

BMSF STAFF MEETING MINUTES

Date: Wednesday, 20/03/2024

Start Time: 11:00am

Closed: 11:40

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: SLL

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">• Essential power outage at WW building imminent dates are Tuesday 30 April, Wed 1May, and Thurs 2 May. Most instruments will need to be turned off on Monday afternoon and turned back on Thursday morning. We will try to keep the FT and Exploris powered up using the UPS. It may not be necessarily taking all three days, but once the dates are confirmed, we should plan tasks such as cabling, instrument cleaning, oil changes and checking essential supplies to utilise these dates efficiently.• MR's jury duty is re- scheduled, starts next Monday 25/03/2024. He will update if other absences are needed.• The procurement process for the second Exploris instrument has commenced. Efforts are underway to ensure a smooth process, including arranging space for the new instrument, probably relocating the LTQ to E26 to accommodate the Exploris 480 in C27 instrument room (401).• The AC split system will be replaced soon. There are no major actions require, some computers may need to be moved around to facilitate flexibility for contractors. There will, hopefully, be no need to turn off any instrument during this process.• Some commercial work that Russ completed last year has not been paid due to liquidation. Over \$25000 that we received from CCL this year may be returned to the CCL account, but this matter is still under UNSW investigation. Some assessment of commercial work should be done regularly and ensure invoices paid before further work in undertaken



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<p>2.2 Lab Coordinator's Report</p>	<p>CG on behalf of SLL</p>	<ul style="list-style-type: none"> UNSW IT is considering alternative options to GraphPad PRISM, as its subscription has gone up in price significantly. Is anyone using this software? If you are, reach out to me. (Val and Mark is using GraphPad) -20 freezers have been serviced (thank you, Ci). The Northern freezer (freezer 2) has had settings adjusted to see if this helps with alarms, but we will monitor this in the next few weeks to months. The next Research Expo will be on 4th April (Thursday) 10 am – 1 pm. AC condensers work is imminent, but we will know closer to the dates. Inductions will take place before work. Works will take between 2-3 days for each unit, with a total of 6 units. Replacement will be made one by one, so room temperature should still be maintained constant at 21 degrees while this occurs. New shutdown dates for UPS work at C27, room 401 (instrument room) on Tue 30 April, Wed 1 May, Thu 2 May (6-7.30 am). The essential power returns outside of those times.
<p>2.3 Small Molecules Team's Report</p>	<p>AJ</p>	<p>Instrumentation: Despite minor issues with the dishwasher at F10 lab, the instrumentations are Ok.</p> <p>RP</p> <ul style="list-style-type: none"> QE and Altis samples for CCIA QE HF analysis CCIA samples analysis QE Plus FFS <p>CS</p> <ul style="list-style-type: none"> FFS sample analysis. EA-IR-MS work GC MS Amino Acid <p>AJ</p> <ul style="list-style-type: none"> Some work with software system on new instrument Setting up Agilent FFS meetings. <p>LA</p> <ul style="list-style-type: none"> Sample analysis.



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		<ul style="list-style-type: none"> • APCI work • GC MS analysis on new ISQ. <p>SB</p> <ul style="list-style-type: none"> • Sample analysis on Vantage for St. George project. • Worked on Elwin Lim’s project. • Saliva sample analysis <p>MB</p> <ul style="list-style-type: none"> • Gas sample analysis • Ethanol work on Agilent • Some paperwork • Reading
<p>2.4 Protein Team’s Report</p>	<p>MR</p>	<p>MR</p> <ul style="list-style-type: none"> • Procurement tasks for Exploris 480 • Meeting attendance • LEAF meetings • Some repair work on Vantage • Data Analysis <p>SLL</p> <ul style="list-style-type: none"> • Busy with SALUS AND Inductions • Admin tasks <p>LZ</p> <ul style="list-style-type: none"> • QE training • Semple preparations • Data analysis, proteomic trainings • Instrument training. • BMSF meetings • Instrument maintenance and calibration. <p>AR</p> <ul style="list-style-type: none"> • TBA <p>VW</p> <ul style="list-style-type: none"> • Training cat and dogs • Sample preps for pain study quotation and arrangements. • Supervisor meetings • Data analysis • Instrument calibration and software update. <p>AP</p> <ul style="list-style-type: none"> • TBA



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2.5 Health & Safety Report	CG on behalf of SLL	<ul style="list-style-type: none">• Swamy has volunteered to attend the MWAC health and safety meeting.• Document template for Salus to be sent (apologies for the delay) along with information about RMF numbers.• The Salus team is keen to have safety documents approved. They have been advised that BMSF is working on this already.
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3.- MANAGEMENT REPORT (MR)

The following subjects were discussed at the meeting.

- Procurement: Review of ongoing procurement processes and updates
- Management board meetings changes in content and persons invited to attend.
- ARC LIEF- Small grant contributions from UNSW but potential significant contributions these grants could make.
- SALUS: MWAC is behind with draft documents due to transition period, and more effort is needed to move documents from draft status.

4. NEW ITEM

Lewis's Announcements:

- IMSC Conference abstract submission has been scheduled for 05/04/2024.
- Shimadzu Workshop scheduled Tuesday 30th of April 2024 at UTS.
Time: 8.30am- 1:00pm followed by lunch
2:00pm-4pm, Lab Solutions Insight Workshop

Martin has reported that the -80-freezer alarmed for low battery.

5. BUSINESS ARISING

CG tasked with arranging PM service for -80 freezers.

6. NEXT MEETING

03/04/2024 Kens WW 405

