

# BMSF STAFF MEETING MINUTES

Date: Wednesday, 06/03/2024

Start Time: 11:00am

Closed: 11:45

Location: Kens WW 405



UNSW Sydney

## 1. WELCOME

**Present:** Andrew Jenner, Anne Poljak, Chowdhury Sarowar Cigdem Guzel, Lewis Adler, Ling Zhong, Mark Raftery, Martin Bucknall, Russell Pickford, Sydney Liu Lau, Sonia Bustamante, Valerie Wasinger (*In alphabetical order*).

**Apologies:** Swamy Raviapati

**Chair:** CG

**Scribe:** CG

**Corrections:** Corrections received from MR. Final minutes sent to staff and uploaded to [BMSF Staff Corner](#).

## 2. BMSF REPORTS

Item	Presenter	Report
2.1 Director's Report	MR	<ul style="list-style-type: none"><li>The Analytical Centre needs to progress implementation of the SALUS software system. Safety documents, from SafeSys will be reviewed through SALUS and new documents will be created in SALUS. A separate meeting will be arranged by SLL to discuss details, allowing everyone to familiarize themselves with the software. Instrument custodians to verify ownership details in SALUS is in progress. Meeting is scheduled for next week on March 13th, from 2pm to 3 pm at lower campus (F10- Griffith Building) meeting room G37.</li><li>Analytical Centre Management highly encourages the utilization of e-notebooks, and feedback are welcomed. More information and training will be forthcoming.</li><li>IMSC 2024 is scheduled for August 18<sup>th</sup> to 23<sup>rd</sup>. Confirmed attendees include Mark, Andrew, Martin? Russ, Lewis? and Ling? (? will consider options and confirm). Others interested in attending are requested to inform MR promptly allowing for early bird registration, accommodation and flights to be booked.</li><li>The Exploris 480 instrument has been busy these last months due to high bookings and its usage. A significant project, led by Val and Sonia, along with prompt prepayment and contribution from MWAC/PVCRI will allow for a new Exploris 480 purchase. The university procurement procedure will take some time, but hopefully we will have another instrument soon.</li></ul>
		<ul style="list-style-type: none"><li><b>Incident Report: February 6th Brownout</b> On February 6th, a brownout occurred lasting half an hour, triggering an alarm. Investigation revealed that the Velos ETD was offline, while other instruments remained unaffected. The cause remains unknown, prompting further testing by</li></ul>



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<p><b>2.2 Lab Coordinator's Report</b></p>	<p><b>SLL</b></p>	<p>the EM team.</p> <ul style="list-style-type: none"> <li>• <b>IT System (Teams) Changes</b></li> </ul> <p>Recent IT updates have introduced a new look for Teams along with additional features. If any issues arise, kindly report them to the IT Hub for assistance.</p> <ul style="list-style-type: none"> <li>• <b>Reminder: Training Completion and Instrument Certification</b></li> </ul> <p>A friendly reminder for everyone to send links to users post-training completion, and copy Ci and I. This ensures the issuance of instrument certificates, allowing users to book instruments seamlessly. Your cooperation in this matter is highly appreciated.</p>
<p><b>2.3 Small Molecules Team's Report</b></p>	<p><b>LA</b></p>	<p><b>Instrumentation:</b> Despite minor issues with Kiel VI, the instruments are working fine. ISQ training to be arranged at upper campus.</p> <p><b>RP</b></p> <ul style="list-style-type: none"> <li>• QE HF analysis</li> <li>• CCIA samples analysis</li> <li>• QE Plus FFS</li> <li>• Grands writing</li> </ul> <p><b>CS</b></p> <ul style="list-style-type: none"> <li>• FFS sample analysis.</li> <li>• Trainings and trouble shootings</li> <li>• Project meetings/discussions</li> </ul> <p><b>AJ</b></p> <ul style="list-style-type: none"> <li>• GC MS Brain plasma project</li> <li>• Project meetings</li> <li>• Data analysis</li> <li>• Dealing with several inquiries.</li> </ul> <p><b>LA</b></p> <ul style="list-style-type: none"> <li>• Kiall Sample analysis</li> <li>• GPC for CCL Project</li> <li>• APCR training</li> <li>• Trouble Shooting and publication.</li> </ul> <p><b>SB</b></p> <ul style="list-style-type: none"> <li>• Pain study samples</li> <li>• LC MS Work</li> <li>• St George Hospital project</li> </ul> <p><b>MB</b></p> <ul style="list-style-type: none"> <li>• Sample analysis on 5977B &amp; TRACE DSQ GC-MS</li> <li>• GC MS project</li> <li>• John Doan's sample runs</li> </ul>
		<p>Instrumentation: Instruments are working fine</p>



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<b>2.4 Protein Team's Report</b>	<b>MR</b>	<b>MR</b> <ul style="list-style-type: none"><li>• Procurement work for QE UHMR and Exploris 480</li><li>• Instrument calibration.</li><li>• TSQ QUANTUM &amp; Velos ETD software updates</li><li>• Samples run for FFS.</li></ul> <b>SLL</b> <ul style="list-style-type: none"><li>• Busy with Inductions and trainings</li><li>• SALUS work</li><li>• Admin tasks</li></ul> <b>LZ</b> <ul style="list-style-type: none"><li>• QE Instrument CALIBRATION</li><li>• Sample prep for FFS</li><li>• Sample Analysis</li><li>• Tutorial sessions</li><li>• Data analysis</li></ul> <b>AR</b> <ul style="list-style-type: none"><li>• On leave</li></ul> <b>VW</b> <ul style="list-style-type: none"><li>• Pain study quotation and arrangements</li><li>• Sample runs on Exploris 480 for pain study.</li><li>• Testing concentration</li><li>• User training (USYD)</li></ul> <b>AP</b> <ul style="list-style-type: none"><li>• Work on Velos and Exploris</li><li>• Project meetings</li><li>• User support.</li></ul>
<b>2.5 Health &amp; Safety Report</b>	<b>SLL</b>	Safe Zone mobile App is now accessible on both the App Store and Google Play. Kindly ensure that all staff members download the app.

## 3.- MANAGEMENT REPORT (MR)

### Meeting Procedure Update:

Renee proposed implementing a new procedure allowing Russ to join our meetings.

### Data Storage Discussion:

Extensive discussion on large data storage (LDS) for the next 3-5 years.

### E-Notebook Discussion:



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In-depth discussion on the E-Notebook, covering its features and applications.

### **MWAC Policy Discussion:**

Various discussions took place regarding MWAC policies.

### **4. NEW ITEM**

#### **New Agenda Item - Freezers Alarm notifications.**

Val experienced a freezer notification at 3am and highlighted the need for additional details. If the freezer resets on its own and returns to normal, it would be better to receive that notification as well, eliminating the need for immediate action. CG will bring this to the attention of the service maintenance provider in the coming months.

### **5. BUSINESS ARISING**

None Reported

### **6. NEXT MEETING**

20/03/2024 Kens WW 405

