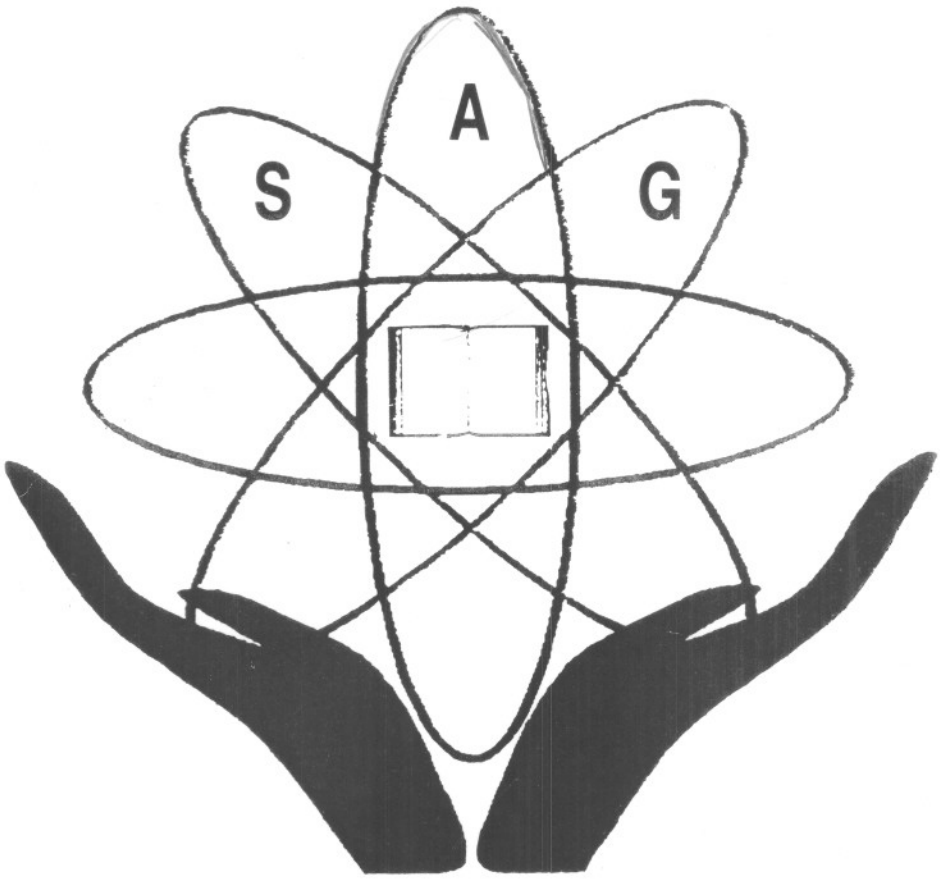
Spring 92.

SCIENTIFIC ARCHIVISTS GROUP



NEWSLETTER

SCIENTIFIC ARCHIVISTS GROUP

NEWSLETTER

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CONTENTS

A LETTER FROM THE CHAIR

First of all I would like to apologise for the lateness of the Newsletter. Unfortunately, I was injured in a car accident the Monday after the S.A.G. Conference in York and have just started back at work part time.

However, it does give me the chance to enclose the registration form for the next conference. June Pease, on behalf of SmithKline Beechan, has invited us to hold our **next conference at their site at Welwyn Garden City on Wednesday 7 October,** and will provide the lunch. Could you **please send the Registration Form to me as soon as possible.** I am sure you will agree the theme of all security aspects of the archive is of interest to all members. I do hope that many members will also be able to attend the dinner on the evening of 6 October. They are always memorable!

Once again I would like to thank everyone who helped to make another successful conference in Yorkshire. There is not a write-up on the workshops, but the information is available for the participants. If you attended the workshops and want more information from the people who ran them, they will be happy for you to get in touch with them. They did a first class job, as did the speakers at York, but I have to admit that one person left a lasting impression - Dr Pillip Barden from BLDSC. If you were not there, you missed an experience. He made such an impact that it was agreed by every-one there thAt we should accept his offer for us to have a meeting at BLDSC Wetherby, between York and Leeds. This will be organised for the Spring Conference. You will see Alistair has already visited and I am sure he will tell us more in October.

Those of you who were at the Members Only Session will know it was agreed to postpone the meeting in Denmark until next September. Unfortunately there have been notices in other publications advertising this meeting. Could I remind members to contact the PR Officer before having any information published about the S,A,G.

I was very sorry to loose two members of the committee. Yvonne Arrowsmith, Fisons had to resign owing to pressure of work. She is literally a high flying lady these days. I am sure she will still contribute at the meetings and is to continue with her work for us with GCP. Tony Buick's letter is in Sagacity. I know he is very sad to leave. He was especially keen that Scientific Archivists should be able to have a recognised qualification. He will be greatly missed for his contributions to the group and to the social times(I will say no more!). It is good that we have got new people on the committee. All committee members are have taken on a responsibility which are explained in other part of this Newsletter. But, however committed we are, the group is for the benefit of every member. Please support the committee and also make your own contributions. It was very satisfactory to receive items for the Newsletter. More please.

I am afraid I haven't much news for you as I seem to have been out of circulation for so long. I did manage to get to the Anglia Polytechnic UNIVERSITY, (please note the new status), June 24 & 25 to give a paper for GOOD LABORATORY PRACTICE FOR STUDY DIRECTORS, STUDY STAFF AND MANAGEMENT. It was extremely successful and we all came away with new information. I will put the programme at the end of this letter.

Everyone was so helpful. Combining their kindness with "nipping off for a lie down" I was able to enjoy the course. Hugh Frith, Fisons, was very brave to drive me. I must have been a terrible passenger. As usual there was an excellent dinner, (not sure I am too keen on the idea of speakers having to tell a joke!). If you havn't been on an Anglian course believe me they are worth attending - if only for the dinner.

I am now cheating and inserting this just before we go to press. I have just watched "Survival: Above Us The Ice" on ITV. It was a British Antartic Survey film and showed the fish, which we saw in Cambridge, being caught. The whole film brought back memories of those fantastic slides we saw.

Looking forward to seeing you all in October,

Kindest Regards,

Margaret

GLP FOR STUDY DIRECTORS, STUDY STAFF AND MANAGEMENT

CAMBRIDGE 24 & 25 JUNE 1992

Developement of GLP	T. Styles
The Respnsibilities of Management as defined by GLP	H. Frith
The Use and Appropriateness of SOPs	A. Watts
The Role and Responsibilities of the QAU	T. Stiles
The Responsibilities of the S.D. as defined by GLP	H. Frith
Practical Application of GLP	D. Weller
The Role and Responsibilities of Study Staff	H. Frith
Practical GLP Management	T. Stiles D. Weller
Documentation and Records Management	M. McCabe

SCIENTIFIC ARCHIVIST GROUP

WORKSHOPS, 6 MAY 1992

HAZLETON UK, HARROGATE

Hosted By

HAZLETON UK

PROGRAMME

10.00	Coffee and Registration	
10.15	Introductions	Margaret McCabe Hazleton UK
10.30	Storage Conditions	Peter Charlesworth Hazleton UK
11.30	Storage Materials	Eaon Whatmough Loeff
12.30	Lunch	
1.45	Control of Documents GLP	Chris Dafforn ICI
2.45	Control of Documents GCP	Martin Lillis Wellcome
3.45	Assemble for Visit to Central Scientific Records - HUK	
4.00	Tea	
4.15	Tour of HUK Archives	
5.15	Assemble	
5.30	Leave HUK	

BIOCODE

Biocode Limited. University Road. Heslington. York YO1 5DE. United Kingdom. Tel: (0) 904 430616
Fax: (0) 904 430495

Biocode focuses on two main applications:

- The marking of products to trace them and to prevent counterfeiting using Biocode's unique technology.
- The production of diagnostic kits for detecting environmental contaminants.

BIOCODING

Biocode has developed a unique marking technology ("Biocoding") which can be applied to a wide range of products, by directly marking the product itself, by directly marking the surface, or by directly marking labels or packaging. The marker which is infinitely variable, is added at such low concentrations that its presence can only be detected by the specific antibody based analysis kit developed for this marker.

DIAGNOSTIC KITS

Biocode also produces, and has under development, a growing portfolio of kits which are used to detect trace amounts of contaminants in the environment. These kits are also based on monoclonal antibodies.

