

BMSF STAFF MEETING MINUTES

Date: Wednesday, 24/07/2024

Start Time: 11:00am

Closed: 11:32 am

Location: Kens WW 405



UNSW Sydney

1. WELCOME

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

Apologies: SB-MB

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">• My Career is accessible online and should be finalized by the end of this month 31/01/2024. You can complete and save it as a draft, MR will still be able to view the entire document online. Meetings will be organized in February.• Instrument training at the lower campus has been scheduled, and we'll need to schedule training for the upper campus in E26 & C27 as well.• There was a short campus-wide power outage last Tuesday, but it hasn't affected the instrument in general due to the UPS. Some computers or LCs may have stopped.• Please ensure that our profiles on the Research Outlook System (ROS) are up to date. This data is imported into our Researcher profile.• Security of computers registered with our TeamViewer license is being improved: two-factor authentication is in place along with updating other features will continue. Any inquiries regarding TeamViewer can be directed to MR.
2.2 Lab		<ul style="list-style-type: none">• IDS will officially be implemented by next Monday 29/01/2024. All data from BMSF_all files should be saved in the relevant files in IDS. We have informed all our users previously via email; however, it is advisable to remind your users about this change.



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Coordinator's Report	SLL	<ul style="list-style-type: none">In February, there will be UPS work at WW for 1.5 hours, requiring the shutdown of instruments. Fridges will also be unplugged. Ample notice will be provided before work commence.
2.3 Small Molecules Team's Report		As this is the first meeting of the year after the break, there is no formal report available. The team had a meeting with informal discussions on IDS along with some other GC-MS topics.
2.4 Protein Team's Report	MR	As this is the first meeting of the year after the break, there is no formal report available. The team had a meeting, and there were informal discussions have taken place. No formal report is available for this meeting.
2.5 Health & Safety Report	SLL	<ul style="list-style-type: none">SALUS: Updates on our instrument custodianship. Some of the Risk Management Forms (RMS) require approval from MR. In SALUS RMS will be centralized, streamlining the process with a single form for each instrument, rather than separate forms for each.SSL observed some missing chemicals in our labs. Kindly note that all chemicals, including small vials/tubes/bottles with barcode labels, must be disposed of properly. Please place them under the fume board with other chemicals for disposal. This ensures accurate auditing of our chemicals when I process their disposal through the system. If not done, the barcodes will sit in the system indefinitely, leaving uncertainty about their presence in the lab.

3.- MANAGEMENT REPORT (MR)

There hasn't been a recent management meeting, as a result, there is no report available at this meeting.

4. NEW ITEM

None Reported.

5. BUSINESS ARISING



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None Reported

6. NEXT MEETING

07/02/2024 Meeting has been cancelled due to the few absences and not much happening. Next meeting is on 21/02/2024 Kens WW 405

