

Laboratory Staff Meeting Minutes

August 21, 2019

11:45 to 12:45

1. Competency results:
 - Laura S is going to start emailing everyone with notification if any competency testing they have done was correct. This is easier than trying to track people down. If however there is an issue she will set up a time to discuss this with the individual.
2. Strep. reagents:
 - Can't remember who is which latex control for throat cultures.
 - Moses, Solomon and Laura G will use A and G
 - David, Sally and Laura S will use A and C
3. Media labels for media fridge:
 - The labels I made do not work. They hang down too far and get caught on boxes.
 - Laura S asked if people want her to make a map of the fridge and was told that they would like this so she will make this.
4. GBS labels:
 - These will be on the silver clip on the BSC not on a rack. We don't use the rack anymore for HEK so it doesn't need to be on cart.
5. Coat hooks:
 - Do we want everyone to have their own hook or every bench.
 - Everyone wants every person to have own hook.
 - Will do a "draw" after meeting to choose order in which people will pick their hooks.
 - Please don't remove people's lab coats from their hook. It is up to them to ensure they are put into the laundry each week.

6. Gram stain bottles:

- I can no longer order the individual bottles of gram stain so we will have to go back to filling up bottles.
- Laura S has ordered new refillable bottles to use.
- Once our current stock of individual bottles is finished we will switch to this method.
- It will be assigned to the urine bench on Monday to wash out bottles and on Tuesday to refill them.
- The crystal violet package insert does not say you have to filter. We will try not filtering it and see how it goes. If we notice there is too much precipitate we will have to start filtering again.

7. At the beginning of the meeting we welcomed Sally back into the micro lab 😊