The new improved Biocode EASI-EXTRACT™ kit for aflatoxin was launched last year and is now being widely used with a range of foodstuffs, due to the high recoveries and extreme sensitivity in an easy to use, cost effective format. Similar format test kits for ochratoxin A, zearalenone and zearalenol will be launched later this year. They are currently available for evaluation.

Biocode also has a small but growing portfolio of monoclonal antibodies which can be used to trace chemical residues in the environment.

Advantages of Biocode's Technology

The main advantages of this antibody-based technology compared to other traditional chemical techniques are:

- Trace levels of contaminants of markers can be detected (ppt or ppb level) without requiring expensive instrumentation.
- A multitude of antibodies can be raised against a diverse group of chemicals.
- The antibodies are highly specific, and can therefore distinguish the chemical in complex mixtures.
- Kits can be developed to enable analysis to take place in the field with relatively unskilled personnel.

Quality

At Biocode we are particularly proud of our proven record of taking a product from R & D through to Production, to high standards of quality. We are fully registered for BS 5750 Part 1 (ISO 9001).

SCIENTIFIC ARCHIVISTS GROUP

SPRING MEETING 7 MAY 1992

THE SWALLOW HOTEL, YORK

Hosted By

BIOCODE, YORK

PROGRAMME

8.45	Coffee	
9.00	Registration	
9.15	Introduction & Notices	Margaret McCabe Hazleton UK
9.25	Welcome to Biocode	Tim Wilkinson SmithKline Beecham
9.40	Setting Up An Archive	Alan McQuitty Lilly Research
10.10	Coffee	
10.30	Operation Of A Small Archive	Debbie Jardine Wellcome
11.00	What Is COSHH	Chris Wood Hazleton UK
11.30	COSHH Recods And The Archivist	Paul Watkins ICI
12.15	Lunch	
2.15	The British Library Document Supply Centre	Phillip Barden British Library
2.45	MEMBERS ONLY SESSION Matters Arising Training Proposals Members Help Inspections Future Plans For SAG	
4.30	Tea and Departure	

MINUTES OF MORNING MEETING
7 MAY 1992

The meeting opened at 9.15 a.m. with introduction and notices from Margaret. She welcomed everyone to SAG, York and Yorkshire. One apology was received from Jean Sear.

Margaret then went on to explain that a new committee format was going to be implemented; this has been based on the SAG stated objectives. The committee will in future consist of 8 members. The 3 new positions are:-

PR OFFICER responsible for advertising our existence to other interested parties e.g. regulatory bodies, companies with Scientific Archivists who are not members, to help raise the profile of the Scientific Archivist within our own companies and promoting Archive staff as a valuable source of information within the company.

GROUPS LIASON OFFICER responsible for ensuring we know the existence of other groups and are able to pool information about activities and sources of technical information.

TECHNICAL CO-ORDINATOR responsible for collecting information which will be of use to members e.g. Regulations, new equipment available etc.

These new posts need to be filled and members were asked to volunteer before the Members Only Session. She stressed the importance of commitment from committee members if it was to be successful.

The next SAG meeting has been provisionally arranged in Denmark in September and Margaret asked members to give some thought to this before the Members Only Session when it would be discussed in detail.

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INTRODUCTION TO BIOCODE

TIM WILKINSON
MD, Biocode

Tim gave an interesting and amusing introduction to the company and demonstrated two of the company's products. They are involved in the application of biotechnology to mark products so that the genuine can be distinguished from the counterfeit, and individual batches of product can be identified. Marker chemicals can be added at tiny concentrations to products such as pharmaceuticals, wines and spirits, inks, oils, cosmetics. The marker is added to the product during the manufacturing stage. Analysis of the product containing the marker can be carried out anywhere down the supply chain to the customer using simple kits.

In addition to anti-counterfeiting, the system lends itself to batch marking in order to identify manufacturing plant, date of manufacture etc, thus aiding in quality control. He stressed the importance of quality systems throughout the company's procedure and thanked SAG for its help in producing quality record management systems. To stress this point he stated that out of a company of 35 personnel, they had 5 Q.A. staff.

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SETTING UP AN ARCHIVE

BY

ALAN MCQUITTY
Lilly Research

I was approached by Margaret McCabe at the last meeting with the request that, as I am in the process of setting up an archive, would it not be a good idea to give a talk at the next meeting. It was felt that as there are quite a few new members of S.A.G. they would benefit from such a talk. As we are well aware, one does not argue with Margaret, especially as she had agreed to give a talk to the Lilly Research Centre. Thus the answer was yes.

The talk today is concerned solely with setting up an archive to store paper records. As we are all well aware, paper is the most user friendly medium and any inspector will always ask to look at the paper records first in preference to any other medium.

Let us look at what the Good Laboratory Practice UK Compliance Programme Guidelines says about archiving. It states that for the archives:-

1. Adequate and suitable space provided for secure storage of all data (Page 22).

2. Limited access to archive (Page 22).

3. System to ensure certain and accurate retrieval of stored data (Page 22).

4. Archived data to be retained for as long as the test substance is in use (Page 27).

WHY HAVE AN ARCHIVE?

In order to meet these GLP guidelines or, those from other regulatory bodies, two questions need to be addressed:

1. To create a new archive?

2. To revise existing archiving practices?

The lack of an archive or poor archive facilities can result in an audit failure. It has been known that some inspectors have walked out of an organisation and not completed the inspection. Therefore we must all beware and ensure that our archives and their associated procedures meet current guidelines. If they do not then steps must be taken to make the appropriate revisions.

MANAGEMENT SUPPORT

To instigate a good archiving policy you must win the support of your management and make them aware of what could happen.

The implications of non-compliance to GLP, FDA, DOH can mean an inspection failure i.e.

a. All studies performed to GLP stopped.

b. A "483" issued by the FDA, suspending the manufacturing and selling of products.

Thus the financial implications to your organisation of having either its research and development programme stopped or the manufacturing and selling of its products suspended can be tremendous. If this is set against the cost of setting up an archive or revising existing practices then the archive is a cheaper and a cost effective way of ensuring that your organisation remains operational in today's business world.

DEFINING THE ARCHIVE

You must first ascertain what is wrong with the present set-up, i.e. non-compliance, lack of archive etc. The most common problems associated with archiving are:-

1. Non-compliance with the requirements of FDA, DOH etc.

2. Archive not secure.

3. No flood or life protection.

4. Archive is used by many departments.

5. Health and Safety.

6. Archive area is full.

7. Data is only stored locally to where it is produced.

8. Many data media stored in one archive area.

9. No record of the archive contents or their location therein.

The benefits of a good archiving system are:-

1. Speed to market - compliance, ability to support regulatory submissions effectively.

2. Quality Business Operation - ability to deal with litigation issues.

3. Ability to deal with everyday requests for information.

ARCHIVE FACILITIES - PHYSICAL PARAMETERS

You must make the best use of the external and internal arrangements of the archive such that they comply with requirements of British Standard 5454.

1. **Location**

The archive should be located away from the extremities of the site, i.e. away from the perimeter fence, and not beside any labs. It must also be located to be free from flooding and damp.

2. **Construction**

The archive should have a floor constructed of concrete. This will enable the floor to take the weight of the archive. The walls should be of 250mm thick bonded brickwork for strength and security. If the archive is an external building then a pitched roof must be in place to prevent any free standing of water. Within the archives a ceiling must be installed to act as a barrier against any overhead pipe work. Ideally the only pipe work which should run above the archive is that which serves the archive, i.e. power, light and communications. Pipes containing water must be avoided.

3. **Environment**

The archive should be air conditioned to allow the distribution of air within the room.

The temperature should be controlled to 18°C $\pm$ 5 and the humidity 50% $\pm$ 5. These two parameters can be linked to a recording device which allows regular monitoring and evidence to show an inspector. For a paper archive, if the atmosphere is too dry the paper becomes brittle and if it is too damp then mould growth occurs.

There must be sufficient lighting within the archive as there will normally be no windows (for security reasons). It is worth considering the installation of lights not only in the general working area but also above the aisles if a mobile system is used. Escape lighting is a necessity to ensure the safe evacuation of the archive staff.

4. **Fire Prevention**

Fire and smoke detectors must be installed such that warnings are given as soon as possible of anything wrong within the archive. A fire alarm should be installed so that the archive staff are made aware of any incidents in their area or elsewhere on the site. It is up to each organisation as to what fire prevention measures they wish to install but I would recommend the use of CO2 extinguishers only as this will cause less damage to the records.

