*Attendees:* Mikayla, Connie, Joanne, Jocelyn, Nicole, Laura S, Chelsea, Moses, Solomen, Theresa, Kim, Chantelle

*Recorder:* Kim

**Chantelle**

* *Canada Post* – Will only take registered mail from now on. Please see detailed email in your inbox. If you need to send something as registered mail use the labels that have been designated for this. They are in the mail corner.
* *Hot Water* – Dexterra’s response to the request to have the hand washing sink water turned down to an acceptable temperature has been denied at this time. There will be no adjustment until there is approval from a higher level of authority. The reasoning that was given for the extremely hot temperature is that it helps to stop the spread of Legionella. Follow-up will have to be made.
* *Send reports in Tube* – The floors are requesting that we send reports to them through the tube system. It’s faster than waiting for internal mail.
* *RSV testing*- Core lab will be taking over RSV rapid testing starting Sept 12th, 2019. The testing is performed on any child < 2 yrs of age. This is considered a STAT test so it will be available at all times including on-call. There is an SOP and training will begin next week.
* *PKU cards*- are no longer a ‘special’ order and Chantelle will order them with other stock items moving forward.
* *CAP Surveys* – There are a lot of survey’s being received at room temperature. They are being held up at customs due to a brokerage issue. When CAP’s are received please take note of the due date as some are replacements and there may be a tight turnaround time. If this happens please run survey and not just wait for a Tech2 to register them.
* *Lauie’s going away/baby shower* – Sept 8th, it’s a pot-luck style party so sign up with a dish. There is an envelope in Amy’s desk, top drawer. Remember NO PEANUTS!!!

**Round Table**

Chelsea – The front end needs small boxes for sending CAT B samples. Please save boxes for this. An ideal box would be the butterfly needle boxes that we get from stock orders.

Theresa – When scanning the blood bank requisitions, the back copy can be ripped off so it doesn’t clog in the scanner. Also scanning can happen during the receiving stage since the screen is already up.

CONGRATULATIONS!!!! Joanne and Whitney for their new positions as Permanent Full Timers!

CONGRAUTULATIONS!!!! Jocelyn, as she rolls into a full-time term until the end of October (ish).