1. Water account set up:

* Joel has created an electronic form to use when a new water account needs to be set up.
* Form is on the shared drive: Microbiology > Water account set up>Water set up form.
* All boxes in red need to be filled out.
* First save form to your drive, then type in the information and save and then email to address on form.
* Moses suggested that we have paper copies so that we can first fill in the information when the person is here to set up the account or is on the phone and then we can transcribe this onto the electronic form. This is because it might be hard to pull up the form on the computer and fill it in while we are on the phone or speaking to someone at the front.
* Laura S will print some copies and leave in a folder at the front bench.

1. VRE cultures:

* Follow up to email sent yesterday.
* We will now do 2 batches. This will allow quicker turnaround time for swabs that are here early.
* Contacted Alere and found out plates do not need to be incubated for 48 hours. So now when we do the 24 hour read we will place them in the urine old culture rack.
* Try to read the old VRE plates first in the am so that results get out quicker and patient can be taken off isolation.
* Can investigate reporting cultures at 24 hours but not sure if all VRE are growing right at 24 hours. Keeping them a little longer might be safer.

1. API resulting:

* When performing either of the API tests, please use the website to enter in the code you got to get the identification of the isolate. Links to the website are on the procedures along with the login and password.
* Does not use the package insert codes that are in the kits. They do not give the percentages for organisms and not reliable for interpretation.

1. Stored isolates:

* Carolyn did her inventory audit yesterday and everything was mostly good except there were a few samples that did not have the organism ID on the glycerol tube. Please remember to put the ID on the tube before you freeze it.
* There was also a series of tubes that were put in the freezer at the same time but where not in the same order as the log. Please ensure that when you are putting in more than one tube at a time put them in the exact order as they are on the isolates log.

1. Activating lot numbers:

* Laura S just wanted to let everyone know they are doing a really good job of keeping the correct lot numbers of products active and inactivating the previous lot numbers.

1. Redirecting specimens from Inuvik:

* Had a blood culture last Friday evening from Inuvik that they could not load on their Bactec because it was a plastic bottle and their analyzer is not validated for plastic bottles. There was also a note with the bottle that said they couldn’t redirect it to Stanton so we couldn’t receive it here.
* We decided to just order it here from Stanton so that the bottle wouldn’t be anonymous.
* After discussing with LIS we could have redirected it from our end. Joel has made a procedure that we can follow if this happens again. It is on the Bactec. If we are unable to redirect following the procedure and LIS is not here, we are to put the bottle on the analyzer and leave it anonymous until LIS can help solve the problem.

1. Round table:

* Solomon: Wanted to remind everyone that when making gram stains to please put pressure on the swab so that the material from the swab goes onto the slide. If we do not press firmly enough there is nothing on the slide to read. Laura S will send out an email to all staff in microbiology, including the MLA’s, to remind them of this.
* Moses: the MGIT printer was not working on Tuesday and it looks like the error happened last week. If anyone is having a problem with the printer and is not sure how to solve it, let someone else know so that it can be addressed.