5. **Security**

The idea of a secure archive is not only to prevent access to those who have no right to the data stored but also to prevent tampering and altering of the data by those scientists that have produced it - thus ensuring the integrity of the data. The archive must be fitted with fireproof security door and accessed only by the archivist and nominated deputies.

ARCHIVE FACILITY - INTERNAL CONFIGURATION

It is worth contacting many storage companies and also members of S.A.G. before you decide on the internal configuration of the archive. No two companies will devise the same plan so it is worth getting as much advice as possible at the start. You only get one chance to get it right! You must decide on how much storage capacity you require, not only now but for the future as it is silly to have an archive which will be too small. You must consider whether a mobile system will meet your requirements or a mixture of mobile and static shelving, and how that fits in with the size on the items to be archived. Therefore you must plan ahead.

Other items I strongly recommend are:-

1. Computer terminal to access a database index.

2. Telephone to talk to the outside world.

3. Desk and seating arrangements - such that the archivist and if needs be an inspector can work comfortably within the archive.

ARCHIVE SOFTWARE

Having determined and, if possibly installed, the external and internal layout of the archive, the next stage is to set up the working operation of the archive. This will require:-

1. The purchase of the appropriate storage boxes or files for the data to be stored.

2. The assigning of location codes for each part of the archive.

3. The implementation of a computer index if desired, to assist the rapid and accurate retrieval of data.

4. The implementation of a lodging and loan procedure system.

ESTABLISH GOOD WORKING PRACTICES

Having set the archive up it is necessary now to implement a set of good working practices not only for good business operations but also for any inspections.

1. Assign and train the archivist and the nominated deputies.

2. Establish a good archiving policy. This may include the use of co-ordinators from each of the sections submitting data to be archived. This "hands on" approach ensures that the data is generated and prepared for archive by experienced scientific staff.

3. Labelling - As there will be a lot of data to be archived, it makes sense to have a good labelling system. The type of label to be used in the Product Development Archive at Lilly Research Centre is:-

   TITLE:

   STUDY ID:

   SAMPLE:

   DOCUMENT REF:

   DATE RANGE:

   ARCHIVE LOCATION:

   REVIEW DATE:

   This label will accommodate either raw data files to support stability or clinical trial studies, of for method validation, project reports or instrument techniques.

4. Accurate indexing - All files must be indexed prior to being archived. It is recommended that this indexing is started at the time the file is created such that it is not a chore to do when the file has been completed. This information from the index and also from the file labels can then be transferred to a computer index which can contain data on the file title, location in archive, review data etc. and when microfilmed, which microfilm the hard copy is on.

5. Microfilm copies - Until CD ROM has an established British Standard, the only legally admissible copy in a court of law or a regulatory body is on microfilm. I strongly recommend that all files placed in the archive are microfilmed as well. This provides a secure backup copy in the event of anything happening to the original. British Standard 1153 is the one referred to for microfilming.

6. All files must be checked for completeness and authenticity prior to being archived and the microfilm of this file also checked prior to archiving.

7. It will be necessary when the archive is operational to perform regular internal inspections both by the archive staff and also QA.

8. A Disaster Plan must be devised and implemented before the archive is operational.

9. Write and issue Standard Operational Procedures for the archive staff and for the archiving policy and working practice.

CONCLUSION

Having completed all these tasks it is worthwhile reviewing the requirements of Good Laboratory Practice to archiving. If your archive and archiving programme can:-

1. Provide adequate and suitable storage space for all data.

2. Provide limited access to the archive.

3. Implement systems to ensure certain and accurate retrieval of stored data.

4. Archive the data for as long as the test substance is in use.

Then you are ready to face a GLP inspection - GOOD LUCK!

MATTERS ARISING

1. A Disaster Plan video was available on loan from Margaret.

2. Microfilming of data could be obtained from a contractor and performed on site. This was indexed by the contractor and down loaded onto Lilly mainframe database. The transport of the microfilm was covered by confidentiality agreements and insurance.

3. I chose microfilm over optical images as it was the only universally accepted media.

OPERATION OF A SMALL ARCHIVE

BY

DEBBIE JARDINE
Wellcome Research

I manage the archive for the Department of Bioanalytical Sciences, whose main work is to support both Pre Clinical and Clinical studies. The majority of the data generated is from Pre Clinical studies and is passed to the Department of Drug Safety Evaluation to be placed in their archive. My archive contains Clinical Support and Validation Data as well as all records supporting GLP, such as SOPs, manuals, laboratory notebooks and the like. So when given the title of this talk I wondered what I could tell you about the operation of my little archive when I am sure you have all got archives many times the size of mine.

I looked to the DoH Regulations and in the first line of Regulation 18 I found some inspiration - "Adequate and Suitable Space should be provided...". This led me to think of 2 operations which I have been involved in, appropriately the first operation involves the word "Adequate" and the second operation involves "Suitable".

Perhaps I should first explain my archive is just 16ft long and 6ft wide and had just 2 rows of Dexion shelving running the length of the archive, yet despite this it was of adequate size.

However, I could see that within the next 6 months or so, the shelving would be totally filled. There was some space on the floor and on the tops of racks, but with a DoH Inspection imminent I decided neither were good options. Since the current facilities had taken the best part of 5 years to fill, I realized I needed to practically double the capacity before the department were likely to get new facilities or for the Company to have a Site Archive.

I called in some reps from shelving companies, showed them the room and explained my problem. The results were very encouraging, by having one static unit and a mobile unit and raising the shelving to 9ft the capacity could immediately be doubled.

So far, so good, but my next hurdle was to convince Management of my option:
"Can't you throw anything away?". "What's wrong with the floor?". "9ft high -you'll never reach the top shelf!". "How much?". These were all possible comments, but at the end of the day DoH Regulation 18 states adequate and our Management Policy states that GLP must be adhered to - so off I went to order the system.

Having worked in the laboratories for 8 years this kind of operation was quite different to the experimental work I was used to. However, I decided the best way of tackling the installation operation was similar to a GLP study - I wrote a study plan with the objectives as follows:

To remove the data and old shelving.
Refit and redecorate the room.

Have the mobile shelving installed.
Return the data.
Cause minimal disruption.
Ensure the security of the data at all times.

Looking at each objective in turn:

The contents of the archive had to be noted, packed and the boxes labelled before they could be moved by internal transport to another archive on site. The Dexion shelving was obviously constructed in the archive and hence had to be dismantled before being disposed of.
There were numerous redundant electrical sockets and even a gas tap going through a 2ft thick wall that had to be removed and obviously there were quite a few patches that needed replastering. The IR detector from the security system and the lights had to be raised and the room had to be repainted.
The actual shelving system took less than a day to install...
...enabling the data to be returned. The contents of each box were checked as they were unpacked and the whole contents of the archive were colour coded before being placed on the shelves, to aid retrieval in the future.
The whole operation took 18 days and obviously I gave as much advance warning to everybody likely to deposit data in the archive, as well as QAU, who also had a copy of the protocol.
The security of the data is ensured as far as possible by accompanying transport services in the operation of transferring and returning the data, as well as having a copy of the relevant entries to the "Archive Security Book" where the data were temporarily stored.
The operation was successfully completed and once again I do have adequate space.

So, on to my second operation. I must admit I checked the meaning of the word "suitable" in the dictionary and I found "suited to or for, well fitted for the purpose, appropriate to the occasion". Needing further help I looked to BS 5454 (Storage and Retrieval of Archival Documents) which says:

Security - recommends intruder alarms and an automatic fire extinguishing system.
Floors - check floor loading (I actually have a sign on my mobile unit stating that no books should be placed on it because of the floor loading).
Doors - structure and type of lock.
Ceilings - minimum height and obviously impervious to water.

Well everything seemed in order in my archive..until..one Thursday evening, having had a busy day writing an Archive Disaster Control Plan and rushing to leave and went to set the Security alarm at about 7 o'clock and looked at the ceiling. Suddenly I noticed a patch on the ceiling and wall where water was obviously coming in. I felt the wall and sure enough gravity had allowed the water to run down the wall and on its way it had met with some books so I started to individually pack the wet books in plastic bags and fortunately there was space in the -20oC room belonging to the department for the books to be placed. I contacted the Building Services but there was nothing they could do that evening so I moved all the books from the affected area, informed Security of the problem and went home.

