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| **Flow Method updates – sign Flow Cytometry Methodology Updates form kept in flow room**   1. **UPDATED FLOW LAB SOP \_new VERSION** of a Controlled Document has been issued, please note & sign the ‘methodology updates log’ for:    1. CD\_HA-0308 – updated extra tubes (new instrument added).    2. CD\_HA\_0220 – LISTMODE DATA STORAGE, updated with current storage discs.    3. CD\_HA\_0480- EXTERNAL QUALITY ASSURANCE SPECIMENS    4. CD\_HA\_0251 FLOW CYTOMETRY ONCOLOGY REPORTS – filling detailed instruction added + archiving BOX registry / record instructions added in.    5. CD\_HA\_0477 - FLOW CYTOMETER AUTO-COMPENSATION PROCEDURES – removed unused analysers/procedures 2. **NEW SOP** – none 3. **UDATED general APS** documents to note:    1. CD-MA –0138 Handling Incidents, Non-Conformance and Complaints Manual sample preparation – please see SOP for how to raise incidents in AH Management System ‘RiskMan’ if required –   **New projects**   1. **New instrument NAVIOS EX(3) , SN BE05526** (delivered & installed by BEC on 20th MAY 21)- Number 3 out of 3 Flow cytometers present in Lab: Number 1-Navios; Number2- NaviosEx BC40631 & now number 3- new NaviosEx instrument BE05526    1. Installation final report received & reviewed on 27th May 2021 by Gosia    2. **Routine tests validations** - Started with validation of Single platform Stem Kit CD34 test       1. CD34 correlation: work in progress, as per S. Romanin/Danni Theologos update we are very close to achieving our target of 30. The breakdown of numbers for each sample type to be revised – need to review and collect minimum 10 of each sample type category.       2. Run to RUN - set up & run SFP low and SFP high over a minimum of 5 days – L\_J monitored & ok       3. Within RUN – done on both SFP low and SFP High and both have <10% CV       4. Please run controls and CryoQC samples only if within our time limit specifications for the test: ≤ 1 hr post lyse. 2. **NAVIOS EX(2) BC40631 Flow analyser (routine use) – validation, final reports updates (continuation):**    1. Note: All finished reports & tabulated printed results – NAVEX printouts & Navios validated reports are stored in card box under the sink. Please keep it there – for long term storage it will be kept in lab    2. 5cQ-prep ‘final’ validation for CD2/3 & BCQ tests finished by Gosia:       1. Paperwork with Seniors for checking       2. To be presented on the next ‘Haem Tech Com’ by Amber       3. To be signed by Dr S. Morgan post presentation    3. More written specific test validations reports are still required       1. There are few final reports to be written- work in progress (see validation task link below):   [H:\AAA\_Quality\UNIT\_HAem\_q\Validation Data\Flow\NAVEX BC40631 validation\Record of NAVEX2 BC40631\_ Validation tasks.doc](file:///H:\AAA_Quality\UNIT_HAem_q\Validation%20Data\Flow\NAVEX%20BC40631%20validation\Record%20of%20NAVEX2%20BC40631_%20Validation%20tasks.doc)   1. **vCD3CTU - New test on NAVIOS EX(3) , SN BE05526 – project updates.**    1. The vCD3CTU enumeration project started on 16th June 2021 (28th Jan-planning started with Dr S. Morgan & S. Schischka). Set up Complete! Collecting data in progress.    2. Sue & Danni are coordinating this project – main points to note:       * + New Test order -IT job to be raised by Sue R. – we proposed name of test to be: **vCD3CTU**, vCD3CTU = viable CD3 enumeration for Cell Therapy Unit         + Antibody titration and protocols and panels all created and checked & working ok         + Collection of correlation data for LSUB/BMTC/vCD3CTU started and so far we have data for: 6 samples ( 4 PB and 2 HPCA). BMTC % CD3 of Lymph to be correlated. For absolute BMTC CD3 cell / uL will have to use dual platform calculation & need to be calculated from Navios SP lymphocyte count (cells/uL) as two issues noted:           1. Haem analyser is not gating correctly lymphocytes and           2. BMTC test is wash & lyse with loss of Neutrophils thus % of Lymphocytes is overestimated         + Data collected in folder: \\TH-FS01\Shared\PATHOLOGY\shared\IMMUNO\RESEARCH AND DEVELOPMENT (R&D) FLOW\NEW IN PROGRESS\NavExi\_BE05526 THREE correlation May2021+\CD3 enumeration and viability validation        * + - * 2 Controls monitored and perform within expected ranges:         + FSpro CD3CTU protocol, settings monitoring (MFI within 10%) – run daily         + CDChex control,- monitored CD3% and absolute numbers within controls ranges – minimum run: on the day of running test, set up & run prior patient         + Check stock of CDCHEX – if running low in volume do not use for vCD3CTU ( I ordered some extra reagents)  1. **NATA assessment, NATA onsite inspection week of 6th September – preparations started in week 14th MAY, getting ready –**[**..\..\..