desks wrap around into the walkways outside Genentech Hall and Rock Hall.**

**To reduce costs, we may order pizza instead of gelato (Sandy is looking into cost comparisons and logistics). Kelsey has redesigned the raffle cards to include a spot to collect a stamp for the food item.**

**Rochelle will send save the date/invitations to vendors soon and will circulate the vendor list to the LMSC committee to get updated vendor contacts.**

**Need better attendance from LMSC members!!**

**Advertising: 2 month lead time to add to UC events calendar**

1. Follow-up discussion: a database of research consumables purchased by all labs at UCSF.

–Dean Shehu and the group.

Dean is looking into a variety of databases for equipment and consumables on campus including:

* SCM Asset management database
* <https://www.eagle-i.net/about/>
* Chemical Inventory

The idea is that people can check the existing resources on campus before buying items. It was suggested that these databases should be opt-in as some researchers may not want to advertise/share what equipment and reagents they have.

**Next Meeting, May3 2018 – MB7500 and S-161. NO MEETING July 5th!**

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