At the crack of dawn I dashed off to work, knowing my boss was on holiday, ready to execute my plan. I claimed a lockable room for the day and started getting together my EMERGENCY KIT - this included blotting paper, string, pen and paper, scissors and a bag of sweets. I then had to get sufficient fans to dry out the books. This is where I hit my first problem. It was a hot day and nobody would give up their fan - after all, it was only a FEW WET BOOKS! After much persuasion I got everything I needed and started contacting various people, including the Records Manager. She immediately dropped what she was doing and came to assist. We got to work on the damp books, removing them from the freezer and separated each page and placed blotting paper between them. This is where we hit problem 2 - the glue used on the covers and the spine of the books made the pages very sticky. Our third problem was mould. Obviously water had been leaking in through the ceiling very slightly - enough to make a couple of books damp - before I had noticed. Once the blotting paper had absorbed most of the water we fanned open the books and allowed sufficient space between the books to ensure if one fell over the others didn't go too. Then we put fans on and locked the door.

A team was then formed to sort through the remaining books in the affected area, since with plenty of water on the roof there was little the builders could do for a while. Some members of the team looked through the books for signs of dampness or mould whilst others packed the books into crates, noting their codes. The crates were then transported to another archive on site.

By now it was late in the afternoon and as people were going home I was able to help myself to more fans. To ensure the books were totally dried I wanted to leave the fans on all weekend. I got a couple of distribution blocks enabling Security to alternate the fans in use every time they entered the room. They signed a form indicating the times the room was checked and ensured no books had fallen over.

By Monday morning cold air had been circulating for about 72 hours and the books seemed totally dry. Working in a fume cupboard and wearing rubber gloves and a mask we carefully wiped off the mould using a tissue. Fortunately this was successful and fumigation was not necessary.

The water had actually leaked in from a small split in the asphalt on the flat roof some 12 feet away from where it leaked through the ceiling. The archive is located at the joint between two buildings and the water found its way through a small crack which had developed. Once the roof outside was dry the builders sealed every possible joint they could find. It took some 3 weeks to dry out inside before the builders were able to rub down the dampened area, replaster and repaint.

At last the books could be returned and life in the archive could be back to normal. Since this incident I'm pleased to say a new roof has been laid so once again I have "suitable" space.

In conclusion, from both operations I have discussed one can see the importance of some kind of study plan. In the first operation "the creation of adequate space" the operation would not have been successful without an installation plan and in the second "the archive disaster" without and Archive Disaster Control Plan" the whole operation could have been

a nightmare. There is little difference between the operation of a small or a large archive - the Principles remain the same.

* * * * * * * * * *

WHAT IS COSHH

BY

CHRIS WOOD
Hazleton UK

Good Morning, I have been invited to talk to you today about COSHH and try to answer any questions you might have.

Firstly a few words of introduction about Hazleton UK and where I fit in. We are a contract research company employing around 500 staff in a wide variety of scientific disciplines, performing safety testing of substances.

My role in the organisation as Section Manager, involves running Central Dispensary but when I took on the role nearly 3 years ago I also took on the responsibility of implementing COSHH for Hazleton - quite a daunting challenge.

My talk will last around 30 minutes after which Paul Watkins will concentrate on COSHH in the Archives. Please feel free to ask questions. This talk will be documented in your newsletter and a list of recommended literature will be included but if you want to take notes please do so.

The objective of the talk is to introduce you to COSHH and to explain what we have done at HUK.

To do this I'm going to talk a little about where COSHH came from, then onto the regulations concentrating on the important aspects and finally about what we have done at HUK to implement COSHH.

SO WHAT IS COSHH?

The Control of Substances Hazardous to Health Regulations were produced by the Health & Safety Executive following on from the Health & Safety at Work Act 1974. It lays down essential requirements to employers and employees to ensure the exposure to substances hazardous to Health are kept to a minimum. It aims to manage safety by prevention rather than reacting to an accident.

It consists of 19 regulations and the associated Approved Code of Practice (explaining the regulation). We will now go through the regulations concentrating on the important ones.

The regulations 12-19 are specific statements and exemptions and are not considered significant to include in the talk.

1. **Citation and commencement** just states that the regulations came into force 1 October 1989

2. **Interpretation** informs what substances are included, they include substances labelled as dangerous(ie toxic,irritant corrosive) and substances that have been assigned MEL'S or OEL'S under other statutory requirements. It also covers certain concentrations of dust and also harmful microorganisms. In other words any material, mixture or compound used at work, or arising from work activities that can harm peoples health.

3. **Duties under these regulations** explains employers and employees duties under the regulations

4. **Prohibitions relating to certain substances** lists or references to substances prohibited for use in certain work activities.

5. **Application of regulations 6-12** states the importance of these regulations i.e. to protect persons against risks to their health from hazardous substances. It also states where they don't apply i.e. to Lead , Asbestos, Radioactive substances where other regulations apply.

6. **Assessment of Health risks created by work involving substances hazardous to Health** instructs you to make suitable and sufficient assessments and to document the steps taken to minimise risk. This must be done before the procedure takes place. This suitable and sufficient assessment is an essential part of the regulations and there are many different ways of doing these. However when doing assessments I always consider the following regime.

Hazard - Determine the hazardous properties of the substance or substances
Risk - Determine the risk and aim to minimise this by suitable methods -
Assessment - Document this risk assessment.
Communication - Communicate this to the staff and provide any highlighted training.

7. **Prevention or Control of exposure to substances hazardous to Health** instructs you to eliminate or adequately control staff's exposure "so far as it is reasonably practicable".

This follows the following regime:-

Elimination - Can we eliminate the substance?
Substitution - Can we substitute the substance for something safer?
Engineered Controls - Introduce safe working environments if the first two are not viable
Personal protective equipment - If first 3 are not possible introduce PPE, but choose wisely and ensure suitable training is given.

8. **Use of Control Measures** instructs you that where control measures are used they are adequate and correctly used. Also instructs employee to make full and proper use of the measure and report any defect.

9. **Maintenance, examination, testing of Control Measures** instructs you that where where Control Measures are used they are regularly serviced and tested.

10. **Monitoring of the Workplace** instructs you to carry out any monitoring where appropriate.

11. **Health Surveillance** instructs you to provide Health monitoring where appropriate and to document these.

12. **Training** instructs you to provide information,instruction and training for persons who may be exposed to substances hazardous to Health.

SO WHAT DID WE DO AT HUK?

We set up a COSHH committee reporting to the Health & Safety Committee. It consisted of experienced staff representative of the different scientific disciplines. We targeted new substances and carried out assessments.
Soon after I had started we had a visit from the HSE Inspector and although we had procedures in place thanks to GLP they were not apparent to him in terms of visibility and assessment.

In the next six months we introduced the following;

-Basic COSHH awareness training to managers

-Departmental overviews produced annually by Departmental managers summarising their operations identifying hazards and how they have minimised exposure and reviewed by the COSHH committee.

As a result of these overviews many hazardous substances were disposed of.

A series of Company standard procedures were written including a Site wide guide giving Control categories and Emergency categories.

Various standard assessment forms were produced for managers and staff to fill in, using the guide to put in categories.

Control categories and Emergency categories are chosen from a company wide standard list (CSP) so staff can easily see what is needed for any particular substance or procedure.

As we work to GLP standards, all departments have SOP's (Standard Operating Procedures) which are regularly reviewed and read by the staff. A COSHH assessment is included in each SOP.

Departments set up their own COSHH committees to deal with assessments.

Standard Green COSHH files were put in all labs containing all the relevant information for easy access to the staff.

A Series of training talks are given to staff on COSHH.

We then provided some basic COSHH awareness training and got the majority of staff involved in COSHH. Departments have their own committees who ultimately report to the COSHH committee. The COSHH committee now review assessments and act as a contact point for records and for assistance.

The HSE inspector made a return inspection and was impressed at what he saw. He went away happy.

Now we are setting up an occupational health department to deal with Health monitoring.

Just as a final note the new European Directives will not make major changes to the COSHH regulations. A consultative amendment has been prepared and gives greater emphasis on preventing exposure to substances by means of substitution and enclosed systems. Other changes include regular review of COSHH assessments and changing from 30 to 40 years the period for which health surveillance and monitoring records should be kept.