\IMMUNO\GOSIA PRDS\NATA flow \_2021\NATA Audit Prep Checklist\_FLOW 2021.xlsx**](../../../IMMUNO/GOSIA%20PRDS/NATA%20flow%20_2021/NATA%20Audit%20Prep%20Checklist_FLOW%202021.xlsx)    1. Updating SOP – Amber has updated CD\_HA\_0480.docx that will include day booking of our RCPA/QAP samples    2. Check your training log & alert Amber if any fields are not signed! Please go through your training logs and make sure all sections have signatures of trainee and trainer as required    3. Clean lab – no loose notes, please remove any if you note    4. Please sign all logs as you perform tasks & check & complete  * Records of daily QC review * Temperature Charts (max/min recorded, out of range actions recorded) * Analyser Maintenance Logs * Reagent Logs complete   1. If you note any SOP that are old, issued in 2018 please make me aware  1. **Issues continue with Kaluzav2.1** **on** **problematic computer APATHD8AC066219 - ITS job was escalated by Dr Sue Morgan – Post ITS replacement with new graphic card**     1. Issues addressed, continuation:       1. Computer with Kaluza Software V2.1 (from 2018) – Amber raised IT job again to address crashes post ITS graphic card change.  * IT person looking after this is: Aliu, Merzan <M.Aliu@alfred.org.au>   + 1. Our ITS created a dump file as per BEC request and with their tools diagnosed possible error with a QUADRO card.   1. Computer in flow room with Kaluza V1.5 – As per Maree wait with an upgrade it to new version – no change  1. **InstruNor – to remove, please note below – no update**    1. Fully decontaminated (20th May 2021), metal racks left inside.    2. Left ‘power off’, analyser is in shipment mode (but the mechanism not secured as yet) – need to open and put a shield, to open the analyser you need to switch analyser on again.   **Staff training / proficiencies**   1. New educational material are uploaded into MTS – have a read/listen to both.      1. **Dan Luo training in flow going well- thanks everyone for taking an extra effort in training DAN.**     1. Still some gaps in tests’ preparation:       1. CD34cord (rare test)    2. Kaluza analysis training – NHL – proficient, AML training started (Dan keeps record of done/ analysed cases, please update as you go) 2. **Amber- MMMRD Infinicyt training – started but slow progress as short staff.** 3. **Jennifer Ma – had introduction to MM\_MRD Infinicyt training started but slow as short staff**   **Other issues:**   1. **NaviosEX(2) – computer is very slow, BEC (Maree B.) notified. I did a backup and some archiving on 03.08.2021 but no real change. Our options are:**    1. **Reimage of computer – Maree contacting engineers, Amber please follow up in next week.**    2. **Purchasing Window10 - Amber raise this as an issue in next com meeting**    3. **To be on safe side do a ‘Backup’ for NAVIOSEX(2) via Administration function to keep all L-J/ reports up to date – this will make restoration of data if required by BEC very easy.**       1. **At the end of each week**       2. **Last backup was done on 3rd August 2021** 2. **CD34 test – change in Cell Count (CC) for storage by Cellular Therapy Unit (CTU): NO Update of start time!** 3. **MM-MRD – two lots in use. Please note on slip which vial test was set up. New lot kit checked, new settings saved in Cytognos protocol.**     1. **Compensation values (‘comp’) will need to be uploaded by analyst in Infincyt software according to vial number, both are saved in Cytognos protocol:**   **ProfilePlasmaCell\_MM-MRD\_V2.0.1.b v6\_ INFIN 2.0\_NEW\_2.inp**  **Kept in folder:** **\\172.22.57.171\PatientReview2\AAA A INFINICYTE\Profiles AH**   1. **Problem persists: flow reports are getting mixed up between designated trays – please take care and spread the knowledge if you see someone confused with our filing system** |
| **Staff Suggestions / Concerns**   1. Roster Issues:    1. Note Gosia is on AL during NATA, Amber will do cover as acting Grade3, backup by Jorge C.       1. Good luck – hope all goes well! Happy flowing!    2. Rostered ADO are scheduled by management – check your roster! |
| **QAP/EQAP**   1. 2021 RCPA/QAP – latest runs – thank you for participation!        * + 1. LSUB on Aquios PH21-07 – High APS for absolute CD16+/56+CD3-ve NK        * + 1. LSUB on Aquios PH21-08 – High APS for % results: CD3% & CD3/4%   % results for two subsets out: CD3+ and CD3+/CD4+ :   * %:   CD3 CD3/4   * Absolute:   CD3 CD3/4  Gating reviewed & looks like Aquios is better in excluding contaminating Monocytes (same noticed in previous cycles !)   * 1. Continue to daybook IM/PH RCPA samples for Aquios LSUB & FMH RCPA - they need to be day booked in Cerner for whole process monitoring that includes calculations & DIM – added to SOP CD\_HA\_0480 – thank you Amber! |
| **IT issues / Network Alerts / Trials**   1. New trials listed by Sarah Green:    1. PATH73173 / MM23 (452/20) – NUMBERS ARE PICKING UP – please note if any collection issues persist       1. TAT on two time point are 2 weeks    2. PATH73257 2 occasions x 6 patients    3. PATH73259 4 occasions x 6 patients       1. They have not confirmed how long the trials are expected to run, but most likely “years” 2. New trials are added to a table as per Dr S. Morgan, our MMMRD method to be updated. |
| **New Staff / Social Events / Congratulations / Conference applications**   1. Congratulation to Amber for acting Gr3 role -thank you for accepting 2. NaviosEX KOT: 3 spaces pending |

**Please indicate in MTS that you have received this information. Persons present at meeting are ticked – see also minute’s folder.**

**\\th-fs01\shared\PATHOLOGY\shared\Haematology\Meetings\Flow Cytometry 2017**

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| **Name** | **Signature / Tick** | **Name** | **Signature / Tick** |
| MADDEN, AMBER |  | GORNIAK, MALGORZATA (GOSIA)  Senior scientist | |
| ROMANIN, SUSAN |  | Dan Luo |  |
| THEOLOGOS, DANIELLE |  | JENNIFER MA |  |
| CHICAS, JORGE |  |  |  |
| HALLETT EMMA |  |  |  |