

IN CONFIDENCE

MINUTES OF A MEETING OF HEADS OF DEPARTMENT/SECTION MANAGERS HELD ON FRIDAY 26
OCTOBER 1984

Present: Dr R Perry (In the Chair)
 Dr B Cuthbertson
 Mr A Dickson
 Dr P Foster
 Mr W Grant
 Mr R Howieson
 Mr R Lines
 Mr T McQuillan
 Mr J Sinclair
 Mr E Walker
 Miss I McKinney (Secretary)

1. INTRODUCTION AND APOLOGIES FOR ABSENCE

Apologies were received from Mr Ivey.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 5 October had been circulated and the following amendments were made:

Minute 3(i) - Lines 1 and 2, Delete "Human Albumin" and replaced with "SPPS".

3. MATTERS ARISING FROM THE MINUTES

(a) Process Capacity - Minute 3(a)

Dr Perry reported that the document on Proposals for Increased Process Capacity had been included in the Development Proposals for next year.

(b) Transfer of Equipment Within the SNBTS - Minute 3(b)

Mr Sinclair was asked to investigate the possibility of storing the Laminar Flow Cabinet in the Drying Plant until it was time to use this piece of equipment.

It was noted that PFC could not make use of the 8ft Laminar Flow Cabinet from Glasgow BTS therefore Dr Perry undertook to contact Glasgow BTS to investigate if there had been interest from any of the other BTS centres.

(c) Leybold Heraeus/Usifroid Freeze Driers - Minute 3(e)(i) Leybold Heraeus

Mr Lines reported that although the Leybold Heraeus remained operational, it had been noted that there was some discrepancy between the vacuum gauges.

(ii) Usifroid

Mr Lines reported that it had been planned to attempt to modify

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the SM200 during January/February 1985.

(d) Phase IIa

Dr Perry reported that he was still awaiting final confirmation that the Phase IIa work would commence on 15 November.

Mr Lines advised that he had convened a meeting of HODs/SMs to discuss some of the details of Phase IIa.

Dr Perry reported that he had a meeting with PFC Shop Stewards to advise them that staff would be encouraged to take annual leave, unpaid leave or flexitime during Phase IIa.

Programme for Clean Up

Dr Perry stated that after Phase IIa work has been completed, staff would be required to carry out a major clean-up in their respective areas. He also proposed that staff from other areas of the building assist in a clean-up of the pilot plant.

Protection of Valuable Equipment

Mr Grant suggested covering pieces of equipment with wrapping material which was available in stores and advised that he had ordered some more of this material for this purpose.

Films/Courses

It was noted that a Counselling Course would be held at CSA at the end of November and it was agreed that HODs/SMs would nominate staff from their respective sections to attend.

Further details of the course would be available from Mr Ivey and nominations should be submitted to him.

It was noted that Mr Grant was making arrangements for staff to visit Breweries etc and the Edinburgh BTS. Film shows on safety and fire prevention would also be organised for staff during Phase IIa.

Dr Cuthbertson proposed that an open day should be arranged when staff could be taken round areas such as the Animal House and the Virology Laboratory.

(e) Coding of Internal Orders - Minute 3(h)

Dr Perry advised that the new Cost Accountant (Mr John Francis) now in post would be spending some time at PFC to pursue a coding system which would be compatible with PFC and CSA.

(f) Westfalia Centrifuge - Minute 5

Mr Dickson reported that he had received a quotation (£4025) from Centriforce for a completely refurbished centrifuge. It was agreed to purchase this piece of equipment once the balance of the appropriate budget was known.

(g) IFST

It was noted that Mr Dickson and Mr Sinclair attended the IFST Mini

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Symposium in Ayr on 24 October and they reported that the symposium was very interesting and recommended attendance at future IFST symposia.

4. WATER FOR INJECTION

Mr Howieson referred to a memorandum (which had been circulated) in which he expressed some concern at the amount of Flexpack distilled water which was being used in house, one of the main users being sterile filling for reconstituting powders.

After some discussion it was agreed that in order to reduce the amount of Flexpack water being used in house, Sterile Filling should dispense with the practice of reconstituting powders with this water and adopt the practice of using tap water (distilled) instead.

Mr Howieson advised that 3 litre Schubert packs of sterilised water would be prepared for use in the Process Department.

5. IgG POWDER FOR DISCARD

Mr Sinclair asked for permission to use discard Gamma Rabies Powder to validate and commission the DC30 and DC90 during Phase IIa.

After some discussion, Mr Sinclair was advised to use other normal discard powders but not Rabies.

Dr Perry advised that all discard Rabies powder be held until 4 December until there was some agreement on future policy regarding "rare" immunoglobulin types outwith QC release specifications.

6. COMPUTER LOGGING

Mr Walker proposed that all plant service temperature readings be changed over to the new system and this was agreed. The question of whether to leave the Argus running during the Phase IIa shutdown was discussed and it was felt that the computer should not be shut down completely in order to eliminate the possibility of the ingress of dust and moisture.

It was queried whether there was a requirement for the computer on call facility during Phase IIa shutdown.

Mr Walker raised the question of whether we need to continue archiving the same information as at present. It was agreed to review the situation.

7. ANY OTHER BUSINESS

(a) AIDS

Dr Perry was concerned that there may be a possibility that PFC would be asked, in the future, what plans had been made to reduce AIDS infection in blood products. He proposed and it was agreed that it would be useful to collate all information and data on heat treated products and that Dr Cuthbertson, Dr Foster, Dr MacLeod and Mr McQuillan should meet with him to discuss this matter.

(b) Visitors

It was noted that there would be a number of visitors from abroad coming to PFC to see the FVIII process prior to Phase IIa.

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(c) Changing Facilities

Mr Lines raised the question of the protective clothing changing facilities and after some discussion, it was agreed that one person be nominated for each area to ensure that there were adequate stocks of protective clothing for visitors.

(d) Monthly Report

Mr Sinclair asked if R and D produced a monthly report and Dr Foster explained that R and D did not have a regular monthly report but that reports were written on projects and these reports were collated and available in the general filing system.

It was agreed to circulate a copy of the QC monthly report to HODs/SMs prior to the HOD/SM meeting.

Dr Perry advised that there was a need to review the format of monthly reports and proposed that a report on the financial state of the PFC could be written on a monthly basis also.