RECOMMENDED LITERATURE

Control of Substances Hazardous to Health Regulations, Control of carcinogenic substances and the Approved Codes of Practice
HMSO Publications - ISBN 0 11 885468 2

The latest Guidance Note EH40/ Occupational exposure limits
HMSO Publications
Health and Safety at Work ACT 1974

COSHH Assessments HMSO Publications ISBN 0 11 885470 4

Categorisation of pathogens according to hazard and categories of containment - HMSO Publications ISBN 0 11 8855646

Respiratory protective equipment - HMSO Publications HS(G)53

COSHH in Laboratories (Royal Society of Chemistry)

Toxic Hazard Assessment of Chemicals (Royal Society of Chemistry)

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COSHH AND THE ARCHIVE

BY

PAUL WATKINS
ICI

WHAT IS COSHH?

Control Of Substances Hazardous to Health. After January 1st 1990 no work liable to expose anyone to substances hazardous to health shall be carried on unless an assessment has been made.

Evaluating the risks to health arising from work involving substances hazardous to health and then establishing what has to be done to meet the requirements of the whole of the COSHH regulations.

Details to comply with the Act are in :-

Health and Safety Commission.

Control of substances hazardous to health, General ACOP - Second edition.

Control of carcinogenic substances, Carcinogens ACOP - Second edition.

Control of Substances Hazardous to Health, Regulations 1988

Approved Codes of Practice - 2nd Edition, ISBN 0 11 88593 x

The second edition of the Code of Practice gives practical guidance on the Control of Substances Hazardous to Health regulations 1988 and came into effect on January 01 1991.

Other Documents:

Information Approved for the Classification, Packaging and Labelling of Dangerous Substances (3rd Edition) HSC.

Guidance note EH40: Occupational Exposure Limits.

Health and Safety of Work Act 1974 (amended by the Consumer Protection Act 1987)

The Control of Lead at Work regulations.

The Control of Asbestos Work regulations.

THE FUNDAMENTAL PRINCIPLE OF THE ACT

REGULATION 6: Subject to regulation 17(1) (which relates to transitional provisions), an employer shall not carry out any work which is liable to expose any employees to any substances hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees, and of the steps that need to be taken to meet the requirements of these regulations.

A suitable and sufficient assessment should include:-

An assessment of risks to health.

The steps required to achieve adequate control of exposure (reg.7).

REGULATION 7: Prevention or control of exposure to substances hazardous to health, MELs, OES.

Identification of other actions necessary to comply with reg. 8-12.

REGULATION 8: Use of control measures. It is the responsibility of the employer to ensure that any control measures and personal protective equipment are properly used or applied.

Procedures should be established to:-

Ensure visual checks at appropriate intervals.

Prompt remedial action.

Employees should report defects to management promptly.

REGULATION 9: Maintenance, examination and test of control measures. Basically, any control measures to meet Reg. 7 should be maintained in an efficient state in efficient working order and in good repair.

Thorough examination and test:-

Local Exhaust Ventilation Plant once every 14 months or, if an LEV specified in column 1 of schedule 3, at the interval specified in the corresponding entry in column 2 of that schedule. In any other case at suitable intervals.

Every employer shall **keep suitable records** of the examinations and tests carried out in pursuance of paragraphs 2 and 3 and of any repairs carried out as a result of those examinations and tests, and that record or a suitable summary thereof shall be kept for **at least 5 years** from the date on which it was made.

All engineering control measures in use should receive a visual check where possible, and without undue risk to maintenance personnel, at least once a week.

Preventative maintenance should specify:

Which engineering control measures require servicing.

The nature of the servicing that should be carried out.

When.

The allocation of responsibility and how defects disclosed should be put right.

Where control measures include operational procedures these should be reviewed periodically to ensure that they are still effective and should be done by a competent person.

A suitable record containing at least the following should be kept:-

Name and address of employer responsible for the plant.

Identification and location of the LEV plant, process and hazard substance concerned.

Date of last thorough examination and test.

Conditions at time of test, e.g. max. use or stand down.

Information which shows its intended operating performance for controlling the hazardous substance.

Whether it still achieved the same performance. If not, the repairs required to achieve that performance.

Methods used to make judgement, e.g. visual, pressure measurements.

Date of examination and test.

Name, designation and employer of person carrying out examination and test.

Details of repair carried out.

Respiratory Protective Equipment. Other than 1 shift disposables, thorough examination should be made at least once every month and more frequently when conditions are severe.In cases of uses in short spells or against dust/fumes of low toxicity, longer periods may be determined by the person responsible for management of all aspects of the maintenance of RPE (should not be greater than 3 months).

Records of each thorough examination should include:-

Name and address of employer responsible for the RPE.

Particulars of the equipment, distinguishing mark or number, together with a description sufficient to identify it and the name of the maker.

Date of examination and name and signature or unique authentication of person carrying out examination and test.

Conditions of the equipment and particulars of any defect found, including in the cases of canisters or filter respirators, the state of the canister and of the integrity of the filter.

In the case of compressed oxygen or air apparatus, the pressure of oxygen or air, as the case may be, in the supply cylinder.

In the case of airline-fed apparatus, the volume flow and quality of air supplied.

For half mask respirators used occasionally against dusts or fumes of low toxicity it is sufficient to restrict records.

Records:

Records may be kept in any format.
Readily available on request for inspection by employers or their representatives or by inspectors appointed by the relevant enforcing authority or employment medical advisors.

REGULATION 10: Monitoring exposure at the workplace.

The employer shall keep a suitable record of any monitoring carried out for the purpose of this regulation and that record or a suitable summary thereof shall be kept available -

Where the record is representative of personal exposure of the identifiable employees, for at least 30 years. In any other case 5 years.

When the assessment under Reg. 6 shows that monitoring is required, it should be done at least every 12 months, except cases listed in schedule 4 where more frequent monitoring is required.

Records:

Should provide sufficient information to determine :-

When the monitoring was done and what the results were.

What monitoring procedures were adopted, including the duration.

The locations where samples were taken, the operations in progress at the time and in the case of personal samples, the names of the individuals concerned.

The records may be kept in any format but in all cases should be readily retrievable and in an easily understood form. It should be kept in such a way that the results can be compared with any health records under Reg. 11.

Records of monitoring should be available to employees or their representatives in accordance with Reg. 12(2) 9a) and to inspectors appointed by the relevant enforcing authority or employment medical officers.

REGULATION 11: Health Surveillance. Where it is appropriate for the protection of the health of his employees who are, or are liable to be, exposed to a substance hazardous to health, the employer shall ensure that such employees are under suitable health surveillance.

The employer shall ensure that a health record, containing particulars approved by the HSE in respect of his employees to whom the above relates, is made and maintained and that a record or a copy thereof is kept in a suitable form for at least 30 years from the date of the last entry made in it.

If the employer ceases to trade he shall notify the HSE and offer the records to the executive.

REGULATION 12: Information, instruction and training for persons who may be exposed to substances hazardous to health.

An employer who undertakes work which may expose any of his employees to substances hazardous to health shall provide that employee with such information, instruction and training as is suitable and sufficient for him to know the risks to health created by such exposure and the precautions which should be taken.

A suitable and sufficient assessment should include:-

An assessment of risks to health.

The steps required to achieve adequate control of exposure -Reg. 7.

Prevention or control of exposure to substances hazardous to health. MELs, OES.

Identification of other action necessary to comply with Reg. 8-12.

Use of control measures.

Maintenance, examination and test of control measures.

Monitoring exposure at the workplace, health surveillance.

Information, instruction and training for persons who may be exposed to substances hazardous to health.

Must consider:-

Which substances or types of substances are liable to be exposed (including micro-organisms).

What effects those substances can have on the body.

Where the substances are likely to be present and in what form.

The ways and extent any groups of employees could be exposed, taking into account the nature of the work and process and any reasonable foreseeable deterioration in, or failure of, any control measure for Reg. 7.

The amount of detailed work involved in carrying out a sufficient and suitable assessment will vary and will depend on the extent to which the degree and nature of the risk, and conclusions about the adequacy of proposed or existing control measures, are immediately obvious. Also knowledge already gained as a result of previous experience, and existing records, are valid, if concerning the nature of the substances involved, the numbers and categories of employees potentially exposed, their work activities, the results of exposure, experience hitherto, and the suitability of existing methods of control.

Provisions of information:

In the simplest and most obvious cases which can be easily repeated and explained at any time an assessment need not be recorded. But in most cases, to be suitable and sufficient, it will need to be recorded and kept readily accessible.

