1. LJ Culture procedure:

* There is a procedure now on how to perform the LJ culture maintenance. A copy will be on the CO2 incubator for people to follow. Everyone has read it and has performed the procedure at this point and agree that it will work well.
* Reading LJ slants will be performed every Monday regardless if TB specimens to run or not. This also applies to the Weekly QC testing.
* We will continue to printout worksheets and keep them at this time, however if we stop this process we will need a new way to record the QC slide that is currently written on the sheets. We can either enter them into TQC or have a chart we write the results on.

1. Dispensette:

* The dispensette weekly sterility check is going well.
* David made a point that we should be rinsing the dispensette with sterile water if we need to autoclave it to prevent salt build up. Sterile water should be pumped through the dispensette 3 times to get rid of the saline
* When reassembling the dispensette need to make sure the straw is tightly put back into place or this will affect how much saline is dispensed. The volume needs to be verified after dispensette is put back together to make sure volume is 3 mL

1. New BV procedure:

* In January will be going live with new BV procedure
* We will go over the new procedure in detail before this happens however here are some key points –
* We will be making our own slides
* Need to be mindful of age of specimen. If >5days old we will need to add a new order entry comment
* BV will only order BV and not wet prep as well. Will only be doing wet prep if it is requested on requisition.
* If trich is requested and specimen is >72hrs old, we will not be performing the test. Order the trich and then if MLA give label to tech saying its >72 hrs. or if tech then go into specimen and cancel test and add cancelation comment

1. Vitek Yeast ID cards:

* In January will hopefully be going live with this new procedure
* We will go over the new procedure in detail before this happens however here are some key points –
* QC is only run with new cards so will not have to sub out yeast QC weekly and QC organisms have changed. Once we change over, old yeast QC organisms will be discarded.
* McFarland standard is 1.80 to 2.20. This is very important. During validation and some QC if was not perfect it affected the results

1. Fridge:

* Our fridge is ours again, however since there is a big order coming to prepare for Christmas we will just use it for media at this time and reorganize it after the holidays.
* If there is not media in the main fridge check the core lab fridge next and then the walk in fridge. This is how it will be stored according to expiry dates.

1. Plastic Bactec bottles:

* Joel will be validating these new bottles.
* Will save on disposal space and weight

1. Accessioning:

* Don’t go by the location on the label go by the LIS. If label says ICU but when you go to accession you see they are now in Medicine, use Medicine as the location. You do not need to send a copy to the location on the label.
* If the label says ER, you do need to send it to ER. If when you are accessioning you can see that they are now admitted, you can send a copy to this floor but this is not mandatory.

1. Schedule:

* If you make a shift change and the person you are changing with agrees, please change it on the schedule even if you haven’t received the approval from Jennifer. This way everyone will know who is working what shift and there won’t be misunderstandings around who is supposed to be in at what time.