*Chantelle* – New **work cell phone** number. The number is posted on her office door white board.

*Chantelle* – The **door for DI/OP** will be propped open at all times for better accessibility. There has been formal complaints put in by patients. DI is responsible for opening it daily. But, if you see that it is closed, please do your part and open it up again.

*Chantelle* – It is important to **log out** of your computer when done. There was recently an incident where there was a mistake done and it was done under another employees log.

*Chantelle/Joanne* – Ensure that **YPCC supplies** are being checked weekly. Be sure to rotate stock and do not over-stock.

*Chantelle* – Check to ensure **coolers are completely empty**. There has been a few recent incidents where samples were left in cooler. Put empty sticker on the cooler when done with your initials. You are accountable for the cooler.

*Micro/Moses* – If you **cannot scan the BC bottle** because the label is covered up (usually from the communities) just put it in the incubator anyways and leave a not for the Micro Techs. Make sure it is accessioned first. Still unclear what the protocol is for BC > 24hrs from communities. Micro is to follow-up with this protocol ASAP.

*Chemistry* – **Drugs** (DGN/PTN/CRBM/LI) quality control are to be run every day Monday- Friday. This will require approximately 0.4ml of Immunoassay QC.

*Lori – LIS* – **Post Vas** slides must be sent if negative for second review. When a negative result is verified a reflex referral test code will automatically be produced.

*Moses* – Put in your $20 contribution for the **water fund**.

*Amy* – **BB** Tech’s be mindful. Mistakes are happening in BB. Take your time.

*Theresa* – Ensure to **rotate stock** front > back> Left > Right.