Employers or their representatives at the place of work should be informed of the results of the assessment in accordance with Reg . 121.

The assessment required shall be reviewed forthwith if there is reason to suspect the assessment is no longer valid or there has been a significant change in the work to which the assessment relates or the assessment enables a valid decision to be made about measures necessary to control substances hazardous to health. Also if it shows all factors pertinent to the work have been considered, and that an informed and valid judgement has been reached about the steps which need to be taken to achieve and maintain adequate control, the need for monitoring exposure at the workspace and the need for health surveillance.

Whoever carries out the assessment should be competent to do so in accordance with regulation 12 (3), i.e., necessary information, instruction and training.

REVIEW OF ASSESSMENT

This is carried out when assessment is no longer valid because of :-

Results of periodic examinations and test of engineering controls.

Results of monitoring exposure at work place.

Results of health surveillance, or confirmed case of occupational induced disease.

New information on health risks.

Significant change in the work, e.g., in volume.

MINUTES OF THE BRITISH LIBRARY DOCUMENT SUPPLY CENTRE

PHILLIP BARDEN,
HEAD ADVANCED TECHNOLOGY,BRITISH LENDING LIBRARY

Phillips Barden's informative, entertaining and at times controversial talk covered three areas:

1. THE BRITISH LIBRARY SERVICES AND HOLDINGS

BLDSC is the largest document supply centre in the world with a comprehensive stock of European literature and conferences and the acquisition of 50,000 serial titles and 150,000 monographs each year. Subject coverage is comprehensive across all fields although more scientific publications are held than humanities, simply because more are published. Loan and copy services are provided through the completion of forms. The BL characterises itself through efficiency, flexibility, partnership, discovery, choice and action. And it is unique.

Phillip stressed that the library is ours to use and encouraged everyone to use it as much as possible and not just for the supply of documents. As a public body BLDSC wants to give value for money via expertise and its worldwide network of contacts.

2. RESEARCH RELEVANT TO ARCHIVISTS

Since 1980 the BL has been involved in a research programme which is the most dynamic in the world with respect to technology. During this time it was the first organisation of its kind to be involved in a number of technologies which have all turned into products:

- Satellite transmission of documents.
  Body scans from countries without terrestrial communications can be transmitted to the UK, for examples, analysed and returned within 30 minutes.

- Production of CD-ROM workstations.
  ADONIS - takes the library to the researcher by putting images of Biomedical journal journals onto compact disc.

- Production of integrated image and text databases.
  Compression of data onto optical discs - 100,000 pages of text only or 70,000 pages of text and images can be stored on just one CD.

- Standards for document exchange.
  GEDI - Group for European Document Interchange.

Again the speaker stressed that their range of expertise is great and, as owners of the research, we should make full use of it.

3. Longer Term Developments

The future of document supply and delivery - knowbots, robots and networks!

Robots do things for us but have very little 'sense'. Knowbots are robots with a 'brain'. An example of the use of this technology was described:

A Japanese Pharmaceutical Company is interested in developing a drug(s) to combat dementia. They are aware that much research, which did not lead anywhere, was carried out in the 1960's and believe that the work might now be worth pursuing. In order to use the results of the work rapidly they digitised (scanned) the published literature and developed software which acted as a 'questioner'. This enabled a word, such as hydergene, to be scanned for and the system to report not just its frequency but also which journals it appeared in, the dates, and its proximity to other terms. The company was then able to rapidly trace the development of the work in the 1960's. It cost just £1360 to 'analyse' 7300 pages of information.

Networks allow knowbots to be interfaced so that, if they were to be used in different departments for example, the work of the departments could be linked. Information can they be retrieved from any/all departments.

Phillip believes that digitisation is the answer to many information problems. However, many people don't appear to be interested in it, either because they think it's too expensive, which it isn't, or because they think it's too complicated which it isn't or because it's just not worth the effort - but people in other countries think it is!

MATTERS ARISING

1. "How much effort would it be to digitise a report instead of microfilming it?"

   It would take about the same length of time to digitise a page as to photocopying it. Advanced OCR software with a success rate of over 99% is available for around £450. It will recognise every font as well as handwritten text. Philip made reference to a report written by Harry Collier, Informatics - "The Information Factory" - which discusses the future of the information industry and can be obtained from BLDSC

2. 'How does a digitiser work?"

   A digitiser is a set of diodes recognising light and dark and registering 0 for light and 1 for dark. Passing across a page of text say, in raster fashion it produces a binary representation (or map) of that text. This is quite crude and for greater sophistication, or definition, must scan more "dots per inch" i.e. scan in very fine detail with compression techniques. One A4 page of text takes 10kbytes of storage space.

3. "Are people/archivists considering using the technology?"

Canon has a system for about £10,000 so it is affordable technology. The biggest questions to be resolved are the need for a standard (Canon uses the standard for fax machines) and its legal admissibility.

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MEMBERS ONLY SESSION

Margaret gave an account of the decisions made at the committee meeting, a summary of which is in the Newsletter. She was pleased to announce that the three new positions on the committee had been filled. She then introduced all committee members and explained their roles. Each committee member is to be a CONTACT for the particular function and all SAG members have a responsibility to supply them with information. Margaret stressed this two-way interchange of information.

The organisation of conferences was discussed. There had been difficulties in the past, particularly with respect to monies paid as they had been paid to the host and the treasurer. To simplify matters Margaret will be the meeting organiser for the future. She will become the one point of contact for everything and will pass money on to the treasurer to handle.

There was comment that the Newsletter may be changed in the future. Also that the "Aims Of Meetings" (as it appears on the inside of the cover), will be changed to "Aims Of The Scientific Archivists Group", and another aim will be added: "Create A Network Of Contacts For The Exchange Of Information". These changes will not be made until after the next Newsletter as there is a stock of covers still to be used.

Margaret explained that she had enquired about the possibility of including SAG in the ASLIB "Directory of Information Services and Groups". Entry is free and a new edition is about to go to press. The entry would say something about the aims of the group and provide a contact. Members agreed it would be good publicity and Margaret will go ahead with the idea.

Margaret asked members for their views on selling the membership list to commercial companies. There was a long discussion and, whilst it would provide a source of income, the majority of members did not want the membership list to be available outside the group. It was decided therefore that the P.R. Officer should persuade companies to advertise in the Newsletter instead.

The date when membership fees are due is to be changed from November to February. So the next fees will be due in February 1993, giving present members 3 months free membership. This is to create a gap between the autumn Newsletter and the date the fees

are due, to ease administration. It will probably mean the autumn '92 Newsletter will not be a full one.

The committee is working on a list of members, together with their particular areas of interest, to help the committee choose topics for future meetings which will be of interest to the members. Discussions followed about circulating the list within SAG to help members contact other members with relevant expertise. Opinion was divided, as in the previous discussions, about the risk involved. New members tended to welcome the idea to help build their network of contacts, whereas longer standing members were generally unhappy about it. A suggestion was made that a form could be sent out with the next Newsletter and those members wishing to be included on such a list for circulation could complete the form and "contact in".

The next conference was discussed. Wolf Rechtman has offered to host the Autumn Conference in Copenhagen and has sent Margaret a programme and date for early September. A Federation of Research Quality Assurance Units meeting is arranged for the day before the SAG meeting. The SAG would provide a speaker, the subject being "The Clinical Archive As A Quality Asset". Investigations into the cost of attending suggested the cheapest deal is a 2 day B&B package with one additional night. This will cost about £333 per person plus evening meals. Many members were concerned that the cost would prevent them from attending, although Wolf's offer was very generous. Votes were taken on what to do about forthcoming meetings and the decisions were:

1. Ask to defer the Copenhagen Conference to Sept./Oct. 1993 and suggested a FEQUAS meeting for both GLP and GCP archives.

2. Hold a normal 1 day conference in October this year in the London area.

3. Hold the Spring 1993 meeting in the York area with half day discussions and a half day visit to the British Library.

TRAINING

The committee is trying to establish a programme, leading to a certificate, to help raise the profile and status of Scientific Archivists. Rodger Brunt, Head of Librarianship and Information Technology, Leeds Polytechnic, devises and runs further education courses and is very keen to run a course for us next year. If the course were to be transferred to other Polytechnics later then it would be possible to change the certificate to diploma. The course would entail 17 days of work assessment at the end and/or during the time. The committee asked members to provide feedback on a preferred format - block work during the summer, open learning, a combination etc. Questionnaires, for members and their managers to complete, will be circulated with the next Newsletter. Help was asked for and Alan McQuitty, June Pease and Colin Croswell volunteered.

