1. Laura S on vacation:

* Moses will be acting while Laura S is on vacation.
* If there are any concerns bring them to him and he can direct to the proper person.
* Laura S has tried to order everything but if anyone notices anything is getting low please let Moses know as well as writing it on the Low Tally sheet.

1. Core lab fridge:

* Laura S has labelled all the shelves correctly now.
* The top shelf is all active supplies.
* The next shelf down is all inactive supplies.
* Then media is below the supplies.
* We will be taking this fridge to the new lab with us.

1. Antibiotic disks:

* The storage container for the in use disks has changed. They should not have been in a clear container.
* The disks need to be kept at room temperature for 1 hour before the container is opened. Also, they should only be coming out of the fridge once per day as each time they come out can affect the disks.
* We will work on a system to make this easier for us when Laura S gets back from vacation.
* The disks and desiccants will be changed once a month. This will be done for the Wednesday 9-5 QC tech on the first Wednesday of the month.
* The NV disk is now kept in this container as it should be changed monthly as well.
* The same applies to the Etest strips. They should be allowed to come to room temperature before they are opened.
* The same applies to the media as well. It should be brought to room temperature before inoculated.

1. GBS agar validation:

* The validation is complete.
* Continue to process samples as we have been until the validation is approved.
* Validation was successful and showed us how important this change will be.

1. New Flu/RSV kit validation:

* Jocelyn will begin performing the validation for the new kits.
* She is going to show Viviane so she can do it as well when she is in here.
* Jocelyn has made a results sheet to be filled out.
* The MLA will set up the test and then a technologist will read the results and mark it on the sheet.
* Just keep these sheets in my room when complete so I can record them for the validation.

1. Daily QC plates:

* Laura S has placed the daily QC plates in the same red bucket as the daily reagents in order to save room.
* The other bucket will continue to have the weekly or as needed QC plates.
* Don’t bring the as needed/weekly QC plates out on a daily basis as it is better for them to remain in the fridge when they are not needed.

1. Roundtable:

* Moses: Wanted to discuss the blood culture labels from Hay River. They are putting the LIS labels on the wrong bottle which gets confusing when the bottle goes positive.
* Laura S has sent an email to all micro staff and MLA to ask them to check the labels before they load the bottles on to the Bactec so that the issue can be solved before the bottle goes positive.
* Laura S will discuss with Jennifer if she should notify Hay River and Fort Smith about this issue.