

# Immunology House Keeping and Admin 15 | 20/06/2022

## Staffing

- a) Chanelle to be rostered in Immuno for training when other areas have enough staff.

## Changes to existing tests or requests for changes

- a)

## New Tests or equipment

- a) Multimer tank purchase. New financial year? Purchase after NATA.
- b) Emailed Steve with quote to forward to Hans regarding EuroBlotOne. Done.
- c) Microplate reader- Having trouble setting up the F8BA plate. Contacted Millenium science to help with set up. OK to complete validation for Asparaginase and CBAs without F8BA.

## Quality Assurance

- a) Internal audit- labelling of bottles with full chemical names  
Place some stickers on chem cabinet.  
Analyser logs required. To print and update procedure.
- b) Chemical cabinets correctly labelled with TOXIC. More department wide issue. Place some stickers on chem cabinet.

## Stock / Inventory

- a)

## IT issues / Network Issues

- a)

## Projects / Trials

- a) Peter Mac- Ashley Ng contacted me to request info on Asparaginase tests. He is looking to set up the assay.  
New asparaginase- Rylaze FDA approved. Similar to Erwinia, help deal with shortages of Erwinia.  
OK to send out procedure.

## Attendee list

Steve Schischka, Jocelyn Shackles, Mayumi Knight, Lynsey Peach

*Sign off will be reviewed during each Performance appraisal cycle – please sign off in MTS*