INSPECTION REPORTS

3 members had had inspections. In one, the inspectors were very unhappy with a new location of a previously acceptable archive. However, a certificate was issued in spite of the

archivist expressing concern that the archive did not comply with GLP recommendations. Members found this very disturbing. This did nothing to enhance the position of the archivist or the value of the archive. This was especially disappointing in view of Dr David Moore's talk at the last SAG conference and other groups' meetings. In the other inspection it had been felt that the highly satisfactory archives, inspected first, helped the rest of the inspection.

OTHER BUSINESS

Chris Dafforn commented that a QA group in France is working on guidance notes to supplement existing regulations and specifically on one for archives. He will ask for an update on this.

Members commented favourably on the workshops sessions of the first day and urged that this style be repeated.

In closing Margaret thanked June Garner, Carol Jackson and the staff of Biocode for hosting the day, all speakers for their contributions and her own staff at HUK for all the help organising the workshops and visits.

Elizabeth Stevens thanked Margaret on behalf of the attendees for organising the workshops and speakers.

The registration forms for the next conference will be in the next Newsletter.

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SAGACITY

SUMMARY OF SAG COMMITTEE MEETING

HAZLETON UK 6/5/92

It was decided that the number of committee members should be increased, with each member having a specific responsibility and that newer members should be encouraged to participate. Three new posts need to be filled and members would be asked to volunteer.

It was agreed that Margaret would organise future meetings and conferences on behalf of SAG and Cathy Wood would continue to produce the Newsletter. Margaret would consider alternative methods of Newsletter presentation.

Rodney Brunt from Leeds Polytechnic produced an outline of a possible training course leading to a qualification in Scientific Archiving (GLO/GCP). It was agreed to look at

details more closely and to comment on its content.It was decided to produce 1 questionnaire for participants on a qualification course and 1 for their managers, to ascertain what they expect to get out of this.

It was agreed in principle to hold the next meeting in Copenhagen if enough members were interested and able to go. The committee approved Ian's proposal that a visit to Nordplans factory in Copenhagen be arranged if so.

Following Yvonne Arrowsmith's resignation as Treasurer, Margaret will ask her for a signed statement of accounts up to 7 May before Elaine takes over.

The "objectives" of the SAG were discussed and some amendments were made. These would be included in the next printing of the Newsletter covers.

It was decided, (subject to agreement by the members), to include SAG in the ASLIB "Directory of Information Services in the UK" and that the official address of SAG would be Margaret's home address.
Members will be asked their opinion on selling SAG membership list.

Dear Margaret

Congratulations on another successful meeting. All of those members whom I spoke to who had attended the workshops were pleased with the way thay were organised and found them very useful. Please thank your staff who were most kind and helpful.

Thanks for all your effort and especially for taking us to Giannis. It will remain one of those memorable meals, not just because the food was very good, but for kTony and his collection of "funny shaped" wine bottles, enormous pizzas "with lots of love" and of course your cockle!!! I think you should have done a COSHH assesment on it, and, last but not least, the good company.

Best Wishes,

Joan Fynn
Rhone-Poulenc Rorer

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Dear Margaret,

It is with much regret that I have to confirm that I will be Resigning from the SAG committee. A recent reorganisation within Welcome has resulted in a change of job away from GLP.

As you know I have been associated with SAG for many years and the major regret is not being able to see the finished product of obtaining professional

qualifications for scientific archivists which I first suggested at a Hazleton SAG meeting some years ago. However, with the current expertise and enthusiasm of the committee it can't fail to come to fruition in the near future.

The SAG is recognised as a very special group. Special firstly for the friendly atmosphere making it easy for all members to contribute openly without fear of embarrassment and secondly because of the professionalism confirmed by the DOH inspectorate's comments and collaboration. I am confident that SAG will remain special, in particular, because of the increasing involvement of younger members so apparent at the last meeting. I do hope everyone also recognises that without you the SAG would not exist, you have put in an amazing effort to keep it going.

Finally I would like to thank you, Committee members over the years and the many members for the friendship and respect shown to me for so long.

I wish you and SAG a happy and prosperous future.

Tony Buick
Welcome Foundation

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Dear Mrs McCabe,

Thank you very much for a copy of the SAG Newsletter which I received recently. It is so nice to receive interesting and informative material that did not attempt to blind the reader with science. This is of particular importance to people like myself with little scientific or archiving background.

I was very amused to read your poem entitled "S.A.G." at the back of the Newsletter and have pondered long and hard upon the problem of placing the logo for S.A.G. on the T-shirt. I have come up with the following solution:

> May I be bold enough to suggest
> The hands be printed under one's breast.
> It can, therefore, be truly reported
> That the S.A.G. is well supported!

Once again, many thanks for the Newsletter, and for the visit to your archive facility on 25th February this year.

Yours sincerely,

Heather Cossa
Central Veterinary Laboratory

TECHNICAL CO-ORDINATOR

At the SAG May meeting I took on the role of Technical Co-ordinator. To give some background about myself I work for the Central Veterinary Laboratory, which is an Agency of the Ministry of Agriculture. Where I work in the Quality Assurance Unit responsible for setting up record management and archiving systems.

I would greatly appreciate it if you could send me any snippets of information which you feel may be of use to other members of the group; be it a particularly helpful shelving company to a new piece of legislation.

I intend to create a centralised source of information that members can request information from or possibly visit.Please don't think that a snippet of information is too trifling, it may be the solution to someone else's problem.

If you wish to contact me, the address is:

The Quality Assurance Unit
Central Veterinary Laboratory
Woodham Lane
New Haw
Weybridge
Surrey
KT15 3JQ

Tel: 0932-341111 extn. 2780

If I am unavailable my assistant Heather Cosson is also a member of SAG and will be pleased to help.

At this stage I would like to thank Alistair Sutherland, of Inveresk Research, who is the first person to send me any information. A copy of his comments on the British Library Document Supply Centre is printed below.

Colin Goswell
Central Veterinary Laboratory

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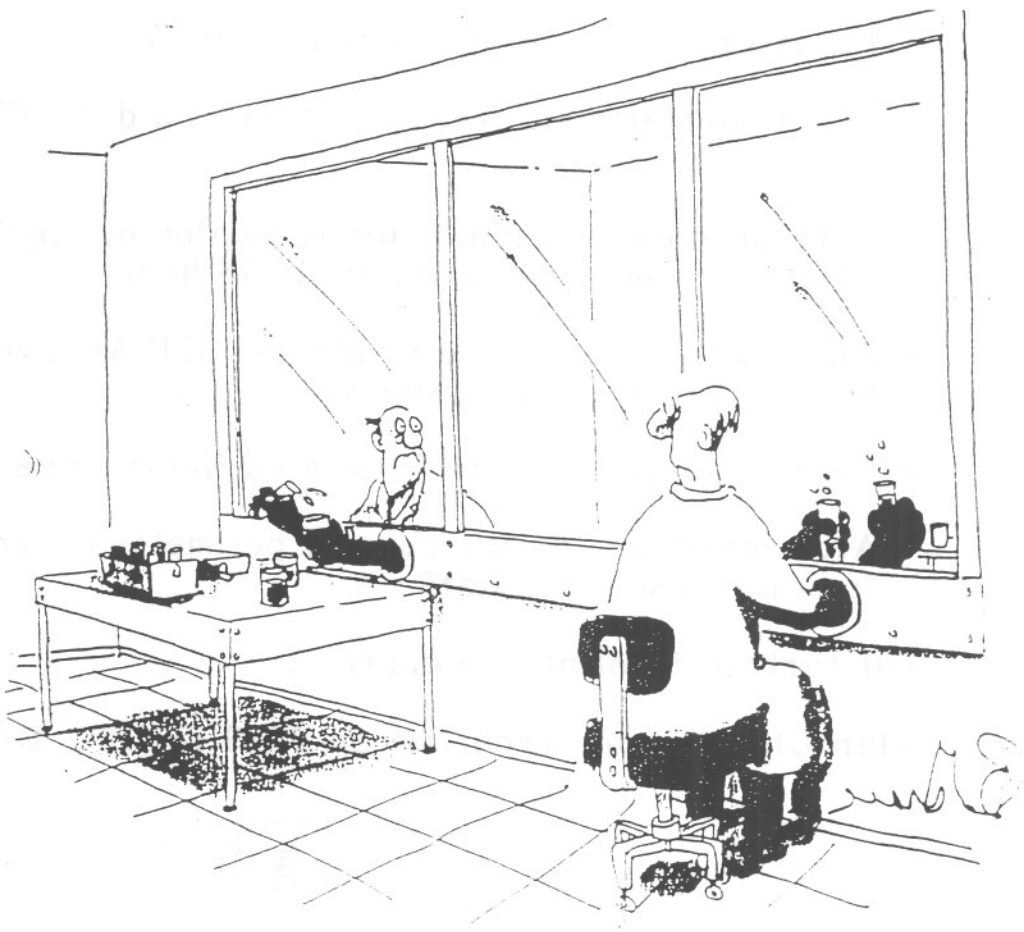
REPORT OF VISIT TO BRITISH LIBRARY DOCUMENT SUPPLY CENTRE

On 10 June 1992 I visited the British Library Document Supply Centre where Dr. Phillip Barden demonstrated a Document Image Processing (DIP) system currently under

development there.The system comprised a flat bed scanner coupled to a PC and a laser printer, driven by a software package. The system is known as IMAGEFILE and after a couple of technical problems the system was demonstrated to us. The documents were scanned on the flat bed scanner and after about 3 seconds the document appeared on th PC screen where the software then allowed several options for indexing and storage either to floppy or hard disc. The software allowed recall of the document back to screen and/or the laser printer. The document was "read only" and could not therefore be altered. It handled text and graphics extremely well and the only constraint on document size appeared to be the capacity of the scanner.

We also saw ADONIS in operation which is a CD ROM package which was extremely fast and impressive but also extremely costly! Dr. Barden again emphasised that DIP was the route to follow for future document storage and with some further development the system we saw could be developed for use in Archives. It would certainly be much more cost effective than CD ROM as the only additional piece of equipment required would be a flat bed scanner costing ca £1000-2000 depending on type etc. The software package is Public Domain.

Alistair Sutherland
Inveresk Research International Limited



The Archives of Life Science Research presently have a rare commodity -

EMPTY SHELVING SPACE

- the result of the completion of a new Archive building.

We appreciate the problems that Archivists/Record Managers encounter with too much data and too little space and can now offer a short to medium term solution.

By letting us archive your paper data, microscope slides, histology blocks and wet tissue samples, we can relieve the pressure on your resources.

We are able to provide the following:

- Data/specimens archived on a "Closed-box" system
- Archive personnel to assist with preparation of materials if required
- Necessary transport and insurance cover
- Access to materials available 24 hours a day, 365 days a year, arranged by telephone or fax
- Data/specimens available for inspection by regulatory authorities on site or returned by courier within 48 hours
- All data/specimens held within our GLP Archives, all having limited access, fire detection systems
- Paper data archive with automated Halon fire extinguishing system
- Archives on a site with a secure perimeter under constant surveillance from LSR's security staff

For further information contact:

Alan Churchland, Archivist on 0379 644122 Ext. 2134

SCIENTIFIC ARCHIVISTS GROUP

AUTUMN MEETING 7 OCTOBER 1992

SMITHKLINE BEECHAM, WELWYN GARDEN CITY

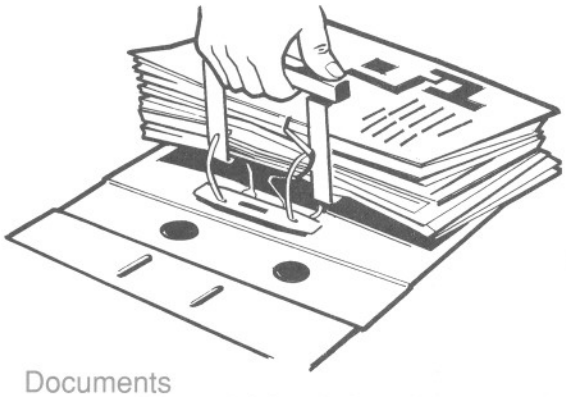
Hosted By

SMITHKLINE BEECHAM, WELWYN

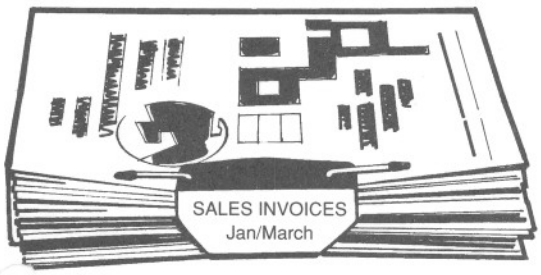
PROGRAMME

8.45	Coffee	
9.00	Registration	
9.15	Introduction & Notices	Margaret McCabe Hazleton UK
9.25	Welcome to SmithKline Beecham	Elizabeth Goodman SmithKline Beecham
9.40	Pest In The Archive	Nicholas Smith Biocode
10.10	Coffee	
10.30	Archive Security	Bob Hodgkiss Chubb Security
11.00	Fire Precaution In An Archive	To Be Named Welwyn Fire Brigade
11.30	Disaster In The Archive	Margaret McCabe Hazelton UK
12.15	Lunch	
2.15	Workshop On All Aspects Of Security In The Archive	
2.45	MEMBERS ONLY SESSION	
	Matters Arising Training Proposals Members Help Inspections Questions and topics welcome	
4.30	Tea and Departure	

Loeff's patent archives systems



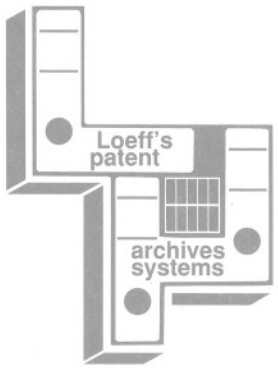
Documents
prepared for archiving in less than
sixty seconds.



Labels are available in five
colours for ease of identification
and retrieval.

Filed documents are placed into
indexed storage boxes
to protect them
against
dust, light
and
damage.

Storage
boxes are
then
placed inside
self supporting, front
opening archive boxes.



NOW IN THE UK

RE-USE

Your existing Lever Arch, Suspension, Lateral files and Computer Printout Binders.

SAVE MONEY

Using inexpensive Loeff's Patent complete filing and archiving systems.

No shelving or racking required

SAVE SPACE

Loeff's Patent front opening, self supporting archive boxes typically save 30-60% of the space used by conventional storage systems.

SAVE TIME

With Loeff's Patent full indexation system which allows rapid retrieval of even single documents.

Parallel systems available for Computer Printout, Lateral filing, Suspension filing and Vouchers

Video film available or for further details please contact:

Loeff's Patent (UK) Ltd

Cleckheaton,
West Yorkshire
BD19 5JZ

Telephone 0274 873364
Facsimile 0274 862829

Local Distributor

Loeff's Patent - THE Internationally renowned accessible filing system

STORAGE BOX/CONTAINER BOX USAGE
(External dimensions shown in millimetres)

UNIVERSAL SYSTEM

1 UNIVERSAL CONTAINER BOX: (520w x 415d x 310h)	4 x UNIVERSAL Storage Box 4 x SUSPENSION " " 6 x CHEQUE BOX 4 x VOUCHER BOX Foolscap Lateral filing/colour coded files. Manilla folders/envelopes.
2 UNIVERSAL STORAGE BOX: (120w x 390d x 290h)	132-column printout. Suspension files in hangers with index tabs (contains approximately ¼ drawer). All A4/Foolscap documents. Folders/Envelopes.
3 SUSPENSION STORAGE BOX: (120w x 390d x 268h)	As Universal Storage Box EXCEPT for 132-colum printout.
4 VOUCHER BOX: (240w x 400d x 145h)	Micro fiche/A4 + foolscap flat. Job Cards/Time sheets Colour coded record cards
5 CHEQUE BOX: (240w x 400d x 95h)	Bank Vouchers/Credit card slips. Paying in slips/cheques (approximately 3000).

FOOLSCAP SYSTEM

6 FOOLSCAP CONTAINER BOX: (445w x 380d x 275h)	4 x Foolscap Storage Box. A4 Lateral filing/colour-coded filing. Manilla folders/envelopes.
7 FOOLSCAP STORAGE BOX: (100w x 365d x 255h)	Lever Arch Files Contents 80-Column printout. Manilla folders/pockets. Hanging files.